

**GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION  
BOARD MEETING NO. 698**

**DATE:** February 26, 2025

**TIME:** 5:00PM

**PLACE:** 1250 Canal Rd. Lafayette, IN. 47904 Conference Room

**MEETING CHAIR:** Mr. Mike Gibson

**AGENDA**

Item

1. Communications and Announcements
2. Public Comment
  - 2.1. Comments on the Agenda – 5 minutes
3. Review and Approval of Agenda Items and Minutes
  - 3.1. Review and Approval of Agenda of Meeting No.698 held on February 26, 2025 (pg.1)
  - 3.2. Review and Approval of Minutes of Meeting No.697 held on January 22, 2025 (pg.2)
4. Old Business
5. New Business
  - 5.1. Approval of HR Consulting Firm (Exhibit 1 pg.6)
  - 5.2. Approval to Donate Retired Fleet List (Exhibit 2 pg.14)
  - 5.3. Approval of the updated DBE Program according to DOT Requirements (Exhibit 3 pg.16)
  - 5.4. Approval to purchase Service Vehicles (Exhibit 4 pg.36)
  - 5.5. Consideration of claims list numbering 40325 through 40470, in the amount of \$1,939,491.35 (pg.37)
  - 5.6. Consideration of payroll for January 1, 2025, through January 31, 2025, in the amount of \$949,107.84 (pg.41)
6. Board and Staff Reports
  - 6.1. Chief Executive Officer Report (pg.42)
7. Public Comments
  - 7.1. 3 minutes per speaker
8. Adjournment
  - 8.1. Next meeting is Wednesday, March 26, 2025, at 5:00pm at 1250 Canal Rd., Lafayette, IN. 47904 in the GLPTC Board Room.

**GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION  
BOARD MEETING No.697  
MEETING MINUTES**

**DATE:** January 22, 2024

**PRESENT:** James Blanco, Secretary  
**BOARD** Julie Ginn, Standing Chair  
Tino Atisso  
Ben Murray  
Joel Wright

**PRESENT:** Bryan D. Smith: Chief Executive Officer  
**STAFF** Joanne Zhang: Chief Financial Officer  
Ron Peters: Operations Manager  
Shawn Coffman: Fleet Manager  
Randy Anderson: Information Systems Manager (Virtual Attendee)  
Derek Streeter: Safety and Training Administrator  
Shelby Yeaman: Executive Assistant/Project Manager  
Brian Karle: Attorney

**GUESTS:** Kurk Schmigel, James Cover

Chair, Julie Ginn, called the meeting No. to order at 5:01PM in the GLPTC Board Room, 1250 Canal Road.

### **COMMUNICATIONS & ANNOUNCEMENTS**

Mr. Bryan Smith introduced our guest, Kurk Schmigel from DLZ, who works closely with us and is helping us with our Hydrogen Fueling Station project.

### **PUBLIC COMMENT**

### **REVIEW AND APPROVAL OF AGENDA ITEMS AND MINUTES**

1. Mr. Benjamin Murray made the motion to approve the agenda of meeting No.697 held on January 22, 2025. Mr. Tino Atisso seconded the motion. The motion carried by a vote of 5 ayes and 0 nays.
2. Mr. Benjamin Murray made the motion to approve the minutes of meeting No.696 held on December 18, 2024. Mr. Joel Wright seconded the motion. The motion carried by a vote of 5 ayes and 0 nays.

### **OLD BUSINESS**

1. CityBus was invited to partake in the 2<sup>nd</sup> step of the Purdue Service RFP for the 2025-2026 school year. We will be going to Purdue on January 28<sup>th</sup> at 8:00am for questions and a demonstration on our fleet and how our technology on the vehicles works. We will bring a 60' bus, a 40' bus, and a van to show all that we offer. Purdue has said they will award the procurement in the Spring of 2025 sometime.

## NEW BUSINESS

1. Mr. Tino Atisso made the motion to approve to authorize CEO Bryan Smith to execute Long Lead Items for the Hydrogen Fueling Station. Mr. Benjamin Murray seconded the motion. The motion carried by a vote of 5 ayes and 0 nays.

Mr. Smith mentioned this document includes two proposals and a clause. We are working on researching what kind of hydrogen can be delivered to CityBus. There is an 11-month lead time for certain parts, so we are needing to get these pieces ordered to be sure they are delivered in time for the station to be built prior to the bus delivery in January of 2026. CityBus is requesting this document to be approved with our not to exceed number, keeping in mind that even if things fall through with our current agreement and partnership, the items that are going to be purchased will work with any solution that will be built.

Everything for this project is purchased using 80% of federal funds and 20% local match. Finance has made sure we have these funds available prior to bringing this to the board for approval.

2. Mr. Joel Wright made the motion to approve adding the Change Order for the COA to add a Fare Study into the work RLS is currently doing. Mr. Tino Atisso seconded the motion. The motion carried by a vote of 5 ayes and 0 nays.

A change in fare structure is a big topic when discussing budget and what can be done to bring in more revenue. With board approval, we would like RLS to make a change order to our current contract to add work on a fare study. With the study, it will show what an increase in fare structure could do for the agency, both in a positive and negative way. What we have brought to the board is a not to exceed amount.

Mr. Benjamin Murray inquired he thought this was part of the original contract. Mr. Smith let him know that a fare study can be part of a COA, but it was not something CityBus put in the original scope when the procurement went out in 2024. Mr. Murray let Mr. Bryan Smith know that he thinks it is well worth the cost.

Mr. James Blanco inquired if this study will also give information on how quickly to introduce a fare change, or whether it should be a gradual increase. Mr. Smith let the board know that this is part of the study.

3. Mr. Benjamin Murray made the motion to table the approval of the Contract Modification to the New Flyer contract to reflect discount of progress payments. Mr. Joel Wright seconded the motion. The motion carried by a vote of 5 ayes and 0 nays.

Mr. Bryan Smith asked if this could be tabled until the February board meeting as we do not have final number from NewFlyer.

4. Mr. Benjamin Murray made the motion to approve of Resolution #25-01 Authorizing an application to be made for Federal Funds for 2025. Mr. Tino Atisso seconded the motion. The motion carried by a vote of 5 ayes and 0 nays.

Mr. Bryan Smith mentioned this is an annual Resolution, allowing CityBus to apply for grants in 2025 and will inform the board of any grants applied for and will keep everyone posted on status.

5. The Board considered approval of claims list numbering 40246 through 40324, in the amount of \$735,917.22. Mr. James Blanco made the motion to approve the claims list. Mr. Benjamin Murray seconded the motion. The motion carried by a vote of 5 ayes and 0 nays.

Mr. James Blanco mentioned our utilities charge with Constellation would have been much higher in cost, but due to CFO Joanne Zhang's efforts, Constellation removes the finance charge.

6. The board considered approval of payroll for December 1, 2024, through December 31, 2024, in the amount of \$922,356.28. Mr. James Blanco made the motion to approve payroll. Mr. Benjamin Murray seconded the motion. The motion carried by a vote of 5 ayes and 0 nays.

## **BOARD AND STAFF REPORTS (CEO REPORT)**

CityBus has a lot going on the first quarter of 2025. Some of those things are a fare structure study, installing the Masabi mobile ticket system into revenue vehicles, getting the first draft of the service redesign, creating KPI's for service and fare changes, continuing on the hydrogen fuel station, advocating for more state funding, prepping for our finance audit with our new auditor firm, triennial review information due February 28<sup>th</sup>, applying for the RAISE grant and applying for Bus and Bus Facility funds for new transit hubs.

## **PUBLIC COMMENTS**

Mr. Joel Wright inquired about the bus stop on Greenbush in front of the Payless and if there is anything we can do to change where the bus picks up passengers as it stops traffic. Mr. Smith mentioned the way it was designed, he is almost positive it was made to stop traffic. The parking lots, in some locations, can be used for buses to pull into to pick up rather than on the road, but these lots are most likely not made for the weight of a bus.

Mr. Benjamin Murray inquired about the Masabi ticket system and whether or not we know if there will be issues and server delays when using cards to pay for fare. Mr. Smith let the board know he is not sure on that but will reach out for more information on this.

## **ADJOURNMENT**

With there being no further business to be transacted, Mr. Benjamin Murray made the motion to adjourn. Mr. Tino Atisso seconded the motion. The motion carried by a vote of 5 ayes and 0 nays. The next regular Board Meeting is scheduled for February 26, 2025, at 5:00PM in the GLPTC Board Room, 1250 Canal Road Lafayette, IN. 47904. The Board Meeting adjourned at 5:29PM.

  
\_\_\_\_\_  
Mr. James Blanco, Secretary  
CityBus Board of Directors

2/1/2025  
\_\_\_\_\_  
Date:

# MEMO



**TO:** Bryan D. Smith, Chief Executive Officer

**FROM:** Dusty Sturgeon, Human Resources Administrator

**DATE:** February 19, 2025

**RE:** Human Resources Consulting Services – RFP 2.3

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CityBus has been successfully working with an HR consultant and is now transitioning to a scaled-back level of support. This change allows for continued access to expert HR advice while we focus on growing our internal HR team. The ongoing benefits include maintaining compliance, enhancing employee development, and addressing specific HR challenges as needed, all while fostering greater independence within our HR department. As CityBus continues to grow, the internal HR team will be better equipped to handle the expanding needs of the organization, with the HR consultant's expertise remaining a valuable resource for strategic guidance and support.

After a thorough evaluation process, which included reviewing proposals and engaging in discussions with the selection committee, I am pleased to recommend Agave as our preferred Human Resources Consultant. Agave has demonstrated the best value for our company's needs, as reflected in the comprehensive evaluation and their proven track record. Based on these factors, I recommend proceeding with formalizing our partnership with Agave as our Human Resources Consultant.

After review of the quotes, I am proposing the attached quote for the award by the Board for a three-year contract with an annual cost of approximately \$36,000 for a total cost not to exceed \$108,000. The final contract terms will be negotiated with the help of our corporate counsel.

## Cost Proposal

### Abbreviated Discovery Phase:

- \$1,500 Engagement Fee (**WAIVED** – Completed during prior engagement.)
- \$3,500 Completion of Initial Processes and Policy Review and Comprehensive Job Profile Creation (**WAIVED** – Completed during prior engagement.)
- There is no additional charge for the collaborative session(s) with the HR Administrator and/or members of senior management to establish annual goals and prioritize strategies for addressing identified gaps. Included in Ongoing Human Resources Support. See below.

### Ongoing Human Resources Support:

- Will be listed on invoices as **Retained HR Consulting Services**
- Combination of scheduled check-in calls with HR administrator, CEO, or COO and preparation/production time outside of calls.
- 12 SPHR/Consultant hours projected per month at \$175/hour = \$2,100/month.
- 6 PHR/Project Manager hours projected per month at \$115/hour = \$690/month.
- Projected Monthly Invoice for Retained Services: \$2,790. (Due on the 1st of each month).
- Minimum Monthly Invoice: \$2,500 (for organizations with 40+ employees).
- **Monthly invoice not to exceed \$3,000 for Retained HR Consulting Services without prior written authorization from the CEO.**

### Professional Development Coaching and Team Development Workshops

- **One-to-One Coaching:** Personalized coaching sessions for senior leaders
  - Billed at \$175/hour and listed on Invoices as **Professional Development – Individual Coaching**
  - Senior leaders should work with their own manager to identify key areas of focus
  - Managers can schedule sessions through the Agave MS Booking link
  - Capped at 8 hours per month (\$1,400/month) unless additional sessions are approved by the CEO. There is no minimum invoice for Professional Development.
  - Additional Note: Scheduled calls can be rescheduled without charge if notice is provided; no-shows will be billed as scheduled.
- **Team Development Workshops – Customized Content Workshops:**
  - Will be listed on invoices as **Professional Development – Workshop**
  - Preparation, production, and facilitation time billed at our standard consultant rates SPHR (\$175/hour) or PHR (\$115/hour)
  - All workshop costs will be quoted and approved by CEO or designee before scheduling. (Average 90-minute custom workshop cost is between \$700 and \$815.)
- **Team Development Workshops – Licensed Content Workshops:**
  - Will be listed on invoices as **“Professional Development – Wiley”**
  - Prices for licensed content workshops and assessments are set at vendor’s published rates (e.g., Everything DiSC by Wiley, 5 Behaviors of an Effective Team)
  - All workshop costs will be quoted and approved by CEO or designee before scheduling.

## Description of Firm

### 1. List of Services Performed

Agave HR Partners offers a comprehensive suite of human resources services in three key areas:

**Retained HR consulting services**, including compliance support, policy and procedure reviews, and process improvement. Areas of focus include:

- Recruiting
- Onboarding
- Training
- Performance
- Corrective Action
- Employee Relations
- Conflict Resolution
- Workforce Planning
- Compensation
- Risk Management
- Investigations
- Compliance with employment laws and regulations such as FMLA, ADA, EEOC, FCRA, OSHA, etc.

### Leadership Coaching and Management Workshops:

Agave HR Partners provides a range of workshops and coaching services designed to strengthen teams and enhance leadership effectiveness. As a certified partner for Wiley, we facilitate six Everything DiSC programs (Workplace Foundations, Management, Sales, Work of Leaders, Agile EQ, and Productive Conflict) as well as the 5 Behaviors of an Effective Team personal and team development workshops based on Patrick Lencioni's work.

Additionally, we create custom workshops tailored to address specific organizational needs, such as change management, strategic planning, stress management, decision-making, feedback delivery, harassment prevention, sensitivity training, and inclusion and belonging. Our one-on-one coaching sessions supplement the development that managers receive from their own leaders, helping them address challenges like process inefficiencies or communication barriers. Patterns identified during coaching are often addressed in team workshops, fostering collaborative problem-solving among leadership teams.

### Executive, Management, and Professional-Level recruiting services

Agave HR Partners takes a highly selective approach to recruiting, focusing exclusively on leadership-level positions that have the greatest impact on team success. To maintain our mission of equipping and empowering teams to thrive in any environment, we limit ourselves to no more than three active recruiting engagements at a time. This ensures we can dedicate the necessary attention to each search while preserving capacity to respond promptly to the immediate needs of our retained consulting clients.

### 2. Experience in Providing Consulting on the Statement of Work

Agave HR Partners has a wealth of experience helping clients navigate complex, sensitive, and foundational HR challenges with professionalism, compassion, and agility. A cornerstone of our approach is reviewing and standardizing job descriptions for all roles within an organization. These job descriptions serve as the foundation for numerous HR processes, including job advertisements,



## Technical Proposal: Description of Firm RFP#2024-2.3 Agave HR Partners

interview guides, onboarding checklists, performance reviews, career development plans, workforce planning, compensation evaluations, title reviews, background check assessments, and reasonable accommodation requests. By aligning these interconnected processes, we ensure consistency and clarity across the organization.

We are also the trusted partner clients call when employee situations are complicated, sensitive, unexpected, time sensitive, stressful or when the situation involves multiple risks or potential liabilities, requiring an objective perspective and additional discretion.

For example:

- We have supported clients through crises such as the tragic death of an employee in an automobile accident by guiding communications and operational adjustments with sensitivity.
- We help resolve challenging reasonable accommodation requests, both physical and mental, by designing fair processes that balance employee rights with organizational needs.
- We mentor new or entry-level HR professionals to develop their strategic problem-solving and leadership skills.
- We support experienced HR professionals in prioritizing and completing time-consuming projects when they are under-resourced.
- We objectively guide compassionate leaders through fair and consistent clear PTO and unpaid leave policies to guide decision-making during personal tragedies or crises balancing operational needs and a supportive workplace culture for all employees.
- We regularly advise clients on how to respond to background check alerts, address employee theft, document workplace accidents, manage unemployment claims, and communicate effectively when employees leave unexpectedly (e.g., job abandonment or termination).
- We specialize in conducting investigations that prioritize psychological safety and fairness while increasing the likelihood of positive outcomes.

Our experience allows us to anticipate potential challenges and create proactive plans so that when issues arise, organizations can respond with compliant and compassionate decisions. Our comprehensive approach ensures agility in prioritizing client needs. Whether addressing immediate concerns or building long-term strategies, we adapt our services to align with each client's unique goals while fostering a culture of preparedness and resilience.

