

**GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION
BOARD MEETING NO. 709**

DATE: December 17, 2025

TIME: 5:00PM

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

MEETING CHAIR: Mike Gibson

AGENDA

Item

1. Communications and Announcements
2. Public Comment
 - 2.1. Comments on the Agenda – 5 minutes
3. Review and Approval of Agenda Items and Minutes
 - 3.1. Review and Approval of Agenda of Meeting No.709 held on December 17, 2025 (pg.1)
 - 3.2. Review and Approval of Minutes of Meeting No.707 held on November 19, 2025 (pg.3)
 - 3.3. Review and Approval of Minutes of Meeting No.708 held on December 5, 2025 (pg.7)
4. Old Business
 - 4.1. Ferry Street Signed Lease (Emailed with Board Packet)
5. New Business
 - 5.1. Resolution Recognizing Board Member, Joel Wright (Exhibit 1 pg.9)
 - 5.2. Authorize CEO to Finalize and Execute Service Agreement with Scion & Coastal Ridge Apartments Pending Legal Review (Exhibit 2 pg.10)
 - 5.3. Approval of Connector Fares (Exhibit 3 pg.13)
 - 5.4. Approval of Fare Marketing Program (Exhibit 4 pg.23)
 - 5.5. Approval of Updated Internal Control Document (Exhibit 5 pg.24)
 - 5.6. Approval of CEO to Execute Oracle NetSuite System Purchase and Conversion (Exhibit 6 pg.42)
 - 5.7. Approval of CEO to Execute First Merchants Line of Credit (Exhibit 7 pg.72)
 - 5.8. Approval of CEO to Execute Swiftly Services Agreement (Exhibit 8 pg.75)
 - 5.9. Authorize CEO to Finalize and Execute Service Agreement with REA Advisors Pending Legal Review (Exhibit 9 pg.81)
 - 5.10. Approval of CEO Contract Amendment (Exhibit 10 pg.82)
 - 5.11. Consideration of claims list numbering 41267 through 41351, in the amount of \$3,367,910.44 (pg.85)
 - 5.12. Consideration of payroll for November 1, 2025, through November 30, 2025, in the amount of \$949,241.16 (pg.87)
6. Board and Staff Reports
 - 6.1. Chief Executive Officer Report (pg.88)

7. Public Comments

7.1. 3 minutes per speaker

8. Adjournment

8.1. Next meeting is Wednesday, January 28, 2026, in the GLPTC Conference Room

7. Public Comments

7.1. 3 minutes per speaker

8. Adjournment

8.1. Next meeting is Wednesday, January 28, 2026, in the GLPTC Conference Room

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

DATE: November 19, 2025

Present: Mike Gibson, Chair

Board Julie Ginn
Tino Atisso
Ben Murray
Angel Valentin
Joel Wright

Present: Bryan D. Smith: Chief Executive Officer

Staff Bryan Walck: Chief Operating Officer
Joanne Zhang: Chief Financial Officer
Ron Peters: Operations Manager
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:

Chair, Mr. Mike Gibson, called meeting No.707 to order at 5:00PM in the GLPTC Board Room, 1250 Canal Road.

COMMUNICATIONS & ANNOUNCEMENTS

Mr. Bryan Smith mentioned an email from APTA that he received from APTA's Executive Director, which was forwarded to all of the board members after the meeting, talking about how funds that would go to transit from the Federal Level would be no longer and rather direct that money towards highway funds. This would be a major problem as a big portion of our budget comes from these funds. This is obviously something that we would object to and let our elected officials know where we stand and what our recommendations are.

PUBLIC COMMENT

REVIEW AND APPROVAL OF AGENDA ITEMS AND MINUTES

Ms. Julie Ginn made the motion, with the change to 5.1 of the agenda to state the nomination be on a volunteer basis until the end of the year and until a newly elected board member be secretary, to approve agenda of meeting No. 707 held on November 19, 2025. Mr. Joel Wright seconded the motion. The motion carried by a vote of 6 ayes and 0 nays.

Mr. Joel Wright made the motion to the minutes of Meeting No.706 held on October 29, 2025. Ms. Julie Wright seconded the motion. The motion carried by a vote of 6 ayes and 0 nays.

OLD BUSINESS

NEW BUSINESS

With the change to the agenda, Ms. Julie Ginn made the motion to approve nominating Mr. Angel Valentin to be Board Secretary on a volunteer basis to the end of the year until the nomination of a permanent individual in the position. Mr. Joel Wright seconded the motion. The motion carried by a vote of 6 ayes and 0 nays.

Mr. Bryan Smith asked the board to review the updated Internal Control Document, over the next month and send any questions or concerns over before the December board meeting. We will be approving the document next month. Mr. Smith mentioned we need a final document approved by the end of 2025 per our auditors request.

Mr. Ben Murray made the motion to approve the TIP Amendment. Ms. Julie Ginn seconded the motion. The motion carried by a vote of 6 ayes and 0 nays.

Mr. Smith mentioned this amendment is to move money around to a few different projects to be sure we had the money in the correct accounts to cover those specific projects, and any projects moving forward.

Mr. Ben Murray made the motion to approve the renewed agreement for the Avail ETMS System. Mr. Angel Valentin seconded the motion. The motion carried by a vote of 6 ayes and 0 nays.

Avail owns Fleetnet, which is our current system we use for finance, purchase orders, and things within the shop like inventory, ordering, and more. This is a renewed three-year agreement, which can be canceled each year if needed. We do plan to replace this system in the future but will take time. This agreement helps us lock in the price for these three years.

Mr. Angel Valentin inquired about the timeline of replacement and conversion. Mrs. Joanne Zhang mentioned we have had many meetings with a company we are going through NEORide with, and we are satisfied. We are hoping to start the conversion in January of 2027.

Ms. Julie Ginn made the motion to approve the 2026 Health Insurance Rates. Mr. Ben Murray seconded the motion. The motion carried by a vote of 6 ayes and 0 nays.

Mr. Smith let the board know we have had a good year with health. The Bargaining Unit has a flat rate increase and for non-bargaining employees have an increase due to bringing them to the same rate as Bargaining Unit within three years, bringing the non-bargaining unit employees up from 12.5% to 15.5%. Mr. Smith also wants to create an FSA and fund administration employees FSA account fronting \$500 and matching up to

\$3,400 in total. We have been getting quotes, and it has been confirmed from finance that we do have the funds available for this.

Mr. Ben Murray made the motion to approve to approve the 2026 Administrative Employee Holiday Schedule. Mr. Joel Wright seconded the motion. The motion carried by a vote of 6 ayes and 0 nays.

Mr. Smith mentioned the only change is we will be observing the 4th of July on a Friday due to it being a Saturday holiday this year.

Ms. Julie Ginn made the motion to approve the 2026 Board Meeting Dates. Mr. Tino Atisso seconded the motion. The motion carried by a vote of 6 ayes and 0 nays.

Mr. Smith mentioned we plan to have the meetings the fourth Wednesday of each month with the exception of the last two months of the year, moving to the third Wednesday, due to holidays.

The board considered approval of claims list numbering 41198 through 41266, in the amount of \$372,418.63. Mr. Ben Murray made the motion to approve the claims list. Ms. Julie Ginn seconded the motion. The motion carried by a vote of 6 ayes and 0 nays.

The board considered payroll for October 1, 2025, through October 31, 2025, in the amount of \$1,430,427.30. Mr. Ben Murray made the motion to approve payroll. Mr. Joel Wright seconded the motion. The motion carried by a vote of 6 ayes and 0 nays.

BOARD AND STAFF REPORTS (CEO REPORT)

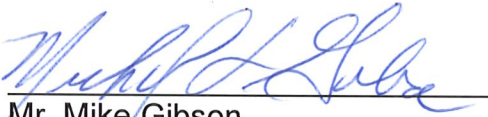
We started our Leadership Challenge, as of November 19th, and the first session went very well. This will last for a few months. This challenge gives the executive team a bit of homework between each session which is usually concrete things to do and focus on. The takeaway from the first meeting was looking at what our problem, or challenge, is and how we could put it into words without it sounding depressing or scary. Mr. Bryan Smith came up with the statement "CityBus is dedicated to serving the community to the best of our ability with the resources we have available."

PUBLIC COMMENTS

Mr. Joel Wright inquired again about the APTA email Mr. Bryan Smith received in regard to the mass transit funding and how it will directly affect CityBus. Mr. Smith said that \$6M of our \$17M budget comes from this funding, along with any grants we apply for, for example the hydrogen fuel cell buses and station, and those would all go away.

ADJOURNMENT

With no further business to be transacted, Mr. Angel Valentin made a motion to adjourn at 5:29PM. Mr. Ben Murray seconded the motion. The motion carried by a vote of 6 ayes and 0 nays. The next regular Board Meeting is scheduled for Wednesday, December 17, at 5:00PM, in the GLPTC Board Room, 1250 Canal Road.



Mr. Mike Gibson
GLPTC Board Chair

12-05-2025
Date:

**GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION
BOARD MEETING NO. 708
MEETING MINUTES**

DATE: December 5, 2025

Present: Mike Gibson, Chair
Board Angel Valentin, Volunteer Secretary
Julie Ginn
Tino Atisso
Ben Murray
Joel Wright

Present: Bryan D. Smith: Chief Executive Officer – Virtual Attendee
Staff Joanne Zhang: Chief Financial Officer
Ron Peters: Operations Manager
Shawn Coffman: Fleet Manager
Lon Lucas: Customer Experience Manager
Shelby Yeaman: Executive Assistant/Project Manager
Brian Karle: Attorney

Guests: N/A

Chair, Mr. Mike Gibson, called meeting No.708 to order at 4:00PM in the GLPTC Board Room, 1250 Canal Road.

