

**GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION
BOARD MEETING NO. 707**

DATE: November 19, 2025

TIME: 5:00PM

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

MEETING CHAIR:

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.707 held on November 19, 2025 (pg.1)
 - 3.2. Review and Approval of Minutes of Meeting No.706 held on October 29, 2025 (pg.2)
4. Old Business
5. New Business
 - 5.1. Nomination and Election of new Board Secretary
 - 5.2. Review of GLPTC updated Internal Control Document (Exhibit 1 pg.6)
 - 5.3. Approval of TIP Amendment (Exhibit 2 pg.23)
 - 5.4. Approval of the renewed agreement for the Avail ETMS System (Exhibit 3 pg.26)
 - 5.5. Approval of 2026 Health Insurance Rates (Exhibit 4 pg.50)
 - 5.6. Approval of 2026 Administrative Employee Holiday Schedule (Exhibit 5 pg.52)
 - 5.7. Approval of 2026 Board Meeting Dates (Exhibit 6 pg.53)
 - 5.8. Consideration of claims list numbering 41198 through 41266, in the amount of \$372,418.63. (pg.54)
 - 5.9. Consideration of payroll for October 1, 2025, through October 31, 2025, in the amount of \$1,430,427.30 (pg.56)
6. Board and Staff Reports
 - 6.1. Chief Executive Officer Report (pg.57)
7. Public Comments
 - 7.1. 3 minutes per speaker
8. Adjournment
 - 8.1. Next meeting is Wednesday, December 17, 2025, in the GLPTC Board Room.

**GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION
BOARD MEETING NO. 706
MEETING MINUTES**

DATE: October 29, 2025

Present: Mike Gibson, Chair
Julie Ginn
Tino Atisso
Joel Wright

Present: Bryan D. Smith: Chief Executive Officer
Staff Bryan Walck: Chief Operating Officer
Joanne Zhang: Chief Financial Officer
Shawn Coffman: Fleet Manager
Dusty Sturgeon, Human Resources Administrator
Randy Anderson: Information Technology Manager
Lon Lucas: Customer Experience Manager
Shelby Yeaman: Executive Assistant/Project Manager
Brian Karle: Attorney

Guests: David Kopp, Jeremy Foote

Chair, Mr. Mike Gibson, called meeting No.706 to order at 5:06PM in the GLPTC Board Room, 1250 Canal Road.

COMMUNICATIONS & ANNOUNCEMENTS

Commissioner Tom Murtaugh received concern from a citizen about the lack thereof of service that goes out to the Veterans Home. Although the fixed route buses do not extend out there anymore, our ACCESS service still services the VA. This was put in writing via email with this explanation and reasoning behind everything. There was another concern on the website about the same thing, but from one that didn't use the route personally.

A big happy birthday to Randy Anderson!

PUBLIC COMMENT

REVIEW AND APPROVAL OF AGENDA ITEMS AND MINUTES

Ms. Julie Ginn made the motion to approve agenda of Meeting No.706 held on October 29, 2025. Mr. Joel Wright seconded the motion. The motion carried by a roll call vote of 5 ayes and 0 nays.

Mr. Joel Wright made the motion to approve minutes of Meeting No.705 held on September 24, 2025. Mr. Tino Atisso seconded the motion. The motion carried by a roll call vote of 5 ayes and 0 nays.

OLD BUSINESS

NEW BUSINESS

Ms. Julie Ginn made the motion to approval for CEO Bryan Smith to execute Agreement with Proxurve Solutions for IT Services not to exceed \$301,174.50 for a three-year contract. Mr. Joel Wright seconded the motion. The motion carried by a roll call vote of 5 ayes and 0 nays.

BSS has been working with us since early 2024, but due to Procurement Policies, we had to go out for bid using a different scope after using IT services and knowing what services we need. After receiving the bids, BSS came back as the highest cost out of all proposals. We are moving forward with Proxurve starting February 1st of 2026 and will be saving roughly \$100,000 in the three years.

Ms. Julie Ginn made the motion to approve the Resolution to join Risk Purchasing Group (RPG). Mr. Tino Atisso seconded the motion. The motion carried by a roll call vote of 5 ayes and 0 nays.

This started off as a partnership between Ohio and Michigan transit agencies as a risk pool and has been thriving for over 20 years as a Transit Risk Pool. The Transit Risk Purchasing covers up to \$1M and then Transit Reinsurance was formed which covers anything more than \$1M. Joining this organization, and the organization below, will be a 9% decrease rather than a 4%-8% increase in savings costs, saving us roughly \$75,000. Joining these two groups does not mean we are sharing risk with other agencies, but this insurance allows to add miles from multiple agencies and getting larger discounted rates for insurance. When thinking long-term, this will also smooth out our expenses and processes with insurance as well.

These programs will provide us with a third-party claims administration at \$0. In joining these groups, if we were to lose a whole bus, Travelers would write us a check that covers the cash amount for the bus. With this new insurance, it will cover to replace the entire bus so long as it is less than 5 years old.

Mr. Tino Atisso mentioned this seems too good to be true. Mr. Bryan Smith stated that Gregory and Apel is the one who brought this opportunity to our attention and also looked over the offering. They are confident it is a good route for us to take.

Mr. Joel Wright made the motion to approve the Resolution to join Transit Reinsurance Limited (TRL). Mr. Tino Atisso seconded the motion. The motion carried by a roll call of 5 ayes and 0 nays.

Like mentioned above, this will give us coverage for anything over \$1M. Due to joining these groups, Mr. Smith will be put on the board and there is one mandatory in-person board meeting, all paid for, each year.

Ms. Julie Ginn made the motion to authorize CEO Bryan Smith to execute contract for Property and Casualty Insurance placed through Gregory and Apel. Mr. Joel Wright seconded the motion. The motion carried by a roll call of 5 ayes and 0 nays.

Gregory and Apel will cover workers' compensation, our umbrella, and more through separate carriers through Gregory and Apel.

Mr. Joel Wright made the motion to approval CEO Bryan Smith to execute a new tenant lease for 218 Ferry Street with final legal review. Ms. Julie Ginn seconded the motion. The motion carried by a roll call vote of 5 ayes and 0 nays.

Desiree Henderson, owner of Enchanted Childcare, has been interested in the Ferry Street property to move her childcare to this location. What we are offering is a 10-year lease but are still working on finalizing terms and conditions. This agreement includes a discount for CityBus Employees as well.

The board considered approval of claims list numbering 41106 through 41197, in the amount of \$1,003,654.89. Ms. Julie Ginn made the motion to approve the claims list, and Mr. Joel Wright seconded the motion. The motion carried by a roll call vote of 5 ayes and 0 nays.

The board considered approval of payroll for September 1, 2025, through September 30, 2025, in the amount of \$951,686.89. Ms. Julie Ginn made the motion to approve payroll, and Mr. Joel Wright seconded the motion. The motion carried by a roll call vote of 5 ayes and 0 nays.

BOARD AND STAFF REPORTS (CEO REPORT)

As people talk in public, a rumor has started that we will be closing our doors. That is not the case, we just have to figure out at what level of service we can provide based on our budget restraints. Mr. Smith informed the board that a goal we have is to work to get large companies to help with funding routes to help bring back some service that was previously removed. Mr. Smith is also still talking with the cities and plans to make a marketing campaign.

Mr. Joel Wright inquired about student pass purchases. Mr. Smith informed the board that after the first few weeks, sales have been slower, but we did reach approximately 4000 passes sold, although only 2400 received the Purdue match.

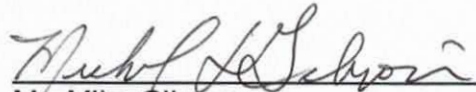
Mr. Mike Gibson wanted to thank the CityBus staff for working hard on the routes and trying our best to get people where they need to go.

PUBLIC COMMENTS

Jeremy Fook lives on the same road as the soldier's home, but noticed the route shortened tremendously. He inquired about possible flexibility on that route and see if it be possible to get it extended a bit more during certain peak times of the day. Mr. Mike Gibson thanked Jeremy for his comment and question and insured him we would look into this.

ADJOURNMENT

With there being no further business to be transacted, Ms. Julie Ginn made the motion to adjourn at 5:44PM. Mr. Joel Wright seconded the motion. The motion carried by a roll call vote of 5 ayes and 0 nays. The next regular Board Meeting is scheduled for Wednesday November 19, 2025, at 5:00PM, in the GLPTC Board Room, 1250 Canal Road.



Mr. Mike Gibson
CityBus Board of Directors

11/11/2025
Date:



INTERNAL CONTROL SYSTEM DOCUMENTATION
FOR
THE GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION D/B/A CITYBUS

REVISED

DECEMBER 2025

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GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION D/B/A CITYBUS INTERNAL CONTROLS SYSTEM
DOCUMENTATION

INTRODUCTION

The system of internal control is the plan of the organization and all methods and procedures adopted by management to assist in achieving CityBus's objective of ensuring as far as practicable, the orderly and efficient conduct of its business.

This includes the adherence to management policies, the safeguarding of assets, the prevention and detection of fraud and error, the accuracy and completeness of accounting records, and the timely preparation of reliable financial information.

The system of internal control extends beyond the matters, which relate directly to the functions of the accounting systems, and relates to every aspect of CityBus's operations.

Internal controls are policies and procedures that CityBus has established to provide reasonable assurance that its objectives will be achieved.

CityBus management will submit these internal control procedures to the CityBus Board of Directors for their review and approval annually or as needed. If current or future changes are proposed to the system documentation by the Board of Directors, management will make the necessary changes and resubmit the procedures to the Board for review, and for approval during a regularly scheduled meeting. Once approved, CityBus's management and staff will implement the control procedures immediately.

ENVIRONMENTAL CONTROLS

MANAGEMENT INVOLVEMENT

- Management should set the tone by supporting the importance of internal controls. Integrity cannot be compromised.
- Employees should be educated on the purpose and importance of internal controls.
- Design and maintain an adequate system of internal controls. ORGANIZATIONAL STRUCTURE
- Identify specific assignment of duties and responsibilities by employee title and/or classification.
- Communicate and document who can authorize transactions. PERSONNEL POLICIES AND PRACTICES
- Hire qualified and honest employees for sensitive positions (i.e., accounting department personnel).
- Perform background checks and reference checks for all positions handling cash and receipts. The CityBus Operations Manager has direct oversight over this process.
- Require the CFO to be bonded.
- Require employees to take annual vacations. MONITORING
- Be alert to "red flags" that could indicate potential problems such as fraud. Red flags may include, but are not limited to, the following: employee refusal to take vacation or sick leave; lack of segregation of duties amongst employees in the vulnerable area; management's reluctance to provide information to auditors; there is a weak internal control environment amongst management; creditors or collectors appearing at the workplace. Red flags should be reported to: 1) immediate supervisor, 2) CEO, and 3) member(s) of the CityBus Board of Directors, in that order. The red flag should be reported at the next level, if the underlying problem has not been resolved within a satisfactory time period. Employees should be able to communicate red flags to the appropriate personnel without being concerned about their jobs or some type of retaliation.
- Actively monitor and investigate discrepancies (errors or irregularities). Accounting department personnel have oversight over processes involving investigation of discrepancies.
- Material deficiencies must be reported to the State Board of Accounts and/or Tippecanoe County Prosecutor (see the Materiality Policy on page 17).
- Sensitive information (e.g., significant litigation), investigation (e.g., investigations by regulatory agencies), and improper acts should immediately be reported by CityBus management to one or more members of the CityBus Board of Directors.

MANAGEMENT CONTROLS

AUTHORIZATION OF TRANSACTIONS

- Written authorization to initiate transactions is obtained in advance.

SEGREGATE INCOMPATIBLE DUTIES

- No employee should be in a position to commit an irregularity or fraud and then conceal it. In other words, no individual is able to authorize a transaction, record the transaction in the accounts, and have custody of the asset.
- If segregation of duties are not possible (due to staffing levels), compensating controls should be put in place.

DOCUMENTATION

- Procedures and policies should be reviewed and documented annually or as needed.
- If not already documented in the ERP or other systems, key documents should be sequentially numbered. Spoiled checks should be voided and retained.

ACCESS CONTROLS

- Physical security should be maintained over assets and records at all times.
- Access to computers should be restricted with the use of passwords.

RECONCILIATION OF UNDERLYING DATA

- The cash balance reported in the bank statement should routinely be reconciled with the cash balance recorded in the accounts. (i.e. General Fund, Cumulative Capital Fund, and other cash account balances identified in CityBus's general ledger.)
- Fixed assets should be inventoried on a biennial basis by the Finance Department and reviewed by CFO.
- Receivables should be confirmed periodically.

FOLLOW-UP ON INDICATIONS OF POTENTIAL ERRORS OR IRREGULARITIES

- Management should be alert to "red flags" and take timely and effective corrective action on all indications of errors and irregularities.
- Improper acts, including misuses of corporate assets, should immediately be reported by management to the CityBus Board of Directors. If embezzlement is discovered, management should immediately contact law enforcement and file a police report. The employee(s) committing the embezzlement will be subject to immediate termination of employment.
- Financial statements are prepared by the finance department and reviewed by CEO and/or board members for abnormality.
- The accounting specialists enter adjusting journal entries. The entries are reviewed by the CFO or Assistant Controller.
- Erroneous or irregular material losses, or theft must be reported to the management and/or State Board of Accounts (See Materiality Policy, p. 17).

OTHER

- Cross train employees.
- Rotate job assignments periodically.
- Consider risks arising from (non)retention of key personnel or changes in their responsibilities.

ACCOUNTING CONTROL PROCEDURES, PURCHASE, AND PAYMENT SYSTEMSPURCHASE REQUISITIONS

- Apart from credit card payments, purchase requisitions are to be used for the purchase of all goods and services and signed by a responsible officer as designated by the CityBus procurement manual.
- Purchase requisitions shall include the following details:
 - supplier's name (address recorded in the Fleet-Net system, if available);
 - details of goods ordered; and
 - agreed price where available - or an estimate if firm price is not available.
 - Any other information required by CityBus Procurement Manual.
 - Approved by CEO or CFO, and their designated employee.
- The account number including cost center and/or general ledger code is input in Fleet-Net when generating the purchase order.
- Purchase requisition forms are electronic, available on the CityBus network

PURCHASE ORDERS

- Purchase orders are to be used for the purchase of all goods and services except described below.
- Purchase order should only be issued when conditions are met and approved as described in CityBus procurement manual.
- Purchase order numbers are generated in ERP system.
- Purchase orders shall include the following details:
 - supplier's name and address;
 - details of goods ordered;
 - agreed prices where available - or an estimate if firm price is not available; and,
 - general ledger code (and grant number, as required).
- All personnel who have the authority to sign purchase orders are directed to include job numbers or description on all orders and not order any goods or services for which there are no unexpended budget funds.
- Purchase Orders should be signed by CFO, or their designated employee.
- It shall not be necessary to issue a purchase order for: periodic vendor payments, travel expense, gas transactions, under established leases; licenses and permits; conference expenses; organizational and professional membership dues; refunds (returns of bid deposits, overpayments of bus passes, etc.); utility and phone bills; employee reimbursement; investigative expenses; settlement of claims and litigation; postage; and subscriptions to magazines, newspapers, periodicals, or trade journals.
- Procurement requirements are per the CityBus procurement manual.
- Periodically review stale purchase orders outstanding.
- The individual receiving goods or services must fill out a receiving report or sign a bill of lading.
- Compare invoice prices to order prices and check for mathematical accuracy.
- Cancel invoices by stamping them "PAID" once the check has been written by the Accounting Specialist.
- The aging AP and open POs are periodically reconciled by accounting specialists.
- Budgetary records are annually reconciled by line items to expenditure records by the CFO.
- Assign the duties of approving requisitions, preparing purchase orders, receiving goods or services, recording purchase orders, approving payment, preparing checks, signing checks, and preparing the bank reconciliation to different people.

PROCESSING INVOICES

- Invoices will be processed by Accounting Specialist only when a purchase order (including all details as previously stated) or direct authorization is attached and receipt of goods evidenced.
- Two people (CEO and CFO or their designated employees) shall review all claims for payment to be certified as to:
 - The receipt of the goods or services being in accordance with the relevant official order.
 - The prices charged being fair and reasonable.
 - The calculations and additions being correct.
- The list of all claims shall be presented to the CityBus Board of Directors at their monthly meeting for payment review.

PAYMENTS BY EFT AND CHECKS

- All checks and EFTs are to be printed/written and issued in sequential order.
- Checks must be signed by two authorized signatories. One should be CFO, and the other should be CEO
- EFT payments are processed by the Accounting Specialist upon payment claim approval described in the section above. Bank reconciliation must be done each month by the Assistant Controller.
- Prior board authorization by the board is required if any payments of over \$20,000 are for any items other than the following: utilities, employee reimbursements (excepting items noted under

"Expense Reimbursement Itemization" section), group health insurance premiums, individual payroll checks, direct deposits, payroll taxes, garnishments, and any other payroll-related items that are required to be withheld from employees' paychecks for later remittance to an outside agency. The Board may also designate individual vendors allowed to be paid without prior board approval on a case-by-case basis.

PAYMENTS BY CREDIT CARDS

- The CFO may make available purchasing cards to responsible department managers and assistants upon CEO's approval.
- The card holders can only use the purchasing card and/or fuel card for the CityBus authorized purchases under his/her responsibility. Each card holder must comply with and sign on company credit card policy in Online credit card platform.
- All card holders are required to attach receipts and fill expense report online for the prior month by 5th of each month.
- Expense reports need to be reviewed and approved by department managers and the CFO (or designated employee); each card holder is obligated to provide missing information.
- If any personal charge or unapproved charge is on the card accidentally, the card holder is required to reimburse the company when submitting the expense report.
- Accounting specialists must reconcile all credit card spending with the credit payment, and post GL transactions to ERP system each month. Any discrepancy needs to be reported to the CFO and addressed by the cardholder immediately.

VENDOR LISTINGS

- Vendor listings are housed in the ERP system for all bill-pay vendors.
- Before setting up any new vendor, the vendor is required to return the updated new vendor packet along with required documentation. The accounting Specialist will set up the new vendor in ERP before paying any invoices.
- The vendor information is reviewed annually. The company may request updated information from vendors.
- EFT vendors will need their bank information on file.

HUMAN RESOURCES SYSTEM

NEW EMPLOYEE SETUP

- HR and PayCom procedures shall be followed to set up any new employee.
- When a new employee is selected for a position, they are sent an offer letter from the human resource system to sign electronically.
- After the offer letter is signed, the applicant is marked as hired, and Human Resources staff initiate the virtual onboarding process. Human Resources will designate the appropriate onboarding depending on if the position is a bargaining unit position or non-bargaining unit position.
- The new hire completes all the steps in virtual onboarding and Human Resources validates this information. After validation, the new hire is officially processed in the system to start work.
- Within the first three days of employment, Human Resources gathers I-9 documents from the new employee to finalize the employer portion of I-9 in the human resource system.
- Human Resources creates new employee file and Personal Action Form to reflect new hire start. The form is placed in the employee file along with all other employee documentation.