### **3. Relevant Experience of Key Team Members**

#### **Founder and Lead Consultant: Wendy Cummins**

- Certified Senior Professional in Human Resources (SPHR) with over 18 years of HR experience.
- Expertise in policy and process development, workshop facilitation, leadership coaching, and conflict resolution.

## Technical Proposal: Description of Firm RFP#2024-2.3 Agave HR Partners

- See attached resume reflecting experience prior to founding human resources consulting practice in February, 2020. LLC filed with Secretary of State on May 5, 2020.

**Project Manager: Elyse Karallus**

- Certified Professional in Human Resources (PHR) with over 8 years of experience in HR consulting.
- Expertise in compliance, project management, event planning,
- See attached resume reflecting experience prior to joining Agave HR part-time in March, 2021 and full-time in January, 2023.

**4. Major Client Accounts**

Agave HR Partners serves a diverse range of clients, including:

- **Godby Heating Plumbing Electrical**, Indianapolis, IN
- **Haley's Lock Safe & Key**, Two Indiana Locations
- **DeHaai Industries**, Four locations in Indiana and Ohio
- **Food Finders Food Bank**, Lafayette, IN
- **Business System Solutions**, Three locations in Indiana, Michigan, and Tennessee
- **Evans Taylor Eye Care Group**, 14 Indiana Locations
- **Wee Speak**, Lafayette, IN
- **Visit Lafayette West Lafayette**, Lafayette, Indiana

**5. References****1. Godby Heating Plumbing and Electrical**

- Address: 7852 Moller Rd, Indianapolis, IN 46268
- Contact: Jason Godby, 317-480-1818
- Services Provided: HR policy reviews and updates, employee relations, investigation support, leadership development, team strengthening workshops, process development, labor law education, compliance support.

**2. Food Finders Food Bank**

- Address: 1204 Greenbush St, Lafayette, IN 47904
- Contact: Kier Crites or Tawny Howe, 765-471-0062
- Services Provided: HR policy reviews and updates, employee relations, conflict resolution, leadership development, team strengthening workshops, process development, labor law education, compliance support.

**3. Business System Solutions**

- Address: 1211 Cumberland Ave, West Lafayette, IN, 47906
- Contact: Bill Ooms or Brittany Flores, 765-742-3440

## Technical Proposal: Description of Firm RFP#2024-2.3 Agave HR Partners

- Services Provided: HR policy reviews and updates, conflict resolution, employee relations, leadership development, executive recruiting, process development, labor law education, compliance support.

## 6. Understanding of CityBus's Scope of Services & Proposed Approach

As stated on the agency website, "CityBus has an important role in making the Lafayette and West Lafayette community a better place to live, work, go to school, and visit. With safe, reliable, and convenient transit services, the agency will offer a viable transportation choice for residents, employees, and visitors."

The CityBus Mission, as stated on the website, is to offer a viable transportation choice for residents, employees, and visitors. However, what truly sets CityBus apart is its leadership team's deep commitment to making our part of the world a better place by ensuring that their transit system connects everyone and anyone to wherever they need or want to be. This inclusiveness extends to those with multiple transportation options and to those for whom walking might otherwise be their only choice. Every day, CityBus works tirelessly to deliver safe, friendly, efficient, and dependable services that keep the community moving forward.

At Agave HR Partners, we understand that achieving such an ambitious mission requires overcoming common workplace challenges, unwelcome external obstacles, and unexpected crises. These challenges may include difficulty attracting and retaining top talent, regulatory compliance risks, inconsistent decision-making, inefficient processes, cross-departmental collaboration issues, inadequate succession planning, unexpected or prolonged leaves of absence, and more. Our mission—to equip and empower teams to thrive in any environment—aligns very well with CityBus's goals. Whether navigating prosperous times or unexpected challenges like budget constraints or leadership changes, we help organizations address barriers that stand between them and their vision.

Our proposed approach is designed to support CityBus in achieving its mission by strengthening its HR processes, developing its people, and fostering continuous growth. We will build on the foundational work we have already completed with CityBus while addressing any new gaps or priorities. Our proposed approach consists of three key components: **Abbreviated Discovery Process, Ongoing Human Resources Support, and Professional Development Coaching and Team Development Workshops**. Each component is designed to address current challenges, build on prior progress, and align with CityBus's mission of providing safe, reliable, and inclusive transit services.

### Abbreviated Discovery Phase

Since much of the foundational discovery work has already been completed during our previous engagement with CityBus, we propose an abbreviated review to confirm or better understand the current "state of the team." This phase will focus on identifying leadership skill gaps, opportunities to improve cross-departmental collaboration, and any obstacles making it more difficult for CityBus to achieve its mission. Specifically:

- **Process Review:** Conduct a review with the HR Administrator to assess key HR processes, identify gaps, and establish annual goals. Areas of focus include recruiting, onboarding,

## Technical Proposal: Description of Firm RFP#2024-2.3 Agave HR Partners

training, performance management, corrective action, employee relations, risk, reasonable accommodations, absence management, workforce planning, etc.

- **Leadership Assessment:** Conduct a self-assessment with leaders to identify skill gaps or areas for development.
- **Collaboration Review:** Evaluate opportunities to enhance cross-departmental communication and alignment.
- **Obstacle Identification:** Assess whether challenges such as inconsistent decision-making, misaligned values, or ineffective processes are impacting progress toward CityBus's goals.
- **Compliance Review:** Reassess policies and practices to ensure compliance with employment laws (FMLA, ADA, EEOC, etc.) and collective bargaining agreements, ensuring alignment with CityBus's unique needs as a public transit agency

This phase will culminate in a collaborative session with the HR Administrator to establish annual goals and prioritize strategies for addressing identified gaps.

### Ongoing Human Resources Support

We will provide retained human resources consulting services to ensure continuous progress:

- **Scheduled Check-In Calls:** Regular strategy sessions with a Certified SPHR or Project Manager to address challenges like compliance questions or employee relations issues.
- **Unscheduled Access:** Immediate support for urgent matters via phone or email.
- **Production Support:** Assist with content creation for new processes or process rollouts.

These services are designed to provide consistent guidance and support while addressing emerging needs as they arise.

### Professional Development Coaching and Team Development Workshops

To foster leadership growth and strengthen team dynamics, we offer tailored coaching sessions and workshops that address both individual and organizational development needs:

- **One-to-One Coaching:** Personalized coaching sessions for senior leaders focused on professional development, leadership skills, cross-department collaboration, and effective communication of vision and mission.
- **Team Development Workshops:** Licensed workshops such as Everything DiSC (Workplace Foundations, Agile EQ, Management) and 5 Behaviors of a Highly Effective Team (based on Patrick Lencioni's work). These workshops are designed to enhance collaboration, trust, emotional intelligence, and overall team effectiveness.
- **Customized Content:** Workshops addressing specific challenges such as change management, managing stress in the workplace, delivering effective feedback, and fostering a culture aligned with CityBus's values.

## Technical Proposal: Description of Firm RFP#2024-2.3 Agave HR Partners

Workshops are modular in design to allow flexibility based on CityBus's priorities. Patterns identified during coaching sessions will inform workshop topics to ensure alignment with current organizational needs. This three-part approach ensures that CityBus receives comprehensive support tailored to its unique mission-driven goals while fostering continuous improvement across leadership teams and organizational processes.

**Expected Outcomes**

By implementing this approach, we aim to help CityBus:

- Strengthen timely and effective decision-making across leadership teams.
- Streamline HR processes for greater efficiency.
- Enhance cross-departmental collaboration.
- Attract and retain top talent through improved workforce planning.
- Foster a culture of trust where employees feel supported in their roles.

**7. Exceptions or Deviations**

Agave HR Partners does not anticipate any technical or contractual exceptions to the requirements outlined in the RFP.

- **Technical Exceptions:** None identified. Our proposed services align fully with the Scope of Work provided by CityBus.
- **Contractual Exceptions:** None identified. We accept the terms as stated in the RFP.

If CityBus wishes to explore alternative approaches—such as integrating additional workshops or expanding coaching hours—we are open to discussing these options in detail.

# MEMO



**TO:** CityBus Board of Directors

**FROM:** Bryan D. Smith

**DATE:** 2/26/2025

**RE:** Retired Fleet Disposal

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The list of vehicles below has exceeded their useful life as defined by FTA and are ready for disposal. Once approved, we will be donating the below list of Revenue Buses and ACCESS Vans to the City of Lafayette Fire Department: See attached letter.

## Revenue Buses:

Bus # 1405	Year: 2005	Mileage: N/A
Bus # 1406	Year: 2005	Mileage: N/A
Bus # 1505	Year: 2006	Mileage: 503231
Bus # 1601	Year: 2005	Mileage: 631653
Bus # 1602	Year: 2005	Mileage: 604122
Bus # 1703	Year: 2005	Mileage: 500237
Bus # 1708	Year: 2005	Mileage: 371347
Bus # 721	Year: 2005	Mileage: 403560
Bus # 722	Year: 2005	Mileage: 488547

## ACCESS Vans:

Van # 444	Year: 2015	Mileage: 224567
Van # 445	Year: 2015	Mileage: 243435
Van # 446	Year: 2015	Mileage: 221212
Van # 447	Year: 2015	Mileage: 229233
Van # 448	Year: 2017	Mileage: 204890
Van # 449	Year: 2019	Mileage: 146256

CITY OF LAFAYETTE



FIRE DEPARTMENT

2070 South 500 East  
Lafayette, IN 47905

Special Operations Division  
(765) 807-1605

February 7, 2025

Shawn Coffman  
Fleet Manager  
CityBus Greater Lafayette

Mr. Coffman,

Subject: Request for Donation of Buses and Surplus Vehicles for Heavy Vehicle Machinery Extrication Training

I hope this letter finds you well. I am writing to request your support in the form of donations of buses and surplus vehicles to assist with an upcoming Heavy Vehicle Machinery Extrication Course, which will be held as part of our ongoing training efforts for our Technical Rescue Team.

This specialized course is designed to provide our responders with crucial, real-world experience in extricating individuals from heavy commercial vehicles and machinery accidents. These scenarios are inherently complex and require the ability to work with large-scale vehicles in challenging situations. However, due to logistical challenges in obtaining appropriate heavy vehicles, we are seeking surplus buses and other large vehicles to serve as training tools.

The donation of these vehicles will significantly enhance our ability to replicate real-world conditions that our team would typically face on calls. Being able to train with actual heavy-duty vehicles will allow our personnel to gain hands-on experience that is critical to their development and preparation for emergency response situations involving large commercial machinery, buses, trucks, and similar vehicles.

We understand that CityBus may have out of service vehicles and if the opportunity for donation is possible, it would be extremely beneficial for this type of training. These vehicles would be put to excellent use, allowing our Technical Rescue Team to practice techniques that directly impact safety, efficiency, and overall performance in emergency extrication scenarios. Should you choose to donate these vehicles, we would be happy to arrange all aspects of transportation and vehicle handling to ensure a smooth process. Additionally, we would be glad to acknowledge your support in our training efforts and recognize the invaluable contribution you have made toward improving our operational readiness.

Please do not hesitate to reach out to me directly at 765-807-1605 or [caroby@lafayette.in.gov](mailto:caroby@lafayette.in.gov) if you have any questions or require additional details about this request. We would be grateful for your assistance and look forward to the possibility of working together to advance the readiness of our rescue teams.

Thank you for your time and consideration.

Sincerely,

*Cody A. Roby*

**Cody Roby**

Assistant Chief - Special Operations

phone 765.807.1605

address 2070 S 500 E, Lafayette IN 47905



**GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION  
D/B/A CITYBUS  
DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM**

**INTRODUCTION**

GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION (CITYBUS) operates fixed-route service, and ADA complementary paratransit service (ACCESS) in Lafayette and West Lafayette, Indiana.

Under the auspices of a (7) seven member board appointed by the cities of Lafayette/West Lafayette, Indiana, CITYBUS provides fixed route service seven days a week along with the complementary paratransit service.

**OBJECTIVES**

CITYBUS has issued a policy statement which expresses its commitment to use DBEs in all aspects of contracting. Various levels of responsibility are outlined, and objectives of the program are described. This policy statement is circulated throughout the organization and to minority, non-minority, and women-owned community and business organizations.

CITYBUS does not discriminate against any person with regard to race, color, national origin, or sex when considering participation, benefit, and/or award of any contract covered by this program.

It is the policy of CityBus that DBEs, as defined in 49 C.F.R. part 26, will have an equal opportunity to participate in DOT-assisted contracts. It is also the policy of CityBus to:

- ensure nondiscrimination in the award and administration of DOT-assisted contracts;
- create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
- ensure that the CityBus DBE program is narrowly tailored in accordance with applicable law;
- ensure that only firms that fully meet 49 C.F.R. part 26 eligibility standards are permitted to participate as DBEs;
- help remove barriers to the participation of DBEs in DOT-assisted contracts;
- promote the use of DBEs in all types of federally assisted contracts and procurement activities; and



## **RESPONSIBILITY FOR DBE PROGRAM IMPLEMENTATION**

CITYBUS's CEO is ultimately responsible for the implementation, structure, and compliance of the DBE program.

The General Manager has designated the CFO/Controller as CITYBUS's DBE Liaison Officer. The DBE Liaison Officer reports to the CEO, and is responsible for developing, managing, and facilitating the implementation of the DBE program on a day-to-day basis. The DBE Liaison Officer works with all departments at CITYBUS to carry out technical assistance activities for DBE's and disseminate information on available business opportunities.

### **DBE Liaison Officer for CITYBUS**

**CITYBUS  
1250 CANAL RD.  
LAFAYETTE, IN 47904  
765-423-2666  
Fax 765-742-4729  
Attn: Joanne Zhang**

Duties assigned to the DBE Liaison Officer include, but are not limited to the following:

1. Gather and report information required by FTA.
2. Review third party contracts and purchase requisitions to ensure compliance.
3. Provide assistance to departments as they set overall annual goals.
4. Ensure timely availability of bid notices and requests for proposals to DBEs.
5. Review contracts and procurements to see that DBE goals are included in solicitations. Monitor results by utilizing race-neutral and contract specific goals.
6. Analyze CITYBUS's progress in meeting its goal and identify methods to improve the program.
7. Participate in pre-bid meetings.
8. Function as an advisor to the CEO and Board of Directors with regard to DBE matters and goal attainment.
9. Monitor contractor compliance with good faith effort.
10. Assist DBEs requiring information and help in preparing bids, and obtaining bonding/insurance.
11. Plan and participate in DBE training seminars.
12. Provide outreach service to DBEs and community organizations to advise them of opportunities to contract with CITYBUS.
13. Maintain an updated directory of certified DBEs.

## **CONTRACT ASSURANCE**

We will ensure that applicable requirements of 49 CFR part 26 are included in DOT-assisted contract and subcontract:

Contractor, subrecipient, or subcontractor must not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract.

Contractor shall carry out applicable requirements of 49 C.F.R. part 26 in the award and administration of DOT-assisted contracts. Failure by Contractor to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or other remedy as CityBus deems appropriate, which may include, but is not limited to: withholding monthly progress payments; assessing sanctions; liquidated damages; and/or disqualifying Contractor from future bidding as non-responsible. 49 C.F.R. § 26.13(b).

Pursuant to 49 C.F.R. § 26.29(a), Contractor shall pay subcontractors for satisfactory performance of their contracts no later than 30 days from receipt of each payment CityBus makes to Contractor.

CityBus requires decertified firms to report DBE status changes during Contract period regarding their ownership and control requirements by submitting a declaration of eligibility to CityBus, as a condition to continue the Contract.

## **PROMPT PAYMENT**

CityBus will ensure prompt and full payment of retainage from Contractor to the subcontractor within 30 days after the subcontractor's work is satisfactorily completed. CityBus will use one of the following methods to comply with this requirement:

1. CityBus may decline to hold retainage from Contractor and prohibit Contractor from holding retainage from subcontractors.
2. CityBus may decline to hold retainage from Contractor and require a contract clause obligating Contractor to make prompt and full payment of any retainage kept by Contractor to the subcontractor within 30 days after the subcontractor's work is satisfactorily completed.
3. CityBus may hold retainage from Contractor and provide for prompt and regular incremental acceptances of portions of this Contract, pay retainage to Contractor based on those acceptances, and require a contract clause obligating Contractor to pay all retainage owed to the subcontractor for satisfactory completion of the accepted work within 30 days after CityBus's payment to Contractor.