COMMUNICATIONS & ANNOUNCEMENTS

PUBLIC COMMENT

REVIEW AND APPROVAL OF AGENDA ITEMS AND MINUTES

Ms. Julie Ginn made the motion to approve the Agenda of Meeting No.708 held on December 5, 2025. Mr. Ben Murray seconded the motion. The motion carried by a vote of 6 ayes and 0 nays.

NEW BUSINESS

Mr. Ben Murray made the motion to approve CEO Bryan Smith to sign the 2026 Spring Semester Contract with Purdue University. Mr. Joel Wright seconded the motion. The motion carried by a vote of 6 ayes and 0 nays.

Mr. Bryan Smith mentioned the board received the contract ahead of the board meeting, and it is also included in the packet. Mr. Smith said the contract has been reviewed by our legal council and would like to sign the contract as it is written.

PUBLIC COMMENTS

ADJOURNMENT

With there being no further business to be transacted, Ms. Julie Ginn made the motion to adjourn at 4:03pm. Mr. Angel Valentin seconded the motion. The motion carried by a vote of 6 ayes and 0 nays. The next regular Board Meeting is scheduled for Wednesday, December 17, 2025, at 5:00PM, in the GLPTC Board Room, 1250 Canal Road.



Mr. Angel Valentin
GLPTC Board Secretary/Treasurer

12/11/2025

Date:

Resolution

Honoring the Service of Joel Wright
December 17, 2025

WHEREAS, Joel Wright is retiring from the Board of Directors of Greater Lafayette Public Transportation Corporation, operating as CityBus, after thirty-seven years of dedicated service; and

WHEREAS, during his tenure, Joel Wright has served in many roles and officer positions, consistently representing the interests of the City of Lafayette and riders; and

WHEREAS, throughout nearly four decades of leadership, Joel Wright has helped guide CityBus through significant organizational and operational advancements, including fleet modernization, facility improvements at the Canal Road campus, and the development of the CityBus Center in downtown Lafayette; and

WHEREAS, Joel Wright supported key initiatives that strengthened mobility in Greater Lafayette, including community partners, ADA paratransit services, and new service models that improved access and experience for riders; and

WHEREAS, Joel Wright has been a steady and dependable advocate for riders, employees, and the broader community, offering thoughtful guidance and supporting decisions that upheld safety, fiscal responsibility, and long-term stewardship of public resources; and

WHEREAS, Joel Wright has devoted countless hours in service to CityBus, consistently modeling loyalty, dedication, and grace;

NOW, THEREFORE, be it resolved this 17th Day of December 2025, that the Board of Directors for Greater Lafayette Public Transportation Corporation extends its sincere appreciation to Joel Wright for his many years of service and his lasting contributions to public transit in Greater Lafayette.

Michael Gibson, Chair

Angel Valentin, Secretary/Treasurer

TO: CityBus Board of Directors

FROM: Bryan T. Walck, Chief Operating Officer

DATE: December 11, 2025

RE: Express Route Realignment and Cost Share Structure

I want to provide an update on an upcoming service and contract adjustment related to our current agreement with The Scion Group. This memo is intended to give the Board a clear understanding of the operational changes, the revenue effects, and the contract work you will see very soon.

CityBus and Scion have maintained a long and successful partnership built around fixed-route service to several of their West Lafayette properties. One of these routes, currently operating as the **52E Redpoint Express**, is being refined to serve both Scion's Redpoint community and a new partner property, The Lodge on The Trail, operated by Costal Ridge. This refinement will not require any additional hours, resources, or operational commitments from CityBus.

Beginning with the Spring 2026 semester, we are realigning the route to serve both properties and renaming it the **52E Cumberland Express** to reflect its broader service pattern. Accompanying this memo is an updated route map and timetable illustrating the revised alignment and stop times. These materials reflect the operating structure and will be included in the amended contracts.

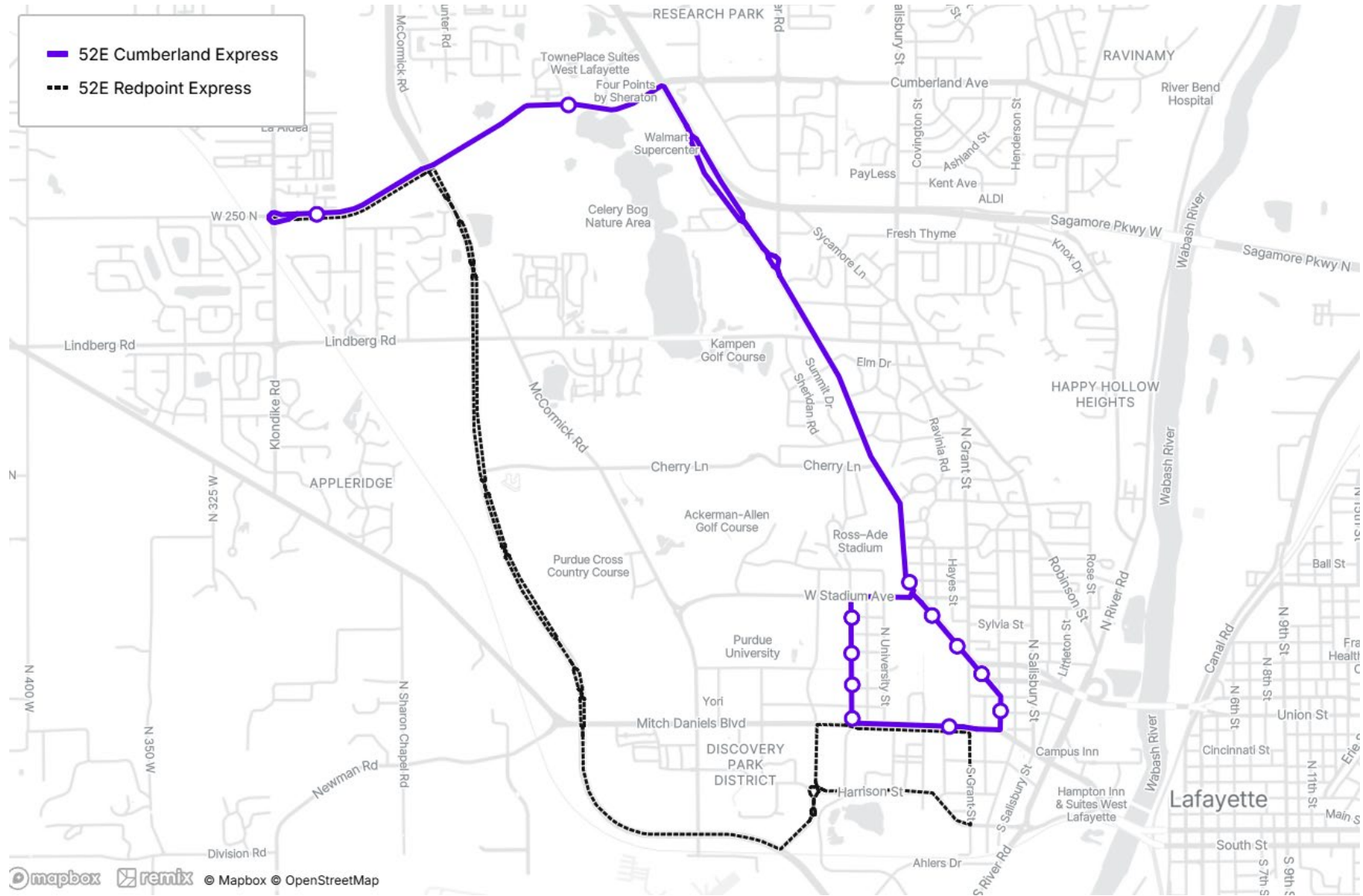
Because the route will now serve two partners, we are shifting from a single-payer model to a cost-share model based on relative residential bed counts. Under the current structure, operating the existing route status quo would generate \$110,110.60 in revenue. With the cost share model in place, revenue increases to \$115,051.60 for the same level of service. This net increase of \$4,940.99 helps us recover more of the true cost of operation. The increase is attributable to Scion's current bulk discount rate, which is lower than our standard discounted partner rate that applies to the new Costal Ridge agreement.

Our goal is to complete a modification to Scion's existing contract that reduces their remaining payments for the final semester of the current term and clarifies the shared-cost arrangement. At the same time, we will be asking Scion to consider a three-year renewal that aligns with the term of the Costal Ridge contract.

We are working closely with our CEO, legal counsel, and both partner organizations to finalize the necessary agreements. Once these documents are ready, they will be brought to the Board.

Route 52E Cumberland Express (Formerly Route 52E Redpoint Express)

This route operates Monday – Friday when Purdue is in academic session during the Fall and Spring semesters.



Route 52E Cumberland Express (Formerly Route 52E Redpoint Express)

This route operates Monday – Friday when Purdue is in academic session during the Fall and Spring semesters.