CHANGES IN EMPLOYEE DETAILS

- No employee shall be added to payroll records or paid without receipt of the appropriate forms, including personnel action forms approved by HR Administrator or designated employee. Employee files are to be maintained for all employees. Files contain all employment records.

Details and authorizations for vacation and sick leave are entered directly into our human resources system. Vacation and sick leave policies are documented in the respective Bargaining Unit and Non-Bargaining Unit employee handbooks.

- No adjustments are made to employee records, i.e., names, addresses, deduction details without receipt of written authorization from the employee or made directly by the employee in the human resources system.
- No adjustments are made to salary or wage rates without written authorization from the CEO and responsible department head.
- Upon termination employee files are to be immediately removed from current records and filed in past employees' records. Employee payment details should also be terminated in the computer system. Previous employee records are maintained as per Indiana Commission on Public Records guidelines.

TIME RECORDING

- All Union employees and select administrative employees will clock in and out of the human resources system.
- All staff will request time off in Paycom, which is then approved by their supervisor, management, or Human Resources.
- Direct supervisors, management and Human Resources are authorized to approve overtime, sick leave, etc.
- Contractors/subcontractors are to provide timesheets, as required by FTA Davis-Bacon regulations, but not in conjunction with the employee payroll process; see CityBus procurement manual for more details.
- The Human Resources department shall maintain records in respect of each officer and employee showing gross salary or wages and tax and details of all other deductions in the human resources system.
- In respect of all wages paid, timesheets shall be maintained recording:
 - Hours of attendance.
 - Allocation of time worked to jobs.
 - Sick leave.
 - Vacation leave.
- Payroll checks are deposited by the human resources system except for employees without any bank account. Remaining checks will be mailed to CityBus for distribution.
- The distributor of payroll checks is instructed to require identification from any employee not personally known to him or her and is instructed to not give an employee's paycheck to someone else.

PAYMENT

- Electronic Funds Transfer
 - After HR process the payroll, and Finance department or HR will submit the wire payment through Payroll system. Payroll system distributes wages, taxes, HSA or FSA on behalf of CityBus. Any employee who does not have a bank account will receive a check.
 - Where a deposit have been rejected and credited to CityBus's general operating bank account efforts will be made to contact the employee to arrange payment.

PAYROLL AND HR RECORD

Only employees who need to work on payroll have access to employee profiles, which are stored and recorded in Payroll system, which company is responsible for maintaining secured servers.

BILLING

INVOICES

- Customer records are maintained and reviewed annually. Prompt invoicing by accounting staff according to agreements or monthly through ERP system.
- A separate spreadsheet documenting all customer contracts, corresponding revenue account, billing frequency, etc, will be updated each year.
- Accounts Receivable aging shall be reviewed by the Assistant Controller monthly. Any outstanding receivables shall be followed up and reported to CFO.
- Accounts receivable should only be written off where sale of property would not cover the value of the debt. The CEO shall approve all uncollectible account write-offs.

RECEIPTS/BANKING

- Fare media, goods for sale, billings, and other collections, are considered accountable items for which a corresponding deposit must be made in the bank accounts of CityBus. The deposit ticket or attached documentation must provide a detailed listing of the deposit, which includes at a minimum, check numbers and corresponding names of the payers.
- Electronic funds transfers for federal, state, and local funding are posted to the general ledger in the ERP system by accounting staff. The posting of these receipts is reviewed for accuracy by different personnel, as part of the monthly financial review process.
- For cash collected from the Vault, deposits occur at least twice a week per Indiana Code 5-13-6. .
- Except for emergencies, the bus center does not accept any cash transactions.
- The CFO or designee receives and opens all incoming mail, stamps the mail with the date received, and distributes the mail. Tertiary responsibility belongs to the CEO.
- Checks shall be stamped "For Deposit Only" upon receipt.
- A listing of all accounts receivable checks received is to be produced weekly by the CFO or designee, then posted to company ERP system by accounting staff. Another staff checks for accuracy. A review/comparison of the farebox physical count to the automated GFI Daily Summary Report shall be performed by the accounting staff at least twice a week. The deposits are placed in the safe storage room for deposit.
- Where physical receipts are used, receipt or receipt records contained in books or loose-leaf receipts shall provide for the retention of a copy of each receipt issued and the relevant details thereof. Customers shall be issued a copy of a receipt on request. The original of every cancelled receipt shall be retained as per Indiana Commission on Public Records (ICPR) record retention guidelines.
- Any refunds are to be independently authorized.

RECONCILIATIONS

- Accounts receivable aging is to be reconciled monthly to the General Ledger by the Assistant Controller, and the AR report be reviewed by CEO. Any discrepancies are to be immediately investigated.
- Accounts payable aging is to be reconciled annually to the General Ledger by accounting staff. This reconciliation is to be evidenced as reviewed by the Assistant Controller. Any discrepancies are to be immediately investigated.
- Bank reconciliations are to be prepared monthly by the Assistant Controller and reviewed by the CFO. Any unusual/irregular reconciling items are to be immediately investigated.
- The two employees on duty deposit all cash receipts from the fareboxes at least twice a week and collect deposit receipts from the bank. The accounting staff generates a "Daily Summary Report" From the GFI reporting system and log both GFI data and the bank deposit amount to the Cash Summary Report. The two sources should be reconciled and discrepancies over 3% should be investigated.

FIXED ASSETS

CityBus will maintain a fixed asset control system and include procedures to provide reasonable assurance that safeguards are present to prevent or detect unauthorized acquisition, use, or disposition of the property, and that maintenance procedures are implemented for such assets.

ADDITIONS AND DISPOSALS

- Fixed assets are only to be purchased in accordance with CityBus's Procurement Policy.
- On acquisition:
 - useful life of the individual asset is to be estimated by the CFO, if not already established by FTA;
 - assets are to be added to the Fleet-Net fixed assets module by the Accounting Specialist;
 - In absence of fair market value, straight line depreciation method is used to determine the remaining useful life of property. Straight line basis of depreciation shall be used for all new assets; land does not depreciate and therefore does not have a useful life.
 - rate of depreciation is to be calculated using Fleet-Net system;
 - asset is depreciated from date first used or held ready for use;
 - above details to be documented in Fixed Asset Module, kept in Fleet-Net system.
- On disposal:
 - asset is to be depreciated to date of disposal;
 - accumulated depreciation and cost of the asset are to be adjusted in the general ledger and removed from the fixed asset module in Fleet-Net by the accounting specialist;
 - department managers who have oversight of the asset is notified of its disposal by accounting staff; and
 - profit/loss on disposal is to be calculated. This calculation should be prepared by the accounting specialist and authorized by the CFO.
- Depreciation:
 - Authority has been given to the accounting department to determine the appropriate depreciation to be used for CityBus's fixed assets, - CityBus's independent auditor is to concur that the useful life is reasonable for depreciation purposes. Straight line method of depreciation shall be used.

CLASSIFICATION AND CAPITALIZATION POLICIES

- Fixed assets should be categorized into the following: Revenue Equipment (2 to 12 years useful life), Support Vehicles (5 to 7 years), Building and Infrastructure (10 to 39 years), Shop and Garage Equipment (2 to 10 years), Revenue Collection and Farebox Equipment (5 to 15 years), Communications Equipment (5 years), Office Equipment and Furnishings (5 to 10 years), Construction in Progress (not depreciable), and Land (not depreciable).
- For construction in process projects, all capital costs shall be logged into the appropriate CIP account. Once the project is completed by the Project Manager, the Accounting Specialist shall be notified and shall reclass the project into above Fixed Asset accounts. The review of CIP accounts is done on monthly basis.
- The CityBus Board of Directors has set a minimum threshold of \$2,500.00 for capitalizing assets, taking into consideration their materiality. Certain small assets valued at \$500.00 or more may also be capitalized.
- Under this threshold, the cost of that item is to be expensed in the year it was purchased or constructed.
- Above this threshold, the item is to be recorded as a capital asset and depreciated over its useful life.
- This threshold is to be reviewed annually or as needed.

RECORDING / REGISTERS

- Fixed Asset records are to be maintained in the Fleet-Net system for all assets controlled by CityBus, identifying significant asset components.
- Wherever possible, assets should be recorded as separate items in the registers.
- A physical count of all fixed assets per the fixed asset register is to be undertaken biannually. All discrepancies are to be investigated, and the condition of the assets noted. This register shall be prepared by an accounting specialist and reviewed by the CFO.
- Registers are to be regularly reviewed, noting "unusual" items or items included in fixed assets, which have been sold or scrapped.
- Authorization is to be obtained from the CEO before any items with residual values are deleted from the registers (due to sale or scrapping).

OTHER

- Building security cameras record activity at selected locations on CityBus property, including the perimeter and interior areas. Video may be retrieved by appropriate staff members and public safety.
- Appraisal - The CFO or designee is to commission a revaluation of properties for insurance purposes annually or as needed, utilizing qualified and experienced consultants.

INVENTORYINVENTORY RECORDS

Inventory records are to be kept for bulk fuel/lubricants and stock purchased. Issues and Returns

- All usage of inventory items is to be documented including details of items issued, when and to which location/bus issued.
- The maintenance supervisor on duty is responsible for preparation of fuel sheets required.
- Usage is to be monitored to ensure timely ordering of inventory items and to ensure items are not over- stocked, by the Fleet Manager and Parts Supervisor.

INVENTORY COUNTS

- Annual counts are to be carried out on fuel and lubricants, supplies and materials on hand; in addition, fuel inventories are to be reconciled monthly.
- Counts will be carried out by quantity for each item. Historical value of inventory items is recorded in the Fleet- Net system when items are purchased.
- Counts are to be supervised by responsible accounting department personnel. Observations shall be appropriately documented and made available for inspection by audit staff.

YEAR END CONSIDERATIONS

- Average cost is to be applied to all inventory on hand, be reviewed annually, and should reflect average cost or replacement values in valuation.
- Discrepancies are to be investigated and any adjustments to the value of inventory made by appropriate journal entries.

GENERAL LEDGERJOURNALS

- Journals may be prepared only by CityBus's accounting staff and checked on a monthly basis by the Controller or designee.
- Preparing - All journal entries will be reviewed, initiated, and dated by both preparer and reviewer. The preparation and review of the journal entry shall be by different staff.

GENERAL

- Minutes of board meetings are to be promptly prepared and distributed prior to the next meeting.
- The chart of accounts is to be regularly updated to ensure correct account allocations are made.
- Budgets are to be reviewed in compliance with Department of Local Government Finance regulations.
- Board reports are prepared monthly and reviewed so that variances to budget are explained and necessary action taken to rectify.

FINANCIAL STATEMENT PREPARATION

- Preparing Financial Statements, monthly and annual financial statements - After the monthly income statements have been prepared by the CFO, it will be reviewed by CEO and the Board. At year-end, an unadjusted working trial balance report is prepared by the Assistant Controller using the Fleet-Net system. The Assistant Controller will review all account balances to determine whether adjustments are needed. All adjustments will be prepared, initiated, and dated by the Assistant Controller and reviewed, initiated, and dated by the CFO before posting by the staff. An adjusted working trial balance report is then generated for the year-end files. Additionally, a year-end statement of net position, income statement, and general ledger is prepared at this time.
- CityBus issues a Statement of Cash Flows on an annual basis in conjunction with its audit work.
- Notes to financial statements - At the end of the year, in conjunction with the audit process, financial statement note disclosures are prepared by the CFO and reviewed by the Assistant Controller and/or General Manager for accuracy.
- Schedule of Expenditures of Federal Awards (SEFA) - Annually, the Assistant Controller will prepare a spreadsheet for grant receipts/expenditures to include in the SEFA, and the CFO will review, initial, and date the SEFA, before submission into the Gateway reporting system by the February 28 due date that follows the year-end report.

GRANTS / FUNDINGFEDERAL GRANTS

Federal grants are administered and maintained by the Assistant Controller. CityBus CEO or CFO is responsible for informing FTA of any problems that could potentially impact FTA capital project grants. CityBus management shares this information with responsible Area Plan Commission (APC) personnel during executive meetings. When required, a budget revision or grant amendment is prepared by the Assistant Controller and reviewed by APC personnel, prior to seeking the required local and state approvals.

The Assistant Controller prepares grant drawdown requests and supporting documentation. Reviews of drawdown requests are performed by the CFO, with authorization for draws performed by the CEO. A grant balance spreadsheet will be made available to the CEO on a quarterly basis for inspection, to determine that funds due are requisitioned and received timely.

Documentation of costs claimed for reimbursement will be attached to all requests for drawdowns from FTA's ECHO-Web system. This source documentation will include, but may not be limited to, the following items: documentation of operating revenue and expenses for operating assistance drawdowns; copies of paid invoices, with the respective grant number and check number/date specified on the invoice copy; cancelled checks; and contracts. Once supporting documentation has been prepared by the Assistant Controller and attached to the ECHO reimbursement request, the CFO will review the ECHO reimbursement request to ensure costs are accurately accounted for and adequately supported, initial, and date. Once reviewed, the CEO will authorize the drawdown via signature.

Please see CityBus's "FTA Grant Administration Procedures" handbook for additional details involving internal controls.

STATE GRANTS AND LOCAL PROPERTY TAX FUNDS

State grants are administered and maintained by the Assistant Controller. The Assistant Controller prepares grant drawdown requests and supporting documentation. Reviews of drawdown requests are performed by the CFO, with authorization for draws performed by the Assistant Controller. The request is then submitted via email to the INDOT staff for review/approval. A grant balance worksheet will be made available to the CEO on a periodic basis for inspection, to determine that funds due are requisitioned and received timely.

Local property tax funds are administered by the accounting staff. The funds are made available through the Department of Local Government Finance budget process, which begins annually in the spring. Budgets for General Fund and Cumulative Capital Funds are developed by the CFO and approved by CEO. The annual budgets are presented to the CityBus Board of Directors for review, and to the City Council of Lafayette for review and approval prior to receiving budget funds the following year.

COMPUTER SYSTEM

The following procedures shall be adhered to:

COMPUTER SECURITY

- Each computer system and software application shall be allocated an individual login name, login password and user password to gain access to the system. The system requirements regarding usernames and passwords setup should be followed.
- Users receive access to areas of the computer system or software application that are necessary only for their work responsibilities. The access should be reviewed annually, and updates should be made based on position or responsibility change.
- Maintenance user login names and passwords are under the control of CFO and IT Manager.
- Network user accounts that have system-level privileges granted through group membership or programs must have a unique password from all other accounts held by that user to include personal passwords used by that user for access to personal, non-work- or business-related accounts.
- Do not share CityBus passwords with anyone, including administrative assistants or secretaries, supervisory level individuals, or family members.

BACKUPS

- Backups of all data processing are conducted every night.
- Offsite "cloud" storage with a weekly backup (normally scheduled for a Friday) shall be maintained by IT Manager or CityBus's contracted network consultant, to be made available in the event of an unplanned loss of data.

BUSINESS CONTINUITY PLAN

- CityBus maintains a business continuity plan developed by and updated with assistance from its IT Manager. This plan is to be reviewed periodically by management.

REGISTERS

The following Registers shall be maintained:

LEASE REGISTER

To record for each lease:

1. Lessee - name and address

2. Date of lease
3. Details of annual rental
4. Particulars of lease
5. Area leased
6. Remarks
7. Minute book reference

REGISTER OF RECEIPT BOOKS (ONLY WHEN NO ELECTRONIC RECORD NOT AVAILABLE)

To record:

1. Date of receipt of stationery
2. Number received
3. Serial numbers
4. To whom it was issued
5. Authority for issue
6. Signature of person to whom issued
7. Record of return.

PERSONNEL RECORDS (MAINTAINED IN PAYROLL SYSTEM)

To record:

1. Name and address of employee
2. Date of birth
3. Date of commencement of employment
4. Date of termination of employment
5. Next of kin
6. Qualification
7. Training courses undertaken (department manager must report to accounting department for Fleet-Net entry)
8. Leave Record

FIXED ASSET RECORDS (MAINTAINED IN FLEET-NET FIXED ASSET MODULE)

1. Description
2. Purchase price (gross)
3. Asset value as per general ledger
4. Annual/monthly depreciation
5. Book value at end of each calendar year
6. Federal/Local share used to fund purchase
7. Sale proceeds
8. Gain/loss on disposal
9. Asset number (for buses/support vehicles, include VIN)
10. Location

SAFEGUARDS

PETTY CASH

- Currently there is no open Petty Cash account.

SAFE STORAGE

The following items shall be kept within a locked file cabinet in the CFO's office:

- Electronic copies of all leases, contracts and agreements are maintained in CityBus network
- Personnel records are in Payroll system and/or locked in HR Administrator's office.
- Titles of properties owned by CityBus.
- Minute books of CityBus Board of Directors are maintained in CityBus network

- Unused checks locked in accounting staff office. Unused cash receipt books locked in accounting staff office
- All cash not deposited from cash register locked in safe storage room of the CityBus Offices.

Keys to the safe storage rooms are restricted to the necessary employees.

RECORDS RETENTION

The Indiana Commission on Public Records (ICPR) provides record retention guidelines for cities, towns, and special districts. Indiana Code classifies CityBus as a special district. These guidelines can be accessed on ICPR's website: <http://www.in.gov/iara/>

After each calendar year-end, records shall be boxed up and labeled with the following information: contents, From/To creation dates (or year), and destruction date (if applicable).

RECORDS DESTRUCTION

Once a year, CityBus management shall conduct an inventory of records in storage that are ready to be destroyed per ICPR guidelines.

Once approved by the CEO, the records can be destroyed, and a destruction record should be signed and maintained by the management.

SIGNATURES

PURCHASE ORDERS

CFO shall certify availability of funds by signing the purchase order. In the CFO's absence, the Assistant Controller shall perform this duty.

PURCHASE REQUISITIONS

The department manager responsible shall verify the accuracy of the transaction by initialing and/or signing their approval on the form. CFO shall certify availability of funds and approve the purchase requisition. In the CFO's absence the Assistant Controller shall perform this duty.

CHECK PAYMENTS / EFT PAYMENTS

Two signatures are necessary on all accounts payable checks, one can be a facsimile. Two approvals are necessary on all EFT transactions. Payroll checks may have two signatures to avoid an undue hardship on employees.