Prompt payment and return of retainage requirements in this provision also apply to lower-tier subcontractors.

### **DBE DIRECTORY**

Indiana Department of Transportation is the official certifying agent for the State of Indiana. The INDOT – Economic Opportunity Division publishes the DBE Directory. CITYBUS will use this directory to identify DBEs with capabilities relevant to general contracting requirements and to particular solicitations. The directory lists the firm's name, address, phone number, and the type of work performed by the firm. The Directory is revised at least monthly and is available via the intranet at [entapps.indot.in.gov/dbelocator/](http://entapps.indot.in.gov/dbelocator/)

### **LEGAL AND CONTRACT COMPLIANCE MECHANISMS AND REMEDIES**

All participants in the DBE program must comply with CITYBUS requirements and the regulations of the DOT. Any false, fraudulent, or dishonest conduct in connection with the program will be brought to the attention of the DOT so that DOT can take steps (i.e. referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in 26.109. CITYBUS reserves the right to apply legal and contract remedies available under federal, state, and local laws.

### **ANNUAL DBE GOALS**

After identifying projects that are federally assisted, the DBE Liaison Officer will set an annual overall DBE goal to be submitted to FTA by August 1 every three years (determined by FTA), except for FY 2000.

An annual overall goal will be submitted to the Board of Directors for adoption, after which it will be submitted to FTA for review. Notices will be published in general circulation media and will be posted on the internet at [www.gocitybus.com](http://www.gocitybus.com). The rationale for the goal will be made available for inspection during normal business hours for 30 days following the notice, and comments will be accepted on the goal for 45 days from the date of the notice.

When the overall goal expires, a new overall goal shall be set and submitted to the Department for review.

The overall goal shall be submitted to FTA for review 60 days before the beginning of the federal fiscal year to which the goal applies. If CITYBUS calculates its overall goal as a

percentage of funds for a particular grant, project, or group of grants or projects, it shall submit its overall goal to FTA at a time to be determined by the FTA Administrator.

### Goal Setting Methodology

CITYBUS considered the following factors in setting an overall goal:

The overall goal is based on a projection of the number, types and dollar value of contracts to be awarded by CITYBUS, and a projection of the number and types of DBE's likely to be available to compete for contracts from CITYBUS over the period during which the goals will be in effect.

CITYBUS's DBE goals are established as follows:

**Step 1. Establish Base Goal.** Identify FTA-assisted contracting opportunities for the defined period. Using the NAICS (North American Industry Classification System) website, <http://www.naics.com/search.htm>, assign NAICS Codes to each project. Search the Indiana UCP's Directory located at <https://entapps.indot.in.gov/DBELocator/> to yield the number of Ready, Willing and Able DBE Contractors available within the geographic area available. Search the NAICS Codes in the US Census data in order to identify the total number of contractors available in each NAICS area for the same geographic area used in the DBE Directory. Each NAICS area market share figure is then weighted based on the proportions of the projected amount spent in those areas with the total projected amount to spent on all areas using the procedure provided by the FTA in the document "Disadvantaged Business Enterprise Program Goal Setting Process", located at <https://www.transportation.gov.osdbu/disadvantaged-business-enterprise/tips-goal-setting-disadvantaged-business-enterprise>. The weight of each project is multiplied by the corresponding relative availability of DBE contractors to produce the weighted base figure (round to the nearest whole percent).

**Step 2. Adjustment of Base Figure.** Calculate the median for the previous three years for DBE participation. Add the median percentage and the base goal percentage calculated in Step 1 then divide that total by two (2). This is the adjusted DBE Participation Goal.

### DBE Goals

CITYBUS will meet the maximum feasible portion of the overall goal by using race-neutral means of facilitating DBE participation. Race-neutral DBE participation is what happens when a DBE wins a prime contract through ordinary competitive procurement procedures, or is awarded a subcontract on a prime contract that does **not carry a DBE** goal. CITYBUS believes 100% of its overall goal will be achieved by race-neutral methods.

Contract goals are established to meet any portion of an overall goal that CITYBUS does not project being able to meet using race-neutral means. DBE race-conscious goals are used only on those DOT-assisted contracts that have subcontracting possibilities. CITYBUS believes 0% of its overall goal will be achieved by race-conscious methods.

### **Good Faith Efforts**

Once CITYBUS has set an overall goal, each solicitation for which a contract goal has been established will require bidders to submit the following information either under sealed bid procedures or with initial proposals under contract negotiation procedures; or at a time before a commitment to the performance of the contract:

- ✓ Names and addresses of DBE firms that will participate in the contract
- ✓ Description of the work that each DBE will perform
- ✓ The dollar amount of the participation of each DBE firm
- ✓ Written documentation of commitment to use a DBE subcontractor whose participation it submits to meet a contract goal
- ✓ Written confirmation from the DBE that it is participating in the contract as provided in the prime contractor's commitment
- ✓ If the contract goal is not met, evidence of good faith efforts

### **Award if Failure to Meet Goal**

To award a contract to a bidder/proposer that has failed to meet the DBE contract goals, CITYBUS will decide whether the bidder/proposer has made a good faith effort to actively and aggressively seek DBE's to meet those goals.

### **Evidence of Good Faith Efforts**

The kinds of efforts that will be considered demonstrative of 'good faith efforts' include, but are not limited to, the following:

- ✓ When other bidders on the procurement met the DBE goal
- ✓ When the contractor selected portions of the work to be performed by DBEs and where appropriate, broke out contract work items into feasible units to facilitate DBE participation, even when the prime contractor might otherwise prefer to perform these work items with its own workforce.
- ✓ When the contractor has effectively used the services of available minority/women community organizations, contractors' groups, and other organizations to provide assistance in the recruitment and placement of DBEs.
- ✓ When the contractor made efforts to assist interested DBEs in obtaining necessary equipment, supplies, materials, related assistance, services, bonding, lines of credit, or insurance.

- ✓ When the contractor negotiated in good faith with DBEs. (Evidence of such negotiation may include names, addresses, and phone numbers of DBEs who were considered; description of the plans and specifications for the work to be subcontracted; and reasons why additional agreements could not be reached.
- ✓ When the contractor has solicited through all reasonable and available means to determine the interest of all certified DBEs who have the capability to perform the work to be contracted.

### **Administrative Reconsideration**

If it is determined that the apparent successful bidder/proposer has failed to meet CITYBUS's requirements, the bidder/proposer has an opportunity to meet in person with our reconsideration official to discuss the issue of whether it met the goal or made adequate good faith efforts to do so. We will send the bidder/offeror a written decision on reconsideration, explaining the basis for finding that the bidder did or did not meet the goal or make adequate good faith efforts to do so. The result of the reconsideration process is not administratively appealable to the Department of Transportation.

We will require a contractor to make good faith efforts to replace a DBE that is terminated or has otherwise failed to complete its work on a contract with another certified DBE, to the extent needed to meet the contract goal. We will require the prime contractor to notify the DBE Liaison Officer immediately of the DBE's inability or unwillingness to perform and provide reasonable documentation.

In this situation, we will require the prime contractor to obtain our prior approval of the substitute DBE and to provide copies of new or amended subcontracts, or documentation of good faith efforts. If the contractor fails or refuses to comply in the time specified, our contracting office will issue an order stopping all or part of the payment/work until satisfactory action has been taken. If the contractor still fails to comply, the contracting officer may issue a termination for default proceeding.

### **Participation Counting Towards Goals**

Only the work actually performed by a DBE will be counted towards the DBE goal. The cost of supplies and materials which are obtained by the DBE, or any equipment leased (except from the prime contractor or its affiliate) may also be counted.

Work that is subcontracted by a DBE to a non-DBE firm does not count towards DBE goals.

DBE distributors' participation is counted toward DBE participation. Distributors are permitted to drop-ship from manufacturers if the firm has a distributorship agreement or assumes all responsibility for the materials after point of origin, allowing 40% credit for the cost of materials. DBE distributors who are established as regular dealers for CityBus

will allow 60% of the cost of materials to count toward goal. a DBE that makes minor material modifications is not a manufacturer for goal attainment purposes.

We will count DBE participation toward overall and contract goals as provided in 49 CFR 26.55.

### **Nondiscrimination Assurance**

It is the policy of CITYBUS not to use quotas or set-asides in its efforts to meet DBE program goals.

Some of the techniques which CITYBUS employs to facilitate DBE participation in contracting activities include:

- Arranging times for the presentation of bids, solicitations, quantities, delivery schedules, and specifications to facilitate the participation of DBEs.
- Advertising formal procurement in the local media. This advertisement states that DBEs are welcome to respond.

### **CERTIFICATION STANDARDS**

CITYBUS will ensure that only certified DBEs participate in its DBE program. All firms seeking certification must demonstrate that they meet the eligibility requirements of Subpart D of 49 CFR part 26 concerning group membership or individual disadvantage, ownership and control, and business size. The State of Indiana Department of Transportation (INDOT) maintains a Unified Certification Program (UCP) for DBE activity in the state. The state requirements may update time to time, such as personal net worth cap and calculation rules. For more information about the DBE definitions and certification process, or to apply for certification, a vendor should contact:

<https://www.in.gov/indot/doing-business-with-indot/equity-initiative-services/dbe-acdbe-related/>

CITYBUS will accept the INDOT certification and/or the certification of other DOT recipients if the applicant can provide certification documents.

### **BIDDERS LIST**

CITYBUS will create a bidders list with information about all DBE and non-DBE firms that bid or quote on DOT-assisted contracts. This list will include companies bidding on contracts or subcontracts including company name, address, DBE/non-DBE status, fields of work bid and related NAICS codes, etc.

### **MONITORING PAYMENTS TO DBEs**

CITYBUS will require prime contractors to maintain records and documents of payments to DBEs for three years following the performance of the contract. These records will be made available for inspection up request by any representative of CITYBUS or DOT. This reporting requirement extends to any certified DBE subcontractor.

### **REPORTING REQUIREMENTS**

CITYBUS will report DBE participation semiannually in NTD.

### **CONFIDENTIALITY**

CITYBUS will safeguard from disclosure to third parties any information that may reasonably be regarded as confidential business information consistent with federal, state, and local law unless there is written consent of the submitter.



## Appendix A

### DBE PROGRAM DEFINITIONS

**ACCESS** is the service of the GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION that transports older adults and people with disabilities on a pre-arranged trip from curb to destination.

**ADA Complementary Paratransit Service** refers to CITYBUS's specialized service (ACCESS) that complements fixed bus routes to provide transportation for people with disabilities who cannot use regular buses of any kind.

**Affiliation** has the same meaning the term has in the Small Business Administration regulations 13 CFR part 121.

(1) Except as otherwise provided in 13 CFR part 121, concerns are affiliates of each other when either directly or indirectly:

- a. Controls or has the power to control the other; or
- b. A third party or parties control or have the power to control both; or
- c. An identity of interest between or among parties exists such that affiliation may be found.

(2) In determining whether affiliation exists, it is necessary to consider all appropriate factors, including common ownership, common management, and contractual relationships. Affiliates must be considered together in determining whether a concern meets small business size criteria and the statutory cap on the participation of firms in the DBE program.

**Affirmative Action** means taking specific steps to eliminate discrimination and its effects, to ensure nondiscriminatory results and practices in the future, and to involve disadvantaged business enterprises fully in contracts and programs funded by the Department.

**Alaska Native** means a citizen of the United States who is a person of one-fourth degree or more Alaskan Indian (including Tsimshian Indians not enrolled in the Metlaktla Indian community), Eskimo, or Aleut blood, or a combination of those bloodlines. The term includes, in the absence of proof of a minimum blood quantum, any citizen who is regarded by a native village or native group as an Alaska Native if their father or mother is regarded as an Alaska Native.

**Applicant** means one who submits an application, request, or plan to be approved by a Departmental official or by a primary recipient as a condition to eligibility for DOT financial assistance.

**CITYBUS** means the GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION.

**Compliance** means that a recipient has met the requirements.

**Contract** means a legally binding relationship obligating a seller to furnish supplies or services (including, but not limited to, construction and professional services) and the buyer to pay for them.

**Contractor** means one who participates through a contract or subcontract in a DOT-assisted transit program.

**DOT** means the US Department of Transportation.

**Good Faith Effort** means effort to achieve a DBE goal or other requirement which by virtue of their appropriateness to meeting the objective, can be reasonably expected to fulfill the program requirement.

**Joint Venture** means an association of a DBE firm and one or more other firms to carry out a single, for-profit business enterprise, for which the parties combine their property, capital, efforts, skills and knowledge, and in which the DBE is responsible for a distinct, clearly-defined portion of the work of the contract, and whose share in the capital contribution, control, management, risks, and profits of the joint venture are commensurate with its ownership interest.

**Native Hawaiian** means any individual whose ancestors were natives prior to 1778 of the area now known as the State of Hawaii.

**Noncompliance** means that a recipient has not correctly implemented the requirements.

**Personal Net Worth** means the net value of the assets of an individual remaining after total liabilities are deducted. An individual's personal net worth does not include: The individual's ownership interest in an applicant or participating DBE firm; or the individual's equity in his or her primary residence. An individual's personal net worth includes only his or her own share of assets held jointly or as community property with the individual's spouse.

**Primary Industry Classification** means the four-digit Standard Industrial Classification (SIC) code designation which best describes the primary business of a firm. The SIC code designations are described in the Standard Industry Classification Manual. As the North American Industrial Classification System (NAICS) replaces the SIC system, references to SIC codes and the SIC Manual are deemed to refer to the NAICS manual and applicable codes. The SIC Manual and the NAICS Manual are available through the National Technical Information Service (NTIS) of the US Department of Commerce.

**Primary Recipient** means a recipient who receives DOT financial assistance and passes some or all of it on to another recipient.

**Race-conscious measure or program** is one that is focused specifically on assisting only DBEs, including women-owned DBE's.

**Race-neutral measure or program** is one that is, or can be, used to assist all small businesses.

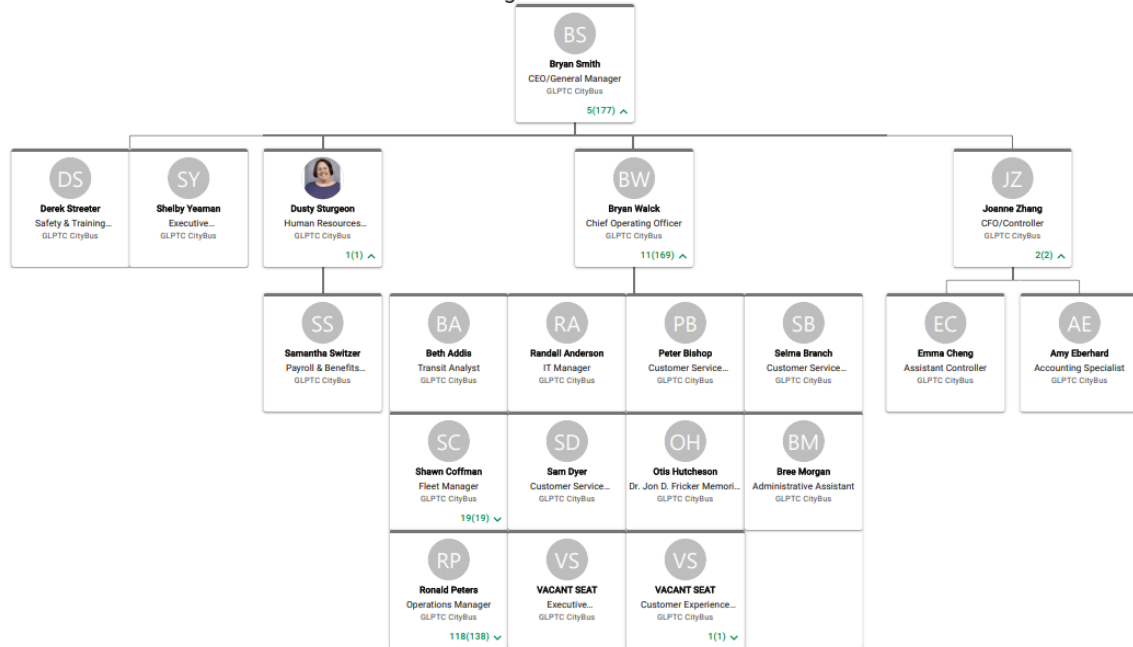
**Socially and economically disadvantaged individual** means any individual who is a citizen (or lawfully admitted permanent resident) of the U.S. who is

1. Any individual who a recipient finds to be a socially and economically disadvantaged individual on a case-by-case basis.
2. Any individual in the following groups, members of which are rebuttably presumed to be socially and economically disadvantaged:
  - a. Black Americans include persons having origins in any of the Black racial groups of Africa.
  - b. Hispanic Americans include persons of Mexican, Puerto Rican, Cuban, Dominican, Central or South American, or other Spanish or Portuguese culture or origin, regardless of race.
  - c. Native Americans include persons who are American Indians, Eskimos, Aleuts, or Native Hawaiians.
  - d. Asian-Pacific Americans include persons whose origins are from Japan, China, Taiwan, Korea, Burma, Vietnam, Laos, Cambodia, Thailand, Malaysia, Indonesia, the Philippines, Brunei, Samoa, Guan, the US Trust Territories of the Pacific Islands, the Commonwealth of the Northern Marianas Islands, Macao, Fiji, Tonga, Kiribati, Tuvalu, Nauru, Federated States of Micronesia, or Hong Kong.
  - e. Subcontinent Asian Americans include persons whose origins are from India, Pakistan, Bangladesh, Bhutan, the Maldives Islands, Nepal, or Sri Lanka.
  - f. Women.
  - g. Any additional groups whose members are designated as socially and economically disadvantaged by the SBA, at such time as the SBA designation becomes effective.