52E Cumberland Express • Weekday • Inbound

Redpoint (on Cumberland Ave): BUS268E		Physics Building: BUS557	
7:00a	7:15a		
7:40a	7:55a		
8:20a	8:35a		
9:00a	9:15a		
9:40a	9:55a		
10:20a	10:35a		
11:00a	11:15a		
11:40a	11:55a		
12:20p	12:35p		
1:00p	1:15p		
1:40p	1:55p		
2:20p	2:35p		
3:00p	3:15p		
3:40p	3:55p		
4:20p	4:35p		
5:00p	5:15p		
5:40p	5:55p		
6:20p	6:35p		

52E Cumberland Express • Weekday • Outbound

Physics Building: BUS557				Purdue Memorial Union (PMU) on MD Blvd: BUS271				Pi Beta Phi (on Russell St): BUS540				Redpoint (on Cumberland Ave): BUS268E			
7:15a	7:19a	7:22a	7:40a												
7:55a	7:59a	8:02a	8:20a												
8:35a	8:39a	8:42a	9:00a												
9:15a	9:19a	9:22a	9:40a												
9:55a	9:59a	10:02a	10:20a												
10:35a	10:39a	10:42a	11:00a												
11:15a	11:19a	11:22a	11:40a												
11:55a	11:59a	12:02p	12:20p												
12:35p	12:39p	12:42p	1:00p												
1:15p	1:19p	1:22p	1:40p												
1:55p	1:59p	2:02p	2:20p												
2:35p	2:39p	2:42p	3:00p												
3:15p	3:19p	3:22p	3:40p												
3:55p	3:59p	4:02p	4:20p												
4:35p	4:39p	4:42p	5:00p												
5:15p	5:19p	5:22p	5:40p												
5:55p	5:59p	6:02p	6:20p												
6:35p	6:39p	6:42p	7:00p												

TO: CityBus Board of Directors

FROM: Bryan T. Walck, Chief Operating Officer

DATE: December 11, 2025

RE: Incorporating route **41 The Connector** Into the Standard Fare Structure

Route **41 The Connector** was suspended effective October 6, 2025, due to operator shortages, with service paused through the end of the year. The route previously operated fare free. Staff is preparing to reinstate the route on January 2, 2026 with additional operators added to our ranks.

The attached fare equity analysis prepared by RLS & Associates reviews the proposed change, evaluates its impact on riders, and confirms that applying the standard fare structure is compliant with Title VI requirements.

Key Points from the Equity Review

- Applying the regular and half-fare prices makes the route consistent with all other regular fixed-routes.
- The equity review found no disparate impact or disproportionate burden, since the fare structure applies uniformly across the system.
- The two-hour fare validity helps reduce the effect on riders by supporting transfers or a round trip within a single fare period.
- Bringing the route into the standard fare system supports financial stability and provides clearer expectations for riders.

Recommendation

Staff recommends that the Board approve incorporating route **41 The Connector** into the standard fare structure when service resumes on January 2, 2026, formally ending its previous fare-free status and aligning it with all other regular fixed-routes.

Fare Equity Analysis – Reinstated Connector Route 2026

PURPOSE

CityBus restructured the fixed routes and introduced a new fare collection process in 2025. These changes corresponded with Purdue University's decision to make a change in contracted services on campus; a decision which introduced a new service provider for on-campus routes. As a result of the change in on-campus services, CityBus introduced a new Semester Pass for students to ride the non-Express CityBus routes.

Prior to the route re-structure, CityBus operated the Connector Route, which connected West Lafayette and Lafayette to provide a direct route for riders to travel across the two communities. Due to budget and staffing constraints, CityBus discontinued the Connector Route when the route restructure was implemented in the Fall of 2025. Before the route restructure, the Connector Route was a popular service that operated fare-free for the general public.

In early 2026, CityBus proposes to reinstate the Connector Route with slight modifications in frequency and stop locations. The new Connector Route will be re-established in coordination with the implementation of a new system-wide fare structure. Due to budget constraints, CityBus has determined that it is necessary to include the Connector Route in its new fare structure, and the service will no longer be offered fare-free to riders.

The following analysis considers the impact that fare prices for the Connector Route would have on riders based on recent survey results and demographic analysis. It is important for CityBus to provide effective and affordable service to its entire community. Therefore, this analysis evaluates the potential disproportionate burden and disparate impact on the population consistent with the requirements set forth in Title VI of the Civil Rights Act of 1964, Federal Transit Administration Circular 4702.1B, and the current CityBus Title VI policy.

CONNECTOR ROUTE FARE STRUCTURE CHANGE

Before the route was discontinued during the Fall of 2025, the Connector Route operated fare-free for the general public. Beginning in January 2026, the proposed fare structure will be as follows:

Regular Fare = \$2.00 (valid for two hours from activation)

Half Fare = \$1.00 (valid for two hours from activation)

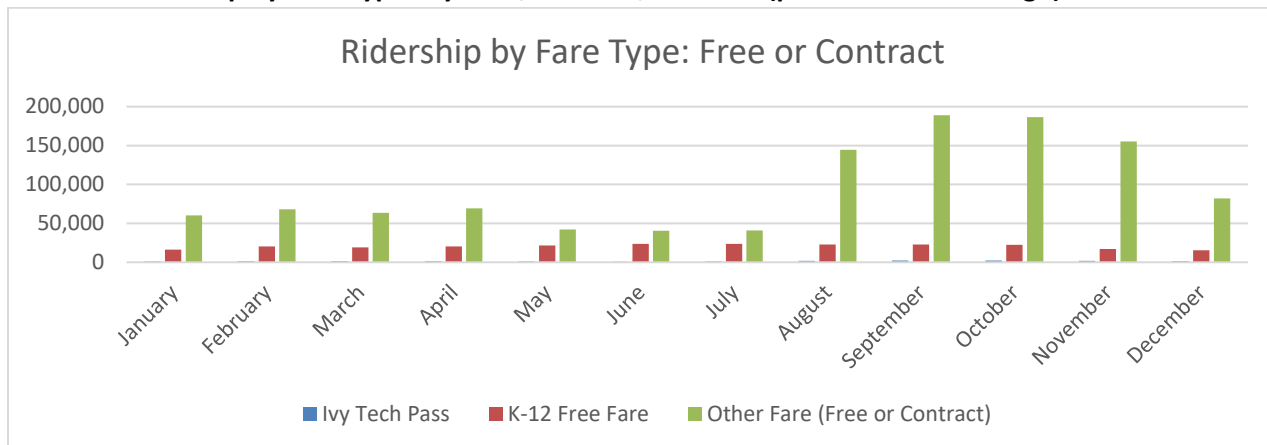
The proposed fare for the Connector Route is consistent with the overall fare changes to be implemented systemwide in 2026 (illustrated in Exhibit 1).

Exhibit 1: General Fare Changes effective January 2026

Fare Type	Current Fare through Dec. 31	Beginning January 1, 2026
Regular	\$1.00	\$2.00 (valid for 2 hours)
Half-Fare	\$0.50	\$1.00 (valid for 2 hours)
1-Day Pass	\$2.00	\$4.00
1-Day Half-Fare Pass	N/A	\$2.00
31-Day Pass	\$28.00	\$50.00
31-Day Half-Fare Pass	\$14.00	\$25.00
Semester Pass (Fall or Spring)	\$99.00	\$155.00
6-Month Pass (Jan-Jun & Jul-Dec)	N/A	\$178.00

RIDERSHIP TRENDS

Analysis of ridership by fare type in 2024 was conducted during the recent Comprehensive Operations Analysis. Exhibit 2 illustrates the summary of ridership by fare type for all free or contracted services. The Connector Route is included in the summary of “other fare (Free or Contract) in the chart. That category in the chart includes fares from Access certified riders on fixed routes and riders on Routes 3, 5, 7, 11,12, 13C, 22, and the Connector. As indicated in the chart, prior to the service changes, free or contracted route ridership was highest between August and December, which likely corresponds to the Purdue University Fall Semester.

Exhibit 2: Ridership By Fare Type: Ivy Tech, Contract, and K-12 (prior to route redesign)

Source: Monthly Route Summary Reports, 2024

FARE EQUITY ANALYSIS

A fare equity analysis is conducted to measure the disparate impact of a fare change and determine if minority riders are bearing a disproportionate burden of the change between the existing cost and the proposed cost. The impact is defined as a statistical percentage. If a disparate impact on minority ridership is identified, CityBus will reanalyze the proposed changes to determine if modifications will remove the disparate impacts.

Similarly, CityBus must measure the burden of fare changes on riders with low-incomes to determine when those riders are bearing a disproportionate burden of the change between the existing fare and the proposed fare. To measure income, CityBus collected survey data and analyzed local demographic data.

Rider Demographics

Questions specific to fare payment type, age, household income, race, and language spoken at home were included in the onboard survey. All riders who identified as non-white are considered minorities for the purpose of this analysis.

Income levels were determined by the respondent's answer to a question about their annual household income. By comparison, Federal poverty guidelines are outlined in Exhibit 3 in dollars per year.

Exhibit 3: 2025 Federal Poverty Guidelines for 48 Contiguous States

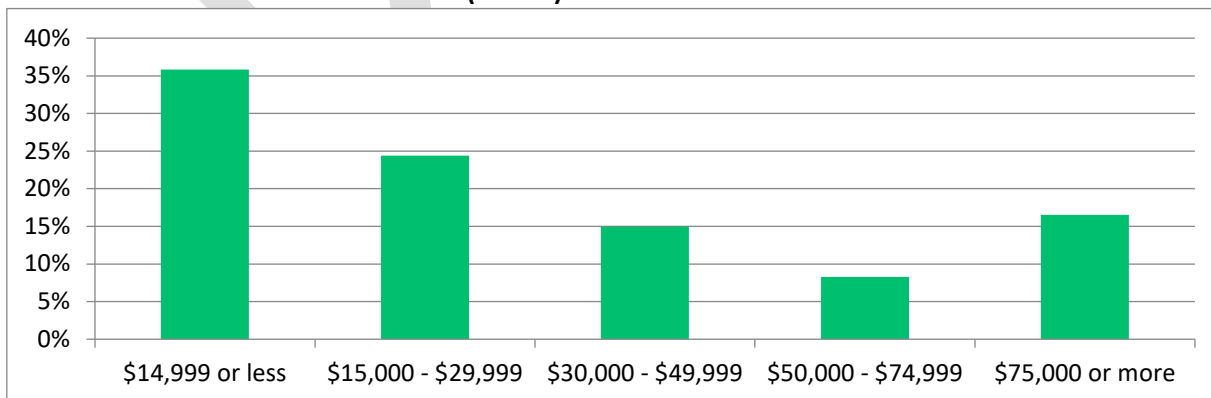
Household Size	100% of Poverty
1	\$15,650
2	\$21,150
3	\$26,650
4	\$32,150
5	\$37,650
6	\$43,150
7	\$48,650
8	\$54,150
9	\$59,650
10	\$65,150
11	\$70,650
12	\$76,150
13	\$81,650
14	\$87,150

Source: U.S. Department of Health and Human Services

National and State Household Incomes

According to the 2020 U.S. Census, the median household income in Greater Lafayette was \$61,349. In Indiana, the median household income was \$67,850. Approximately 16.5 percent of the Greater Lafayette population lived below the poverty level, which was 1.3 times the rate in the United States (12.5%).