SALE OR DISPOSAL OF LAND OR OTHER ASSETS

In sale or disposal of land or other assets, CityBus will comply with the provisions of Circular 9030.1, as revised, of the Federal Transit Administration (FTA). If FTA is entitled to a respective share of proceeds, CityBus management will contact FTA upon approval of disposition, to ensure FTA will receive its share of any proceeds upon disposal of grant-funded assets. Sales, retirement, or abandonment of land or other fixed assets requires the review and approval of the CityBus Board of Directors. Rationale for disposal must be documented and approved by CityBus management at this time. All property physically retired must be properly removed from the accounting records, and the proceeds from sale, if any, are to be properly accounted for.

ISSUE OF PURCHASING CARDS AND/OR FUEL CARDS

The CEO may approve purchasing cards for responsible department managers and assistants. All employees accepting the card agree to comply with CityBus policy.

A register of purchasing cards issued will be maintained in the credit card system by accounting staff.

A register of fuel cards will be maintained by the Fleet Manager for signing out of all fuel cards with names and dates issued.

POLICY ON MATERIALITY

Materiality refers to the significance of an amount, transaction, or error that could influence business decisions relying on the company's financial information. Materiality is assessed using both quantitative measures, 1% of annual budget, and qualitative factors like legal compliance, fraud risk, and reputational impact. Material weaknesses must be reported promptly to executive team members or the CFO.

When an employee of CityBus has actual knowledge or is reasonably certain that a misappropriation of public funds has occurred (regardless of dollar amount) per Indiana Code § 5-11-1-27, the statute requires CityBus officials to immediately send written notice of the misappropriation to the State Board of Accounts and the Tippecanoe County Prosecutor in the case that a misappropriation of public funds is known or reasonably certain to have occurred. There is no material threshold applicable in the case of such a misappropriation. Examples of this type of misappropriation are when an employee or in-house contractor wrongly takes or embezzles public funds.

ADOPTED DATE

Adopted Date: November 2025

**FY 2026-2030 TIP Amendment
CityBus**

**Staff Report
November 19th, 2025**

BACKGROUND AND REQUEST:

The Greater Lafayette Public Transportation Corporation, or CityBus, requested a TIP amendment to reallocate portions of its 2023 and 2024 Section 5307 funding. The reallocations are outlined below.

This amendment also includes minor changes to the US 52 and Paramount Drive intersection and bus stop safety improvement project.

2023 Section 5307 Funding

Currently, the TIP shows \$2,500,000 (Federal Share \$2,000,000) programmed for the Capital/Preventable Maintenance project. CityBus has obligated \$1,584,000 in federal funds, leaving a balance of \$416,000. Part of this amendment request involves reallocating this balance to three projects: Replacement Tires, Shop Equipment and Bus Stop Facility. The last two projects are new. The project scopes are:

Replacement Tires, \$250,000

LAF-23-002

With nearly 1.7 million miles fixed route revenue service operated annually, this request constitutes replacement to tires on approximately 50% of the full-size coaches. Six tires are required for each bus. The expected life of the tires is over one (1) year considering the average mileage run on each tire.

Shop Equipment: \$37,500

New Project

CityBus will use the funds to purchase tools, machinery and systems used at its facilities.

Bus Stop Facility: \$232,000

New Project

CityBus will use the funds to construct or rehab bus stops, shelters and connection infrastructures.

The updated CY 2023 Section 5307 Capital Grant Summary table is shown below.

Project	Federal Share	Local Share	Total Cost
Replacement Tires (LAF-23-002)	200,000	50,000	250,000
Capital/Preventable Maintenance (LAF-23-005)	1,584,000	396,000	1,980,000
Shop Equipment (New)	30,000	7,500	37,500
Bus Stop Facility (New)	186,000	46,500	232,500
Computer Hardware/Software (LAF-23-006)	240,000	60,000	300,000
Van Pool Program (LAF-23-110)	203,056	50,764	253,820

Facility Rehabilitation	400,000	100,000	500,000
Total	2,843,056	710,764	3,553,820

2024 Section 5307 Funding

The TIP shows \$2,646,199 (Federal Share \$2,116,959) programmed for the Capital / Preventable Maintenance project. A portion of the amount, \$1,500,000 (total cost), is to be reallocated to a planning project.

With forecasts showing budget shortfalls due to property tax caps, state budget revisions and inflation, CityBus desires to develop a plan to address these issues. Called CityBus 2030+, the planning project is a five-to-ten-year strategic plan and will look at service levels, develop a capital plan, and seek operational efficiencies. It will be multi-phased with deliverables over the next several years.

Because this is a planning project, it does not need to be programmed in the TIP. It must be programmed in APC's Unified Planning Work Program (UPWP). The UPWP amendment for this new project was approved by the Policy Board on September 11, 2025. It is shown in Work Element 503, Transit Planning and Coordination.

This amendment is needed to show the reduction in funding for the Capital/Preventable Maintenance project.

The updated CY 2024 Section 5307 Capital Grant Summary table is shown below.

Project	Federal Share	Local Share	Total Cost
Capital/Preventable Maintenance (LAF-24-005)	916,959	229,240	1,146,199
Computer Hardware (LAF-24-006)	80,000	20,000	100,000
Facility Rehabilitation (LAF-24-200)	160,000	40,000	200,000
Total	1,156,959	289,240	1,446,199

The following table shows the project in the UPWP.

503	Source	Work Hours	Estimated Direct	Estimated Overhead Cost	Estimated Total Cost
FY 2026	CityBus (FTA 5307 Funds)	---	\$1,200,000	---	\$1,200,000
FY 2026	CityBus (Local Match)	---	\$300,000	---	\$300,000

Intersection & Bus Stop Safety Improvements

On October 10, 2024, \$581,131 in FHWA HSIP safety funds were flexed to CityBus for safety improvements at the US 52 and Paramount Drive intersection. At that time, the funds were designated for either preliminary engineering and/or construction.

Through discussion with the INDOT District Office, this project has been incorporated into their sidewalk project along US 52, des #2401522. Construction is planned for FY 2028.

This amendment changes the phase from PE/CN to only construction and changes the year from 2025 to 2028.

RECOMMENDATION:

Staff recommend approval of this amendment to the Policy Board.

September 26, 2025

Joanne Zhang
Chief Financial Officer
CityBus
1250 Canal Road
Lafayette, IN 47902

Re: Extension of ITS System Maintenance and Support Offer

Dear Ms. Zhang,

Avail Technologies, Inc. is pleased to provide CityBus with this offer to extend the system maintenance and support for your Avail ITS system. Your current plan is due to expire on December 31, 2025. In 2023 negotiations were held and an agreement on pricing was reached with based on the following information:

- Avail has provided CityBus with a proposal with 2024 Support Pricing at \$54,756. Avail agrees to offer a \$5,000 discount to CityBus, bringing the price to \$49,756 for 2024.
- Agreement was that if CityBus extends beyond 2024, Avail shall honor that as the new base rate plus normal annual inflationary increases (assuming no changes to the licensed products and users).
- The pricing offered for the 3-year annual renewal reflects the committed pricing from 2024 agreement with an additional the good faith option to instead commit to 5-years with the same escalation terms.

If you are acceptant of the plan, please indicate your renewal term election on in **Section 4** of this document, sign the attestation in **Section 5** that you agree to the terms of the contract and payment terms aligning with your election, and return to Avail. Please e-mail the entire signed document to contracts@availtec.com for execution.

In closing, we hope you find the information we have provided demonstrates the level of commitment that Avail provides to CityBus and the strong value that we offer. If you have any questions, please do not hesitate to contact Amanda Hinchberger via email at ahinchberger@availtec.com.

Sincerely,

Amanda Hinchberger
Account Manager

1 SUPPORT, WARRANTY, & LICENSE AGREEMENT

THIS SUPPORT WARRANTY & LICENSE AGREEMENT ("Agreement") is made and entered into effective as of **January 1, 2026** (the "Effective Date"), by and between Avail Technologies, Inc., a Pennsylvania corporation located at 1960 Old Gatesburg Road, Suite 200, State College, PA 16803, hereinafter called "AVAIL", and CityBus, located at 1250 Canal Road, Lafayette, IN 47902, hereinafter "PROPERTY", collectively referred to as the "PARTIES."

WHEREAS, AVAIL is the owner of the Software (as defined below) which is licensed to PROPERTY under and pursuant to the terms of this Agreement and all referenced Exhibits; and

WHEREAS, PROPERTY, desires to obtain a license to use the Software solely in its business operations on the terms and conditions set forth in this Agreement; and

WHEREAS, AVAIL has licensed to the PROPERTY certain systems as specified in **Section 2** of this document and PROPERTY wishes to have AVAIL perform maintenance services on the software and associated hardware of the licensed systems pursuant to the terms and conditions of the Agreement.

NOW, THEREFORE, the PROPERTY and AVAIL, in consideration of the mutual covenants, promises, and representations contained herein, the sufficiency of which is hereby acknowledged, the PARTIES hereto agree as follows:

1.1 DESCRIPTION AND TERM

1.1.1 SYSTEMS COVERED

The materials covered in this Agreement are the Hardware and Software required for deployment of AVAIL's Enterprise Transit Management Software (ETMS), as set forth in **Section 1.11**.

1.1.2 SITES

1250 Canal Road, Lafayette IN 47902

1.1.3 TERM

This Agreement shall commence on the Effective Date and will remain in force until the completion of the Term, unless earlier terminated as set forth in **Section 3.2**. Any renewal of term shall be agreed to in writing by the PARTIES at least sixty (60) days prior to the expiration of the current term.

1.2 DEFINITIONS

1.2.1 DOCUMENTATION

"Documentation" shall mean the documentation to which the Software must conform as set forth in the original Project Contract;

1.2.2 ERROR

"Error" shall mean a material and reproducible failure of the Software to function in conformity with the Documentation.

1.2.3 ADDITIONAL SERVICES

"Additional Services" shall mean any service that is not covered by this Agreement.

1.2.4 HOSTED SUPPORT

"Hosted Support" (as elected under services in **Section 1.13.1**) shall mean AVAIL will house, implement, maintain and backup the customer fixed-end system on AVAIL owned (or leased) equipment for the duration of the term.

1.2.5 ANNIVERSARY

"Anniversary" shall mean the beginning date of the term and the annual occurrence of that date for the duration of the term.

1.2.6 PROJECT CONTRACT

"Contract" shall mean the original Intelligent Transportation System Project Contract entered into between AVAIL and PROPERTY

1.2.7 BUG FIXES

"Bug Fixes" shall mean any corrections or upgrades to the Software as development occurs over time.

1.2.8 PURCHASED FEATURE ENHANCEMENTS

"Purchased Feature Enhancements" shall mean any software features developed beyond the documentation for the original Project Contract when and where this system was purchased by PROPERTY.

1.2.9 NEW FEATURE PURCHASES

"New Feature Purchases" are features above and beyond the scope of the original Project Contract that existed and were not purchased at that time OR new features developed after the completion of the original Project Contract.

1.3 PROPERTY SUPPORT PLANS

PROPERTY has elected the level of support set forth in **Section 1.13.1**

1.4 AVAIL RESPONSIBILITIES

During the term of this Agreement, AVAIL shall provide the following support measures ("Support Services")

1.4.1 STANDARD LEVEL OF SUPPORT

The Standard Level of Support of which there are two problem resolution standards (See **Section 1.13.1**):

1.4.1.1 GENERAL PROVISION:

- A. Telephone hot line access for problem and error reporting and response of diagnostic services;
- B. Ability to initiate support requests via e-mail to support@Availtec.com; and
- C. Ability to initiate support requests via AVAIL Customer Support Portal by visiting <https://www.availtecportal.com>.
- D. AVAIL shall staff their Call Center during regular business hours see **Section 1.13.1**. In case of a support call, AVAIL will want to collect the pertinent information as soon as practical. In the event that AVAIL cannot answer the initial call, a voicemail service shall be operative as a backup system;

1.4.1.2 ROUTINE CARE

- A. AVAIL shall respond to the call as stated in **Section 1.13.1**;
- B. The problem will be entered into the AVAIL tracking system, entering the Caller's Name, PROPERTY Location and Contact Phone Number;
- C. AVAIL shall keep PROPERTY advised of a plan for resolution of the error as soon as practical; and
- D. If the error occurs after AVAIL business hours, the Caller shall still leave a voice message with the same information as listed above.

1.4.1.3 URGENT CARE

- A. AVAIL will respond to a call as stated in **Section 1.13.2**;
- B. Upon receipt of the call, the Support Team will immediately begin to assess the error and begin the process of resolving the problem. Resolution shall be conveyed to PROPERTY as soon as practical;
- C. The error will be entered into the AVAIL tracking system; and
- D. On-site response for requests for remedial support and diagnostic repair services in response to a problem submitted to AVAIL shall be pursuant to **Section 1.13.2** of this Agreement.

1.4.1.4 SYSTEM SELF-DIAGNOSTICS AND SELF-HEALING CAPABILITIES

- A. Through the use of the sophisticated Software monitoring system, the system will notify the operations staff of potential system degradation and alerts the on-call staff via message 24 hours / 7 days a week.
- B. Through these same techniques, the system has the capability to self-heal processes that have stalled or failed.

1.5 PROPERTY RESPONSIBILITIES

PROPERTY shall give AVAIL, their full cooperation to facilitate proper and prompt performance of the Support Services and any Additional Services that the PARTIES agree. PROPERTY shall provide:

- A. A key technical contact that shall be familiar with the System and/or Software to provide adequate information and feedback in order to facilitate problem reporting and resolution;
- B. The key technical contact will be aware of the terms and conditions under which AVAIL Systems provides after hours support:
 - I. Promptly notify AVAIL of any error in the System;
 - II. Provide sufficient information for AVAIL to effectively diagnose errors including a detailed description of the issue in text format, an explanation of what the user was doing when the issue occurred, any error messages that the system returned, screen shot images of the error, the current status of the system, a determination if the system is functional, and a state retrieval, if requested;
 - III. Permit AVAIL to take such reasonable steps as AVAIL shall consider necessary to remedy any errors;
 - IV. Allow AVAIL prompt and reasonable access to:
 - a. The Software and Intelligent Transit System (ITS) Server through a Virtual Private Network (VPN) in case of primary server hardware failure and access to other 3rd party systems such as the communications network provider.
 - b. PROPERTY's physical sites, at the locations specified in **Section 1.1.2**.
 - V. Provide a reasonably safe and secure work environment at the site(s) for AVAIL's authorized personnel performing Support Services and Additional Services on-site.
 - VI. PROPERTY shall not permit any person other than authorized AVAIL personnel to make corrections or in any way modify the Software. Any work, repair, replacement, remedial support, emergency support, or correction necessary will be in violation of this provision shall be considered Additional Services.

1.6 SOFTWARE MAINTENANCE

AVAIL shall notify and make available to the PROPERTY all Purchased Feature Enhancement and Bug Fixes to the software for the current software license. The nature and extent of the elements to be included or covered in any Enhancement, or Bug Fix shall be determined solely by AVAIL.

Purchased Feature Enhancements and Bug Fixes will be made available to the PROPERTY at no additional charge other than the costs for additional hardware, configuration, integration, testing, travel and lodging and per diem, provided they are current in their payment of the fees set forth in **Section 4**.

In the event the PROPERTY has elected not to pay the Maintenance and Support Fees, they may obtain updates of a Purchased Feature Enhancements and Bug Fixes by paying the aggregate annual Maintenance and Support Fees which would otherwise have been due from the date of discontinued Maintenance and Support Services to the date such Purchased Feature Enhancement or Bug Fixes becomes generally available.

As soon as practical, AVAIL will provide the PROPERTY with information relating to any Software New Features during the term of this Agreement. New Feature Purchase shall be negotiated and agreed to in writing, between the PARTIES, prior to any work beginning on the requested task. All reasonable efforts shall be made by the PROPERTY to provide AVAIL access to the individual Software server through the VPN process. Any New Feature Purchases, Purchased Feature Enhancement and Bug Fixes provided shall be governed by all of the terms and provisions of this Agreement.

Upon notification, the PROPERTY shall have six (6) months from receipt of such notice to authorize AVAIL to deliver the product, provided they are current in their payment for Support, Warranty and License Fees. All New Feature Purchases, Purchased Feature Enhancements, or Bug Fixes provided, shall be considered Software for purposes of this Agreement.

AVAIL agrees to provide to the PROPERTY the elected level of support as defined in **Section 1.13.1** for the Software and any subsequent upgrades during the full term of this Agreement (including all renewals) through the Term or any subsequent extension of Maintenance and Support Services; provided that the PROPERTY has paid the applicable Support, Warranty, and License Fees hereunder as and when they become due. AVAIL agrees that its failure to continue to provide such support shall constitute a material breach of this Agreement.

AVAIL agrees to provide to the PROPERTY the Level of Support as stated in **Section 1.13.1** for the Software and any subsequent upgrades during the full term of this Agreement (including all renewals) through the end of this Agreement or any subsequent extension; provided that the PROPERTY has paid the applicable Support Fees hereunder as and when they become due. AVAIL agrees that its failure to continue to provide such support shall constitute a material breach of this Agreement.

1.7 MAINTENANCE AND SUPPORT SERVICES

- A. The PROPERTY shall pay the Support, Warranty, and License Fees set forth, and the PROPERTY will receive technical support for the Term;
- B. Provided the PROPERTY has paid the applicable Support, Warranty, and License Fees, AVAIL shall support the Hardware and Software as set forth in this Agreement;
- C. Corrections - For a period of Twelve (12) months following the release of a Purchased Feature Enhancement upgrade, AVAIL will use reasonable efforts to support any previous Release of that Software program. AVAIL shall advise the PROPERTY as soon as practical, of the intention to discontinue support services of any version of AVAIL software currently in use by the PROPERTY. AVAIL shall also maintain this requirement for the subcontractors they use for this Project;
- D. AVAIL shall have no obligation to correct problems which are traced to any PROPERTY errors, modifications, enhancements, software or hardware.

- E. In the event that AVAIL provides any Additional Services requested by PROPERTY, AVAIL shall invoice for such Additional Services based upon its then-current time and material rates. PROPERTY shall pay all charges for such Additional Services within thirty (30) days from the date of invoice. Charges for Additional Services may include fees for labor, materials, hardware components, shipping, software, documentation, and/or other products or services and associated expenses, including reasonable travel expenses incurred by AVAIL when providing Additional Services at PROPERTY's request.
- F. Additional Support, Warranty, and License, which shall follow the completion of this Agreement pursuant to **Section 1.1.3**, may be extended for an agreed upon timeframe by the PARTIES. The cost will be at AVAIL's then-current standard Support, Warranty, and License Fees for as long as AVAIL offers such support. The intent is to make payment of the applicable fees in advance of each anniversary. If PROPERTY purchases Support, Warranty, and License for any copy of the Software, it must purchase Support, Warranty and License for all licenses of such Software unless PROPERTY has discontinued the use of certain licenses within the Avail Suite of purchased and installed modules.