**Tribally-owned concern** means any concern that is at least 51 percent owned by an Indian tribe as defined in this section.

## Appendix B

Organization Chart



## Appendix C

### FOSTERING SMALL BUSINESS PARTICIPATION

CITYBUS intends to provide small business concerns, as defined by 13 CFR 121.201, with opportunities for competition in contracts. A large obstacle to competition is the size and scope of the application to participate as a DBE. Additionally, DBE owners/principals are not always aware of available contracting opportunities.

CITYBUS will address the concerns of these business owners by:

Encourage know DBEs to participate in contracting opportunities. Provide resources and encourage minority, women's, and general contractor groups to learn about DBE requirements and apply for DBE certificates..

1. Publishing all contracting opportunities on the CITYBUS website, [www.gocitybus.com](http://www.gocitybus.com).

#### Provisions to Structure Contracting Requirements to Facilitate Competition by Small Business Concerns

CITYBUS recognizes that unnecessary and unjustified bundling of contract requirements may preclude small business participation in procurements as prime contractors or subcontractors.

- a. CITYBUS will establish a race-neutral small business set-aside for prime contracts. This will be proposed on a per fiscal year basis. DBELO, Counsel, and the General Manager will participate in the process.
- b. CITYBUS will provide a reasonable number of prime contracts available for small businesses by taking a yearly assessment of contracts with engineering **and** procurement. CITYBUS must seek both the approval of the CEO and the CITYBUS Board of Directors in the process.
- c. CITYBUS will ask prime contractors for evidence of Good Faith Efforts, as stated in this program on pages 6-7, in addition to the policy statement posted on the CITYBUS website, [www.gocitybus.com](http://www.gocitybus.com). Good Faith Efforts will be posted on the website and at CITYBUS offices wherever the DBE policy is posted.

## SCHEDULE A

### Summary of DBE Participation

**THIS SCHEDULE A MUST BE COMPLETED BY THE CONTRACTOR. THE CONTRACTOR MUST SUBMIT THE COMPLETED SCHEDULE A WITH THE CONTRACTOR'S BID, AND FAILURE TO DO SO WILL RESULT IN THE REJECTION OF THE CONTRACTOR'S BID. IF ADDITIONAL SPACE IS NEEDED, ATTACH AN ADDITIONAL COPY OF THIS SCHEDULE A.**

CONTRACTOR'S NAME:

—

CITYBUS SOLICITATION:

—

ESTIMATED TOTAL CONTRACT AMOUNT:

\$ —

PROJECTED DATE FOR WORK TO COMMENCE:

—

PROJECTED DATE FOR WORK TO END:

—

The information provided in the following table must correspond to the information provided in the accompanying Schedule B (Confirmation of Proposed DBE Participation):

NAME OF DBE <sup>1</sup>	SCOPE OF WORK <sup>2</sup>		CONTRACT DOLLAR AMOUNT	NET DBE CREDIT <sup>3</sup>
	WORK AND/OR MATERIAL	QUANTITY AND UNIT PRICE		
			\$	\$
			\$	\$
			\$	\$
			\$	\$
<sup>1</sup> List <b>only</b> DBEs that are certified by the INDOT by the date and time that Bids are due. <sup>2</sup> Describe the work and/or material to be provided by the DBE, including quantity and unit price (if applicable). <sup>3</sup> Credit only 60% of the cost of materials or supplies if obtained from a DBE regular dealer, 40% of the cost of materials or supplies obtained from a DBE distributor, and 100% of the cost of materials or supplies if obtained from a DBE manufacturer.			<b>TOTAL OF CONTRACT DOLLAR AMOUNT COLUMN:</b>	
			\$	
			<b>TOTAL OF NET DBE CREDIT COLUMN:</b>	
			\$	

Pursuant to 49 C.F.R. § 26.107, the U.S. Department of Transportation ("Department") may initiate suspension or debarment proceedings against a firm under 2 C.F.R. parts 180 and 1200 if: (i) the firm does not meet the DBE eligibility criteria of Subpart D of 49 C.F.R. part 26 and attempts to participate in a DOT-assisted program as a DBE on the basis of false, fraudulent, or deceitful statements or representations or under circumstances indicating a serious lack of business integrity or honesty, or (ii) the firm, in order to meet DBE contract goals or other DBE program requirements, uses or attempts to use, on the basis of false, fraudulent or deceitful statements or representations or under circumstances indicating a serious lack of business integrity or honesty, another firm that does not meet the DBE eligibility criteria of Subpart D of 49 C.F.R. part 26. The Department may take enforcement action under 49 C.F.R. part 31, Program Fraud and Civil Remedies, against any DBE program participant whose conduct is subject to such action. The Department may refer to the Department of Justice, for prosecution under 18 U.S.C. § 1001 or other applicable provisions of law, any person who makes a false or fraudulent statement in connection with participation of a DBE in any DOT-assisted program or otherwise violates applicable federal statutes.

I, the undersigned, hereby certify and affirm that: (a) I am authorized to complete this Schedule A and to review the accompanying Schedule B and, if applicable, Schedule C (collectively "DBE Schedules") on behalf of the contractor listed above; (b) to the best of my knowledge, information, and belief, the information provided in the DBE Schedules, including any attached documentation, is true and correct; and (c) the contractor will sign a written subcontract with each DBE subcontractor listed above for the corresponding scope of work indicated in this Schedule A and accompanying

Schedule B within 30 business days after receiving the CityBus DBELO's written request for a copy of each such subcontract. My typed name below constitutes my signature on this Schedule A.

_____ Signature of Contractor's Authorized Representative Authorized Representative	_____ Telephone Number of Contractor's
---	---

_____ Printed Name of Contractor's Authorized Representative Authorized Representative	_____ Email Address of Contractor's
--	--

_____ Title of Contractor's Authorized Representative	_____ Date
--	---------------

## SCHEDULE B

### Confirmation of Proposed DBE Participation

**THIS SCHEDULE B MUST BE COMPLETED BY THE CONTRACTOR IF A DBE AND BY EACH DBE SUBCONTRACTOR PARTICIPATING IN THE SOLICITATION. THE CONTRACTOR MUST SUBMIT THE COMPLETED SCHEDULE B WITH THE CONTRACTOR'S BID, AND FAILURE TO DO SO WILL RESULT IN THE REJECTION OF THE CONTRACTOR'S BID. IF ADDITIONAL SPACE IS NEEDED, ATTACH AN ADDITIONAL COPY OF THIS SCHEDULE B.**

DBE'S NAME:

---

DBE'S ADDRESS:

---

CITYBUS SOLICITATION:

---

The DBE listed above is certified by the Indiana Unified Certification Program. The DBE is prepared to provide the following work and/or material in connection with the solicitation:

SCOPE OF WORK <sup>1</sup>		CONTRACT DOLLAR AMOUNT
WORK AND/OR MATERIAL	QUANTITY AND UNIT PRICE	
		\$
		\$
		\$
		\$
<sup>1</sup> Describe the work and/or material to be provided by the DBE, including quantity and unit price (if applicable).		<b>TOTAL OF CONTRACT DOLLAR AMOUNT COLUMN:</b>
		\$

**Subcontracting Levels** (indicate the percentage(s) as applicable):

The DBE will subcontract \_\_\_\_\_ % of the dollar amount of its contract to DBE subcontractor(s).

The DBE will subcontract \_\_\_\_\_ % of the dollar amount of its contract to non-DBE subcontractor(s).

**NOTE:** Indicate 0% if the DBE will not subcontract any of its work.

If any of the work will be subcontracted, provide the name of each subcontractor, a brief explanation for the subcontracting, and a brief description of the work to be subcontracted:

---



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Pursuant to 49 C.F.R. § 26.107, the U.S. Department of Transportation ("Department") may initiate suspension or debarment proceedings against a firm under 2 C.F.R. parts 180 and 1200 if: (i) the firm does not meet the DBE eligibility criteria of Subpart D of 49 C.F.R. part 26 and attempts to participate in a DOT-assisted program as a DBE on the basis of false, fraudulent, or deceitful statements or representations or under circumstances indicating a serious lack of business integrity or honesty, or (ii) the firm, in order to meet DBE contract goals or other DBE program requirements, uses or attempts to use, on the basis of false, fraudulent or deceitful statements or representations or under circumstances indicating a serious lack of business integrity or honesty, another firm that does not meet the DBE eligibility criteria of Subpart D of 49 C.F.R. part 26. The Department may take enforcement action under 49 C.F.R. part 31, Program Fraud and Civil Remedies, against any DBE program participant whose conduct is subject to such action. The Department may refer to the Department of Justice, for prosecution under 18 U.S.C. § 1001 or other applicable provisions of law, any person who makes a false or fraudulent statement in connection with participation of a DBE in any DOT-assisted program or otherwise violates applicable federal statutes.

I, the undersigned, hereby certify and affirm that: (a) I am authorized to complete this Schedule B on behalf of the DBE listed above; (b) to the best of my knowledge, information, and belief, the information provided in this Schedule B, including any attached documentation, is true and correct; and (c) the DBE will sign a written subcontract with the



contractor listed above for the scope of work indicated in this Schedule B. My typed name below constitutes my signature on this Schedule B.

\_\_\_\_\_  
Signature of DBE's Authorized Representative  
Authorized Representative

\_\_\_\_\_  
Telephone Number of DBE's

\_\_\_\_\_  
Printed Name of DBE's Authorized Representative  
Representative

\_\_\_\_\_  
Email Address of DBE's Authorized

\_\_\_\_\_  
Title of DBE's Authorized Representative

\_\_\_\_\_  
Date

## SCHEDULE C

### DBE Regular Dealer/Distributor Affirmation Form

49 C.R.F. § 26.53(c)(1) requires recipients to make a preliminary counting determination for each DBE listed as a regular dealer or distributor to assess its eligibility for 60 or 40 percent credit, respectively, of the cost of materials and supplies based on its demonstrated capacity and intent to perform as a regular dealer or distributor, as defined in 49 C.F.R. §§ 26.55(e)(2)(iv)(A),(B),(C), and (3) under the contract at issue. The regulation requires the recipient's preliminary determination to be made based on the DBE's written responses to relevant questions and its affirmation that its subsequent performance of a commercially useful function will be consistent with the preliminary counting of such participation.

DBE NAME:	BIDDER NAME:
AUTHORIZED DBE REPRESENTATIVE NAME AND TITLE:	CITYBUS SOLICITATION NUMBER:
TOTAL SUBCONTRACT/PURCHASE ORDER DOLLAR AMOUNT:	NAICS CODE(S) RELATED TO THE ITEMS TO BE SOLD OR LEASED:

1. Will **all** items sold or leased be provided from the on-hand inventory at your establishment? ☐ Yes ☐ No

**If Yes, you have indicated that your performance will satisfy the regular dealer requirements and may be counted at 60%. Stop here. Read and sign the DBE affirmation below.**

**If No, proceed to Question 1(a).**

- a. Are you selling bulk items (e.g., petroleum products, steel, concrete or concrete products, gravel, stone, asphalt) or items not typically stocked due to their unique characteristics (a/k/a specialty items)? ☐ Yes ☐ No

**If Yes, proceed to Question 2.**

**If No, proceed to Question 1(b).**

- b. Will at least 51% of the items you are selling be provided from the inventory maintained at your establishment and will the minor quantities of items delivered from and by other sources be of the general character as those provided from your inventory? ☐ Yes ☐ No

**If Yes, you have indicated that your performance will satisfy the regular dealer requirements and may be counted at 60%. Stop here. Read and sign the DBE affirmation below.**

**If No, your performance on the whole will not satisfy the regular dealer requirements; therefore, only the value of items to be sold or leased from inventory can be counted at 60%. Proceed to Question 3 to determine if the items delivered from and by other sources are eligible for distributor credit.**

2. Will you deliver all bulk or specialty items using distribution equipment you own (or under a long-term lease) and operate? ☐ Yes ☐ No

**If Yes, you have indicated that your performance will satisfy the requirements for a regular dealer of bulk items and may be counted at 60%. Stop here. Read and sign the DBE affirmation below.**

**If No, your performance will not satisfy the requirements for a regular dealer of bulk items; the value of items to be sold or leased cannot be counted at 60%. Proceed to Question 3.**

3. Will the written terms of your purchase order or bill of lading from a third party transfer responsibility, including risk for loss or damage, to your company at the point of origin (e.g., a manufacture's facility)? ☐ Yes ☐ No

- a. Will you be using sources **other than** the manufacturer (or other seller) to deliver or arrange delivery of the items sold or leased? ☐ Yes ☐ No

**If Yes to both Question 3 and Question 3(a), you have indicated that your performance will satisfy the requirements of a distributor; therefore, the value of items sold or leased may be counted at 40%. Read and sign the DBE affirmation below.**

**If No to either Question 3 or Question 3(a), counting of your participation is limited to the reasonable cost of fees or commissions charged, including transportation charges for the delivery of materials or supplies; the cost of materials or supplies may not be counted. Read and sign the DBE affirmation below.**

**DBE AFFIRMATION**

I affirm that the information that I provided above is true and correct and that my company's subsequent performance of a commercially useful function will be consistent with the above responses. I further affirm that my company will independently negotiate price, order specified quantities, and pay for the items listed in the Bidder's commitment. This includes my company's responsibility for the quality of such items in terms of necessary repairs, exchanges, or processing of any warranty claims for damaged or defective materials.

\_\_\_\_\_  
Signature of DBE Owner or Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of DBE Owner or Authorized Representative

**BIDDER ACKNOWLEDGEMENT**

The Bidder acknowledges its responsibility for verifying the information provided by the DBE named above and ensuring that the counting of the DBE's participation is accurate. Any shortfall caused by errors in counting are the responsibility of the Bidder.

\_\_\_\_\_  
Signature of Bidder's Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Bidder's Authorized Representative

# MEMO



**TO:** Board of Directors

**FROM:** Bryan Walck, Chief Operating Officer

**DATE:** Wednesday, February 19, 2025

**RE:** Service and Support Vehicle Purchase

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Joanne Zhang, CFO, has confirmed that \$160,000 is allocated for the purchase of service and support vehicles. Fleet Manager Shawn Coffman recommends acquiring two SUVs and one truck to best meet the agency's needs and optimize equipment reassignment. He is currently gathering quotes from five regional dealers to secure the best pricing.