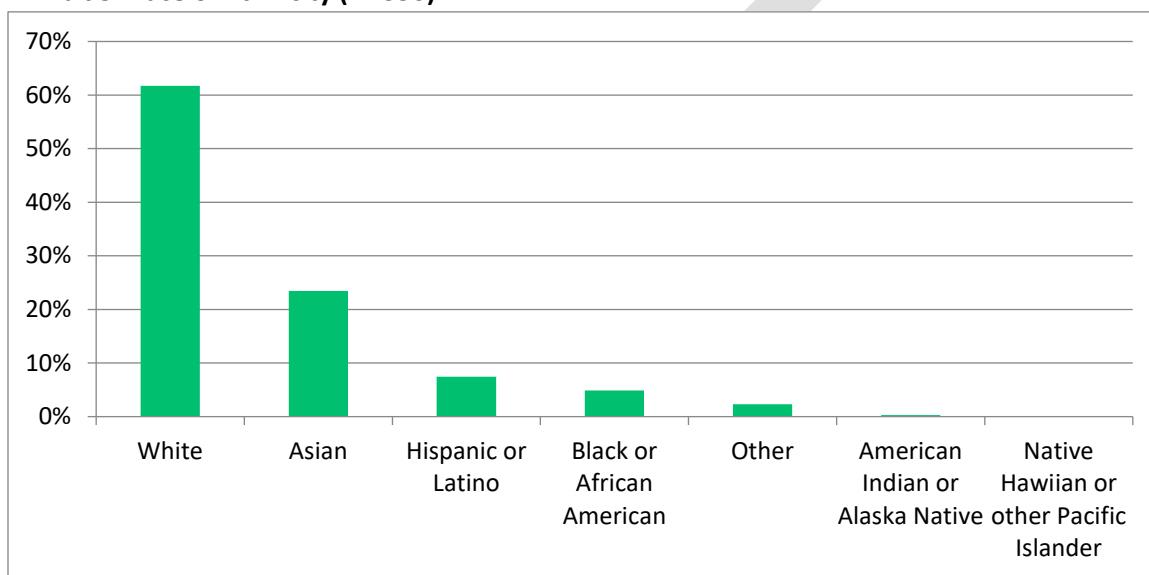
A survey of CityBus passengers and the general public was conducted in 2024 during the Comprehensive Operations Analysis. Survey participants were asked a range of demographic questions, including their annual household income. Approximately 36 percent of respondents who provided annual household income information (N=254) were earning \$14,999 or less. Another 24 percent were earning between \$15,000 and \$29,000 per year. The majority of passengers are living below the median household income for the service area. Exhibit 4 illustrates the results.

Exhibit 4: Annual Household Income (N=254)

Source: Public Survey, 2024

Most respondents to the survey identify as White, while more than 20 percent identify as Asian. Exhibit 5 illustrates the breakdown of the distribution of responses by race or ethnicity. The survey participation is relatively consistent with 2020 Census data for Greater Lafayette which indicates that White individuals are the largest group (around 67.8%). However, the Census data indicates that the Hispanic population is the second largest group (approximately 14.8%) and Black or African American is third (approximately 10.4%). The difference in survey responses compared to local demographics indicates that a higher percentage of people who identify as Asian are using the bus and lower percentages of Hispanic or Latino and Black or African American are riding.

Exhibit 5: Race or Ethnicity (N=350)

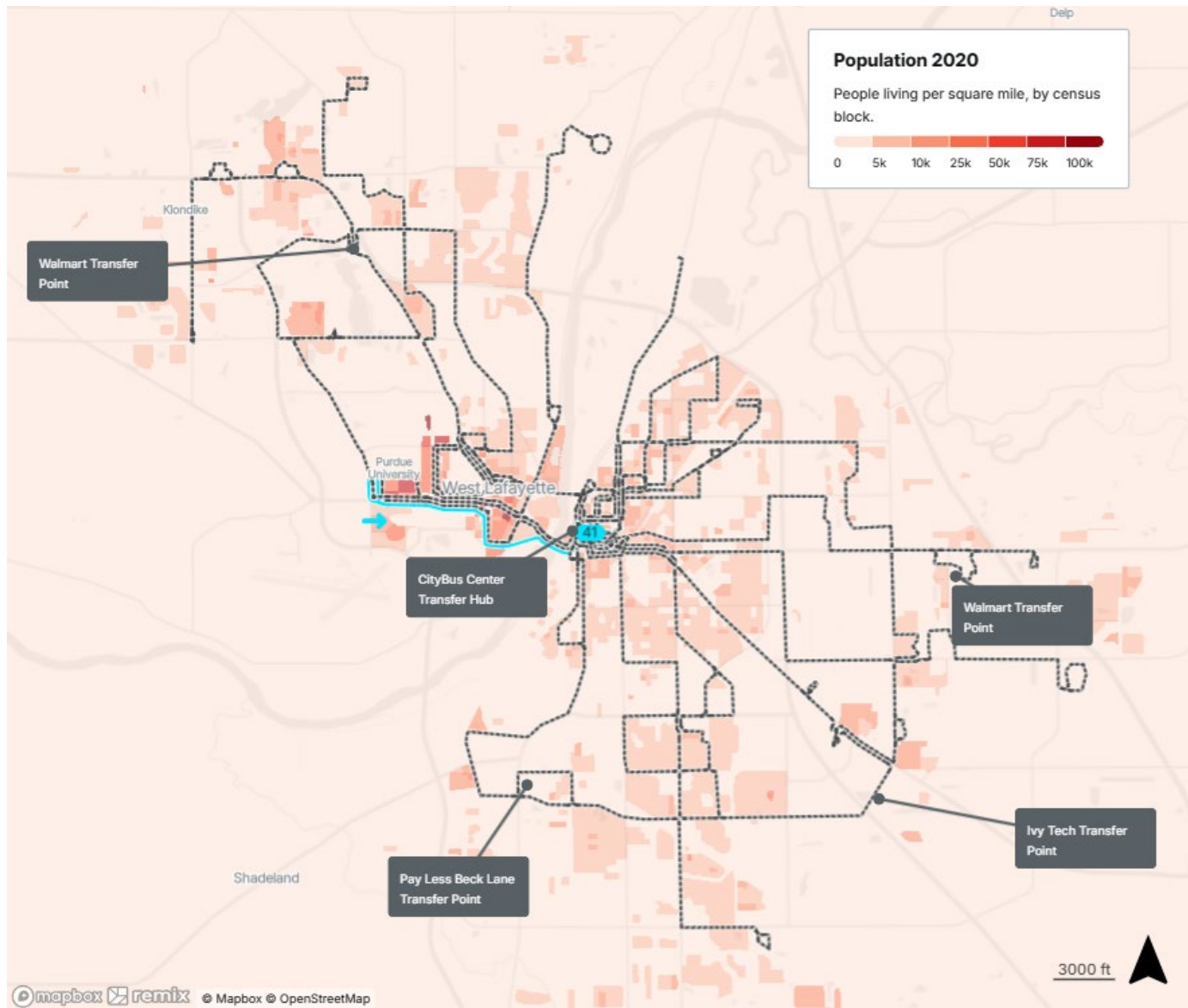


Source: Public Survey, 2024

Census Demographics

According to the 2020 U.S. decennial census, the areas of highest total population density are located along and adjacent to (north) the Connector Route in West Lafayette. There are areas of population as high as 100,000 people per square mile and moderately high population – between 10,000 and 50,000 people – along and around the route. Exhibit 6 illustrates the population density per square mile. The map shows that the Connector Route serves the areas of highest population density in the CityBus service area. Not included in the map is the 21-McCormick Road route which also serves many of the same areas of highest population density.

Exhibit 6: Population Density per Square Mile (2020 Census)



Similar to total population density, the census blocks served by the Connector Route also include areas with the highest density of minority residents. For the purpose of this analysis, the term minority refers to people who are non-white or of Hispanic/Latino origin. Exhibit 7 illustrates that the census blocks served by the Connector Route that are located around Purdue University and in the area of State Street near Sheetz Street and Grant Street and areas along Sheetz Street, to West Wood Street include census tracts with the highest densities of minority population. These highest density tracts include 10,000 people who are minorities per square mile. Other census tracts served by the route include minority population densities between 2,000 and 10,000 people per square mile. Similar to the total population statistics, the area served by the Connector Route includes the largest concentration of high density minority population census tracts in the CityBus service area. The map

also illustrates other areas of low, moderate and high densities of minority residents by block group throughout the CityBus service area.