1.8 TRAVEL EXPENSES

PROPERTY will reimburse AVAIL for any reasonable out-of-pocket expenses deemed appropriate and as approved in writing by PROPERTY's staff assigned to this project, including airfare, travel to and from PROPERTY's site, lodging, meals and shipping, as may be necessary in connection with the duties performed under this Agreement by AVAIL. AVAIL will quote travel expenses and PROPERTY will provide written approval prior to travel commencing. Appropriate expenses shall be limited to those incurred on site visits associated with the performance of this Agreement. AVAIL shall submit requests for reimbursement to PROPERTY. Such requests shall be accompanied by documentation substantiating the expense. Invoices for these expenses shall be presented to PROPERTY by AVAIL within fifteen (15) days of the end of the month. PROPERTY will pay these charges within thirty (30) days of the date of the invoice.

1.9 MAINTENANCE AND SUPPORT

- A. AVAIL represents to PROPERTY that all services provided hereunder will be performed in a workmanlike manner.
- B. This Agreement includes the Software and Hardware listed below for the entire Term. If during the duration of this Agreement, any software or hardware were to become obsolete, AVAIL agrees to work with PROPERTY to provide a replacement device and to ensure its downward compatibility with the rest of the deployed system.

1.10 SYSTEM SUPPORT

AVAIL will provide remote and, if necessary, on-site system support as per **Section 1.10.2(B)**, for the Term specified in this Agreement, for all software initially provided by AVAIL for sustaining the accepted system configuration.

1.10.1 PHONE AND REMOTE DIAGNOSTIC SYSTEM SUPPORT

AVAIL will provide consultation to PROPERTY's Key Technical Contact to:

- A. Facilitate remote troubleshooting and solution implementation;
- B. Acquire and review data logs for problem identification via remote access line;
- C. Provide problem analysis and possible resolution;
- D. PROPERTY must maintain remote access capability for AVAIL to diagnose reported software and systems problems. Remote access will be via a VPN connection;
- E. AVAIL can, at PROPERTY's request, assist in arranging for service and support of non-warranted components (i.e. LAN interface to the Communications system and Installation / Removal services). AVAIL will not be responsible for the service call or system repair costs. Such costs will be billed to PROPERTY.

1.10.2 EXCEPTIONS

- A. If it is determined by AVAIL that a hardware or software problem was not due to an AVAIL installed component, PROPERTY will be responsible for all engineering and technical support, time and material costs. All labor will be charged at AVAIL's prevailing rates;
- B. On-site support is not included in the Agreement but is available on a time and material basis. However, AVAIL will provide remote support to PROPERTY without additional charge

1.11 MAINTENANCE AND SUPPORT COMPONENTS

1.11.1 SOFTWARE LICENSES

Item – Description	Qty
Transit Assets <ul style="list-style-type: none"> • Asset Condition • Asset Inventory • Facilities • Fleet • Maintenance • Parts • Work Orders • Business Intelligence • NTD Reporting 	Site

Finance Suite <ul style="list-style-type: none"> • Accounts Payable • Accounts Receivable • Asset Depreciation • Budgeting • Grants • General Ledger • Procurement (Requisitions, Purchase Orders) • Projects • Business Intelligence • NTD Reporting 	Site
Human Resources <ul style="list-style-type: none"> • Employees • Employee Self-Service • Labor Relations • Legal Requirements • Position Control • Recruitment • Training • Business Intelligence • NTD Reporting 	Site
Compliance <ul style="list-style-type: none"> • Claims & Safety • Customer Feedback • Employee Incidents • Facilities Requests • Vehicle Incidents/Road Calls • Business Intelligence • NTD Reporting 	Site
Payroll <ul style="list-style-type: none"> • Attendance • Leave Scheduling • Operator Time • Payroll • Timeclock • Timekeeping • Tax Reporting • Business Intelligence • NTD Reporting 	Site

1.11.2 HOSTING SERVICES & LICENSING

Item – Description	Qty
Hosting Services – Azure cloud-hosting for central system software	Site

User Licenses	15
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1.11.2.1 *EXCEPTIONS:*

- A. Non-technical hardware items such as batteries, racks, cables, connectors, mounts, handsets, speakers, antennas, sign audio buttons, KVM switches, network switches, memory storage media, panels and punch blocks are wear items and are not covered beyond the Vehicle Installation Support;
- B. AVAIL is not responsible for:
 - I. Hardware and Software that are not used and serviced according to the training and instructions provided by AVAIL;
 - II. Products that have been altered, repaired or modified without prior consent from AVAIL;
 - a. Products damaged by any third-party equipment or intervention, force of nature or other conditions not In AVAIL's control;
 - b. Products damaged due to negligence or abuse.
 - c. Cost, loss or damages resulting from the use of AVAIL supplied products, including but not limited to, loss of time, inconvenience and loss of production;
 - d. Shipping and shipping related costs of products mailed to AVAIL;
 - e. Costs associated with parts, materials and labor provided by PROPERTY's Maintenance personnel.
- C. AVAIL may evaluate items not covered under Maintenance and Support and an assessment will be provided to PROPERTY. If PROPERTY agrees with the assessment, they will be charged for the labor to complete the evaluation, shipping and shipping related costs, parts and materials used and repair labor. If PROPERTY elects not to repair the item, only the labor required for the assessment will be charged. All labor is charged at AVAIL's prevailing rates for the required skill level.

1.11.2.2 *TIME AND MATERIAL CHARGES FOR NON-SUPPORTED HARDWARE REPAIRS OR SUPPORT*

- A. To maintain system support coverage, all systems hardware must be returned to AVAIL for repair or approved for repair by AVAIL at a specified repair facility;
- B. Any returned unit may be repaired or replaced at the sole discretion of AVAIL;
- C. AVAIL will charge a minimum of one (1) hour for each issue or return with subsequent increments billed at one-quarter (1/4) hour intervals at AVAIL's prevailing rate charges (Please refer to **Section 1.13.1**);
- D. Charges for non-supported repair / replacement or support will include the prevailing Preferred Customer rates (subjected to periodic updates).
- E. Travel and associated travel labor costs for on-site work (if required) are not included and will be invoiced to PROPERTY at travel costs shall be pursuant to **Section 1.8** of this Agreement. An estimate of on-site costs will be provided prior to any travel expenses being incurred.

1.11.2.3 VEHICLE INSTALLATIONS

Avail warrants are vehicle installation provided by Avail for 90 days. Any issues found to be stem from installation services will be rectified by Avail with no cost to Agency. Any issues found to stem from errors unrelated to vehicle installation, such as lack of proper maintenance by Agency or misuse of equipment, shall be the responsibility of the Agency. Any costs associated to diagnosing issues found to be the result of the Agency will be billed to Agency.

1.11.2.4 SYSTEM MAINTENANCE LOGGING

All system maintenance or repair information, whether Hardware or Software, is collected and recorded via CRM Case Logs entry, RMA Tracking for Hardware and configuration management tools for Software.

1.12 LIMITS OF MAINTENANCE & SUPPORT PLAN

The maintenance and support set forth in this Agreement is a limited maintenance and support plan. The hardware and software included under the initial installation, new feature purchases, purchased feature enhancements or bug fixes, are subject to the representations, warranties, indemnifications, limitations and disclaimers set forth in the Agreement.

1.13 AVAILABLE CUSTOMER SUPPORT PLANS

1.13.1 MAINTENANCE AND SUPPORT PLAN

Plan	Description
Standard Business and Extended Hours <input checked="" type="checkbox"/>	<ul style="list-style-type: none"> • Routine Care and Urgent Care are provided during standard business hours. • If needed for a non-covered item, Time and Material charge mechanism must be in place <u>before</u> work will commence • Urgent Care response 24/7 access to the AVAIL Support Team which includes Standard Business Hours Support and all NON-business hours of coverage to support Urgent Care needs. • A customer support line to contact the on-duty support engineer at AVAIL. • The continuation of Urgent Care resolution after Standard Business Hours.
Hosted System <input checked="" type="checkbox"/>	<ul style="list-style-type: none"> • Includes all features of Standard Business Hour Support and Extended Hours Support • AVAIL operates and maintains the fixed end computer system in our dedicated data center operation • AVAIL connects to your high-speed communications interface provider • AVAIL maintains system backup services and operational system redundancy • Includes system hardware maintenance and software release maintenance and upgrades • AVAIL provides the staff for operation and maintenance of the computer system at the hosted location

1.13.2 PROBLEM RESOLUTION STANDARDS

PRIORITY	DEFINITION
Low (Portal)	A nuisance issue which is not causing a significant impact on system performance or interfering with the work of the customer. New myAvail account request, myAvail password reset. Update on RMA's, general questions.
Medium (Portal)	A support ticket that does not have a significant impact on system performance or interfering with the work of the customer. Cannot access non-critical reports, Driver cannot login to one vehicle, Timepoints or trigger boxes are incorrect. Finance suite
High (Call)	A support ticket that has a significant impact on the system performance and/or which has a significant impact on the customer and/or is public facing. Multiple buses in fleet are down, User not able to login to scheduling package, scheduled publish did not work. Payroll processing and PR setup issue affecting PR processing
Critical (Call)	System outage. Entire fleet is down, all buses can't communicate to dispatch and passenger info on myStop is down. Payroll check processing, PR ACH file issues, unable to login to system.

Priority Level	Normal Business Hours		Outside Business Hours	
	Response Time	Resolution Time	Response Time	Resolution Time
Critical	15 minutes	2 hours	1 hour	4 hours
High	2 hours	1 business day	4 hours	1 business day
Medium	1 business day	5 business days	1 business day	5 business days
Low	1 business day	10 business days	1 business day	10 business days

****These resolution standards do not include RMA's, product enhancement requests, and system bug diagnosis and fixes.**

1.14 REPORTING PROCESS

- C. **Critical or Urgent issues such as an outage should be reported via phone to 814-234-3394 option 1**
 - I. Avail has 24/7 support hours outside of normal business hours (7 am to 8 pm Eastern Time)
 - a. 814-234-3394, then press option 1
- D. **Customer Portal Usage**
 - I. Avail encourages the use of our customer portal for medium and low priority cases. The intent of the portal is to provide support with all the necessary information so that the appropriate support representative with the skills required can contact you for the most effective troubleshooting. Utilizing the portal provides a better interactive experience for our customers.
- E. RMA Requests can be submitted via customer portal.
 - I. Portal - <https://www.availtecportal.com>
- F. If there is no answer when you call the support phone line please leave a detailed voicemail: be sure to leave caller first and last name, property name contact phone number, and detailed description of problem. A case will be created referencing your voicemail and support will follow up accordingly. Please refrain from calling until you get a live person.

1.15 STANDARD BUSINESS HOURS

- A. Monday through Friday; 7:00 AM to 8:00 PM EST
- B. Follow the priority level SLA chart and definitions in section 1.13.2 for standard case practices.
- C. The following national holidays are excluded during standard business hours. During holiday's where Avail is closed use the 24/7 support phone for critical issues. Use the customer portal for low and medium priority cases and Avail will follow up when standard business hours resume.

January 1 st	Presidents Day
Memorial Day	July 4 th
Labor Day	Thanksgiving Day
Friday Immediately after Thanksgiving	Christmas Eve -Dec. 24 th
Christmas Day – Dec. 25 th	

NOTE: If the Holiday falls on a **Saturday**, AVAIL is closed on the **preceding Friday**.

NOTE: If a Holiday falls on a **Sunday**, AVAIL is closed on the **following Monday**

1.16 WORKFLOW

Upon receipt of an issue, AVAIL support staff will begin documentation of the issue. The documentation shall record all pertinent information that has been received either by telephone or email. Following completion of the gathering of information regarding the problem, AVAIL support staff will categorize the issue and communicate the target action back to PROPERTY contact.

Once a problem has been identified, AVAIL support staff will work with AVAIL or third-party engineering staff to determine an appropriate solution timeframe. Once the solution has been tested and proven viable, AVAIL support staff will contact PROPERTY to make arrangements for implementation. In the event the solution cannot be tested and implemented within the timeframe that was initially communicated to PROPERTY, AVAIL support staff will attempt to implement a workaround for PROPERTY while pursuing resolution. In all cases, AVAIL will attempt to minimize the amount of time necessary to resolve the issue.

If AVAIL personnel cannot recreate the problem in the lab configuration, additional information may be required from PROPERTY. This may include but is not limited to screen shots in .bmp or .jpg format and/or retrieval of files from the affected software.

AVAIL will endeavor to resolve any system problems remotely through use of a Virtual Private Network (VPN). If both parties deem it necessary to travel to PROPERTY premises to resolve the problem, the on-site engineering /technical support services are included in this Agreement. The cost for the travel and living expenses shall be agreed upon in advance between the PARTIES. The engineering / technical support services rendered will be billed to PROPERTY if it is determined while on site that the problem resolution was not due to AVAIL's inability to re-create and resolve the problem remotely.

2 SOFTWARE

2.1 LICENSE TO USE SOFTWARE

2.1.1 DESCRIPTION

In consideration of the licenses set forth in the Agreement, and subject to termination as provided **Section 1.13.2**, AVAIL grants to Property a nonexclusive, nontransferable site license for authorized Property employees (users) and vehicles (as provided in **Section 2.1.2** below) to use the Avail Enterprise Transit Management Software (ETMS).

THE SOFTWARE IS COPYRIGHTED AND LICENSED (NOT SOLD). AVAIL DOES NOT SELL OR TRANSFER TITLE TO, OR ANY OWNERSHIP INTEREST IN, THE SOFTWARE OR DOCUMENTATION TO PROPERTY. PROPERTY'S LICENSE OF THE SOFTWARE WILL NOT COMMENCE UNTIL PROPERTY HAS EXECUTED THIS AGREEMENT AND AN AUTHORIZED REPRESENTATIVE OF AVAIL HAS RECEIVED, APPROVED AND EXECUTED A COPY OF IT AS EXECUTED BY PROPERTY.

2.1.2 SCOPE OF PERMITTED USE

Pursuant to **Section 1.11** – PROPERTY agrees that it may allow its designated employees or computers (Users) access to the software and may manage all authorized vehicles in the Software.

2.1.3 SCOPE OF LICENSE RIGHTS; RESTRICTIONS

- A. The license granted to PROPERTY under this Agreement entitles PROPERTY to use, and PROPERTY agrees to use, the Software and Documentation solely as set forth in this **Section 2.1.3 (A)(I)** through **Section 2.1.3 (A) (IV)**:
 - I Store, install and access the Software, in machine readable form, through an internal network using those computers and software specified in the Agreement, or access the Software via the Internet, but in either case only for use by the PROPERTY site's authorized and designated users and only for the purpose of serving the internal needs of the business of PROPERTY;
 - II In support of PROPERTY's authorized use of the Software, store the Software's machine-readable instructions or data in, transmit it through, and display it on machines associated with the computer(s) specified in this Agreement;
 - III Make two (2) copies of the Software in machine-readable, object code form, for nonproductive backup purposes only;
 - IV Use the Documentation solely to assist PROPERTY in its authorized use of the Software.
- B. The license granted to PROPERTY under this Agreement does not grant to PROPERTY the right to;
 - I Copy (except as expressly permitted in **Section 2.1.3 (A)(III)** above), change, disassemble, decompile, reverse engineer, sublicense, assign, timeshare, sell, give away, loan, rent, lease, transfer (electronically or otherwise), display, disclose, or provide any third party with access to or use of, the Software; directly or indirectly create or attempt to create software that emulates the Software; prepare derivative works of the Software: or separate the components of the Software;
 - II Copy or provide any third party with access to or use of any of the Documentation without the prior written consent of AVAIL;
 - III Transfer any of PROPERTY's rights or obligations under this Agreement without the express, advance, written consent of an officer of AVAIL, and then only if:
 - i. PROPERTY keeps no copies of the Software or Documentation;
 - ii. PROPERTY transfers PROPERTY's entire rights and obligations under this Agreement in or to the Software and Documentation; and,
 - iii. The transferee agrees in writing to the terms and conditions of this Agreement, after which time PROPERTY will no longer have the right to use the Software. Any attempted transfer or assignment of any of PROPERTY's rights or obligations under this Agreement shall be null and void unless it is in full compliance with this **Section 2.1.3 (B)(III)**;
 - IV Remove any proprietary or copyright legend from any material contained in or on the Software or the Documentation.

- V Publish or disclose to any third party any reports or the results of any benchmark tests run on the Software or its components; or,
- VI Use any trademarks or service marks of AVAIL.

2.1.4 LIMITED WARRANTY AND LIMITATION OF WARRANTIES

- A. Subject to the conditions and limitations set forth herein, AVAIL warrants for a period set forth in **Section 1.1.3** immediately following the System Acceptance of the Software (the “Term”) that the Software will substantially conform in all material respects to the documentation set forth in the Project Contract. Subject to the provisions and limitations set forth herein, AVAIL will correct any such nonconforming Software if PROPERTY has notified AVAIL of such nonconformity in writing within the Term. AVAIL shall not be obligated to correct, cure or otherwise remedy any such nonconformity in the Software if PROPERTY has not reported to AVAIL the existence and nature of such nonconformity within the Term, and such nonconformity cannot be verified.
- B. The limited warranty set forth in **Section 2.1.3 (A)** above does not apply to any Software that has been repaired or modified by persons other than AVAIL or its authorized agents, or that has been installed by PROPERTY or any of its independent contractors other than AVAIL. The foregoing warranty is conditioned upon the proper use of the Software in accordance with the terms and conditions of this Agreement and with AVAIL’s User Manual and any other written instructions provided by AVAIL to PROPERTY, and in an operating environment in compliance with the documentation and requirements as set forth in this Agreement. AVAIL makes no warranty that the operation of the Software will be uninterrupted or error free, or that all Software defects will be corrected.
- C. AVAIL makes no warranty that the Software will operate with all applications, utilities, or other memory resident programs.
- D. PROPERTY acknowledges responsibility to maintain their computing infrastructure and environment such that they are able to receive AVAIL provided software upgrades as part of this Agreement and prevent software from becoming obsolete (i.e. software 2 major versions behind current software release). AVAIL shall not be responsible for any obsolescence of the Software for any reason. Furthermore, AVAIL assumes no responsibility for the use of superseded, outdated or uncorrected versions of the Software.

2.1.5 PROPRIETARY PROTECTION AND RESTRICTIONS

- A. PROPERTY acknowledges and agrees that the Software and Documentation is the sole property of AVAIL and contains copyrighted, confidential and trade secret information, and that as between AVAIL and PROPERTY, AVAIL shall have the sole and exclusive ownership of all right, title and interest in and to the Software and Documentation, (including ownership of all trade secrets, confidential information and copyrights pertaining thereto), subject only to the rights and privileges expressly granted to PROPERTY herein by AVAIL. To the extent of allowed by law, PROPERTY must and will keep the Software and Documentation free and clear of all claims, liens and encumbrances of any nature whatsoever. PROPERTY will keep the Software and Documentation in confidence and will take all reasonable measures necessary to protect and

maintain the confidential and proprietary character of the Software and Documentation. Furthermore, PROPERTY will indemnify and hold AVAIL harmless from and against all losses and damages resulting from any unauthorized or improper disclosure, dissemination or use of the Software as a result, in whole or in part, of PROPERTY's action or inaction.