I request Board approval for a not-to-exceed amount of \$160,000 to proceed with the purchase of two SUVs and one truck with appropriate snowplow equipment.

**CITY BUS --- CLAIMS LISTING FOR  
JANUARY 23, 2025 THROUGH FEBRUARY 25, 2025**

**Claims UNDER \$20,000 (For Board to select 5 or more for audit)**

<b>CLAIM#</b>	<b>VENDOR NAME</b>	<b>CLAIM REASON</b>	<b>AMOUNT</b>
40325	TRAVELERS	INSURANCE	\$14,765.47
40326	ADECCO	TEMP.EMPLOYMENT	\$3,029.63
40327	BEST LAFAYETTE LAWN CARE	CONTRACTUAL SERVICES	\$3,700.00
40328	MOUNCE, RYAN	TOOL ALLOWANCE	\$186.15
40329	CITY OF LAFAYETTE	UTILITIES	\$1,775.85
40330	UNITED HEALTHCARE	INSURANCE	\$9.60
40331	JUDGE, LISA	UNIFORM ALLOWANCE	\$100.00
40332	FRAZER, VICKI	UNIFORM ALLOWANCE	\$100.00
40333	CITY OF LAFAYETTE	UTILITIES	\$386.25
40334	CENTER POINT ENERGY	UTILITIES	\$4,458.98
40335	THE HARTFORD	INSURANCE	\$2,300.00
40336	COATS, JEFF	TOOL ALLOWANCE	\$800.00
40337	CENTER POINT ENERGY	UTILITIES	\$1,297.78
40338	T-MOBILE	UTILITIES	\$772.50
40339	GILL, MANI	UNIFORM ALLOWANCE	\$100.00
40340	SWITZER, SAM	TUITION REIMBURSEMENT	\$1,095.00
40341	SUPERFLEET	CREDIT CARD-GASOLINE	\$1,833.72
40342	CITY OF W. LAFAYETTE	UTILITIES	\$129.40
40343 **	A&R MECHANICAL	CAPITAL ITEMS	\$2,460.95
40344	AL WARREN OIL	INVENTORY	\$472.10
40345	ANGI ENERGY SYSTEMS	INVENTORY	\$8,022.94
40346	BALL EGGLESTON	ATTORNEY FEES	\$1,978.00
40347 **	BALTUS ELECTRONICS	CAPITAL ITEMS	\$2,653.50
40348	BARNES & THORNBURG	CONTRACTUAL SERVICES	\$13,000.00
40349	BETTER MERCHANTS	ADVERTISING/PROMOTIONAL	\$6,594.73
40350	CHEMSTATION	INVENTORY	\$1,537.25
40351	CHOSNEK, ED	CHILDCARE	\$289.13
40352	CINTAS	UNIFORMS - LEASED	\$1,481.44
40353	SMITH, BRYAN	REIMBURSEMENT	\$500.00
40354	FRANKLIN PEST CONTROL	CONTRACTUAL SERVICES	\$170.00
40355	CLARK POWER SERVICE	INVENTORY	\$96.47
40356 **	CORNS MCS	CAPITAL ITEMS	\$3,547.50
40357	CRYSTAL CLEAN	CONTRACTUAL SERVICES	\$3,850.35
40358	CULLIGAN	SUPPLIES	\$39.00
40359	CUMMINS SALES & SERVICE	INVENTORY	\$638.26
40360	DISA GLOBAL SOLUTIONS	CONTRACTUAL SERVICES	\$994.41
40361	ENTERPRISE	CONTRACTUAL SERVICES	\$600.00
40362	EVERSIDE HEALTH	CONTRACTUAL SERVICES	\$9,162.84
40363	FAIRMOUNT DOORS	CONTRACTUAL SERVICES	\$310.00
40364	FERRELLGAS	SUPPLIES	\$34.30
40365	FRANCISCAN WORKING WELL	CONTRACTUAL SERVICES	\$455.00
40366	INDOFF	CONTRACTUAL SERVICES	\$2,000.00
40367	JIMS GARAGE	CONTRACTUAL SERVICES	\$800.00
40368	VAN GORDER JANITORIAL	CUSTODIAL SERVICE	\$4,784.00
40369	KIRKS AUTOMOTIVE	INVENTORY	\$268.00
40370	LAFAYETTE AUTO SUPPLY	SUPPLIES	\$162.10
40371	LH INDUSTRIAL SUPPLIES	SUPPLIES	\$1,495.21
40372	LAFAYETTE FORD	CONTRACTUAL SERVICES	\$614.33
40373 **	MIDWEST TRANSIT EQUIPMENT	CAPITAL ITEMS	\$5,664.71
40374	NAPA AUTO PARTS	INVENTORY	\$2,794.76
40375	NEORIDE	MEMBERSHIP DUES	\$4,000.00
40376	OFFICE H2O	CONTRACTUAL SERVICES	\$199.00

**CITY BUS --- CLAIMS LISTING FOR  
JANUARY 23, 2025 THROUGH FERUARY 25, 2025**

**Claims UNDER \$20,000 (For Board to select 5 or more for audit)**

<b>CLAIM#</b>	<b>VENDOR NAME</b>	<b>CLAIM REASON</b>	<b>AMOUNT</b>
40377	O'REILLY AUTO PARTS	SUPPLIES	\$85.14
40378	PLYMATE	SUPPLIES	\$245.70
40379	PRAXAIR/LINDE GAS	SUPPLIES	\$157.50
40380	SCHEID DIESEL SERVICE	INVENTORY	\$1,269.73
40381 **	SHI INTERNATIONAL	CAPITAL ITEMS	\$1,243.60
40382	SHOOK PROPERTY MANAGEMENT	CONTRACTUAL SERVICES	\$2,584.64
40383	STAPLES	SUPPLIES	\$1,718.12
40384 **	THE AFTERMARKET PARTS CO	CAPITAL ITEMS	\$8,980.15
40386 **	POWER GRID	CAPITAL ITEMS	\$5,285.65
40387	SUPERFLEET	CREDIT CARD-GASOLINE	\$1,711.06
40388	SUMMERS, KRISTIE	UNIFORM ALLOWANCE	\$100.00
40389	BUSINESS SYSTEM SOLUTIONS	CONTRACTUAL SERVICES	\$13,148.33
40390	LEVEL 365	UTILITIES	\$1,001.14
40391	CITY OF LAFAYETTE	UTILITIES	\$202.27
40392	FRONTIER	UTILITIES	\$82.59
40393	CITY OF LAFAYETTE	UTILITIES	\$1,500.50
40394	T-MOBILE	UTILITIES	\$198.00
40395	THE HARTFORD	UTILITIES	\$2,300.00
40396	CITY OF LAFAYETTE	UTILITIES	\$386.25
40397	T-MOBILE	UTILITIES	\$582.50
40398	PRINCIPAL	UTILITIES	\$16,698.41
40399	REPUBLIC SERVICES	UTILITIES	\$203.04
40400	ACCIDENT FUND	UTILITIES	\$9,614.20
40401	QUADIENT	OFFICE SUPPLIES	\$1,003.00
40402	CENTER POINT ENERGY	UTILITIES	\$4,043.86
40403	DUKE ENERGY	UTILITIES	\$7,933.88
40404	GOOGLE	CONTRACTUAL SERVICES	\$495.90
40407	DUKE ENERGY	UTILITIES	\$9,287.08
40408	ACCIDENT FUND	UTILITIES	\$9,614.20
40409	REPUBLIC SERVICES	UTILITIES	\$183.04
40410	PRINCIPAL	UTILITIES	\$14,938.67
40411	CENTER POINT ENERGY	UTILITIES	\$1,072.96
40412	AGAVE HR PARTNERS	CONTRACTUAL SERVICE	\$2,275.00
40413 **	ABC BUS CO	CAPITAL ITEMS	\$3,150.57
40414	A & R MECHANICAL	CONTRACTUAL SERVICE	\$5,523.33
40415	ADECCO	TEMP. EMPLOYMENT	\$5,423.14
40416	BETTER MERCHANTS	ADVERTISING/PROMOTIONAL	\$3,320.64
40417	CARDINAL COPIER	CONTRACTUAL SERVICE	\$724.39
40418	CINTAS	UNIFORMS	\$902.75
40419	CINTAS	UNIFORMS - LEASED	\$2,529.16
40420	CLARK POWER SERVICE	SUPPLIES	\$421.34
40421	ENTERPRISE	CONTRACTUAL SERVICE	\$600.00
40422 **	CORNS MCS	CAPITAL ITEMS	\$2,365.00
40423	BALL EGGLESTON	ATTORNEY FEES	\$747.50
40424	EXTERIOR VIEW	CONTRACTUAL SERVICE	\$1,647.30
40425	FRANKLIN PEST CONTROL	CONTRACTUAL SERVICE	\$170.00
40426 **	GILLIG	CAPITAL ITEMS	\$2,058.36
40427	GRAY MANUFACTURING	SUPPLIES	\$244.55
40428	GREATER LAFAYETTE COMMERCE	ADVERTISING/PROMOTIONAL	\$10,450.00
40429	HENRIOTT GROUP	CONTRACTUAL SERVICE	\$3,150.00

**CITY BUS --- CLAIMS LISTING FOR  
JANUARY 23, 2025 THROUGH FEBRUARY 25, 2025**

**Claims UNDER \$20,000 (For Board to select 5 or more for audit)**

<b>CLAIM#</b>	<b>VENDOR NAME</b>	<b>CLAIM REASON</b>	<b>AMOUNT</b>
40430	LH INDUSTRIAL SUPPLIES	SUPPLIES	\$243.90
40431 **	LINK MANAGEMENT	CAPITAL ITEMS	\$1,000.00
40432	MH EQUIPMENT	SUPPLIES	\$189.71
40433	MIDWEST TRANSIT EQUIPMENT	SUPPLIES	\$96.25
40434	NAPA	INVENTORY	\$1,310.35
40435	NEORIDE	CONTRACTUAL SERVICE	\$6,998.39
40436	OFFICE H2O	CONTRACTUAL SERVICE	\$1,050.00
40437	O'REILLY AUTO PARTS	INVENTORY	\$932.36
40438	RLS ASSOCIATES	CONTRACTUAL SERVICE	\$6,358.80
40440 **	RELIABLE TRANSMISSION SERVICE	CAPITAL ITEMS	\$1,248.90
40441	RIGGS OUTDOOR POWER	SUPPLIES	\$955.50
40442	ROCC	CONTRACTUAL SERVICES	\$85.00
40443	SAFE HIRING SOLUTIONS	CONTRACTUAL SERVICES	\$663.15
40444	SHOOK PROPERTY MANAGEMENT	CONTRACTUAL SERVICES	\$2,112.50
40445	SPX GENFARE	SUPPLIES	\$855.76
40446	STARR AUSTEN & MILLER	ATTORNEY FEES	\$3,783.00
40447 **	THE AFTERMARKET PARTS CO	CAPITAL ITEMS	\$8,431.18
40448	STAPLES	SUPPLIES	\$513.42
40449	NEWTON OIL	INVENTORY	\$16,306.69
40450 **	CENTER FOR TRANSPORTATION & ENVIRONMENT	CAPITAL ITEMS	\$8,000.00
40451	VAN GORDER JANITORIAL	CUSTODIAL	\$4,784.00
40452	HENRIOTT GROUP	CONTRACTUAL SERVICES	\$3,150.00
40453	CENTER POINT ENERGY	UTILITIES	\$818.18
40454	CITY OF LAFAYETTE	UTILITIES	\$191.95
40455	CITY OF W. LAFAYETTE	UTILITIES	\$129.40
40456	ARAMARK REFRESHMENTS	CONTRACTUAL SERVICES	\$695.05
40457	RAMP	CREDIT CARD	\$17,617.35
40458	ACCIDENT FUND	INSURANCE	\$6,649.40
40459	QUADIENT	CONTRACTUAL SERVICES	\$55.00
40460	UNITED HEALTHCARE	INSURANCE	\$9.60
40461	CITY OF LAFAYETTE	UTILITIES	\$4,587.61
40462	GOOGLE	CONTRACTUAL SERVICES	\$1,401.33
40463	LEVEL365	UTILITIES	\$1,005.44
40464	KIRBY, JAMES	MISC. REIMBURSEMENT	\$28.00
40465	TRAVELERS	INSURANCE	\$1,834.89
40466	DISA GLOBAL SOLUTIONS	CONTRACTUAL SERVICES	\$860.78
40467	SAFE HIRING SOLUTIONS	CONTRACTUAL SERVICES	\$229.35
40468	PLYMATE	SUPPLIES	\$196.56
40469	AGAVE HR PARTNERS	CONTRACTUAL SERVICES	\$3,605.00

**TOTAL: \$391,068.50**

**Claims OVER \$20,000 (For Board approval)**

40385	CONSTELLATION	UTILITIES	\$20,043.77
40405	AUXIANT	INSURANCE	\$170,760.71
40406	AUXIANT	INSURANCE	\$166,010.71
40439	RLS ASSOCIATES	CONTRACTUAL SERVICE	\$25,637.96
40470 **	GM DEVELOPMENT	CAPITAL ITEMS	\$1,165,969.70

**CITY BUS --- CLAIMS LISTING FOR  
JANUARY 23, 2025 THROUGH FERUARY 25, 2025**

**Claims UNDER \$20,000 (For Board to select 5 or more for audit)**

<b>CLAIM#</b>	<b>VENDOR NAME</b>	<b>CLAIM REASON</b>	<b>AMOUNT</b>
<b>TOTAL:</b>			<b>\$1,548,422.85</b>
<b>CLAIMS TOTAL:</b>			<b>\$1,939,491.35</b>



**Payroll Total for****Jan-25****\$****949,107.84****Summary**

	Pay Date 1/10/2025	Pay Date 1/24/2025	Board Members	Grand Total
Gross Wages	\$325,062.59	\$345,032.97	\$200.00	\$670,295.56
Employer Taxes	\$28,764.68	\$30,351.19		\$59,115.87
Employer Fringe Benefits	\$107,668.56	\$112,027.85		\$219,696.41
Total Payroll	\$461,495.83	\$487,412.01	\$200.00	\$949,107.84

**Employer Details**

	Pay Date 1/10/2025	Pay Date 1/24/2025	Total
Employer Taxes:			
FICA/Medicare	\$24,054.64	\$25,538.58	\$49,593.22
SUTA	\$4,710.04	\$4,812.61	\$9,522.65
	\$28,764.68	\$30,351.19	\$59,115.87
Employer Fringe Benefits:			
PERF Contributions	\$36,764.78	\$38,918.55	\$75,683.33
Health/Dental/Vision/Life	\$67,295.22	\$69,220.58	\$136,515.80
HSA Contributions			\$0.00
Other Fringes	\$3,608.56	\$3,888.72	\$7,497.28
	\$107,668.56	\$112,027.85	\$219,696.41

# **CEO REPORT TO GLPTC BOARD OF DIRECTORS**

**MEETING DATE: February 26, 2025**

## **CEO**

We have responded to a request for a best and final offer for the Purdue service contract. We expect to hear from Purdue near the end of February or beginning of March on their decision.

The Public Transportation Council of Indiana was able to get an amendment heard to increase PMTF funding at the state level by \$20M, but it failed along party lines. The upside is that while many programs are expecting a 5% cut, we are currently flat, with no increase, but also no decrease. Our legislative work continues, with nothing final as of yet.

We need to procure legal services for a new contract, as our five-year contract with Ball Eggleston is up (although we can use them during this process). A Board member will need to participate in the evaluation committee, as this is the Board's attorney.

As we work on a fare study and possible fare increase, we also need to mitigate impact of any fare increase to those most in need. One way to do that is to follow a model used at other transits by creating a charity fund. For example, CUMTD has their local foundation collect donations to help pay for fares, and qualified entities can apply for money from that foundation to pay half the cost of fare media when purchasing from the transit. I have reached out to the Lafayette Foundation, and they are willing to work with us on something similar. If the Board concurs, I will pursue this option.

I have a busy travel calendar this year, with trips to Chicago for FTA training, and trips to San Antonio, Austin, and DC for APTA. This includes the CEO Conference in San Antonio, where I have been asked to be part of a panel discussion. APTA has been trying to stay on top of Executive Orders and federal actions, and information on the latest will be available at these sessions.