Exhibit 7: Minority Population Density per Square Mile (2020 Census)

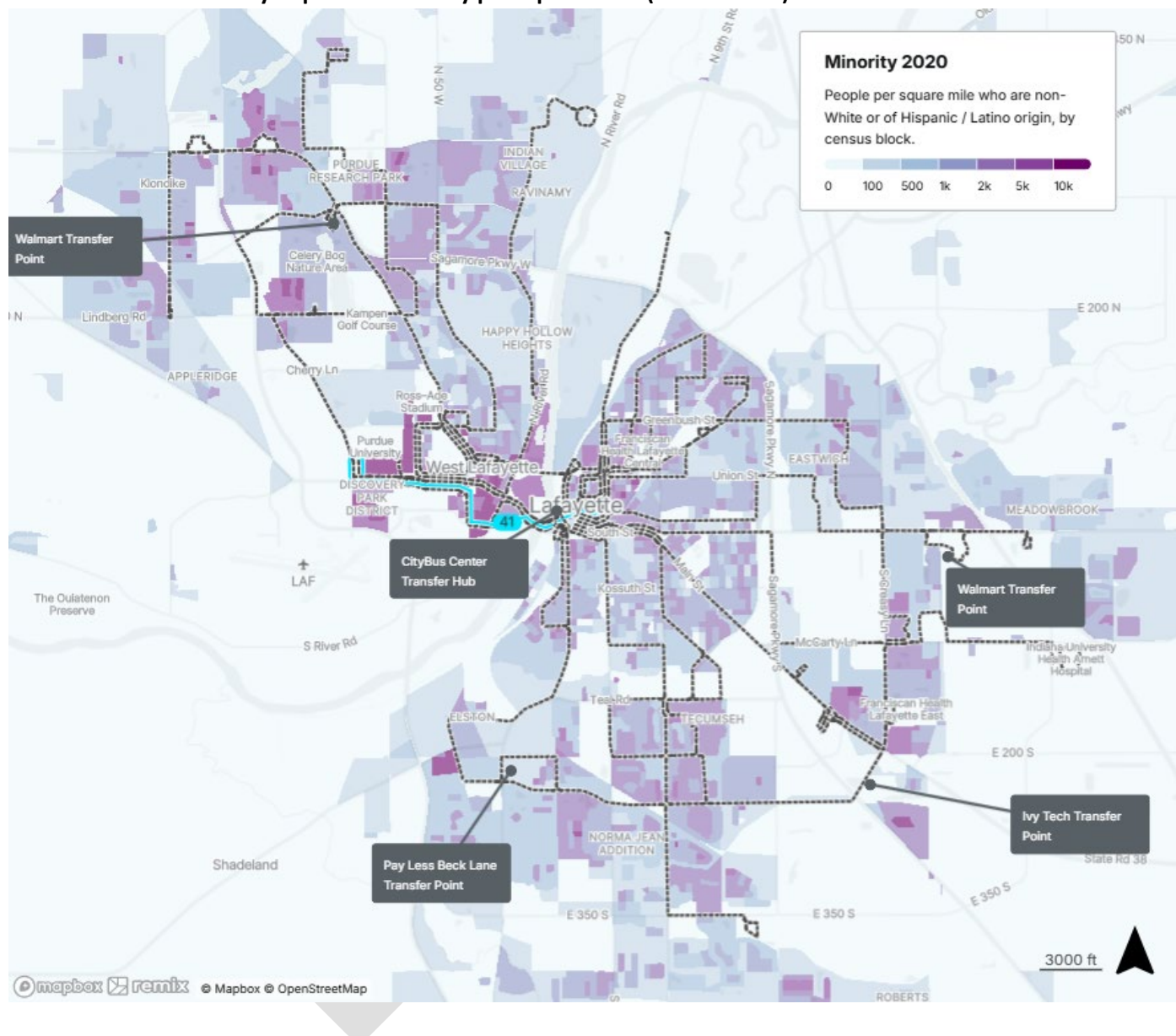
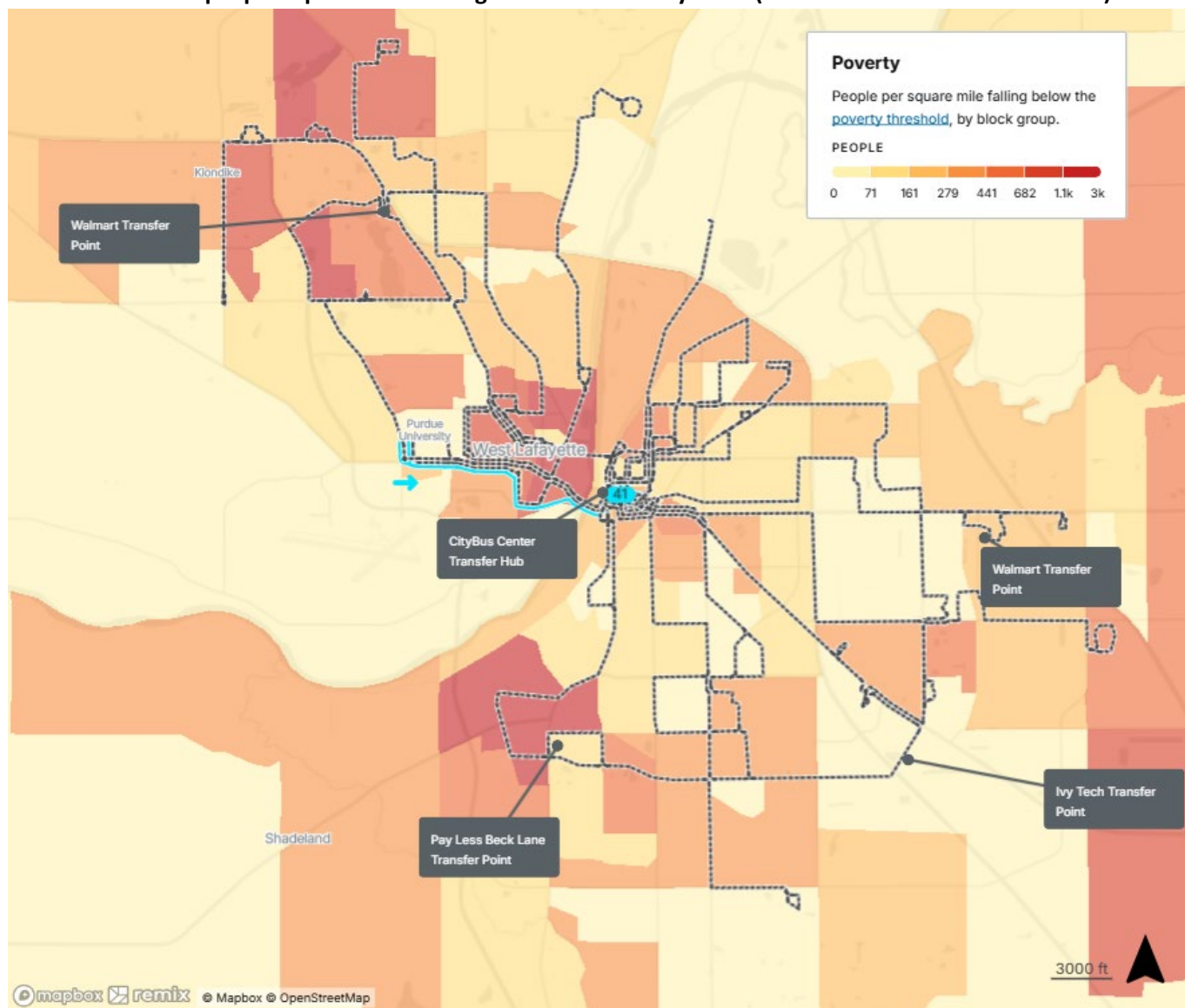


Exhibit 8 illustrates the population per square mile of people with an income falling below the poverty threshold, by block group. This data is derived from the most recent American Community Survey, 5-Year data, 2018-2022. Poverty thresholds vary by the size of the family and the number of related children under age 18. The U.S. Census states that poverty thresholds are a measure of need. However, they are not a complete description of what people and families need to live. The U.S. Census also states that poverty status cannot be determined for people in college dormitories.

As illustrated in Exhibit 8, the census block groups located in the area of State Street near Sheetz Street and Grant Street, and areas along Sheetz Street, to West Wood Street include census tracts with the highest densities of households with incomes below the poverty level. The map also illustrates other areas of low, moderate, and high densities of people living below the poverty level throughout the CityBus service area.

Exhibit 8: People per Square Mile Falling Below the Poverty Level (ACS 5-Year Estimates 2018-2022)



Summary

The Connector route service area includes some of the highest densities of total population, minorities and people living below the poverty level.

FINDINGS AND MITIGATING FACTORS

If the proposed fare change is implemented on the Connector Route, CityBus riders on that route will see an overall fare increase of 100%. The fare increase will be equally applied to all riders across the service area. Therefore, the impacts on each group are applied equally across the entire region and there is no disparity created by introducing a new fare for the Connector Route when it is reinstated.

While the impact of the increased fare will be more significant in areas with the highest population densities of people living below the poverty level and minorities, CityBus is mitigating the impact of the increased fare price for the regular fare with its policy to make the fare valid for two hours after activation. While the fare is no longer free on this route, the extended period of validity for the single fare would allow Connector Route riders to potentially transfer to another CityBus route or even complete a round trip with a single fare purchase.

Recommendations

It is recommended that CityBus measure its farebox recovery ratio on a semi-annual basis after implementing fare increases to determine if the fare structure changes have improved its progress toward a farebox recovery ratio goal. If the goal has not been set, it is strongly recommended that CityBus consider establishing (or revising) a goal so that it may better measure progress. At the conclusion of 2026, CityBus should determine if it has achieved the desired farebox recovery ratio goal. If so, CityBus may determine that future proposed fare increases would not be necessary. If not, CityBus may consider re-evaluating its fare structure at that time.

TO: CityBus Board of Directors

FROM: Bryan T. Walck, Chief Operating Officer

DATE: December 11, 2025

RE: Proposed Semester Pass Promotions for Spring 2026

Staff recommends implementing two short-term fare promotions at the start of the Spring 2026 semester. Both efforts are designed to encourage early pass purchases, strengthen ridership, and support stable service utilization during a period of significant system changes. These promotions focus on semester passes, which offer meaningful cost savings for riders and provide predictable revenue for the agency.

Promotion 1: Semester Pass Refund Incentive

CityBus piloted a successful Purdue-focused promotion during the Fall 2025 semester in which every fiftieth Purdue-affiliated semester pass purchased received a full refund. The approach generated sales, increased awareness of CityBus services, and reinforced the value of the semester pass.