- B. PROPERTY hereby authorizes AVAIL to enter PROPERTY's premises with prior approval by PROPERTY in order to inspect the Software in any reasonable manner during regular business hours to verify PROPERTY's compliance with the terms of this Agreement. PROPERTY will cooperate with AVAIL and promptly provide AVAIL and its agents with full access to its facilities, and will engage in no acts or omissions to hinder or delay AVAIL's access to Property's premises and computers or the inspection thereof.
- C. PROPERTY acknowledges that, in the event of PROPERTY's breach of any of the provisions of this Agreement, AVAIL will not have an adequate remedy in money or damages. AVAIL shall therefore be entitled to obtain an injunction against such breach from any court of competent jurisdiction immediately upon request. AVAIL's right to obtain injunctive relief shall not limit its right to seek further remedies.

2.1.6 AGREEMENT SERVICES

2.1.6.1 TRADITIONAL & WARRANTY & SUPPORT PLAN

To Ensure System Reliability

- A. *Includes standard phone, email, and remote debugging support*
- B. *Access to training documents and video library*

2.1.6.2 SOFTWARE UPGRADES

To keep your software current with the latest features

- A. *Includes software updates to latest release*
- B. *Includes training on new features and reports*

3 GENERAL TERMS

3.1 LIMITATION OF LIABILITY

- A. Except with respect to the obligations of AVAIL, in no event shall AVAIL's liability for any reason and upon any cause of action under the software license Agreement exceed the maintenance and support fees paid by PROPERTY to AVAIL;
- B. The PARTIES shall not rely upon and shall not grant any means of remedy arising from any statement, representation, maintenance and support or understanding of any person other than as expressly set out in this Agreement.

- C. EXCEPT FOR ANY LIABILITY ARISING UNDER **SECTION 2.1.5**, THE CUMULATIVE LIABILITY OF AVAIL TO PROPERTY FOR ALL CLAIMS RELATING TO THE SOFTWARE AND THIS AGREEMENT, INCLUDING ANY CAUSE OF ACTION SOUNDING IN CONTRACT, TORT OR STRICT LIABILITY, SHALL NOT EXCEED THE TOTAL AMOUNT OF ALL FEES PAID TO AVAIL HEREUNDER. THIS LIMITATION OF LIABILITY IS INTENDED TO APPLY WITHOUT REGARD TO WHETHER OTHER PROVISIONS OF THIS AGREEMENT HAVE BEEN BREACHED OR HAVE PROVEN INEFFECTIVE. AVAIL SHALL HAVE NO LIABILITY FOR LOSS OF DATA OR DOCUMENTATION, IT BEING UNDERSTOOD THAT PROPERTY IS RESPONSIBLE FOR REASONABLE BACKUP PRECAUTIONS.
- D. IN NO EVENT SHALL AVAIL BE LIABLE FOR ANY LOSS OF PROFITS; ANY INCIDENTAL, SPECIAL, EXEMPLARY OR CONSEQUENTIAL DAMAGES; OR ANY CLAIMS OR DEMANDS BROUGHT AGAINST PROPERTY OR ANY THIRD PARTY, EVEN IF AVAIL HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH CLAIMS OR DEMANDS. THIS LIMITATION UPON DAMAGES AND CLAIMS IS INTENDED TO APPLY WITHOUT REGARD TO WHETHER OTHER PROVISIONS OF THIS AGREEMENT HAVE BEEN BREACHED OR HAVE PROVEN INEFFECTIVE.
- E. AVAIL and PROPERTY do not rely on and shall have no remedy arising from any statement, representation, warranty or understanding (whether negligently or innocently made) of any person (whether party to this Agreement or not) other than as expressly set out in this Agreement.

3.2 TERMINATION

- A. Notwithstanding the foregoing, all provisions here of relating to confidentiality, proprietary rights, nondisclosure, indemnity and limitations of liability shall survive the termination of this Agreement. In the event of termination under this paragraph, PROPERTY will not be entitled to any refund of any portion of the fees paid to AVAIL under this Agreement, unless AVAIL:
 - I. Materially breaches this Agreement and fails to cure such breach within thirty (30) days after notice from PROPERTY;
 - II. Delivers a notice that the software has been declared obsolete or withdrawn from sale;
 - III. Otherwise discontinues providing standard level of support for the myAvail software suite:
 - a. AVAIL shall refund to PROPERTY an amount equal to the aggregate support charges paid by PROPERTY for the time during which the standard level of support services was not provided to PROPERTY.
- B. Either party may terminate this Agreement upon sixty (60) days' advance written notice to the other party. Upon termination of this Agreement, PROPERTY shall be liable only for payment under the payment provisions of this Agreement for services rendered prior to the effective date of termination.

3.3 INDEMNITY

If a third-party claims that the Software or Documentation infringes any patent, copyright, trade secret, or any similar intellectual property right, AVAIL will defend PROPERTY against such claim at AVAIL's

expense and will pay all damages that a court finally awards, provided that PROPERTY promptly notifies AVAIL in writing of the claim, cooperates fully with AVAIL in the defense of any such claims, and allows AVAIL to control the defense thereof and/or any related settlement negotiations. If such a claim is made or appears possible, AVAIL will, at its option and expense, either: (i) procure for PROPERTY the right to continue using the Software and/or Documentation; (ii) replace or modify the Software or Documentation so that it becomes non-infringing; or, (iii) if it is not possible or in AVAIL's sole discretion is not economically feasible for AVAIL to so procure such right or so replace or modify the Software, require the return of the Software and upon such return repay to PROPERTY the unused portion of the applicable license fee amortized over a 3 year period from the Effective Date and any annual technical support fees paid by PROPERTY for the remainder of the then current Term for such technical support services. However, AVAIL shall have no obligation for any claim based on PROPERTY's modification of the Software or Documentation or its combination, operation or use with any product, data or apparatus not specified or provided by AVAIL. THIS PARAGRAPH STATES AVAIL'S ENTIRE OBLIGATION TO PROPERTY WITH RESPECT TO ANY CLAIM OF INFRINGEMENT.

3.4 EXPORT AND GOVERNMENT USE RESTRICTIONS

PROPERTY agrees that it will not export or re-export the Software, any part thereof, (the foregoing is referred to as the "Restricted Components"), to any country, person or entity subject to United States export restrictions. Furthermore, PROPERTY agrees to comply with all of the export and re-export restrictions and regulations imposed by the governments of the United States and/or any country to which the Software is shipped. Use, duplication or disclosure by the government is subject to restrictions as set forth in DFARS 252.227-7013 or the Commercial Computer Software - Restricted Rights at 48 CFR 52.227-19. The terms of this Section shall survive the termination or expiration of this Agreement.

3.5 INCORPORATION OF OTHER SOFTWARE

The Software may incorporate material or components which are owned by third parties and which are used by Agreement between AVAIL and such third parties. PROPERTY acknowledges and agrees that any third-party owner of such materials or components is a direct and intended third party beneficiary of this Agreement who may enforce this Agreement directly against PROPERTY.

3.6 ASSIGNMENT

This Agreement shall be binding upon and shall inure to the benefit of and be enforceable by the PARTIES and their respective successors and permitted assigns. Except as otherwise provided herein, this Agreement may not be assigned by PROPERTY without the prior written consent of AVAIL and upon payment of an assignment fee.

3.7 SEVERABILITY

Should any one or more of the provisions of this Agreement be determined to be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions hereof shall not in any way be adversely affected or impaired thereby. The Party shall endeavor to replace the

invalid, illegal or unenforceable provisions with valid provisions the economic effect of which comes as close as practicable to that of the unenforceable provisions.

3.8 NO THIRD-PARTY RIGHTS

Except as otherwise expressly provided herein, the representations, warranties, covenants and agreements contained in this Agreement are for the sole benefit of the PARTIES and their respective successors and permitted assigns, and they shall not be construed as conferring any rights on any other persons.

3.9 CONFIDENTIALITY

- A. "Confidential Information" is hereby designated as "trade secrets" and is defined as the following:
 - I. Any information or data in the form of specifications, technical information or otherwise furnished to PROPERTY under this Agreement;
 - II. The business or technical information of AVAIL, including but not limited to any information relating to AVAIL's product plans, designs, costs, finances, marketing plans, business opportunities, personnel, research, development or know-how; and
 - III. Any other information reasonably and appropriately designated in writing by AVAIL as "trade secret" which, under the circumstances taken as a whole, would reasonably be deemed to be confidential under applicable law.
- B. Confidential information shall not include information that
 - I. Is in or enters the public domain without PROPERTY's breach of the Agreement;
 - II. PROPERTY receives from a third party without restriction on disclosure and without breach of a nondisclosure obligation; or
 - III. PROPERTY develops independently, which it can prove with clear and convincing written evidence.
- C. To the extent allowed by law PROPERTY agrees, to take all measures reasonably required to maintain the confidentiality of all confidential information in its possession or control, which will in no event be less than the measures the PROPERTY uses to maintain the confidentiality of its own information of equal importance. PROPERTY further agrees to only use Confidential Information disclosed in connection with this Agreement solely to exercise its rights and perform its obligations under the Agreement.
- D. PROPERTY agrees to inform its employees of their confidentiality obligations regarding the Licensed Program and any other Confidential Information of AVAIL. PROPERTY further agrees to ensure that contract employees (including temporary employees) of PROPERTY agree to confidentiality obligations similar to those of this Agreement.
- E. In the event of a third-party challenge to the Confidential Information, AVAIL shall provide the PROPERTY with any evidence deemed necessary to successfully defend the legal challenge and establish that the Confidential Information meets the criteria.

3.10 DATA OWNERSHIP

PROPERTY shall use reasonable efforts with respect to the accuracy and quality of the PROPERTY data provided to AVAIL in the creation of PROPERTY's account. With respect to PROPERTY's obligation to the changing and updating of data, PROPERTY is required to use reasonable efforts.

PROPERTY shall retain full ownership of PROPERTY Data and the resulting output of any processing of such data in AVAIL's system. AVAIL is required to provide PROPERTY with access to its data at any time notwithstanding the existence of any dispute that may arise under this Agreement.

AVAIL is obligated to protect the security and confidentiality of the PROPERTY's data and is prohibited from accessing this data except for the express purpose of reasonably performing the requirements of this Agreement. AVAIL shall implement and maintain appropriate administrative, technical, and organizational security measures to safeguard against unauthorized access, disclosure, or theft of PROPERTY Data.

PROPERTY retains the right to access and retrieve this data stored in a usable format on AVAIL's system at its sole discretion.

Regardless of the reason(s) for the termination of this Agreement, AVAIL will securely deliver all the PROPERTY Data to the PROPERTY in a mutually agreed upon format. AVAIL will (at its sole cost) return, delete, or destroy all of the PROPERTY Data then in its possession or under its control no later than thirty (30) days after the termination of this Agreement. AVAIL will notify PROPERTY when all PROPERTY Data has been returned, deleted or destroyed. This provision shall not apply to PROPERTY Data which is a part of the public domain or AVAIL is required to maintain by law, but only for the time period required.

3.10.1 DATA BREACH NOTIFICATIONS

AVAIL agrees to comply with all applicable laws governing the notification of individuals in the event of an unauthorized release of PROPERTY Data. In the event of a data breach, AVAIL agrees to notify PROPERTY in writing within 24 hours after AVAIL's discovery of any unauthorized access of PROPERTY Data or AVAIL becomes reasonably certain that such unauthorized access has occurred, and to coordinate with PROPERTY to inform all effected individuals in accordance with applicable laws.

4 **PRICING & PAYMENT TERMS** (EXCEPT TO THE EXTENT DISCLOSURE IS REQUIRED UNDER APPLICABLE LAW, THIS SECTION OF THE AGREEMENT IS CONFIDENTIAL & PROPRIETARY)

PROPERTY will be invoiced 60 days prior to the start of the next anniversary date. Payment is due thirty (30) days from invoice date.

Period of Support		Annual Price w/ 3-year Auto Renewal	Annual Price w/ 5-year Auto Renewal
January 1, 2026	- December 31, 2026	\$ 54,856.00	\$ 54,856.00
January 1, 2027	- December 31, 2027	\$ 57,599.00	\$ 57,599.00
January 1, 2028	- December 31, 2028	\$ 60,479.00	\$ 60,479.00
January 1, 2029	- December 31, 2029		\$ 62,294.00
January 1, 2030	- December 31, 2030		\$ 64,163.00
Total Price		\$ 172,934.00	\$ 299,391.00
Election (check one)			

The support pricing above is based on 15 users, if CityBus exceeds the number of users, Avail reserves the right to charge CityBus.

5 ENTIRE AGREEMENT

This Agreement constitutes the entire Agreement among the PARTIES relating to the subject matter hereof, and supersedes all prior and contemporaneous negotiations, writings, Agreements, warranties, guarantees, whether written or oral, express or implied, relating to the subject matter of this Agreement. The PARTIES may, by mutual written Agreement and in no other manner, modify or amend the terms of this Agreement. The failure or delay of any Party at any time or times to require the performance of any provision of this Agreement shall in no manner affect its right to enforce that provision. No single or partial waiver by any Party of any condition of this Agreement, or the breach of any term, agreement or covenant of, or the inaccuracy of any representation or warranty in, this Agreement, whether by conduct or otherwise, in any one or more instances, shall be construed or deemed to be a further or continuing waiver of any such condition, breach or inaccuracy or a waiver of any other condition, breach or inaccuracy.

IN WITNESS **WHEREOF**, the PARTIES have executed this Agreement effective as of the date first above written.

AVAIL:
AVAIL Technologies, Inc.

PROPERTY:
CityBus

Signature: _____

Signature: _____

Name: Rick Spangler

Name: _____

Title: Chief Technology Officer

Title: _____

Date: September 26, 2025

Date: _____

CityBus Non-Bargaining Unit Benefit Rates - 2026							
Encore - Medical							
Deduction Type	Percent	Total Insurance	Total Employer	Total Employee	Employee Rate	Employee Rate	2026
	%	Annual Rate	Annual Rate	Annual Rate	26 Pays (2026)	26 Pays (2025)	Increase
Employee	12.50%	\$14,070.12	\$12,311.36	\$1,758.77	\$67.64	\$67.64	\$0.00
Employee/Spouse	15.50%	\$26,687.28	\$22,550.75	\$4,136.53	\$159.10	\$128.30	\$30.79
Employee/Children	15.50%	\$23,774.64	\$20,089.57	\$3,685.07	\$141.73	\$114.30	\$27.43
Employee/Family	15.50%	\$39,406.20	\$33,298.24	\$6,107.96	\$234.92	\$189.45	\$45.47
Principal - Dental							
Deduction Type	Percent	Total Insurance	Total Employer	Total Employee	Employee Rate	Employee Rate	2026
	%	Annual Rate	Annual Rate	Annual Rate	26 Pays (2026)	26 Pays (2025)	Increase
Employee	12.50%	\$358.68	\$313.85	\$44.84	\$1.72	\$1.72	\$0.00
Employee/Spouse	15.50%	\$716.52	\$605.46	\$111.06	\$4.27	\$3.44	\$0.83
Employee/Children	15.50%	\$802.08	\$677.76	\$124.32	\$4.78	\$3.86	\$0.93
Employee/Family	15.50%	\$1,246.68	\$1,053.44	\$193.24	\$7.43	\$5.99	\$1.44
Principal - Vision (VSP)							
Deduction Type	Percent	Total Insurance	Total Employer	Total Employee	Employee Rate	Employee Rate	2026
	%	Annual Rate	Annual Rate	Annual Rate	26 Pays (2026)	26 Pays (2025)	Increase
Employee	12.50%	\$69.00	\$60.38	\$8.63	\$0.33	\$0.33	\$0.00
Employee/Spouse	15.50%	\$121.32	\$102.52	\$18.80	\$0.72	\$0.58	\$0.14
Employee/Children	15.50%	\$131.76	\$111.34	\$20.42	\$0.79	\$0.63	\$0.15
Employee/Family	15.50%	\$200.76	\$169.64	\$31.12	\$1.20	\$0.97	\$0.23

CityBus Bargaining Unit Benefit Rates - 2026							
Encore - Medical							
Deduction Type	Percent	Total Insurance	Total Employer	Total Employee	Employee Rate	Employee Rate	2026
	%	Annual Rate	Annual Rate	Annual Rate	26 Pays (2026)	26 Pays (2025)	Increase
Employee	12.50%	\$14,070.12	\$12,311.36	\$1,758.77	\$67.64	\$67.64	\$0.00
Employee/Spouse	17.50%	\$26,687.28	\$22,017.01	\$4,670.27	\$179.63	\$179.63	\$0.00
Employee/Children	17.50%	\$23,774.64	\$19,614.08	\$4,160.56	\$160.02	\$160.02	\$0.00
Employee/Family	17.50%	\$39,406.20	\$32,510.12	\$6,896.09	\$265.23	\$265.23	\$0.00
Principal - Dental							
Deduction Type	Percent	Total Insurance	Total Employer	Total Employee	Employee Rate	Employee Rate	2026
	%	Annual Rate	Annual Rate	Annual Rate	26 Pays (2026)	26 Pays (2025)	Increase
Employee	12.50%	\$358.68	\$313.85	\$44.84	\$1.72	\$1.72	\$0.00
Employee/Spouse	17.50%	\$716.52	\$591.13	\$125.39	\$4.82	\$4.82	\$0.00
Employee/Children	17.50%	\$802.08	\$661.72	\$140.36	\$5.40	\$5.40	\$0.00
Employee/Family	17.50%	\$1,246.68	\$1,028.51	\$218.17	\$8.39	\$8.39	\$0.00
Principal - Vision (VSP)							
Deduction Type	Percent	Total Insurance	Total Employer	Total Employee	Employee Rate	Employee Rate	2026
	%	Annual Rate	Annual Rate	Annual Rate	26 Pays (2026)	26 Pays (2025)	Increase
Employee	12.50%	\$69.00	\$60.38	\$8.63	\$0.33	\$0.33	\$0.00
Employee/Spouse	17.50%	\$121.32	\$100.09	\$21.23	\$0.82	\$0.82	\$0.00
Employee/Children	17.50%	\$131.76	\$108.70	\$23.06	\$0.89	\$0.89	\$0.00
Employee/Family	17.50%	\$200.76	\$165.63	\$35.13	\$1.35	\$1.35	\$0.00

Greater Lafayette Public Transportation Corporation

Administrative Employee Holiday Schedule

The official holidays of CityBus Administrative Offices are listed here. If there is any change to this holiday schedule, you will be notified by Human Resources.