## **COO**

This month has been as busy as expected, with several major ongoing projects—such as the comprehensive operations analysis, hydrogen bus deployment, and fare and passenger count technology implementation—demanding significant attention from our teams. A key milestone was reinstating regular service on route 5 Happy Hollow. We anticipate restoring the remaining reduced services in next few weeks as new operators successfully complete training.

Looking ahead, I have identified five priorities for the year, with each department head tailoring their approach to align with their team's expertise:

Enhance Service Reliability with Care – Improve efficiency while ensuring decisions prioritize both customer needs and employee well-being.

Cultivate a Culture of Safety and Trust – Strengthen safety programs and risk management through accountability and proactive support.

Empower and Support Teams – Foster a workplace where leadership, collaboration, and well-being drive success.

Use Technology to Serve with Transparency – Leverage data and innovation to enhance service and decision-making.

Build Meaningful Community and Stakeholder Relationships – Strengthen partnerships through communication and responsiveness to community needs.

These priorities will guide our efforts to ensure a sustainable, reliable, and community-focused transit system.

## **FINANCE**

- Cleaning up grant management: continue auditing previous grants and drawdowns, and revise/update records.
- Submitted quarterly FFR and MPR reports.
- Year-end tasks are progressing well. Most tasks including YE accrual postings, local and state grant reconciliation, revenue reconciliation, IRS 1099 tax forms filing, 100R & ST103 state filing, INDOT annual report, fuel tax credit filing, salary liability accrual, CIP review and fixed assets reconciliations, have been completed.
- Working toward FTA triennial questions, on track to meet due date of Feb 28th.
- Provided cost analysis and information in responding to Purdue RFP.
- Working on updating DBE program.

## **HUMAN RESOURCES**

- Onboarded a new Customer Experience Manager, effective February 10, 2025.
- Onboarded the Dr. Jon D. Fricker Memorial Transit Internship interns.
- Completed first round of interviews of Information Technology Specialist.
- Posted Parts and Inventory Specialist position.

## **MAINTENANCE**

- 5004 body repair and repaint in progress.
- 3114 DPIM swap and reflash
- 0914 start radio and AVL install

## **OPERATIONS**

- On the 18th of February, we added 8 drivers after they passed their CDL exams in Indianapolis.
- Next new driver training class will start shortly. We will have approximately 7 students for this class.
- Illness, snow, and ice has caused dispatch to work extremely hard keeping routes running smooth.

## **CUSTOMER EXPERIENCE**

- The bus stop signage and poles project is moving forward. Route 1A has been flagged. Materials have been sourced, contractor meetings have taken place; however, installation has not begun and may be delayed due to weather restrictions.
- The Comprehensive Operations Analysis (COA) with RLS & Associates, Inc. is ongoing.
- Continuing the implementation of both HopThru and Masabi contracts. These contracts will bring improved automatic passenger count and fare collection technologies to CityBus. Masabi is in town this month to do a site survey.
- Continuing to work with the Purdue Center for Regional Development through the Wabash Heartland College & Community Collaboration Initiative to bring vanpooling services that are to Tippecanoe County to surrounding counties.

- 2 new interns who are part of the Dr. Jon D. Fricker Memorial Transit Internship program have started and are doing great

### **SAFETY**

- The Safety Committee is developing a program to create teams among operations and maintenance for safe driving, with a prize for the team with the best safety record.

### **TRAINING**

- We are working with Mental Health America on having their trainers work with our supervisors on de-escalation training, with the plan to use them for future operator classes as well.

### **INFORMATION SYSTEMS**

- Completed first round of interviews for the IT Specialist position. Expect to have the position filled by the end of February.
- The Hopthru APC certification project is progressing slower than expected. We will be working with the project team to get the analysis phase completed as soon as possible.
- Participated in a VIA paratransit/micro-transit user meeting that was hosted by NeoRide. It was good to hear from other agencies about what is working well, and not so well, for their organization. We have follow-up calls scheduled with a couple of agencies to further discuss the application and how it is being leveraged.

Jan 2025  
**PROFIT AND LOSS STATEMENT**  
GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION

OPERATING REVENUE	Jan-25	Jan-24	%DIFF/MO	YTD2025	YTD2024	%DIFF	BUDGETED
PASSENGER FARES	\$ 622,611.93	\$ 304,654.31	104.37%	\$ 622,611.93	\$ 304,654.31	104.37%	\$ 2,993,912
ADVERTISING INCOME	25,916.67	3,916.67	561.70%	25,916.67	3,916.67	561.70%	239,728
INTEREST INCOME	23,718.66	41,020.52	-42.18%	23,718.66	41,020.52	-42.18%	23,048
MISC. INCOME	11,052.48	5,636.61	96.08%	11,052.48	5,636.61	96.08%	200,000
	\$ 683,299.74	\$ 355,228.11	92.36%	\$ 683,299.74	\$ 355,228.11	92.36%	\$ 3,456,688

REVENUE MILES	146,689	164,823	-11.00%	146,689	164,823	-11.00%	
REVENUE HOURS	11,697	13,255	-11.76%	11,697	13,255	-11.76%	

OPERATING EXPENSE	Jan-25	Jan-24	%DIFF/MO	YTD2025	YTD2024	%DIFF	BUDGETED	BALANCE	CPM/M	CPM/Y
PERSONNEL										
OPERATOR WAGES	\$ 523,413.46	510,444.41	2.54%	\$ 523,413.46	510,444.41	2.54%	\$ 5,962,420	\$ (5,439,006)	3.57	3.57
ADMINISTRATIVE WAGES	170,535.49	142,723.82	19.49%	170,535.49	142,723.82	19.49%	2,192,187	\$ (2,021,652)	1.16	1.16
MAINTENANCE WAGES	81,636.20	72,365.15	12.81%	81,636.20	72,365.15	12.81%	1,217,974	\$ (1,136,337)	0.56	0.56
FICA TAX	59,480.54	53,672.08	10.82%	59,480.54	53,672.08	10.82%	717,002	\$ (657,522)	0.41	0.41
PERF	87,716.02	81,493.46	7.64%	87,716.02	81,493.46	7.64%	1,115,495	\$ (1,027,779)	0.60	0.60
LIFE & HEALTH INSURANCE	137,103.21	140,680.55	-2.54%	137,103.21	140,680.55	-2.54%	2,344,495	\$ (2,207,392)	0.93	0.93
UNEMPLOYMENT INSURANCE	9,916.60	11,436.72	-13.29%	9,916.60	11,436.72	-13.29%	70,000	\$ (60,083)	0.07	0.07
WORK COMP INSURANCE	9,614.20	10,070.40	-4.53%	9,614.20	10,070.40	-4.53%	135,303	\$ (125,689)	0.07	0.07
UNIFORMS	2,491.42	5,426.10	-54.08%	2,491.42	5,426.10	-54.08%	50,000	\$ (47,509)	0.02	0.02
FRINGE BENEFITS	6,995.76	5,394.69	29.68%	6,995.76	5,394.69	29.68%	114,568	\$ (107,572)	0.05	0.05
	1,088,902.90	1,033,707.38	5.34%	1,088,902.90	1,033,707.38	5.34%	13,919,443	\$ (12,830,540)		

COMMODITIES										
DIESEL FUEL	9,612.43	4,781.80	101.02%	9,612.43	4,781.80	101.02%	152,992	\$ (143,380)	0.07	0.07
CNG FUEL	27,184.00	32,793.98	-17.11%	27,184.00	32,793.98	-17.11%	634,264	\$ (607,080)	0.19	0.19
GASOLINE	128.50	1,307.86	-90.17%	128.50	1,307.86	-90.17%	28,157	\$ (28,029)	0.00	0.00
LUBRICANTS	1,760.72	2,911.92	-39.53%	1,760.72	2,911.92	-39.53%	43,886	\$ (42,125)	0.01	0.01
REPAIR PARTS--STOCK	21,284.55	10,057.29	111.63%	21,284.55	10,057.29	111.63%	300,000	\$ (278,715)	0.15	0.15
REPAIR PARTS--FIXED EQUIP	-	-	0.00%	-	-	0.00%	10,000	\$ (10,000)	0.00	0.00
TIRES & BATTERIES	2,142.58	865.86	147.45%	2,142.58	865.86	147.45%	14,326	\$ (12,183)	0.01	0.01
CLEANING SUPPLIES	1,656.34	3,299.81	-49.80%	1,656.34	3,299.81	-49.80%	34,077	\$ (32,421)	0.01	0.01
BUILDING MATERIALS	-	126.21	-100.00%	-	126.21	-100.00%	53,035	\$ (53,035)	0.00	0.00
POSTAGE & FREIGHT	1,020.00	30.68	3224.64%	1,020.00	30.68	3224.64%	2,496	\$ (1,476)	0.01	0.01
OFFICE SUPPLIES	937.05	409.44	128.86%	937.05	409.44	128.86%	32,248	\$ (31,311)	0.01	0.01
MAT & SUPP--GENERAL	2,487.26	10,346.69	-75.96%	2,487.26	10,346.69	-75.96%	42,881	\$ (40,394)	0.02	0.02
MAT & SUPPLIES--BILLABLE	-	-	0.00%	-	-	0.00%	-	\$ -	0.00	0.00
MAT & SUPPLIES--VEHS	-	-	0.00%	-	-	0.00%	-	\$ -	0.00	0.00
	68,213.43	66,931.54	1.92%	68,213.43	66,931.54	1.92%	1,348,362	\$ (1,280,149)		

SERVICES & CHARGES										
ATTORNEY & AUDIT FEES	-	575.00	-100.00%	-	575.00	-100.00%	150,000	\$ (150,000)	0.00	0.00
CONTRACT MAINTENANCE	28,207.86	38,862.65	-27.42%	28,207.86	38,862.65	-27.42%	328,972	\$ (300,764)	0.19	0.19
CUSTODIAL SERVICES	4,385.34	-	0.00%	4,385.34	-	0.00%	69,885	\$ (65,500)	0.03	0.03
CONTRACTUAL SERVICES	30,727.97	16,132.10	90.48%	30,727.97	16,132.10	90.48%	492,198	\$ (461,470)	0.21	0.21
UTILITIES--TELEPHONE	1,297.35	1,267.33	2.37%	1,297.35	1,267.33	2.37%	19,523	\$ (18,225)	0.01	0.01
UTILITIES--ELECTRIC	(7,350.23)	-	0.00%	(7,350.23)	-	0.00%	75,000	\$ (82,350)	-0.05	-0.05
UTILITIES--WATER & SEWAGE	(644.18)	386.25	-266.78%	(644.18)	386.25	-266.78%	35,219	\$ (35,863)	0.00	0.00
UTILITIES--GAS HEAT	(4,902.14)	-	0.00%	(4,902.14)	-	0.00%	68,372	\$ (73,274)	-0.03	-0.03
ADVERTISING & PROMOTION	14,355.64	8,125.04	76.68%	14,355.64	8,125.04	76.68%	150,000	\$ (135,644)	0.10	0.10
EXTERIOR ADVERTISING	-	-	0.00%	-	-	0.00%	10,000	\$ (10,000)	0.00	0.00
PRINTING	-	5,350.00	-100.00%	-	5,350.00	-100.00%	42,097	\$ (42,097)	0.00	0.00
ADVERTISING FEES	12.48	-	0.00%	12.48	-	0.00%	3,000	\$ (2,988)	0.00	0.00
DUES & SUBSCRIPTIONS	150.00	1,530.00	-90.20%	150.00	1,530.00	-90.20%	56,027	\$ (55,877)	0.00	0.00
TRAVEL & MEETINGS	438.66	1,205.77	-63.62%	438.66	1,205.77	-63.62%	71,610	\$ (71,171)	0.00	0.00
PREMIUM PL & PD INSURANCE	57,937.68	167,892.00	-65.49%	57,937.68	167,892.00	-65.49%	660,000	\$ (602,062)	0.39	0.39
PAYOUTS--PL & PD INS.	5,994.61	12,000.00	-50.04%	5,994.61	12,000.00	-50.04%	150,000	\$ (144,005)	0.04	0.04
RECOVERY/PHYSICAL DAMAGE	(1,405.00)	-	0.00%	(1,405.00)	-	0.00%	-	\$ (1,405)	-0.01	-0.01
OTHER CORPORATE INS.	2,300.00	2,300.00	0.00%	2,300.00	2,300.00	0.00%	50,000	\$ (47,700)	0.02	0.02
VEHICLE REGISTRATION	-	-	0.00%	-	-	0.00%	174	\$ (174)	0.00	0.00
INTEREST--SHORT TERM	-	-	0.00%	-	-	0.00%	-	\$ -	0.00	0.00
BAD DEBT EXPENSE	-	-	0.00%	-	-	0.00%	-	\$ -	0.00	0.00
ACA TAXES & FEES	-	-	0.00%	-	-	0.00%	-	\$ -	0.00	0.00
CASH (OVER)/SHORT	-	-	0.00%	-	-	0.00%	-	\$ -	0.00	0.00
	131,506.04	255,626.14	-48.56%	131,506.04	255,626.14	-48.56%	2,432,078	\$ (2,300,572)		

TOTAL EXPENSES	\$ 1,288,622.37	\$ 1,356,265.06	-4.99%	\$ 1,288,622.37	\$ 1,356,265.06	-4.99%	\$ 17,699,883	\$ (16,411,261)	8.78	8.78
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OTHER INCOME	Jan-25	Jan-24	%DIFF/MO	YTD2025	YTD2024	%DIFF	BUDGETED
COUNTY PROPERTY TAX	\$ 252,189.00	\$ 229,421.50	9.92%	\$ 252,189.00	\$ 229,421.50	9.92%	\$ 3,254,501
LOCAL INCOME TAX	73,466.00	67,915.58	8.17%	73,466.00	67,915.58	8.17%	772,697
STATE OPERATING GRANT	362,804.75	-	0.00%	362,804.75	-	0.00%	4,353,657
FEDERAL OPERATING GRANT	-	-	0.00%	-	-	0.00%	5,302,721
CARES ACT OPERATING GRANT	-	-	0.00%	-	-	0.00%	-
FAMILIES FIRST COVID-19 TAX CR	-	-	0.00%	-	-	0.00%	-
ALTERNATIVE FUEL TAX CREDIT	-	-	0.00%	-	-	0.00%	-
FEDERAL CAPITAL GRANT	461,180.08	-	0.00%	461,180.08	-	0.00%	-
STATE/LOCAL CONTRIBUTION	-	-	0.00%	-	-	0.00%	-
TOTAL OTHER INCOME	\$ 1,149,639.83	\$ 297,337.08	286.65%	\$ 1,149,639.83	\$ 297,337.08	286.65%	\$ 13,683,576

OTHER EXPENSES	Jan-25	Jan-24	YTD2025	YTD2024
(GAIN)/LOSS--ASSET DISPOSAL	\$ -	\$ -	\$ -	\$ -
INTERGOVERNMENTAL FUNDS XFE	\$ -	\$ -	\$ -	\$ -
DEPRECIATION EXPENSE	342,568.87	285,645.25	342,568.87	285,645.25
TOTAL OTHER EXPENSES	\$ 342,568.87	\$ 285,645.25	\$ 342,568.87	\$ 285,645.25

	Jan-25	Jan-24	YTD2025	YTD2024
NET PROFIT/(LOSS)	\$ 201,748.33	\$ (989,345.12)	\$ 201,748.33	\$ (989,345.12)