Staff proposes repeating and broadening this incentive for Spring 2026. Every fiftieth semester pass purchased between January 1 and January 19 would receive a full refund of the purchase price. This early window encourages riders to secure their passes before the semester begins.

Promotion 2: Semester Pass Instant Rebate

To further support ridership across the full community, staff recommends offering a forty-dollar instant rebate on all semester passes purchased between January 1 and January 25.

The intent is to demonstrate the value of longer-term passes during the launch of the updated fare structure. Encouraging riders to adopt semester passes early helps reduce individual trip costs, supports consistent ridership, and reinforces predictable revenue.

Recommendation

Staff requests approval to implement both promotional efforts as outlined above, effective January 1. This would apply to both general public and Purdue-affiliated semester passes. These short-term incentives will help riders adapt to the updated fare structure, promote early adoption of semester passes, and strengthen ridership at the start of the Spring semester.

TO: CityBus Board of Directors

FROM: Joanne Zhang, CFO

DATE: December 11, 2025

RE: Proposed revising the internal control document

Staff recommends the approval of the revised Internal Control Document to support current practices and quality financial management.

The last version of the Internal Control Document was signed in 2013, over a decade ago. Since then, and especially in the last three years, the company has implemented ERP system upgrade, new credit card management system, new payroll system, new fare system, and numerous process improvement throughout the company, including finance, grant, payroll, operations, IT, maintenance, etc.

The Draft is updated based on last approved version, and reflects the changes made in the company. The draft has also been reviewed by current auditing firm Forvis, and their input has been incorporated.



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

REVISED

DECEMBER 2025

TABLE OF CONTENTS

INTRODUCTION	4
ENVIRONMENTAL CONTROLS	5
MANAGEMENT CONTROLS	5
ACCOUNTING CONTROL PROCEDURES.....	6
PURCHASE AND PAYMENT SYSTEM.....	6
PURCHASE REQUISITIONS	6
PURCHASE ORDERS	7
PROCESSING INVOICES	7
PAYMENTS BY EFT AND CHECKS	7
PAYMENTS BY CREDIT CARDS.....	8
VENDOR LISTING	8
HUMAN RESOURCES SYSTEM	8
NEW EMPLOYEE SETUP.....	8
CHANGES IN EMPLOYEE DETAILS	8
TIME RECORDING	9
PAYMENT	9
PAYROLL AND HR RECORD	9
BILLING	10
INVOICES	10
RECEIPTS/BANKING	10
RECONCILIATIONS.....	10
FIXED ASSETS	11
ADDITIONS AND DISPOSALS	11
CLASSIFICATION AND CAPITALIZATION POLICIES	11
RECORDING/REGISTERS.....	12
OTHER	12
INVENTORY	12
INVENTORY RECORDS.....	12

INVENTORY COUNTS	12
YEAR END CONSIDERATIONS	12
GENERAL LEDGER.....	12
JOURNALS.....	12
GENERAL.....	13
FINANCIAL STATEMENT PREPARATION.....	13
GRANTS / FUNDING	13
FEDERAL GRANTS	13
STATE GRANTS AND LOCAL PROPERTY TAX FUNDS	14
COMPUTER SYSTEM	14
COMPUTER SECURITY.....	14
BACKUPS.....	14
BUSINESS CONTINUITY PLAN	14
REGISTERS.....	14
LEASE REGISTER.....	14
REGISTER OF RECEIPT BOOKS	15
PERSONNEL RECORDS.....	15
FIXED ASSET RECORDS	15
SAFEGUARDS	15
PETTY CASH	15
SAFE STORAGE	15
RECORDS RETENTION.....	16
RECORDS DESTRUCTION.....	16
SIGNATURES.....	16
PURCHASE REQUISITIONS.....	16
PURCHASE ORDERS.....	16
CHECKS/EFT.....	16
SALE OR DISPOSAL OF LAND OR OTHER ASSETS	16
ISSUE OF PURCHASING CARDS AND/OR FUEL CARDS	17
MATERIAL POLICY	17
ADOPTED DATE.....	17

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.
- Accounting Specialist will create payment warrants (claims) for review.
- 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 Chairman of Board.
- 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 monthly 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 and stock purchased.

- 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, 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.
- Spot counts will be done periodically.

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 / FUNDING

FEDERAL 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: December 2025

TO: CityBus Board of Directors

FROM: Joanne Zhang, CFO

DATE: December 11, 2025

RE: Proposed implementation of Netsuite ERP system

Staff recommend implementing a new ERP system for quality financial management.

PROCUREMENT - NEORIDE:

Oracle NetSuite for Government was thoroughly vetted by the NEORide team and selected as their preferred FTA compliant procurement partner via an RFP process. Currently, two NEORide members are live on the platform (Butler County Transit and Chattanooga Area Regional Transit), and another is in implementation. See here for press release: [NEORide Press Release](#)

PRICING STRUCTURE:

- Subscription: \$38,454 annual cost, billed quarterly in arrears, 3-year initial term. Additional 3-year renewal term with a 5% increase spread evenly over years 4 - 6.
- Implementations: \$165,000 one-time cost, billed hourly as incurred. Inclusive of software implementation, data conversion, integration, and training.

BENEFITS

Improving internal workflows: Having an automated workflow system that removes paper trails and unneeded delays allows us to improve productivity. Past errors accumulated in the system for decades can be avoided in the future.

Integration capabilities: This translates to enhanced service with other software or partners in the future, such as transit asset management, banking system, payroll, credit cards, etc.

Grant management: Currently we have to use offline grant management due to the inconvenience or lack of capability of the current system. Although we have transferred from paper recording to electronic recording in the past 3 years and decreased the error rate dramatically. The process still very much relies on human effort. The new system will improve accuracy and efficiency.

Security: Oracle technology is more advanced and secure than other providers. It's a true cloud version vs current semi cloud version.

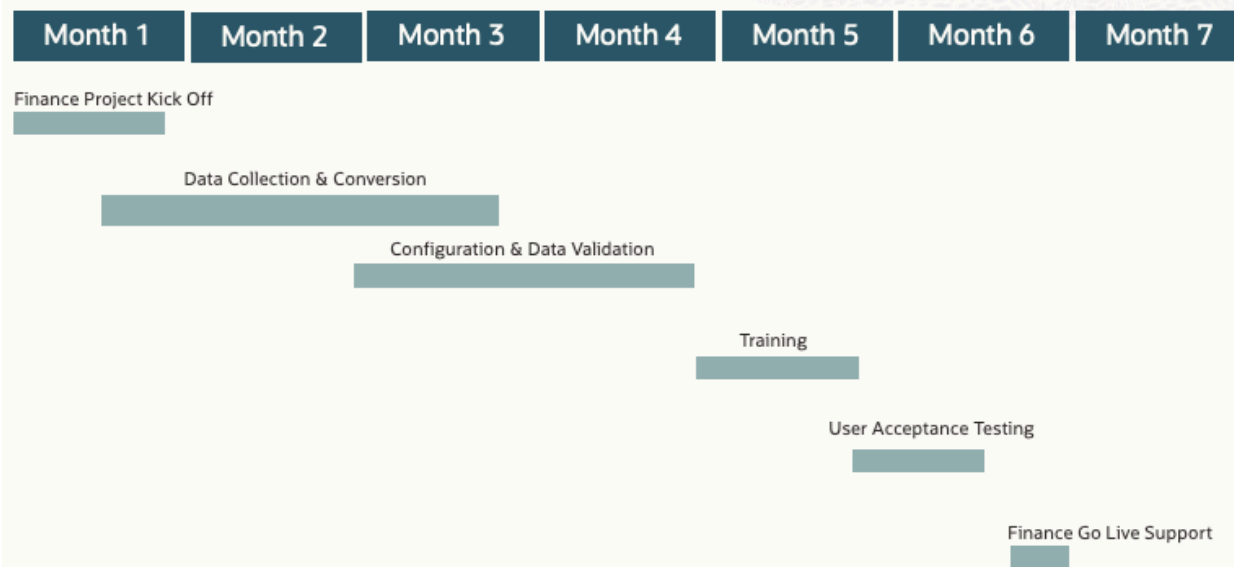
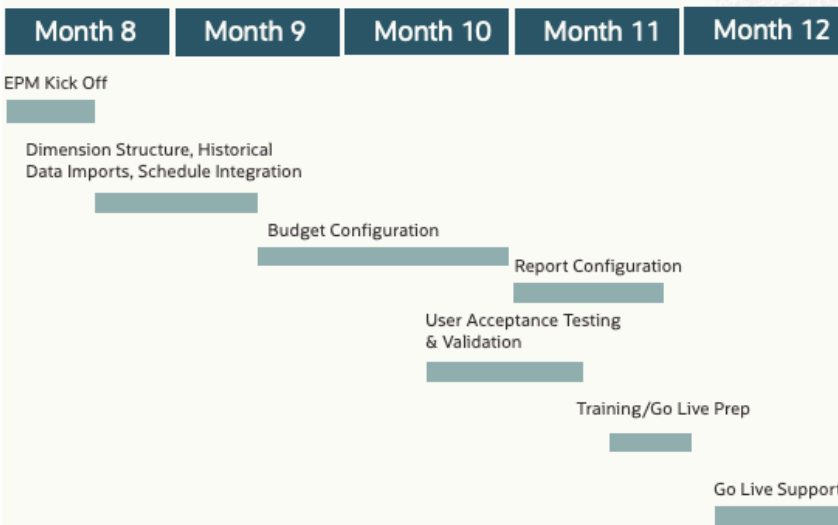
Reporting: robust and preconfigured reporting options give users a head start during implementation. Reporting in the current system could not meet business needs.