Calendar Year 2025

Wednesday, January 1, 2025	New Years Day	PAID
Monday, January 20, 2025	MLK Jr. Day	PAID
Monday, May 26, 2025	Memorial Day	PAID
Friday, July 4, 2025	Fourth of July	PAID
Monday, September 1, 2025	Labor Day	PAID
Thursday, November 27, 2025	Thanksgiving Day	PAID
Friday, November 28, 2025	Unofficial Thanksgiving Holiday	UNPAID (using accrued leave)
Wednesday, December 24, 2025	Christmas Eve	PAID
Thursday, December 25, 2025	Christmas	PAID
Wednesday, December 31, 2025	New Years Eve	PAID

Calendar Year 2026

Thursday, January 1, 2026	New Years Day	PAID
Monday, January 19, 2026	MLK Jr. Day	PAID
Monday, May 25, 2026	Memorial Day	PAID
Saturday, July 4, 2026	Fourth of July	PAID - Observed on 7.3.2026
Monday, September 7, 2026	Labor Day	PAID
Thursday, November 26, 2026	Thanksgiving Day	PAID
Friday, November 27, 2026	Unofficial Thanksgiving Holiday	UNPAID (using accrued leave)
Thursday, December 24, 2026	Christmas Eve	PAID
Friday, December 25, 2026	Christmas	PAID
Thursday, December 31, 2026	New Years Eve	PAID

2026 GLPTC Board Meetings	
4 th Wednesday 5:00PM	
January 28, 2026	
February 25, 2026	
March 25, 2026	
April 22, 2026	
May 27, 2026	
June 24, 2026	
July 22, 2026	
August 26, 2026	
September 23, 2026	
October 28, 2026	
November 18, 2026	**
December 16, 2026	**
** is the 3 rd Wednesday due to Holidays	

**CITY BUS --- CLAIMS LISTING FOR
October 29, 2025 THROUGH November 19, 2025**

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

CLAIM#	VENDOR NAME	CLAIM REASON	AMOUNT
41198	** CTE	CAPITAL ITEMS	\$13,000.00
41199	CITY OF LAFAYETTE	UTILITIES	\$386.28
41200	T-MOBILE	UTILITIES	\$340.74
41201	REPUBLIC SERVICE	UTILITIES	\$216.34
41202	CENTER POINT ENERGY	UTILITIES	\$5,083.38
41203	BUSINESS SYSTEM SOLUTIONS	CONTRACTUAL SERVICES	\$1,785.00
41204	DUKE ENERGY	UTILITIES	\$10,981.75
41205	ACCIDENT FUND	INSURANCE	\$8,460.60
41206	PRINCIPAL	INSURANCE	\$15,471.12
41208	CONSTELLATION	UTILITIES	\$19,772.25
41209	HERITAGE CRYSTAL CLEAN	SUPPLIES	\$973.23
41210	A & R MECHANICAL CONTRACTORS	CONTRACTUAL SERVICE	\$1,687.50
41211	ABC BUS COMPANIES	INVENTORY	\$2,196.24
41212	ADECCO EMPLOYMENT SERVICES	TEMP. EMPLOYMENT	\$13,695.88
41213	ALL STAR ELECTRONIC SECURITY SYSTEMS INC	CONTRACTUAL SERVICE	\$56.25
41214	** ANDERSON PLUMBING LLC	CAPITAL ITEMS	\$2,246.13
41215	** ARI HETRA	CAPITAL ITEMS	\$9,342.12
41216	BARNES & THORNBURG LLP	CONTRACTUAL SERVICE	\$6,500.00
41217	** BEST ONE OF INDY	CAPITAL ITEMS	\$12,367.33
41218	BETTER MERCHANTS, INC	ADVERTISING	\$2,772.05
41219	BRENNCO FIRE PROTECTION INC	CONTRACTUAL SERVICE	\$350.00
41220	CARDINAL COPIER SOLUTIONS	CONTRACTUAL SERVICE	\$1,359.04
41221	CHEMSTATION OF INDIANA	SUPPLIES	\$1,329.60
41222	CINTAS CORPORATION	UNIFORMS	\$959.68
41223	CINTAS CORPORATION	UNIFORMS - LEASED	\$2,669.06
41224	** DELL MARKETING LP	CAPITAL ITEMS	\$995.01
41225	FRANCISCAN HEALTH LAFAYETTE	CONTRACTUAL SERVICE	\$650.00
41226	FRANKLIN PEST SOLUTIONS	CONTRACTUAL SERVICE	\$170.00
41227	INDIANA SPRAY BOOTH	CONTRACTUAL SERVICE	\$1,830.64
41228	JIMS GARAGE, INC	CONTRACTUAL SERVICE	\$900.00
41229	KEVIN VAN GORDER	CUSTODIAL SERVICES	\$4,784.00
41230	** KIRKS AUTOMOTIVE INC	CAPITAL ITEMS	\$3,607.76
41231	L H INDUSTRIAL SUPPLIES	SUPPLIES	\$2,406.92
41232	LAFAYETTE AUTO SUPPLY	SUPPLIES	\$135.00
41233	** LINK MANAGEMENT INC	CAPITAL ITEMS	\$650.00
41234	MESMERIZE MEDIA LLC	CONTRACTUAL SERVICE	\$1,545.00
41235	MIDWEST ECS LLC	CONTRACTUAL SERVICE	\$135.00
41236	MIDWEST TRANSIT EQUIPMENT OF INDIANA	INVENTORY	\$4,889.23
41237	MULHAUPT'S INC.	CONTRACTUAL SERVICE	\$1,165.00
41238	NAPA AUTO PARTS	INVENTORY	\$724.72
41239	** ODP BUSINESS SOLUTIONS LLC	CAPITAL ITEMS	\$8,121.16
41240	PLYMATE INC	SUPPLIES	\$102.22
41241	QUILL CORPORATION	SUPPLIES	\$1,120.78
41242	** RELIABLE TRANSMISSION SVC MIDWEST, INC	CAPITAL ITEMS	\$15,012.00
41243	SHOOK PROPERTY MANAGEMENT	CONTRACTUAL SERVICE	\$2,556.25
41244	** VEILLEUX CONCRETE & CUTTING	CAPITAL ITEMS	\$8,198.38
41245	** WETLI SEAL COATING	CAPITAL ITEMS	\$10,700.00
41246	** VEILLEUX CONCRETE & CUTTING	CAPITAL ITEMS	\$12,774.22
41247	ADECCO EMPLOYMENT SERVICES	CONTRACTUAL SERVICE	\$2,898.80
41248	BALL EGGLESTON	ATTORNEY FEES	\$1,518.00
41249	CUMMINS SALES & SERVICE	INVENTORY	\$267.09

**CITY BUS --- CLAIMS LISTING FOR
October 29, 2025 THROUGH November 19, 2025**

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

CLAIM#	VENDOR NAME	CLAIM REASON	AMOUNT
41250	ENTERPRISE	CONTRACTUAL SERVICE	\$2,800.00
41251	HENRIOTT GROUP	INSURANCE	\$3,150.00
41252	KIRK'S AUTOMOTIVE	SUPPLIES	\$37.74
41253	NAPA AUTO PARTS	INVENTORY	\$398.41
41254	PLYMATE INC	SUPPLIES	\$51.11
41255	PRO SAFE CDL	CONTRACTUAL SERVICE	\$1,600.00
41256	STURGEON, DUSTY	MISC. REIMBURSEMENT	\$36.58
41257	TEC PROFESSIONALS	INVENTORY	\$875.81
41258	THE AFTERMARKET PARTS CO	INVENTORY	\$1,724.49
41259	SUPERFLEET	CREDIT CARD - GASOLINE	\$1,713.03
41260	CITY OF LAFAYETTE	UTILITIES	\$133.10
41261	TRAVELERS	INSURANCE	\$1,777.50
41262	COWBELL	INSURANCE	\$11,340.60
41263	STABLES CATERING	EMPLOYEE BANQUET	\$6,470.65
41264	STABLES EVENT CENTER	EMPLOYEE BANQUET	\$2,076.17
41265	VEILLEUX CONCRETE & CUTTING	CAPITAL ITEMS	\$12,202.24
TOTAL:			\$191,775.49

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

41207	AUXIANT	INSURANCE	\$155,643.14
41266	PARAMOUNT CLAIMS SVC	INSURANCE	\$25,000.00

TOTAL: \$180,643.14

CLAIMS TOTAL: \$372,418.63

Payroll Total for**Oct-25****\$****1,430,427.30****Summary**

	Pay Date 10/3/2025	Pay Date 10/17/2025	Pay Date 10/31/2025	Board Members	Grand Total
Gross Wages	\$345,617.19	\$344,956.47	\$347,566.79	\$200.00	\$1,038,340.45
Employer Taxes	\$25,958.25	\$25,923.04	\$26,109.74		\$77,991.03
Employer Fringe Benefits	\$105,887.31	\$104,838.51	\$103,370.00		\$314,095.82
Total Payroll	\$477,462.75	\$475,718.02	\$477,046.53	\$200.00	\$1,430,427.30

Employer Details

	Pay Date 10/3/2025	Pay Date 10/17/2025	Pay Date 10/31/2025	Total
Employer Taxes:				
FICA/Medicare	\$25,717.17	\$25,682.03	\$25,548.21	\$76,947.41
SUTA	\$241.08	\$241.01	\$561.53	\$1,043.62
	\$25,958.25	\$25,923.04	\$26,109.74	\$77,991.03
Employer Fringe Benefits:				
PERF Contributions	\$38,589.35	\$38,498.61	\$37,114.63	\$114,202.59
Health/Dental/Vision/Life	\$64,403.23	\$63,891.46	\$63,376.29	\$191,670.98
HSA Contributions				\$0.00
Other Fringes	\$2,894.73	\$2,448.44	\$2,879.08	\$8,222.25
	\$105,887.31	\$104,838.51	\$103,370.00	\$314,095.82

CEO REPORT TO GLPTC BOARD OF DIRECTORS

MEETING DATE: November 19, 2025

CEO

At the invitation of Mikel Berger, I was able to present to a handful of GLC members about our plans for next year and identify partners who may be interested in sponsoring routes, focused primarily on access to work. I have follow-up meetings scheduled with two staffing agencies to discuss further.

Ivy Tech has begun work on the transfer area to improve accessibility and create pads for shelters the CityBus will move onto the site. Additional concrete work is planned, weather depending, to stabilize areas of the temporary space that have been disturbed by the increase in bus traffic. We are sharing the cost of these improvements with Ivy Tech through our federal capital funds.

We continue to meet with Purdue for an agreement on providing passes to students for the Spring Semester, more details will be available at the Board meeting.

We continue to see lower ridership across most of the routes in the system. With the system redesign, it is difficult to compare exactly, but even prior to the August implementation, we were seeing a lower ridership across the board. We will continue to work to determine a root cause, and incorporate improvements as we make the service changes for January and again in May.

Despite a strong push from the Transportation and Infrastructure Committee in the House of Representatives, the reauthorization of the transportation bill will not be voted on this year. The federal government shutdown made completion impossible. The Committee leadership hopes to bring it forward before May of 2026, but if not, the expectation is continuing resolutions to extend the authorization piecemeal until after the mid-term elections. The result of the elections will dictate if the reauthorization can continue along its current path or would be re-written if the majority party changes in the House.

COO

This month has focused on supporting operator development, preparing for upcoming public engagement, and advancing technology initiatives.

We have two operator training classes running back-to-back. The first class has completed training and is now driving independently, while the second class is nearing CDL testing. Adding new operators has already improved operational consistency, and we expect to be fully staffed once the second group completes training.

Public meetings are scheduled for November 10–12 to discuss the incorporation of route 41 The Connector into the regular fare structure, provide reminders about the upcoming January fare structure changes, and gather community feedback on

anticipated mid-2026 service reductions. These meetings will ensure riders and stakeholders are informed and engaged as we plan for the future.

On November 4, representatives from Luminator were on-site to conduct operator training for the electronic mirror technology currently being piloted on one bus. We continue to work closely with Luminator to advance the required exemptions from INDOT and the BMV, which would allow this technology to serve as a full replacement for conventional mirrors in Indiana, though we plan to maintain simplified mirrors on our fleet in the future.

We also continue to monitor system performance and rider feedback following the Reimagine CityBus and EZfare implementations, using this input to guide adjustments and ensure a smooth transition into the new year.

FINANCE

- Coordinated with each department to update the Internal Control document. The new document is based on the last 5–10-year operation procedure changes, responsibility restructuring, and auditor's suggestions. Both redlined and clean version drafts are provided for board review and comments.
- Assisted CEO to negotiate and finalize lease agreement with the new tenant for the childcare facility on Ferry St.
- Negotiated with ERP vendor Avail to renew the service. Contract included in the packet for board approval.
- Per FTA requirement, prepared recipient annual management plan timely and submitted it to FTA contact for discussion.
- Worked with MPO and prepared TIP amendment for Board approval. Draft included in the packet.
- Assist Shop to complete 2025 annual physical inventory count; inventory adjustments posted to financial statement
- Submitted Q3 INDOT report; implemented 2026 PMFT agreement with INDOT
- Investigated company alternative fuel credit history and explored possible future credit options that IRS allows.
- Working with banks for a line of credit for 2026.
- Setting up the loss fund with the new insurance carrier.

HUMAN RESOURCES

- Updating internal controls for our department.
- Hosted a vaccine clinic for employees.
- Finalized health insurance premiums for 2026. Costs for 2026 have been kept stable, with small increases in temporary disability, dental, and vision.
- Finalizing preparations for open enrollment.
- Conducted training for new staff members.
- Distributed the Emergency Action Guide to all administrative staff.
- Revising the Severe Weather Route Reduction Plan for the upcoming season.
- Visited Purdue University Technology Center to explore their driving simulator.

MAINTENANCE

- 0915 Engine replacement
- Bodyshop- Accident repair buses
- 4008 Engine rebuild
- 7006 Rear brake rebuild

OPERATIONS

- Adam Bradley and I met with Etienne (Tino) Atisso and Joe Pearcy at the Purdue Technology Center in West Lafayette, IN. We met to view their training simulator. This simulator will give the feeling of driving a transit bus in all kinds of conditions: heavy traffic, weather, and sudden popups will add to the challenge of driving this vehicle. This simulator could be used as a valuable tool for training new and existing drivers. Special thanks to Tino for this opportunity.
- A special employee appreciation dinner was held on November 9th at the Stables Event Center in Lafayette. Everyone seemed to enjoy themselves and had a great meal. Thanks to Shelby Yeaman for orchestrating a great outing for all the employees.
- Illness has hit the administration section of CityBus pretty hard. Dispatch has been putting in extra time and effort to make up for missing individuals. It's a pleasure to work with this group. Everyone knows what is needed and expected from them to get the job done.
- The August class of 7 trainees took their positions as full-time bus operators here at CityBus. This has helped considerably with the recent reduction in our driver numbers. Dispatch has been able to catch a breath with these extra drivers. Our next class of 12 will be hitting the streets in about 3 weeks. There is light at the end of the tunnel.

CUSTOMER EXPERIENCE

- The bus stop signage and poles project is moving forward. 60% of the bus stop sign installation is complete. Our goal is to be 100% completed before the end of this year
- New EZFare app is now in place and is working well right now. We are still working out some issues, but it is going well overall.
- Several community outreach events have taken place, and several more are scheduled for this fall.
- RLS and CityBus successfully completed a week of public forums discussing fare increases, possible route changes and the Connector.
- Working with new community partners for several future collaborations in 2025-26.
- Working with several businesses and local apartment complexes about providing potential new services.
- Started a new operator appreciation program called "CityBus Shout-Out" to recognize drivers and other employees of compliments in the community.
- Continuing to work with the Purdue Center for Regional Development through the Wabash Heartland College & Community Collaboration Initiative to bring vanpooling services to Tippecanoe County and surrounding counties.

- Enhancing customer experience for our riders and drivers with the return of our travel training program, increased amount of social media posts and testimonials.

INFORMATION TECHNOLOGY

- The remainder of the fixed routed bus fleet and staff vehicles had digital radios installed the last week of October, and we switched to operating in digital mode on October 31st. The change has significantly improved audio quality and eliminated coverage issues in our service area.
- Tablet testing in maintenance for Work Orders was completed and they have started using them for daily work orders in the production environment. This should improve inventory management and work ticket quality.