## REVENUE COMPARISON

January 2025

	January 2025	January 2024	% DIFF	YTD2025	YTD2024	YTD2025
<b>NON-CONTRACT REVENUE</b>						
CASH FARES	\$ 15,866.04	\$ 14,847.24	6.86%	\$ 15,866.04	\$ 14,847.24	6.86%
TOKENS	2,212.50	3,790.00	-41.62%	2,212.50	3,790.00	-41.62%
REGULAR PASS	16,635.92	17,304.00	-3.86%	16,635.92	17,304.00	-3.86%
DAY PASS	3,680.00	3,128.00	17.65%	3,680.00	3,128.00	17.65%
ELDERLY/DISABLED	3,030.08	2,592.00	16.90%	3,030.08	2,592.00	16.90%
SEMESTER PASS	301,902.35	-	0.00%	301,902.35	-	0.00%
<b>TOTAL NON-CONTRACT</b>	<b>\$ 343,326.89</b>	<b>\$ 41,661.24</b>	<b>724.09%</b>	<b>\$ 343,326.89</b>	<b>\$ 41,661.24</b>	<b>724.09%</b>
<b>TOTAL WITH ACCESS</b>	<b>\$ 349,682.13</b>	<b>\$ 48,986.51</b>	<b>613.83%</b>	<b>\$ 349,682.13</b>	<b>\$ 48,986.51</b>	<b>613.83%</b>
<b>CONTRACT REVENUE</b>						
CAMPUS	\$ 170,151.80	\$ 170,151.80	0.00%	\$ 170,151.80	\$ 170,151.80	0.00%
IVY TECH	-	-	0.00%	-	-	0.00%
WLSC	-	-	0.00%	-	-	0.00%
APARTMENTS	102,778.00	85,516.00	20.19%	102,778.00	85,516.00	20.19%
WABASH NATIONAL	-	-	0.00%	-	-	0.00%
TRIPPERS	-	-	0.00%	-	-	0.00%
SUPPLEMENTAL SVC.	-	-	0.00%	-	-	0.00%
<b>TOTAL CONTRACT</b>	<b>\$ 272,929.80</b>	<b>\$ 255,667.80</b>	<b>6.75%</b>	<b>\$ 272,929.80</b>	<b>\$ 255,667.80</b>	<b>6.75%</b>
<b>AUXILIARY REVENUE</b>						
EXTERIOR ADVER.	\$ 25,916.67	\$ 3,916.67	561.70%	\$ 25,916.67	\$ 3,916.67	561.70%
MISC / CONCESSIONS	11,052.48	5,636.61	96.08%	11,052.48	5,636.61	96.08%
<b>TOTAL AUXILLARY</b>	<b>\$ 36,969.15</b>	<b>\$ 9,553.28</b>	<b>286.98%</b>	<b>\$ 36,969.15</b>	<b>\$ 9,553.28</b>	<b>286.98%</b>
<b>INTEREST REVENUE</b>						
INTEREST	\$ 23,718.66	\$ 41,020.52	-42.18%	\$ 23,718.66	\$ 41,020.52	-42.18%
	<b>\$ 23,718.66</b>	<b>\$ 41,020.52</b>	<b>-42.18%</b>	<b>\$ 23,718.66</b>	<b>\$ 41,020.52</b>	<b>-42.18%</b>
<b>TOTAL REVENUE WITHOUT ACCESS</b>						
	January 2025	January 2024	% DIFF	YTD2025	YTD2024	YTD2025
NON-CONTRACT	\$ 343,326.89	\$ 41,661.24	724.09%	\$ 343,326.89	\$ 41,661.24	724.09%
CONTRACT	272,929.80	255,667.80	6.75%	272,929.80	255,667.80	6.75%
AUXILIARY	36,969.15	9,553.28	286.98%	36,969.15	9,553.28	286.98%
INTEREST	23,718.66	41,020.52	-42.18%	23,718.66	41,020.52	-42.18%
	<b>\$ 676,944.50</b>	<b>\$ 347,902.84</b>	<b>94.58%</b>	<b>\$ 676,944.50</b>	<b>\$ 347,902.84</b>	<b>94.58%</b>
<b>TOTAL REVENUE WITH ACCESS</b>						
	January 2025	January 2024	% DIFF	YTD2025	YTD2024	YTD2025
ALL SOURCES	\$ 676,944.50	\$ 347,902.84	94.58%	\$ 676,944.50	\$ 347,902.84	94.58%
ACCESS	6,355.24	7,325.27	-13.24%	6,355.24	7,325.27	-13.24%
<b>TOTAL REVENUE</b>	<b>\$ 683,299.74</b>	<b>\$ 355,228.11</b>	<b>92.36%</b>	<b>\$ 683,299.74</b>	<b>\$ 355,228.11</b>	<b>92.36%</b>

## BALANCE SHEET

## GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION

ASSETS	Dec-24	Current	LIABILITIES	Dec-24	Current
<b>CASH &amp; CASH ITEMS</b>			<b>PAYABLES</b>		
CASH IN BANK-GENERAL FUND	5,042,696.78	4,440,162.70	TRADE PAYABLES	-	-
CASH IN PAYROLL ACCOUNT-GEN FD	97,857.06	149,872.42	ACCOUNTS PAYABLE	517,834.76	335,122.15
LEVY EXCESS FUND	-	-	ACCOUNTS PAYABLE - CNG UTILITIES	189,999.97	202,638.54
WORKING FUNDS	-	-	<b>TOTAL PAYABLES</b>	<b>707,834.73</b>	<b>537,760.69</b>
UNITED HEALTHCARE HRA IMPREST-GEN FD	-	-			
HEALTHCARE IMPREST-GEN FD	-	-	<b>ACCRUED PAYROLL LIABILITIES</b>		
RAINY DAY FUND	256,256.66	256,256.66	ACCRUED WAGES PAYABLE	150,159.77	227,340.55
<b>TOTAL CASH &amp; CASH ITEMS</b>	<b>5,396,810.50</b>	<b>4,846,291.78</b>	ACCR COMPENSATED ABSENCES PAYABLE	372,243.32	372,243.32
			DEDUCTIONS-AUTO	-	-
<b>RECEIVABLES</b>			UNION DUES WITHHELD	2,173.73	7,364.64
ACCOUNTS RECEIVABLE	149,442.06	482,451.69	DEDUCTION-FICA/MEDICARE EE	-	-
SHOP INVENTORY	-	-	DEDUCTION-UNION DUES	-	-
A/R - CITY OF LAFAYETTE	-	-	DEDUCTION-WELLNESS	524.31	524.31
CONTRACT RECEIVABLE-PURDUE	1,179,564.24	1,181,877.34	DEDUCTION-HEALTH INSURANCE	(76,039.05)	(96,331.01)
A/R-TICKET VENDING MACHINE COLLECTIONS	-	-	DEDUCTION-HEALTH INS - COBRA	-	-
A/R - OFF-SITE PASS SALES COLLECTIONS	-	-	DEDUCTION - CHARITABLE DONATIONS	-	-
ACCTS RECV-EMPLOYEE P/R WASH	-	-	DEDUCTION - LIBERTY NATIONAL	-	-
A/R CAPITAL GRANTS-FTA	-	-	DEDUCTION-GARNISHMENTS	-	-
A/R OPERATING ASSISTANCE-FTA	-	-	DEDUCTION-UNITED WAY	437.15	857.85
A/R TAX DRAW-COUNTY/LOCAL	-	252,189.00	DEDUCTION-CABLE	-	-
A/R GRANTS-STATE	-	362,804.75	DEDUCTION-PERF EE	5,297.71	8,098.66
A/R PLANNING ASSISTANCE-FTA	-	-	DEDUCTION-SUPPORT	-	-
A/R OPERATING ASSISTANCE-STATE	-	-	DEDUCTION-EE LOANS	418.10	619.58
A/R FEDERAL TAX CREDITS	336,994.04	336,994.04	DEDUCTION-BOSTON MUTUAL	117.90	178.08
PROPERTY TAX RECEIVABLE	3,517,014.00	3,517,014.00	DEFERRED COMPENSATION	2,595.82	3,496.92
<b>TOTAL RECEIVABLES</b>	<b>5,183,014.34</b>	<b>6,133,330.82</b>	ACCURED PERF PAYABLE ER	25,110.45	37,143.14
			<b>TOTAL PAYROLL LIABILITIES</b>	<b>483,039.21</b>	<b>561,536.04</b>
<b>MATERIALS &amp; SUPPLIES INVENTORY</b>					
BUS PARTS INVENTORY	287,971.30	271,851.19	<b>ACCRUED TAX LIABILITIES</b>		
PARTS INVENTORY-CLEARING ACCT	-	-	FIT TAXES	61,401.80	90,749.74
DIESEL & GASOLINE INVENTORY	16,101.83	22,796.09	FICA/MEDICARE	(63.13)	(63.13)
OIL, LUBE, ANTIFREEZE INVENTORY	62,862.35	61,101.63	STATE TAX	-	-
TIRES, TUBES, BATTERIES INVENTORY	9,068.02	8,766.10	STATE UNEMPLOYMENT TAX	-	-
FACILITIES PARTS INVENTORY	28,970.05	28,970.05	COUNTY TAX	-	-
<b>TOTAL MATERIALS &amp; SUPPLIES INVENTORY</b>	<b>404,973.55</b>	<b>393,485.06</b>	<b>TOTAL TAX LIABILITIES</b>	<b>61,338.67</b>	<b>90,686.61</b>
<b>TANGIBLE PROPERTY TRANSIT OPS</b>			<b>SHORT TERM DEBT</b>		
REVENUE EQUIPMENT	31,073,670.29	31,076,815.36	SHORT TERM DEBT	-	-
SUPPORT VEHICLES	582,095.86	582,095.86	AUTO INSURANCE PAYOUT LIABILITY	97,372.34	103,366.95
BUILDING & STRUCTURE	19,788,889.96	19,794,175.61	WORKERMAN COMP INSURANCE PAYOUT LIABILITY	-	-
EQUIPMENT SHOP & GARAGE	431,600.06	431,600.06	INSURANCE PAYOUT LIABILITY	-	-
REVENUE COLLECTION FAREBOX	1,318,033.06	1,318,033.06	ACCURED INTEREST PAYABLE - BANK OF AMERICA-CNG	-	-
COMMUNICATIONS EQUIPMENT	907,665.06	907,665.06	<b>TOTAL SHORT TERM DEBT</b>	<b>97,372.34</b>	<b>103,366.95</b>
OFFICE EQUIPMENT & FURNISHINGS	470,850.88	470,850.88			
CONSTR. IN PROGRESS-SHOP	-	4,342.63	<b>OTHER CURRENT LIABILITIES</b>		
CONSTR. IN PROGRESS - HYDROGEN	672,550.00	672,550.00	UNREDEEMED TOKENS	-	-
CONSTR. IN PROGRESS - PROJECTS	289.98	3,962.96	UNREDEEMED REGULAR PASSES	-	-
CONSTR. IN PROGRESS - SHELTERS	-	-	UNREDEEMED DAY PASSES	-	-
LAND	926,471.26	926,471.26	UNREDEEMED E & D PASSES	-	-
<b>TOTAL PROPERTY COST</b>	<b>56,172,116.41</b>	<b>56,188,562.74</b>	UNREDEEMED SEMESTER PASSES	198.00	12,375.00
			UNREDEEMED LOOP PASSES	-	-
<b>ACC ACC DEPR-REVENUE EQUIPMENT</b>	<b>(17,633,151.59)</b>	<b>(17,867,741.64)</b>	DEFERRED REVENUE-COUNTY/LOCAL	-	-
ACC DEPR-SUPPORT VEHICLES	(499,145.70)	(501,532.71)	DEFERRED REVENUE-ADVERTISING & PAINTED TRANSIT	4,583.27	3,666.60
ACC DEPR-BUILDING & STRUCTURE	(9,137,541.80)	(9,216,904.44)	FEDERAL TAX PAYABLE	-	-
ACC DEPR-EQUIPMENT SHOP & GARAGE	(487,428.60)	(491,554.90)	UNREDEEMED 50 FARESAVERS	-	-
ACC DEPR-REVENUE COLLECTION FAREBOX	(1,259,175.21)	(1,264,235.14)	UNREDEEMED PASS STUDENT	-	-
ACC DEPR-COMMUNICATIONS EQUIPMENT	(270,464.01)	(282,237.73)	UNREDEEMED REVENUE	-	-
ACC DEPR-OFFICE EQUIPMENT & FURNISHINGS	(274,814.95)	(280,084.17)	UNREDEEMED TVM CHG/STRD VALUE CARDS	-	-
ACC DEPR-CONSTR IN PROGRESS-WLAF	-	-	NET PENSION LIABILITY	4,369,315.00	4,369,315.00
ACC DEPR-CONSTR IN PROGRESS-LAF	-	-	<b>TOTAL OTHER CURRENT LIABILITIES</b>	<b>4,374,096.27</b>	<b>4,385,356.60</b>
<b>TOTAL ACCUMULATED DEPRECIATION</b>	<b>(29,561,721.86)</b>	<b>(29,904,290.73)</b>			
<b>TOTAL PROPERTY LESS DEPRECIATION</b>	<b>26,610,394.55</b>	<b>26,284,272.01</b>	<b>LONG-TERM DEBT</b>		
			BANK OF AMERICA LONG-TERM PAYABLE-CNG	-	-
<b>SPECIAL FUNDS</b>			<b>TOTAL LONG-TERM DEBT</b>	<b>-</b>	<b>-</b>
SPECIAL FUNDS	-	-			
BONDS & INTEREST CASH ACCT	-	-	<b>ESTIMATED LIABILITIES</b>		
INVESTMENTS-BON & INTEREST FUND	-	-	FTA EST RES FOR ENCUMBRANCES	-	-
ACA MLR PREMIUM REBATE	-	-	<b>TOTAL ESTIMATED LIABILITIES</b>	<b>-</b>	<b>-</b>
BUS AUTO INS CASH FUND	400,000.00	400,000.00			
PAYROLL ACCRUAL	-	-	<b>DEFERRED CREDITS</b>		
DIRECTOR & OFFICERS SPEC CASH	74,870.36	74,870.36	DEFERRED CR - MYERS PED BRIDGE PROJECT	-	-
ELTF DEDUCTIBLE FUNDS	15,000.00	15,000.00	<b>TOTAL DEFERRED CREDITS</b>	<b>-</b>	<b>-</b>
INVESTMENTS	-	-			
CUMULATIVE CAPITAL FUND	1,526,836.81	1,526,836.81	<b>DEFERRED INFLOWS</b>		
CAPITAL IMPROV RESERVE FUND	-	-	DEFERRED INFLOW - EXPECTED AND ACTUAL EXPERIENCE	-	-
CAPITAL IMPROV. INVESTMENTS	-	-	DEFERRED INFLOW - EXPECTED AND ACTUAL INV EARNINGS	-	-
<b>TOTAL SPECIAL FUNDS</b>	<b>2,016,707.17</b>	<b>2,016,707.17</b>	DEFERRED INFLOW - PROPORTIONATE SHARE	46,402.00	46,402.00
			DEFERRED INFLOW - ASSUMPTIONS	-	-
<b>OTHER ASSETS</b>			DEFERRED INFLOW FROM PROPERTY TAXES	3,517,014.00	3,517,014.00
PRE-PAID INSURANCE	18,881.85	77,332.06	<b>TOTAL DEFERRED INFLOWS</b>	<b>3,563,416.00</b>	<b>3,563,416.00</b>
PRE-PAID EXPENSES	84,630.63	120,767.69			
PRE-PAID HEALTH INSURANCE	-	-	<b>CONTRIBUTIONS</b>		
OTHER ACCRUALS	-	-	INVESTMENTS IN TRANSIT SYS-LAF	24,682.75	24,682.75
<b>TOTAL OTHER ASSETS</b>	<b>103,512.48</b>	<b>198,099.75</b>	FED GOVERN CAP GRANT SEC 3 (5309)	23,056,883.82	23,056,883.82
			FED GOVERN CAP GRANT SEC 5	2,633,996.56	2,633,996.56
<b>DEFERRED OUTFLOWS</b>			FED GOVERN CAP GRANT SEC 9 (5307)	43,879,641.65	43,879,641.65
DEFERRED OUTFLOW - PERF EMPLOYER CONTRIBUTIONS	449,398.00	449,398.00	STATE CAP GRANT CONTRIBUTION	788,343.85	788,343.85
DEFERRED OUTFLOW - PROPORTIONATE SHARE	130,443.00	130,443.00	STATE CAP GRANT SEC 9	657,682.35	657,682.35
DEFERRED OUTFLOW - EXPECTED AND ACTUAL EXPERIENCE	89,395.00	89,395.00	STATE CAP GRANT SEC 5	601,488.98	601,488.98
DEFERRED OUTFLOW - EXPECTED AND ACTUAL INV EARNINGS	1,001,459.00	1,001,459.00	CONTRIBUTIONS NON GOVERNMENTAL	-	-
DEFERRED OUTFLOW - CHANGE IN ASSUMPTION	238,267.00	238,267.00	ACCUMULATED EARNINGS/LOSSES	(39,305,442.59)	(39,103,694.26)
<b>TOTAL DEFERRED OUTFLOWS</b>	<b>1,908,962.00</b>	<b>1,908,962.00</b>	<b>TOTAL CONTRIBUTIONS</b>	<b>32,337,277.37</b>	<b>32,539,025.70</b>
<b>TOTAL ASSETS</b>	<b>41,624,374.59</b>	<b>41,781,148.59</b>	<b>TOTAL LIABILITIES &amp; CONTRIBUTIONS</b>	<b>41,624,374.59</b>	<b>41,781,148.59</b>