ESTIMATED IMPLEMENTATION TIMELINE (additional detail available in charts below)

- Finance Module: months 1 - 7
- Enterprise Performance Management (Planning & Budgeting) Module: months 8 – 12

RISKS

- Implementation: Right now, the finance team is leaner than normal size. There is hardly any extra time that can be allocated to the implementation of the system.
- Staff training: The learning and adoption of a new system may cause a slowdown in regular financial operations. It may also increase error or problem rate at the beginning of adoption.

Implementation Timeline - Finance**Implementation Timeline – Enterprise Performance Management (“EPM”)**


**PROFESSIONAL SERVICES
ORDERING DOCUMENT**
Ordering Document Number: US-20189987

Oracle America, Inc. 500 Oracle Parkway Redwood Shores, CA 94065	Your Name: CityBus of Greater Lafayette Your Address: 1250 Canal Rd. Lafayette, IN 47904
---	---

Oracle Representative:	Nick Richardson	Your Billing Contact:	Joanna Zhang
Address:	2300 Oracle Way Austin, TX 78741	Address:	1250 Canal Rd. Lafayette, IN 47904
Phone Number:	614-582-0578	Phone Number:	765-420-2944
Email Address:	nick.r.richardson@oracle.com	Email Address:	joanne.z@gocitybus.com

You have ordered the Services listed in the table below and detailed in the attached exhibit(s), which are incorporated herein by reference.

Services	Reference	Fees	Estimated Expenses	Total Fees and Estimated Expenses
Time and Materials Services	Exhibit 1	\$156,043.81	\$15,605.00	\$171,648.81
Total Fees and Estimated Expenses				\$171,648.81

A. TERMS
1. Applicable Master Agreement:

This order incorporates by reference the Master Agreement **US-CSA-CPQ-3198611** and all amendments and addenda thereto (collectively, the "Master Agreement").

2. Professional Services Delivery Policies: The Oracle Professional Services Delivery Policies ("Policies") available at <https://www.oracle.com/a/ocom/docs/corporate/professional-services-delivery-policies.pdf> apply to and are incorporated into this order.

3. Payment Terms: Net 30 days from invoice date.

4. Currency: US Dollars.

5. Offer Valid through: 31-JAN-2026.
6. Service Specifications: The Service Specifications shall include any exhibit(s) attached to this order (including referenced or incorporated Oracle documents) and the Policies.

7. Order of Precedence: In the event of any inconsistencies, priority shall be established in the following descending order: (a) any exhibit(s) attached to this order; (b) this order; (c) the Policies; and (d) the Master Agreement.

8. Rights Granted:

Upon payment, You have the non-exclusive, non-assignable, royalty-free, worldwide, limited right to use the services and anything developed and delivered by Oracle under this order ("services and deliverables") for Your internal business operations. You may allow Your agents and contractors to use the services and deliverables for Your internal business operations, and You are responsible for their compliance in such use. The services and deliverables may be related to Your right to use cloud or hosted/managed services or Products owned or distributed by Oracle which You acquired under a separate order. The agreement referenced in that order shall govern Your use of such services or Products, and nothing in this order is intended to grant a right to use such services or

Products in excess of the terms of that order, such as the services period or number and type of environments specified in a cloud or hosted/managed service order.

You retain all ownership and intellectual property rights to Your confidential and proprietary information that You provide to Oracle under this order.

B. ADDITIONAL ORDER TERMS

1. When services will be performed on-site at customer location in the US, as required by US Department of Labor regulations (20 CFR 655.734), You will allow Oracle to post a notice regarding Oracle H-1B employee(s) at the work site prior to the employee's arrival on-site.

2. Attachment A to Ordering Document (Federal Transit Administration ["FTA"] Required Clauses)

Oracle shall comply with all laws, including the FTA required clauses as set forth in the attached Attachment A, to the extent that such laws, by their terms, are expressly applicable to Oracle's delivery of services under this ordering document and impose obligations directly upon Oracle in its role as an information technology services provider with respect to the services performed under this ordering document. For purposes of Attachment A, references to the "Contract" or "Agreement" shall mean this ordering document, "Underlying Agreement" refers to the prime contract agreement between CityBus of Greater Lafayette and FTA, "project" shall mean the delivery of the services under this ordering document, references to "Vendor", "Third Party Participant" or "Contractor" means Oracle, and references to "Recipient" means CityBus of Greater Lafayette.

CityBus of Greater Lafayette	Oracle America, Inc.
Authorized Signature: _____	Authorized Signature: _____
Name: _____	Name: _____
Title: _____	Title: _____
Signature Date: _____	Signature Date: _____
Ordering Document Effective Date: _____	<i>{to be completed by Oracle}</i>



TIME AND MATERIALS EXHIBIT

Your Name: CityBus of Greater Lafayette
Ordering Document Number: US-20189987
Exhibit Number: 1

1. Description of Services.

Oracle will provide You with up to one hundred and forty-five (145) person days of technical and functional Services to assist with the cloud enablement of Oracle NetSuite for Government Cloud Service ("NetSuite for Government") (the "Services"). Oracle will assist you in the following phases:

A. Phase 1 – Finance:

Oracle will assist you with enablement of the following functionality within the Finance module:

Finance Functional Areas	
Projects	Accounts Receivable
Grants	Fixed Assets
Journals	Inventory
Budget (expense and revenue)	Bank Reconciliation
Accounts Payable	Bank Positive Pay
Purchasing	Bill Capture

1. Focus Phase:

- a. Conduct one (1) project kick-off workshop for up to one (1) hour for Your project team to review the project governance processes:
 1. Review the welcome packet.
 2. Scope management process.
 3. Risk management process.
 4. Issue management process.
 5. Communications management process.
 6. Configuration management process.
 7. Quality management process.
- b. Conduct up to four (4) workshops for up to one (1) total person day for Your project team to review and complete strategy sessions including:
 1. Data migration strategy session.
 2. Integration strategy session.
 3. Finance process strategy session.
 4. Chart of accounts strategy session.
- c. Create and provide an initial project work plan, which will include the following:
 1. Tasks; estimated start and end dates, and estimated durations.
 2. Assigned resources from You and Oracle.
 3. Known dependencies.

2. Refine Phase:

- a. Conduct up to ten (10) workshops of up to two (2) hours each for Your project team to review functional business processes and data migration for the following:
 1. Chart of accounts ("CoA") Setup & Fund Management.
 2. Entity Setup.
 3. Accounts Receivable.
 4. Inventory.
 5. Fixed Assets.
 6. Follow-up sessions.
- b. Conduct up to one (1) workshop for up to three (3) person days for your team to review functional business processes for procurement and general ledger/budgeting.

- c. Conduct up to two (2) procurement and general ledger/budgeting follow-up workshops of up to two (2) hours each.
- d. Conduct up to two (2) workshops of up to two (2) hours each for Your project team to review functional business processes for the following:
 - 1. Bank Reconciliation.
 - 2. Integrations.
- e. Document the findings from each workshop in an engagement report.
- f. Configure NetSuite for Government hosted environment based upon the engagement reports.
- g. Import annual trial balance as journal entries.
- h. Provide up to twenty (20) total person days of guidance on configuring integrations to the following third-party applications:

Name of third party	Type of data	One-way Import/Export / Bidirectional	Frequency	Method (Application Programming Interface ("API") / Flat file)
Paycom	HR/Payroll	Bidirectional	Automated	API
Fleet-Net (acquired by AVAIL Technologies, Inc.)	EAM Maintenance	One-way Import	Automated	Flat file

- i. Configure up to one (1) of each of the following Form templates to include Your information i.e., logo, legal name, address, bill-to address, ship-to address, bank information etc.:
 - 1. Invoice.
 - 2. Purchase Order.
 - 3. Accounts Payable check.

3. Enable Phase:

- a. Conduct up to fourteen (14) functional training sessions of up to two (2) hours each for Your project team on the NetSuite for Government Finance module.
- b. Create a testing plan with You.
- c. Provide up to four (4) person days over the course of six (6) weeks to assist with Finance user acceptance testing ("UAT").

4. Live-Operate Phase:

- a. Conduct one (1) "Final Data Migration Workshop" for up to two (2) hours to complete final Finance data cutover.
- b. Provide up to ten (10) person days of consulting post go-live support to be used within the first thirty (30) calendar days immediately following production go-live for Finance.
- c. Facilitate the transition from Your implementation team to the NetSuite for Government support team for the Finance module.

B. Phase 2 – Enterprise Performance Management ("EPM"):

Oracle will assist you with enablement of the following functionality within the EPM module:

1. Focus Phase:

- a. Conduct one (1) business process review session for up to two (2) hours to review the following:
 - 1. Current budgeting processes.
 - 2. Changes to process updates.
 - 3. Budget reporting needs.
 - 4. Confirm administrator access.
 - 5. Project timeline considerations.

2. Refine Phase:
 - a. Import up to one thousand (1,000) pre-defined, active general ledger ("GL") dimension members from NetSuite for Government into the EPM instance for each of the following:
 1. COA.
 2. Funds.
 3. Departments.
 4. Projects.
 5. Grants.
 - b. Migrate the current/in-progress year of income statements and balance sheets, and prior year budget data, from NetSuite for Government into the EPM instance.
 1. Set up a schedule to import trial balances on a recurring basis from NetSuite for Government into the EPM instance using standard saved searches.
 - c. Conduct up to three (3) "EPM Configuration Workshops" for up to one and a half (1.5) hours each for Your project team to review the following:
 1. Web forms.
 2. Reports.
 3. Dashboards and business rules.
 - d. Document the findings from each EPM Configuration Workshop in a EPM Configuration Engagement Report.
 - e. Configure EPM hosted environment based upon the EPM Engagement Reports.
 - f. Configure Your Operating Budget.
3. Enable Phase:
 - a. Conduct up to one (1) functional training sessions of up to two (2) hours each for Your project team on the EPM module.
 - b. Review UAT processes.
 - c. Assist with up to two (2) "Data Integration UAT Sessions" for up to one and a half (1.5) hours each to validate the integration of data from NetSuite for Government's Finance module to EPM.
 - d. Provide up to four (4) hours of UAT issue resolution assistance, to be used within ten (10) consecutive business days following the Data Integration UAT Session.
 - e. Assist with up to two (2) "Process and Configuration UAT Sessions" for up to one and a half (1.5) hours each to validate the EPM budget process and configuration.
 - f. Provide up to four (4) hours of UAT issue resolution assistance, to be used within ten (10) consecutive business days following the Process and Configuration UAT Session.
4. Live-Operate Phase:
 - a. Provide up to eight (8) hours of consulting post go-live support to be used within the first thirty (30) calendar days immediately following production go-live for EPM.
 - b. Facilitate the transition from Your implementation team to the NetSuite for Government support team for the EPM module.