Oct 2025

PROFIT AND LOSS STATEMENT
GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION

OPERATING REVENUE	Oct-25	Oct-24	%DIFF/MO	YTD2025	YTD2024	%DIFF	BUDGETED
PASSENGER FARES	\$ 184,165.47	\$ 303,185.31	-39.26%	\$ 3,031,443.74	\$ 3,100,824.64	-2.24%	\$ 3,926,050
ADVERTISING INCOME	6,993.00	916.67	662.87%	152,436.27	128,166.70	18.94%	189,720
INTEREST INCOME	19,239.94	26,375.31	-27.05%	164,734.31	278,590.53	-40.87%	-
MISC. INCOME	12,804.49	25,812.69	-50.39%	147,271.91	124,783.13	18.02%	50,000
	\$ 223,202.90	\$ 356,289.98	-37.35%	\$ 3,495,886.23	\$ 3,632,365.00	-3.76%	\$ 4,165,770

REVENUE MILES	147,929	171,243	-13.61%	1,443,909	1,547,385	-6.69%
REVENUE HOURS	11,736	13,757	-14.69%	113,549	122,660	-7.43%

OPERATING EXPENSE	Oct-25	Oct-24	%DIFF/MO	YTD2025	YTD2024	%DIFF	BUDGETED	BALANCE	CPM/M	CPM/Y
PERSONNEL										
OPERATOR WAGES	\$ 447,833.87	499,134.37	-10.28%	\$ 4,649,615.89	\$ 4,963,762.12	-6.33%	5,962,420	\$ (1,312,804)	3.03	3.22
ADMINISTRATIVE WAGES	163,507.28	139,117.72	17.53%	1,704,006.60	1,513,846.02	12.56%	2,192,187	\$ (488,181)	1.11	1.18
MAINTENANCE WAGES	79,646.95	77,794.23	2.38%	806,322.12	748,195.50	7.77%	1,217,974	\$ (411,651)	0.54	0.56
FICA TAX	51,230.24	52,918.66	-3.19%	535,169.98	547,222.74	-2.20%	717,002	\$ (181,832)	0.35	0.37
PERF	75,613.24	80,181.69	-5.70%	807,084.50	825,415.32	-2.22%	1,115,495	\$ (308,410)	0.51	0.56
LIFE & HEALTH INSURANCE	195,611.56	119,721.74	63.39%	1,557,362.27	1,359,060.27	14.59%	2,344,495	\$ (787,133)	1.32	1.08
UNEMPLOYMENT INSURANCE	802.54	186.28	330.82%	16,804.43	20,190.77	-16.77%	70,000	\$ (53,196)	0.01	0.01
WORK COMP INSURANCE	(19,228.40)	-	0.00%	54,720.40	80,563.20	-32.08%	135,303	\$ (80,583)	-0.13	0.04
UNIFORMS	4,700.82	6,547.54	-28.20%	36,174.97	41,111.74	-12.01%	50,000	\$ (13,825)	0.03	0.03
FRINGE BENEFITS	5,327.52	5,002.75	6.49%	63,610.00	67,847.13	-6.25%	114,568	\$ (50,958)	0.04	0.04
	1,005,045.62	980,604.98	2.49%	10,230,871.16	10,167,214.81	0.63%	13,919,443	\$ (3,688,572)		

COMMODITIES										
DIESEL FUEL	5,170.08	17,323.88	-70.16%	66,825.82	126,370.44	-47.12%	152,992	\$ (86,166)	0.03	0.05
CNG FUEL	29,385.29	24,048.45	22.19%	312,708.92	290,378.10	7.69%	634,264	\$ (321,555)	0.20	0.22
GASOLINE	1,987.31	2,506.89	-20.73%	17,115.43	25,952.34	-34.05%	28,157	\$ (11,042)	0.01	0.01
LUBRICANTS	58,592.57	473.83	12265.74%	77,858.40	51,283.95	51.82%	43,886	\$ 33,973	0.40	0.05
REPAIR PARTS--STOCK	(39,845.15)	19,029.23	-309.39%	228,997.85	248,933.45	-8.01%	300,000	\$ (71,002)	-0.27	0.16
REPAIR PARTS--FIXED EQUIP	-	-	0.00%	1,745.53	-	0.00%	10,000	\$ (8,254)	0.00	0.00
TIRES & BATTERIES	5,852.58	210.78	2676.63%	19,481.60	32,569.73	-40.18%	14,326	\$ 5,156	0.04	0.01
CLEANING SUPPLIES	4,888.59	1,857.11	163.24%	26,660.03	31,287.81	-14.79%	34,077	\$ (7,417)	0.03	0.02
BUILDING MATERIALS	10,956.82	-	0.00%	10,956.82	1,774.33	517.52%	53,035	\$ (42,078)	0.07	0.01
POSTAGE & FREIGHT	1,724.71	358.62	380.93%	4,885.34	2,229.14	119.16%	2,496	\$ 2,389	0.01	0.00
OFFICE SUPPLIES	2,562.29	4,348.01	-41.07%	18,259.33	26,669.19	-31.53%	32,248	\$ (13,989)	0.02	0.01
MAT & SUPP--GENERAL	46,380.61	8,152.58	468.91%	233,453.20	69,982.35	233.59%	42,881	\$ 190,572	0.31	0.16
MAT & SUPPLIES--BILLABLE	-	-	0.00%	58.53	0.12	48675.00%	-	\$ 59	0.00	0.00
MAT & SUPPLIES--VEHS	-	-	0.00%	-	9,597.14	-100.00%	-	\$ -	0.00	0.00
	127,655.70	78,309.38	63.01%	1,019,006.80	917,028.09	11.12%	1,348,362	\$ (329,355)		

SERVICES & CHARGES										
VANPOOL SUBSIDY	1,200.00	-	0.00%	10,800.00	-	0.00%	-	\$ 10,800	0.01	0.01
ATTORNEY & AUDIT FEES	1,518.00	3,921.50	-61.29%	69,004.50	76,235.50	-9.49%	150,000	\$ (80,996)	0.01	0.05
CONTRACT MAINTENANCE	49,532.31	39,886.66	24.18%	382,588.71	439,657.60	-12.98%	328,972	\$ 53,617	0.33	0.26
CUSTODIAL SERVICES	4,784.00	4,784.00	0.00%	47,441.34	43,056.00	10.19%	69,885	\$ (22,444)	0.03	0.03
CONTRACTUAL SERVICES	45,393.38	73,097.00	-37.90%	528,235.15	436,592.93	20.99%	492,198	\$ 36,037	0.31	0.37
UTILITIES--TELEPHONE	1,226.96	1,380.35	-11.11%	13,785.69	13,995.14	-1.50%	19,523	\$ (5,737)	0.01	0.01
UTILITIES--ELECTRIC	6,345.99	5,605.49	13.21%	45,900.11	33,809.94	35.76%	75,000	\$ (29,100)	0.04	0.03
UTILITIES--WATER & SEWAGE	1,988.11	2,461.74	-19.24%	23,125.03	25,082.42	-7.80%	35,219	\$ (12,094)	0.01	0.02
UTILITIES--GAS HEAT	387.64	230.29	68.33%	19,971.99	21,051.99	-5.13%	68,372	\$ (48,400)	0.00	0.01
ADVERTISING & PROMOTION	2,772.05	16,010.50	-82.69%	43,429.61	109,192.03	-60.23%	150,000	\$ (106,570)	0.02	0.03
EXTERIOR ADVERTISING	-	-	0.00%	2,375.00	-	0.00%	10,000	\$ (7,625)	0.00	0.00
PRINTING	1,655.00	4,589.14	-63.94%	30,257.39	42,312.48	-28.49%	42,097	\$ (11,840)	0.01	0.02
ADVERTISING FEES	16.22	-	0.00%	1,750.87	8,001.86	-78.12%	3,000	\$ (1,249)	0.00	0.00
DUES & SUBSCRIPTIONS	-	26,384.00	-100.00%	29,857.90	38,088.20	-21.61%	56,027	\$ (26,169)	0.00	0.02
TRAVEL & MEETINGS	5,519.87	3,745.27	47.38%	50,607.40	49,853.86	1.51%	71,610	\$ (21,003)	0.04	0.04
PREMIUM PL & PD INSURANCE	57,937.68	45,667.67	26.87%	591,532.80	474,271.36	24.72%	660,000	\$ (68,467)	0.39	0.41
PAYOUTS--PL & PD INS.	5,994.61	12,000.00	-50.04%	59,946.10	120,000.00	-50.04%	150,000	\$ (90,054)	0.04	0.04
RECOVERY/PHYSICAL DAMAGE	-	-	0.00%	(31,815.30)	(24,608.57)	29.29%	-	\$ (31,815)	0.00	-0.02
OTHER CORPORATE INS.	-	-	0.00%	2,503.00	2,500.00	0.12%	50,000	\$ (47,497)	0.00	0.00
VEHICLE REGISTRATION	30.00	-	0.00%	120.00	364.50	-67.08%	174	\$ (54)	0.00	0.00
INTEREST--SHORT TERM	-	-	0.00%	-	-	0.00%	-	\$ -	0.00	0.00
BAD DEBT EXPENSE	-	-	0.00%	1,000.00	-	0.00%	-	\$ 1,000	0.00	0.00
MISC. EXPENSE	-	-	0.00%	75.00	-	0.00%	11,369	\$ (11,294)	0.00	0.00
CASH (OVER)/SHORT	-	-	0.00%	159.10	-	0.00%	-	\$ 159	0.00	0.00
	186,301.82	239,763.61	-22.30%	1,922,651.39	1,909,457.24	0.69%	2,443,446	\$ (520,795)		

TOTAL EXPENSES	\$ 1,319,003.14	\$ 1,298,677.97	1.57%	\$ 13,172,529.35	\$ 12,993,700.14	1.38%	\$ 17,711,252	\$ (4,538,723)	8.92	9.12
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OTHER INCOME	Oct-25	Oct-24	%DIFF/MO	YTD2025	YTD2024	%DIFF	BUDGETED
COUNTY PROPERTY TAX	\$ 252,189.00	\$ 229,421.50	9.92%	\$ 2,521,890.00	\$ 2,294,215.00	9.92%	\$ 2,927,307
LOCAL INCOME TAX	73,466.00	67,915.58	8.17%	864,788.00	802,845.80	7.72%	814,987
STATE OPERATING GRANT	362,804.75	362,804.75	0.00%	3,628,047.50	3,628,047.50	0.00%	4,353,657
FEDERAL OPERATING GRANT	-	-	0.00%	-	-	0.00%	5,325,841
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%	123,690
FEDERAL CAPITAL GRANT	-	-	0.00%	825,784.00	2,676,094.00	-69.14%	-
STATE/LOCAL CONTRIBUTION	-	-	0.00%	-	-	0.00%	-
TOTAL OTHER INCOME	\$ 688,459.75	\$ 660,141.83	4.29%	\$ 7,840,509.50	\$ 9,401,202.30	-16.60%	\$ 13,545,482

OTHER EXPENSES	Oct-25	Oct-24	YTD2025	YTD2024
(GAIN)/LOSS--ASSET DISPOSAL	\$ -	\$ -	\$ 418.38	\$ (517.92)
INTERGOVERNMENTAL FUNDS XFE	\$ -	\$ -	\$ -	\$ -
DEPRECIATION EXPENSE	\$ 340,637.39	\$ 335,344.27	\$ 3,409,519.62	\$ 3,087,528.89
TOTAL OTHER EXPENSES	\$ 340,637.39	\$ 335,344.27	\$ 3,409,938.00	\$ 3,087,010.97

	Oct-25	Oct-24	YTD2025	YTD2024
NET PROFIT/(LOSS)	\$ (747,977.88)	\$ (617,590.43)	\$ (5,246,071.62)	\$ (3,047,143.81)

REVENUE COMPARISON

October 2025

	October 2025	October 2024	% DIFF	YTD2025	YTD2024	YTD2025
NON-CONTRACT REVENUE						
CASH FARES	\$ 14,425.54	\$ 19,452.68	-25.84%	\$ 162,568.40	\$ 171,490.07	-5.20%
TOKENS	415.00	2,355.00	-82.38%	32,334.15	22,891.00	41.25%
REGULAR PASS	12,137.00	9,033.92	34.35%	143,375.00	121,924.86	17.59%
DAY PASS	24,916.50	8,300.50	200.18%	91,252.00	39,348.50	131.91%
ELDERLY/DISABLED	1,818.00	3,069.56	-40.77%	23,362.50	27,839.54	-16.08%
SEMESTER PASS	5,429.49	99.00	5384.33%	626,672.84	367,955.00	70.31%
TOTAL NON-CONTRACT	\$ 59,141.53	\$ 42,310.66	39.78%	\$ 1,079,564.89	\$ 751,448.97	43.66%
TOTAL WITH ACCESS	\$ 64,990.47	\$ 48,035.51	35.30%	\$ 1,133,104.24	\$ 816,015.24	38.86%
CONTRACT REVENUE						
CAMPUS	\$ -	\$ 170,151.80	-100.00%	\$ 839,193.50	\$ 1,361,214.40	-38.35%
IVY TECH	10,000.00	-	0.00%	15,000.00	15,000.00	0.00%
WLSC	-	-	0.00%	-	-	0.00%
APARTMENTS	109,175.00	84,998.00	28.44%	1,044,146.00	908,595.00	14.92%
WABASH NATIONAL	-	-	0.00%	-	-	0.00%
TRIPPERS	-	-	0.00%	-	-	0.00%
SUPPLEMENTAL SVC.	-	-	0.00%	-	-	0.00%
TOTAL CONTRACT	\$ 119,175.00	\$ 255,149.80	-53.29%	\$ 1,898,339.50	\$ 2,284,809.40	-16.91%
AUXILIARY REVENUE						
EXTERIOR ADVER.	\$ 5,428.00	\$ 916.67	492.14%	\$ 150,011.27	\$ 128,166.70	17.04%
MISC / CONCESSIONS	14,369.49	25,812.69	-44.33%	149,696.91	124,783.13	19.97%
TOTAL AUXILLARY	\$ 19,797.49	\$ 26,729.36	-25.93%	\$ 299,708.18	\$ 252,949.83	18.49%
INTEREST REVENUE						
INTEREST	\$ 19,239.94	\$ 26,375.31	-27.05%	\$ 164,734.31	\$ 278,590.53	-40.87%
	\$ 19,239.94	\$ 26,375.31	-27.05%	\$ 164,734.31	\$ 278,590.53	-40.87%
TOTAL REVENUE WITHOUT ACCESS						
	October 2025	October 2024	% DIFF	YTD2025	YTD2024	YTD2025
NON-CONTRACT	\$ 59,141.53	\$ 42,310.66	39.78%	\$ 1,079,564.89	\$ 751,448.97	43.66%
CONTRACT	119,175.00	255,149.80	-53.29%	1,898,339.50	2,284,809.40	-16.91%
AUXILIARY	19,797.49	26,729.36	-25.93%	299,708.18	252,949.83	18.49%
INTEREST	19,239.94	26,375.31	-27.05%	164,734.31	278,590.53	-40.87%
	\$ 217,353.96	\$ 350,565.13	-38.00%	\$ 3,442,346.88	\$ 3,567,798.73	-3.52%
TOTAL REVENUE WITH ACCESS						
	October 2025	October 2024	% DIFF	YTD2025	YTD2024	YTD2025
ALL SOURCES	\$ 217,353.96	\$ 350,565.13	-38.00%	\$ 3,442,346.88	\$ 3,567,798.73	-3.52%
ACCESS	5,848.94	5,724.85	2.17%	53,539.35	64,566.27	-17.08%
TOTAL REVENUE	\$ 223,202.90	\$ 356,289.98	-37.35%	\$ 3,495,886.23	\$ 3,632,365.00	-3.76%