Jan 2025

**EXPENDITURES TO DATE AND REMAINING BUDGET**

GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION

Budget to date

8.3%

	<b>BUDGET FY2025</b>	<b>Budget to Date</b>	<b>Expenditures to Date</b>	<b>Expenditures to Date %</b>	<b>Remaining Budget</b>
<b>PERSONNEL</b>					
Operator Wages	5,962,420	496,868	523,413	8.8%	5,439,006
Administrative Wages	2,192,187	182,682	170,535	7.8%	2,021,652
Maintenance Wages	1,217,974	101,498	81,636	6.7%	1,136,337
FICA	717,002	59,750	59,481	8.3%	657,522
PERF	1,115,495	92,958	87,716	7.9%	1,027,779
Life & Health Insurance	2,344,495	195,375	137,103	5.8%	2,207,392
Unemployment Insurance	70,000	5,833	9,917	14.2%	60,083
Work Comp Insurance	135,303	11,275	9,614	7.1%	125,689
Uniforms	50,000	4,167	2,491	5.0%	47,509
Tool Allowance/Fringe Benefits	114,568	9,547	6,996	6.1%	107,572
Affordable Care Act Fees	-	-	-	0.0%	-
	<b>13,919,443</b>	<b>1,159,954</b>	<b>1,088,903</b>	<b>7.8%</b>	<b>12,830,540</b>
<b>COMMODITIES</b>					
Diesel Fuel	152,992	12,749	9,612	6.3%	143,380
Natural Gas Fuel	634,264	52,855	27,184	4.3%	607,080
Gasoline	28,157	2,346	129	0.5%	28,029
Oil & Antifreeze	43,886	3,657	1,761	4.0%	42,125
Repair Parts, Revenue Vehicles	300,000	25,000	21,285	7.1%	278,715
Repair Parts, Fixed Equipment	10,000	833	-	0.0%	10,000
Tires and Batteries	14,326	1,194	2,143	15.0%	12,183
Cleaning Supplies	34,077	2,840	1,656	4.9%	32,421
Building Materials	53,035	4,420	-	0.0%	53,035
Postage & Freight	2,496	208	1,020	40.9%	1,476
Office Supplies	32,248	2,687	937	2.9%	31,311
Other Materials, General Business	42,881	3,573	2,487	5.8%	40,394
Other Materials, Billable	-	-	-	0.0%	-
Other Materials, Vehicles	-	-	-	0.0%	-
	<b>1,348,362</b>	<b>112,364</b>	<b>68,213</b>	<b>5.1%</b>	<b>1,280,149</b>
<b>SERVICES &amp; CHARGES</b>					
Attorney & Audit	150,000	12,500	-	0.0%	150,000
Contract Maintenance	328,972	27,414	28,208	8.6%	300,764
Custodial Services	69,885	5,824	4,385	6.3%	65,500
Contractual Services	492,198	41,017	30,728	6.2%	461,470
Utilities, Telephone	19,523	1,627	1,297	6.6%	18,225
Utility Expense, Electric	75,000	6,250	(7,350)	-9.8%	82,350
Utility Expense, Water & Sewage	35,219	2,935	(644)	-1.8%	35,863
Utilities, Natural Gas Heat	68,372	5,698	(4,902)	-7.2%	73,274
Advertising & Promotions	150,000	12,500	14,356	9.6%	135,644
Exterior Advertising	10,000	833	-	0.0%	10,000
Printing	42,097	3,508	-	0.0%	42,097
Advertising Fees (Legal Ads)	3,000	250	12	0.4%	2,988
Dues & Subscriptions	56,027	4,669	150	0.3%	55,877
Travel & Meeting Expenses	71,610	5,968	439	0.6%	71,171
Premium on PL & PD	660,000	55,000	57,938	8.8%	602,062
Payouts PL & PD	150,000	12,500	5,995	4.0%	144,005
Recovery/physical Damage	-	-	(1,405)	0.0%	1,405
Other Corporate Ins	50,000	4,167	2,300	4.6%	47,700
Vehicle Registration	174	15	-	0.0%	174
Interest - Short Term	0	-	-	0.0%	-
Bad Debt Expense	-	-	-	0.0%	-
Misc. Expense	11,369	947	-	0.0%	11,369
Cash (over)/short	-	-	-	0.0%	-
	<b>2,443,446</b>	<b>203,621</b>	<b>131,506</b>	<b>5.4%</b>	<b>2,311,940</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>17,711,252</b>	<b>1,475,938</b>	<b>1,288,622</b>	<b>7.3%</b>	<b>16,422,630</b>



January 2025

Route	RouteName	Passengers	Total Miles	Total Hours	P/Mi	%DIFF FROM 24	P/Hrs	%DIFF FROM 24
1A	Market Square	16,735	13,882.46	1,092.42	1.21	▬ -4.03%	15.32	▬ -9.30%
1B	Salisbury	31,184	10,006.76	840.30	3.12	▬ -10.71%	37.11	▬ -10.74%
2A	Schuyler Ave	3,755	2,731.29	222.40	1.37	▬ -1.22%	16.88	▬ -2.45%
2B	Union St	4,514	2,709.72	238.43	1.67	▬ 11.93%	18.93	▬ 13.00%
3	Lafayette Square	8,840	7,689.52	530.27	1.15	▬ 11.44%	16.67	▬ 10.57%
4A	Tippecanoe Mall	9,108	6,402.91	560.51	1.42	▬ -12.83%	16.25	▬ -5.52%
4B	Purdue West	70,574	11,448.75	859.17	6.16	▴ -29.81%	82.14	▴ -29.37%
5	Happy Hollow	13,985	3,803.29	291.65	3.68	▴ 42.19%	47.95	▴ 22.50%
6A	Fourth St	11,756	11,645.50	735.51	1.01	▬ -13.97%	15.98	▴ -15.24%
6B	South 9th	3,913	3,602.22	252.60	1.09	▴ 15.11%	15.49	▴ 17.41%
7	South St	14,823	9,194.68	772.17	1.61	▬ -2.65%	19.20	▬ -3.70%
8	Sagamore West	8,193	7,568.61	464.69	1.08	▬ -14.01%	17.63	▬ -6.08%
9	Park East	1,486	3,700.82	248.61	0.40	▴ -17.06%	5.98	▴ -16.55%
10	Northwestern	20,417	6,126.39	514.58	3.33	▴ -23.20%	39.68	▴ -22.65%
23	Connector	22,105	7,147.28	579.84	3.09	▬ -3.63%	38.12	▬ -1.06%
Others	Others	212	N/A	N/A	N/A	N/A	N/A	N/A
<b>Sub Total:</b>		<b>241,600</b>	<b>107,660.20</b>	<b>8,203.15</b>	<b>2.24</b>	<b>▬ -11.88%</b>	<b>29.45</b>	<b>▬ -12.30%</b>
13C	Silver Loop	48,361	3,208.68	467.62	15.07	▴ -21.22%	103.42	▴ -20.02%
14C	Black Loop	1,326	858.61	83.34	1.54	▴ -55.91%	15.91	#VALUE!
15C	Tower Acres	30,776	3,513.98	448.51	8.76	▬ -4.56%	68.62	▬ -2.46%
16C	Bronze Loop	5,255	2,264.27	265.67	2.32	N/A	19.78	N/A
<b>Sub Total:</b>		<b>85,718</b>	<b>9,845.54</b>	<b>1,265.14</b>	<b>8.71</b>	<b>▴ -17.48%</b>	<b>67.75</b>	<b>▴ -15.24%</b>
21E	Lark & Alight Express	27,113	4,216.18	323.47	6.43	▴ 93.32%	83.82	▴ 83.91%
24E	Redpoint Express	3,196	3,027.55	164.03	1.06	▴ -53.38%	19.48	▴ -48.96%
35E	Lindberg Express	25,182	5,480.82	446.91	4.59	▬ -8.58%	56.35	▬ -8.10%
<b>Sub Total:</b>		<b>55,491</b>	<b>12,724.55</b>	<b>934.41</b>	<b>4.36</b>	<b>▬ 13.89%</b>	<b>59.39</b>	<b>▬ 14.59%</b>
<b>MB Total:</b>		<b>382,809</b>	<b>130,230</b>	<b>10,403</b>	<b>2.94</b>	<b>▬ -13.61%</b>	<b>36.80</b>	<b>▬ -12.71%</b>
DR	Microtransit	186	745	131	0.25	N/A	1.42	N/A
DR	Paratransit	3,079	14,364	1,121	0.21	N/A	2.75	N/A
<b>Demand Response Total:</b>		<b>3,265</b>	<b>15,108</b>	<b>1,252</b>	<b>0.22</b>	<b>▬ 4.63%</b>	<b>2.61</b>	<b>▬ -2.36%</b>
VP	Vanpool	456	1,351	42	0	N/A	11	N/A
<b>Vanpool Total:</b>		<b>456</b>	<b>1,351</b>	<b>42</b>	<b>0.34</b>	<b>N/A</b>	<b>10.86</b>	<b>N/A</b>
<b>Grand Total:</b>		<b>386,530</b>	<b>146,689</b>	<b>11,697</b>	<b>2.64</b>	<b>▴ -15.67%</b>	<b>33.05</b>	<b>▬ -14.95%</b>

January 2025

Route	RouteName	Passengers
1A	Market Square	16,735
1B	Salisbury	31,184
2A	Schuyler Ave	3,755
2B	Union St	4,514
3	Lafayette Square	8,840
4A	Tippecanoe Mall	9,108
4B	Purdue West	70,574
5	Happy Hollow	13,985
6A	Fourth St	11,756
6B	South 9th	3,913
7	South St	14,823
8	Sagamore West	8,193
9	Park East	1,486
10	Northwestern	20,417
23	Connector	22,105
Others	Others	212

**Sub Total: 241,600**

13C	Silver Loop	48,361
14C	Black Loop	1,326
15C	Tower Acres	30,776
16C	Bronze Loop	5,255

**Sub Total: 85,718**

21E	Lark & Alight Express	27,113
24E	Redpoint Express	3,196
35E	Lindberg Express	25,182

**Sub Total: 55,491**

**MB Total: 382,809**

DR	Microtransit	186
DR	Paratransit	3,079

**Demand Response Total: 3,265**

VP	Vanpool	456
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**Vanpool Total: 456**

**Grand Total: 386,530**

January 2024

	RouteName	Passengers
1A	Market Square	17,775
1B	Salisbury	35,307
2A	Schuyler Ave	5,213
2B	Union St	5,578
3	Lafayette Square	11,345
4A	Tippecanoe Mall	10,543
4B	Purdue West	101,945
5	Happy Hollow	19,357
6A	Fourth St	13,902
6B	South 9th	4,453
7	South St	15,568
8	Klondike Express	9,183
9	Park East	2,180
10	Northwestern	28,997
23	Connector	27,783
Others	Others	87

**Sub Total: 309,216**

13	Silver Loop	72,551
14	Black Loop	3,376
15	Tower Acres	39,422
20	South Campus Loop	1,630
28	Gold Loop	26,694

**Sub Total: 143,673**

21A	Lark & Alight	18,000
24	Redpoint	7,622
35	Lindberg Express	33,547

**Sub Total: 59,169**

**MB Total: 512,058**

DR	ACCESS/FLEX	2,961
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**Demand Response Total: 2,961**

**Grand Total: 515,019**

# OPERATIONS REPORT

Jan-25

	2025 MONTH	2024 MONTH	2025 YTD	2024 YTD
MILES	146,689	161,031	146,689	161,031
PAID HOURS	15,800	16,860	15,800	16,860

	2025	2024	YTD 2025	YTD 2025	% DIFF MO	% DIFF YTD
ACCIDENTS	8	2	8	2	▲ 300.00%	▲ 300.00%
PER 100,000 MILES	5.45	1.24	5.45	1.24	▲ 339.11%	▲ 339.11%
PREVENTABLE	5	2	5	2	■ 150.00%	■ 150.00%
PER 100,000 MILES	3.41	1.24	3.41	1.24	■ 174.44%	■ 174.44%
NON-PREVENTABLE	3	0	3	0	#DIV/0!	#DIV/0!
PER 100,000 MILES	2.05	0.00	2.05	0.00	#DIV/0!	#DIV/0!
OVERTIME IN HOURS	1,529	1,951	1,529	1,951	▼ -21.61%	▼ -21.61%
% OF OVERTIME HOURS	9.7%	11.6%	9.7%	11.6%	▼ -16.34%	▼ -16.34%
SAFETY MEETINGS	1	1	1	1		

NO PAY HOURS: 882.61

**ROADCALLS  
2025**

	Jan-25	Jan-24	% DIFF
MECHANICAL	3	2	▲ 75.00%
OTHER	0	0	#DIV/0!
DELAYS	0	0	#DIV/0!
TOTAL-MONTH	3	2	▲ 75.00%
TOTAL-YTD	3	2	▲ 75.00%

BUS#	LOCATION	PROBLEM	TIME	DATE	MECH OR OTHER
7006		air bags		1/28/2025	M
140		overheating		1/29/2025	M
7002		ECM failure		1/31/2025	M

**DIESEL COST COMPARISON FOR 2024 (CURRENT YEAR VS LAST YEAR)**

Month	Total Gallons 2025	Total Gallons 2024	% Difference	Avg Cost Gallon 2025	Avg Cost Gallon 2024	Different per Gallon
JAN	2,700	4,613	▼ -41.47%	\$2.2800	\$2.4600	▬ -\$0.1800
FEB			#DIV/0!			▲ \$0.0000
MAR			#DIV/0!			▲ \$0.0000
APR			#DIV/0!			▲ \$0.0000
MAY			#DIV/0!			▲ \$0.0000
JUN			#DIV/0!			▲ \$0.0000
JUL			#DIV/0!			▲ \$0.0000
AUG			#DIV/0!			▲ \$0.0000
SEP			#DIV/0!			▲ \$0.0000
OCT			#DIV/0!			▲ \$0.0000
NOV			#DIV/0!			▲ \$0.0000
DEC			#DIV/0!			▲ \$0.0000
TOTAL	2,700	4,613	▼ -41.47%	\$2.2800	\$2.4600	▬ -\$0.1800

**CNG ACCESS BUSES**

Month	Total DGE Used 2025	Total DGE Used 2024	% Difference
JAN	1,140	980	▲ 16.3265%
FEB			#DIV/0!
MAR			#DIV/0!
APR			#DIV/0!
MAY			#DIV/0!
JUN			#DIV/0!
JUL			#DIV/0!
AUG			#DIV/0!
SEP			#DIV/0!
OCT			#DIV/0!
NOV			#DIV/0!
DEC			#DIV/0!
TOTAL	1,140	980	▲ 16.3265%

**CNG Fixed Routes**

Month	Total DGE Used 2025	Total DGE Used 2024	% Difference
JAN	19,122	36,520	▲ -47.6396%
FEB			#DIV/0!
MAR			#DIV/0!
APR			#DIV/0!
MAY			#DIV/0!
JUN			#DIV/0!
JUL			#DIV/0!
AUG			#DIV/0!
SEP			#DIV/0!
OCT			#DIV/0!
NOV			#DIV/0!
DEC			#DIV/0!
TOTAL	19,122	36,520	▲ -47.6396%