BALANCE SHEET

GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION

ASSETS	Dec-24	Current	LIABILITIES	Dec-24	Current
CASH & CASH ITEMS			PAYABLES		
CASH IN BANK-GENERAL FUND	6,362,504.51	3,070,296.12	TRADE PAYABLES	-	-
CASH IN PAYROLL ACCOUNT-GEN FD	97,857.06	2,409,732.61	ACCOUNTS PAYABLE	400,759.75	59,555.21
LEVY EXCESS FUND	-	-	ACCOUNTS PAYABLE - CNG UTILITIES	-	-
WORKING FUNDS	-	-	TOTAL PAYABLES	400,759.75	59,555.21
UNITED HEALTHCARE HRA IMPREST-GEN FD	-	-			
HEALTHCARE IMPREST-GEN FD	-	-	ACCRUED PAYROLL LIABILITIES		
RAINY DAY FUND	256,256.66	256,256.66	ACCRUED WAGES PAYABLE	150,159.77	-
TOTAL CASH & CASH ITEMS	6,716,618.23	5,736,285.39	ACCR COMPENSATED ABSENCES PAYABLE	372,243.32	372,243.32
			DEDUCTIONS-AUTO	-	-
RECEIVABLES			UNION DUES WITHHELD	1,556.58	-
ACCOUNTS RECEIVABLE	121,800.35	17,471.79	DEDUCTION-FICA/MEDICARE EE	-	-
SHOP INVENTORY	-	-	DEDUCTION-UNION DUES	-	-
A/R - CITY OF LAFAYETTE	-	-	DEDUCTION-WELLNESS	-	-
CONTRACT RECEIVABLE-PURDUE	167,998.74	0.04	DEDUCTION-HEALTH INSURANCE	(2,158.78)	(33,897.84)
A/R-TICKET VENDING MACHINE COLLECTIONS	-	-	DEDUCTION-HEALTH INS - COBRA	-	-
A/R - OFF-SITE PASS SALES COLLECTIONS	-	30,630.54	DEDUCTION - CHARITABLE DONATIONS	-	-
ACCTS REC'D-EMPLOYEE P/R WASH	-	-	DEDUCTION - LIBERTY NATIONAL	-	-
A/R CAPITAL GRANTS-FTA	1,012,706.00	1,012,706.00	DEDUCTION-GARNISHMENTS	-	-
A/R OPERATING ASSISTANCE-FTA	-	-	DEDUCTION-UNITED WAY	122.15	570.00
A/R TAX DRAW-COUNTY/LOCAL	-	505,817.79	DEDUCTION-CABLE	-	-
A/R GRANTS-STATE	-	(725,609.50)	DEDUCTION-PERF EE	5,667.00	1,019.51
A/R PLANNING ASSISTANCE-FTA	-	-	DEDUCTION-SUPPORT	-	-
A/R OPERATING ASSISTANCE-STATE	-	-	DEDUCTION-EE LOANS	467.47	60.42
A/R FEDERAL TAX CREDITS	336,994.04	-	DEDUCTION-BOSTON MUTUAL	75.20	110.76
PROPERTY TAX RECEIVABLE	3,421,913.62	3,421,913.62	DEFERRED COMPENSATION	2,445.97	-
TOTAL RECEIVABLES	5,061,412.75	4,262,930.28	ACCURED PERP PAYABLE ER	23,634.42	2,265.70
			TOTAL PAYROLL LIABILITIES	554,213.10	342,371.87
MATERIALS & SUPPLIES INVENTORY			ACCRUED TAX LIABILITIES		
BUS PARTS INVENTORY	287,971.30	409,243.70	FIT TAXES	61,401.80	-
PARTS INVENTORY-CLEARING ACCT	-	-	FICA/MEDICARE	-	-
DIESEL & GASOLINE INVENTORY	16,101.83	15,386.93	STATE TAX	-	-
OIL, LUBE, ANTIFREEZE INVENTORY	62,862.35	36,537.02	STATE UNEMPLOYMENT TAX	-	-
TIRES, TUBES, BATTERIES INVENTORY	9,068.02	11,030.06	COUNTY TAX	-	-
FACILITIES PARTS INVENTORY	28,970.05	18,146.56	TOTAL TAX LIABILITIES	61,401.80	-
TOTAL MATERIALS & SUPPLIES INVENTORY	404,973.55	490,344.27			
			SHORT TERM DEBT		
TANGIBLE PROPERTY TRANSIT OPS			SHORT TERM DEBT	-	-
REVENUE EQUIPMENT	31,073,670.29	38,260,966.67	AUTO INSURANCE PAYOUT LIABILITY	-	20,430.83
SUPPORT VEHICLES	582,095.86	720,524.46	WORKERMAN COMP INSURANCE PAYOUT LIABILITY	-	-
BUILDING & STRUCTURE	19,794,129.03	22,379,842.87	INSURANCE PAYOUT LIABILITY	-	-
EQUIPMENT SHOP & GARAGE	431,600.06	501,208.88	ACCURED INTEREST PAYABLE - BANK OF AMERICA-CNG	-	-
REVENUE COLLECTION FAREBOX	1,318,033.06	1,318,033.06	TOTAL SHORT TERM DEBT	-	20,430.83
COMMUNICATIONS EQUIPMENT	907,665.06	1,775,800.98			
OFFICE EQUIPMENT & FURNISHINGS	470,850.88	490,363.64	OTHER CURRENT LIABILITIES		
CONSTR. IN PROGRESS-SHOP	-	1,105.81	UNREDEEMED TOKENS	-	-
CONSTR. IN PROGRESS - HYDROGEN	672,550.00	3,427,795.90	UNREDEEMED REGULAR PASSES	-	-
CONSTR. IN PROGRESS - PROJECTS	2,004.98	379,826.75	UNREDEEMED DAY PASSES	-	-
CONSTR. IN PROGRESS - SHELTERS	-	112,082.60	UNREDEEMED E & D PASSES	-	-
LAND	926,471.26	926,471.26	UNREDEEMED SEMESTER PASSES	198.00	13,197.00
TOTAL PROPERTY COST	56,179,070.48	70,294,022.88	UNREDEEMED LOOP PASSES	-	-
			DEFERRED REVENUE-COUNTY/LOCAL	-	-
ACC ACC DEPR-REVENUE EQUIPMENT	(17,633,151.59)	(26,740,042.85)	DEFERRED REVENUE-ADVERTISING & PAINTED TRANSIT	4,583.27	-
ACC DEPR-SUPPORT VEHICLES	(499,145.70)	(527,871.20)	FEDERAL TAX PAYABLE	-	-
ACC DEPR-BUILDING & STRUCTURE	(9,137,541.80)	(12,404,981.95)	UNREDEEMED 50 FARESAVERS	-	-
ACC DEPR-EQUIPMENT SHOP & GARAGE	(487,428.60)	(574,720.37)	UNREDEEMED PASS STUDENT	-	-
ACC DEPR-REVENUE COLLECTION FAREBOX	(1,259,175.21)	(1,290,791.49)	UNREDEEMED REVENUE	-	190,000.00
ACC DEPR-COMMUNICATIONS EQUIPMENT	(270,464.01)	(1,247,396.25)	UNREDEEMED TVM CHG/STRD VALUE CARDS	-	-
ACC DEPR-OFFICE EQUIPMENT & FURNISHINGS	(274,814.95)	(323,049.02)	NET PENSION LIABILITY	4,931,104.00	4,931,104.00
ACC DEPR-CONSTR IN PROGRESS-WLAF	-	-	TOTAL OTHER CURRENT LIABILITIES	4,935,885.27	5,134,301.00
ACC DEPR-CONSTR IN PROGRESS-LAF	-	-			
TOTAL ACCUMULATED DEPRECIATION	(29,561,721.86)	(43,108,853.13)	LONG-TERM DEBT		
TOTAL PROPERTY LESS DEPRECIATION	26,617,348.62	27,185,169.75	BANK OF AMERICA LONG-TERM PAYABLE-CNG	-	-
			TOTAL LONG-TERM DEBT	-	-
SPECIAL FUNDS			ESTIMATED LIABILITIES		
SPECIAL FUNDS	-	-	FTA EST RES FOR ENCUMBRANCES	-	-
BONDS & INTEREST CASH ACCT	-	-	TOTAL ESTIMATED LIABILITIES	-	-
INVESTMENTS-BON & INTEREST FUND	-	-			
ACA MLR PREMIUM REBATE	-	-	DEFERRED CREDITS		
BUS AUTO INS CASH FUND	400,000.00	400,000.00	DEFERRED CR - MYERS PED BRIDGE PROJECT	-	-
PAYROLL ACCRUAL	-	-	TOTAL DEFERRED CREDITS	-	-
DIRECTOR & OFFICERS SPEC CASH	74,870.36	74,870.36			
ELTF DEDUCTIBLE FUNDS	15,000.00	15,000.00	DEFERRED INFLOWS		
INVESTMENTS	-	-	DEFERRED INFLOW - EXPECTED AND ACTUAL EXPERIENCE	-	-
CUMULATIVE CAPITAL FUND	196,500.81	477,813.15	DEFERRED INFLOW - EXPECTED AND ACTUAL INV EARNINGS	-	-
CAPITAL IMPROV RESERVE FUND	-	-	DEFERRED INFLOW - PROPORTIONATE SHARE	27,133.00	27,133.00
CAPITAL IMPROV. INVESTMENTS	-	-	DEFERRED INFLOW - ASSUMPTIONS	-	-
TOTAL SPECIAL FUNDS	686,371.17	967,683.51	DEFERRED INFLOW FROM PROPERTY TAXES	3,421,913.62	3,421,913.62
			TOTAL DEFERRED INFLOWS	3,449,046.62	3,449,046.62
OTHER ASSETS					
PRE-PAID INSURANCE	55,463.76	(152,432.15)	CONTRIBUTIONS		
PRE-PAID EXPENSES	39,071.28	(9,264.32)	INVESTMENTS IN TRANSIT SYS-LAF	24,682.75	24,682.75
PRE-PAID HEALTH INSURANCE	-	-	FED GOVERN CAP GRANT SEC 3 (5309)	23,056,883.82	23,056,883.82
OTHER ACCRUALS	-	-	FED GOVERN CAP GRANT SEC 5	2,633,996.56	2,633,996.56
TOTAL OTHER ASSETS	94,535.04	(161,696.47)	FED GOVERN CAP GRANT SEC 9 (5307)	43,879,641.65	48,430,592.65
			STATE CAP GRANT CONTRIBUTION	788,343.85	788,343.85
DEFERRED OUTFLOWS			STATE CAP GRANT SEC 9	657,682.35	657,682.35
DEFERRED OUTFLOW - PERF EMPLOYER CONTRIBUTIONS	467,505.00	467,505.00	STATE CAP GRANT SEC 5	601,488.98	601,488.98
DEFERRED OUTFLOW - PROPORTIONATE SHARE	85,407.00	85,407.00	CONTRIBUTIONS NON GOVERNMENTAL	-	-
DEFERRED OUTFLOW - EXPECTED AND ACTUAL EXPERIENCE	505,378.00	505,378.00	ACCUMULATED EARNINGS/LOSSES	(39,751,582.14)	(45,007,474.76)
DEFERRED OUTFLOW - EXPECTED AND ACTUAL INV EARNINGS	652,895.00	652,895.00	TOTAL CONTRIBUTIONS	31,891,137.82	31,186,196.20
DEFERRED OUTFLOW - CHANGE IN ASSUMPTION	-	-			
TOTAL DEFERRED OUTFLOWS	1,711,185.00	1,711,185.00			
TOTAL ASSETS	41,292,444.36	40,191,901.73	TOTAL LIABILITIES & CONTRIBUTIONS	41,292,444.36	40,191,901.73

Oct 2025

EXPENDITURES TO DATE AND REMAINING BUDGET

GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION

Budget to date

83.3%

	BUDGET FY2025	Budget to Date	Expenditures to Date	Expenditures to Date %	Remaining Budget
PERSONNEL					
Operator Wages	5,962,420	4,968,683	4,649,616	78.0%	1,312,804
Administrative Wages	2,192,187	1,826,823	1,704,007	77.7%	488,181
Maintenance Wages	1,217,974	1,014,978	806,322	66.2%	411,651
FICA	717,002	597,502	535,170	74.6%	181,832
PERF	1,115,495	929,579	807,085	72.4%	308,410
Life & Health Insurance	2,344,495	1,953,746	1,557,362	66.4%	787,133
Unemployment Insurance	70,000	58,333	16,804	24.0%	53,196
Work Comp Insurance	135,303	112,753	54,720	40.4%	80,583
Uniforms	50,000	41,667	36,175	72.3%	13,825
Tool Allowance/Fringe Benefits	114,568	95,473	63,610	55.5%	50,958
Affordable Care Act Fees	-	-	-	0.0%	-
	13,919,443	11,599,536	10,230,871	73.5%	3,688,572
COMMODITIES					
Diesel Fuel	152,992	127,493	66,826	43.7%	86,166
Natural Gas Fuel	634,264	528,554	312,709	49.3%	321,555
Gasoline	28,157	23,464	17,115	60.8%	11,042
Oil & Antifreeze	43,886	36,572	77,858	177.4%	(33,973)
Repair Parts, Revenue Vehicles	300,000	250,000	228,998	76.3%	71,002
Repair Parts, Fixed Equipment	10,000	8,333	1,746	17.5%	8,254
Tires and Batteries	14,326	11,938	19,482	136.0%	(5,156)
Cleaning Supplies	34,077	28,398	26,660	78.2%	7,417
Building Materials	53,035	44,196	10,957	20.7%	42,078
Postage & Freight	2,496	2,080	4,885	195.7%	(2,389)
Office Supplies	32,248	26,874	18,259	56.6%	13,989
Other Materials, General Business	42,881	35,734	233,453	544.4%	(190,572)
Other Materials, Billable	-	-	59	0.0%	(59)
Other Materials, Vehicles	-	-	-	0.0%	-
	1,348,362	1,123,635	1,019,007	75.6%	329,355
SERVICES & CHARGES					
Vanpool Subsidy	-	-	10,800	0.0%	(10,800)
Attorney & Audit	150,000	125,000	69,005	46.0%	80,996
Contract Maintenance	328,972	274,143	382,589	116.3%	(53,617)
Custodial Services	69,885	58,238	47,441	67.9%	22,444
Contractual Services	492,198	410,165	528,235	107.3%	(36,037)
Utilities, Telephone	19,523	16,269	13,786	70.6%	5,737
Utility Expense, Electric	75,000	62,500	45,900	61.2%	29,100
Utility Expense, Water & Sewage	35,219	29,349	23,125	65.7%	12,094
Utilities, Natural Gas Heat	68,372	56,977	19,972	29.2%	48,400
Advertising & Promotions	150,000	125,000	43,430	29.0%	106,570
Exterior Advertising	10,000	8,333	2,375	23.8%	7,625
Printing	42,097	35,081	30,257	71.9%	11,840
Advertising Fees (Legal Ads)	3,000	2,500	1,751	58.4%	1,249
Dues & Subscriptions	56,027	46,689	29,858	53.3%	26,169
Travel & Meeting Expenses	71,610	59,675	50,607	70.7%	21,003
Premium on PL & PD	660,000	550,000	591,533	89.6%	68,467
Payouts PL & PD	150,000	125,000	59,946	40.0%	90,054
Recovery/physical Damage	-	-	(31,815)	0.0%	31,815
Other Corporate Ins	50,000	41,667	2,503	5.0%	47,497
Vehicle Registration	174	145	120	68.9%	54
Interest - Short Term	0	-	-	0.0%	-
Bad Debt Expense	-	-	1,000	0.0%	(1,000)
Misc. Expense	11,369	9,474	75	0.7%	11,294
	-	-	159	0.0%	(159)
	2,443,446	2,036,205	1,922,651	78.7%	520,795
TOTAL OPERATING EXPENSES	17,711,252	14,759,377	13,172,529	74.4%	4,538,723



October 2025

Route	Route Name	Passengers	Total Miles	Total Hours	P/Mi	%DIFF FROM 24	P/Hrs	%DIFF FROM 24
11	Creasy Lane	14,168	9,047.30	802.72	1.57		17.65	
12	South Street	12,547	7,870.66	779.21	1.59		16.10	
13	Main Street	13,674	9,394.45	907.27	1.46		15.07	
14	Brady Lane	13,139	12,483.60	790.82	1.05		16.61	
21	McCormick Road	41,860	14,096.90	1,081.22	2.97		38.72	
22	Salisbury Street	28,294	9,544.71	814.82	2.96		34.72	
23	Sagamore West	6,526	4,762.17	413.33	1.37		15.79	
31	North 9th Street	3,833	3,609.46	305.85	1.06		12.53	
32	Schuyler Avenue	7,258	3,819.01	308.38	1.90		23.54	
33	Ferry Street	4,458	2,904.48	305.00	1.53		14.62	
34	Teal Road	5,698	3,521.02	295.38	1.62		19.29	
35	Park East Boulevard	1,332	4,928.70	303.97	0.27		4.38	
36	South 18th Street	3,558	9,614.02	598.43	0.37		5.95	
41	The Connector	4,945	642.99	61.69	7.69		80.16	
42	Happy Hollow Road	13,389	6,086.04	547.98	2.20		24.43	
43	Northwestern	18,849	8,115.74	597.76	2.32		31.53	
FEAST	Feast	6,294	810.59	49.4	7.76	▲ 7.36%	127.41	▲ 24.38%
Sub Total:		199,822	111,251.84	8,963.23	1.80	▼-31.51%	22.29	▼-34.38%
51E	Lark & Alight Express	24,960	6,218.56	468.53	4.01	▼ -5.13%	53.27	▼ -6.90%
52E	Redpoint Express	4,232	4,981.62	235.32	0.85	▼ -54.06%	17.98	▼ -47.33%
53E	Lindberg Express	30,419	8,257.10	656.98	3.68	▼ -8.04%	46.30	▼ -3.79%
Sub Total:		59,611	19,457.28	1,360.83	3.06	▼-14.15%	43.80	▼-10.40%
MB Total:		259,433	130,709.12	10,324	1.98	▼-33.24%	25	▼-31.47%
DR	Paratransit	3110	17,220.02	1,411.99	0.18	▼ -16.24%	2.20	▼ -24.93%
Demand Response Total:		3,110	17,220.02	1,411.99	0.18	▼-15.93%	2.20	▼-23.41%
VP	Vanpool	480	1,265.00	40.00	0.38	N/A	12.00	N/A
Vanpool Total:		480.00	1,265.00	40.00	0.38	N/A	12.00	N/A
Grand Total:		263,023	147,929.14	11,736.05	1.77	▼-34.48%	22.37	▼-33.65%



October 2025

Route	Route Name	Passengers
11	Creasy Lane	14,168
12	South Street	12,547
13	Main Street	13,674
14	Brady Lane	13,139
21	McCormick Road	41,860
22	Salisbury Street	28,294
23	Sagamore West	6,526
31	North 9th Street	3,833
32	Schuyler Avenue	7,258
33	Ferry Street	4,458
34	Teal Road	5,698
35	Park East Boulevard	1,332
36	South 18th Street	3,558
41	The Connector	4,945
42	Happy Hollow Road	13,389
43	Northwestern	18,849
FEAST	Feast	6,294
Sub Total:		199,822

51E	Lark & Alight Express	24,960
52E	Redpoint Express	4,232
53E	Lindberg Express	30,419
Sub Total:		59,611

MB Total:		259,433
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DR	Paratransit	3,110
Demand Response Total:		3,110

VP	Vanpool	480
Vanpool Total:		480

Grand Total:		263,023
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October 2024

	Route Name	Passengers
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	Standard Routes	320,443
Sub Total:		320,443

	Campus Routes	73,699
Sub Total:		73,699

	Express/Apt Routes	66,095
Sub Total:		66,095

MB Total:		470,261
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DR	ACCESS/FLEX	3,000
Demand Response Total:		3,000

VP	Vanpool	N/A
Vanpool Total:		N/A

Grand Total:		460,237
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OPERATIONS REPORT

Oct-25

	2025 MONTH	2024 MONTH	2025 YTD	2024 YTD
MILES	****	170,670	#VALUE!	1,543,020
PAID HOURS	23,092	16,584	158,808	170,801

	2025 MONTH	2024 MONTH	YTD 2025	YTD 2024	% DIFF MO	% DIFF YTD
ACCIDENTS	4	5	38	33	▼ -20.00%	▲ 15.15%
PER 100,000 MILES	#VALUE!	2.93	#VALUE!	2.14	#VALUE!	#VALUE!
PREVENTABLE	2	3	24	22	▼ -33.33%	■ 9.09%
PER 100,000 MILES	#VALUE!	1.76	#VALUE!	1.43	#VALUE!	#VALUE!
NON-PREVENTABLE	2	2	14	11	■ 0.00%	▲ 27.27%
PER 100,000 MILES	#VALUE!	1.17	#VALUE!	0.71	#VALUE!	#VALUE!
OVERTIME IN HOURS	4,390	3,197	23,177	24,296	▲ 37.31%	■ -4.60%
% OF OVERTIME HOURS	19.0%	19.3%	14.6%	14.2%	■ -1.39%	■ 2.60%
SAFETY MEETINGS	1	1	5	10		

NO PAY HOURS: 879.51

**ROADCALLS
2025**

	Oct-25	Oct-24	% DIFF
MECHANICAL	2	5	8.00%
OTHER	0	0	#DIV/0!
DELAYS	0	0	#DIV/0!
TOTAL-MONTH	2	5	8.00%
TOTAL-YTD	31	38	2.15%

BUS#	LOCATION	PROBLEM	TIME	DATE	MECH OR OTHER
3214		Coolant Hose		10/18/2025	M
4011		Electrical		10/21/2025	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	1,824	5,749	-68.27%	\$2.1800	\$2.8200	-\$0.6400
MAR	2,648	3,415	-22.46%	\$2.1800	\$2.7600	-\$0.5800
APR	3,330	5,736	-41.95%	\$2.1300	\$2.8840	-\$0.7540
MAY	1,349	2,492	-45.87%	\$2.1300	\$2.8840	-\$0.7540
JUN	2,918	2,492	17.09%	\$2.1300	\$2.8840	-\$0.7540
JUL	424	2,704	-84.32%	\$2.4930	\$2.3100	\$0.1830
AUG	1,612	4,060	-60.30%	\$2.4900	\$2.3300	\$0.1600
SEP	3,275	4,083	-19.79%	\$2.4900	\$2.3800	\$0.1100
OCT	3,417	4,369	-21.79%	\$2.5900	\$2.3800	\$0.2100
NOV			#DIV/0!			\$0.0000
DEC			#DIV/0!			\$0.0000
TOTAL	23,497	39,713	-40.83%	\$2.3093	\$2.6092	-\$0.2999

CNG ACCESS BUSES

Month	Total DGE Used 2025	Total DGE Used 2024	% Difference
JAN	1,140	980	16.3265%
FEB	1,668	1,167	42.9306%
MAR	1,878	1,738	8.0552%
APR	2,108	1,928	9.3361%
MAY	1,845	1,754	5.1881%
JUN	1,925	1,552	24.0335%
JUL	2,071	1,711	21.0403%
AUG	2,028	1,987	2.0634%
SEP	2,175	2,249	-3.2904%
OCT	2,377	2,177	9.1870%
NOV			#DIV/0!
DEC			#DIV/0!
TOTAL	19,215	17,243	11.4365%

CNG Fixed Routes

Month	Total DGE Used 2025	Total DGE Used 2024	% Difference
JAN	19,122	36,520	-47.6396%
FEB	32,947	40,356	-18.3591%
MAR	37,045	38,553	-3.9115%
APR	39,151	39,537	-0.9763%
MAY	32,722	33,336	-1.8419%
JUN	34,861	32,867	6.0669%
JUL	28,201	30,754	-8.3014%
AUG	34,523	36,767	-6.1033%
SEP	36,554	39,928	-8.4502%
OCT	35,786	40,003	-10.5417%
NOV			#DIV/0!
DEC			#DIV/0!
TOTAL	330,912	368,621	-10.2297%