2. Rates, Estimated Fees and Expenses, and Taxes.

- A. The Services are performed on a time and materials ("T&M") basis; that is, You shall pay Oracle for the actual time spent performing the Services, plus materials, taxes, and expenses.

B. Rates.

For a period of eighteen (18) months from the ordering document effective date, the Services will be provided at the rates set forth below. Thereafter, unless otherwise agreed by You and Oracle in an amendment, the Services will be provided at Oracle's consulting rates in effect when the Services are performed.

Standard Rates	
Price Level	Hourly Rate
Managing Consultant	\$138.08
Consultant	\$98.63

C. Estimated Fees and Expenses.

All fees and expenses will be invoiced monthly. The fee and expense estimates specified in Your order are intended only to be for Your budgeting and Oracle's resource scheduling purposes, and may exceed the specified totals; these estimates do not include taxes. Once fees for Services reach the estimate, Oracle will cooperate with You to provide continuing Services on a T&M basis.

2. Project Management.

You and Oracle each agree to designate a project manager who shall work together to facilitate an efficient delivery of the Services.

3. Your Cooperation.

- A. Prior to the commencement of Services, designate and identify a project sponsor and a project manager that will be responsible for coordinating Your participation in this project and provide on-going support for Your implementation of the NetSuite hosted environment. Responsibilities include but are not limited to:
 1. Provide user feedback during configuration and validation.
 2. Be available as needed during the project to answer Oracle's questions, provide business decisions and other items as required.
 3. Provide on-going support to internal users following the implementation.
- B. Enable administrator access to allow provisioning of Your NetSuite for Government hosted environment prior to the commencement of Services.
- C. Modify Your processes as necessary to align with the standard functionality of NetSuite for Government.
- D. Ensure that Your technical and functional resources have the necessary internal process knowledge and are empowered to make decisions.
- E. Ensure that Your team members are dedicated to completing their tasks related to these Services.
- F. Complete and return the questionnaire in the NetSuite for Government Welcome Packet to your Oracle project manager prior to the project kick-off workshop.
- G. Be responsible for choosing your desired Form templates from the samples provided to you during the project kick-off workshop.
- H. Be responsible for providing positive pay sample file from Your banking institution.
- I. Be responsible for the configuration of NetSuite Pay and Smart Count.
- J. Notify Oracle within two (2) business days about any inaccuracies or incomplete information in project documentation provided by Oracle to You.
- K. You will accept Oracle NetSuite release upgrades.
- L. You will not film or record Oracle's delivery of Services, Oracle resources, or any Oracle materials.
- M. You are responsible for planning, executing, and managing all aspects of end-to-end and final reviews, including customizing the Oracle provided templates to prepare and execute test cases and plans and reviewing test results.
- N. Ensure that Your designated Learning Cloud Support passholder training attendee(s) are completing any implementation training courses assigned to them by the Oracle team in the timeline specified as mutually agreed by You and received from the Oracle at the start of the implementation.
- O. Develop any necessary end-user documentation, including, but not limited to, documenting specific business practices, data examples and organization/end-user specific policies and procedures.
- P. Manage the post-production maintenance and support of Your NetSuite for Government hosted environment.
- Q. Workshop-related cooperation:
 1. For each workshop make Your existing procedure and business process documentation available to Oracle at least one (1) week prior to the workshop.
 2. Make Your key decision owners available to attend the workshops.
 3. Respond to Oracle requests/queries within two (2) business days.
- R. EPM-related cooperation:
 1. Make the position data from Your third-party payroll system available to Oracle within two (2) weeks of the business process review session in Section 1.B.1.a.
 2. Be responsible for ensuring that common, consistent planning and budgeting processes exist across Your organization.

3. Be responsible for performing a production refresh of the NetSuite for Government test environment at the EPM kick-off.
4. Be responsible for client-led data load validation for actual trial balances in the EPM instance to NetSuite for Government saved search results at the G/L journal entry level.
- S. Integration-related cooperation:
 1. For each third-party listed in Section 1.A.2.h., you must provide integration specifications, third-party requirements, and have a live operating environment in place in order for the implementation team to deliver the services in these sections.
 2. You will be live in production on all of Your third-party applications to be integrated with NetSuite for Government at least six (6) months prior to the planned Go-Live date of this implementation.
 3. Implement and maintain the production and consumption of the file-based interfaces with Your existing systems.
- T. Migration-related cooperation:
 1. Be responsible for extracting the data from Your legacy system(s), providing it in the format specified by Oracle, and providing the Oracle team with all necessary context related to establishing the data migration process.
 2. Audit your data for data migration, including all finalized datasets through the current fiscal year.
 3. Validate the final list data and transactional data within two (2) weeks from data upload.
4. Project Assumptions.
 - A. A person day is defined as one (1) person working for up to eight (8) hours, which need not be continuous.
 - B. All Services will be performed remotely.
 - C. Standard functionality is defined as the functionality described in applicable documentation, for the NetSuite for Government application, provided by Oracle.
 - D. Hosted environment is defined as the combination of systems and supporting resources to which Oracle grants You access as part of the Services ordered by You, that are (i) configured for the Oracle Programs operating on it and for specific uses as part of the Services, and (ii) used by Oracle to perform the Services. The hosted environment consists of the production environment, and any non-production environment(s), as referenced in the applicable ordering document and Services policies.
 - E. The implementation methodology for the Services is the Oracle True Cloud Method ("TCM").
 - F. The NetSuite for Government standard chart of accounts segmentation structure will be used as a default segmentation with localization as required.
 - G. This estimate assumes configuration for up to one (1) legal entity, and up to one (1) legacy third-party software provider per module.
 - H. Workflows are limited to up to three (3) tiers of approval; models include:
 1. Journals.
 2. Budget adjustments.
 3. Accounts Payable.
 4. Purchase Orders.
 5. Accounts Receivable.
 - I. EPM-related assumptions:
 1. Prior to the commencement of Phase 2 – Enterprise Performance Management, the NetSuite for Government production instance must be established as follows:
 - a. Chart of Accounts is finalized.
 - b. Segments are finalized and populated with members.
 - c. Custom Segments are finalized and populated with members.
 - d. Transactional data is loaded.
 - e. Any additional information, segmentation, etc. that You will need for planning and budgeting is finalized and loaded.
 - J. Integration-related assumptions:
 1. If the effort to implement the third-party integrations identified by You exceeds the estimates in Section 1.A.2.h. such adjustments shall be subject to the change control process.
 2. Upon review of Your business processes, if You and Oracle mutually agree that any of the API(s) in Section 1.A.2.h. would be better served as flat file integrations, Oracle reserves the right to utilize an automated flat file for specific portions of the integration, as mutually agreed with You at such time.

3. Except to the extent expressly stated in the Description of Services section of this document, the use of the terms "integrate" and "integration" throughout this document is not intended to mean that Oracle will ensure (i) the physical or functional integration of Oracle products with external legacy systems, third party products and/or other software applications; (ii) the functioning of Oracle products as a coordinated whole with such external legacy systems, third party products and/or other software applications; or (iii) any non-standard integration between Oracle products. Rather, the terms are used to refer to the overall concept of data exchange between the Oracle products and other systems, products or applications identified in this document, and may include interfacing and/or other methods of integration or interoperability as described in the Description of Services section of this document.

K. Migration-related assumptions:

1. Data migration is limited to the assistance described in Section 1.A.2.g. and Section 1.B.2.b.
2. Data provided by Your organization will be validated by the Oracle Local Government implementation team before being loaded into NetSuite for Government. However, any discrepancies or inconsistencies will be returned to You for correction or clarification, up to three (3) revisions. It is recommended that data validation occur prior to submission of the finalized dataset for loading.
3. The amount of time required to import legacy transactions and associated detail is determined by Your ability to provide reconciled data in the format requested. Delays may impact key implementation dates, including Go-Live.

L. The following are not included in the scope of, or fees for, Services:

1. Performance testing, tuning, or any management of performance.
2. Testing beyond the activities described in this exhibit.
3. Customizations to NetSuite for Government.
4. Oracle Cloud subscription services.
5. Languages other than U.S. English.
6. Integrations or data conversions beyond what is explicitly described in this exhibit.
7. Form configuration beyond what is explicitly described in this exhibit.
8. Creation of Operating Budget Book, Capital Improvement Program Budget, or Personnel Budget.
9. Account Reconciliation and/or Narrative Reporting.
10. Cloud middleware, database, operating and other hardware activities.
11. Oracle transactional business intelligence training.
12. Complex business processing or orchestration related to integrations.
13. Transformations or data mapping of elements.
14. Any kind of data cleansing/reconciliation activities.
15. Migration of budget line-item detail notes.
16. Additional workforce structures for future use, expansion, or acquisitions.
17. Extensions, customizations, or custom reports.
18. Localizations other than those made to the chart of accounts structure.
19. Post-production Services exceeding the effort explicitly described in this exhibit.
20. Anything not expressly identified in Section 1 above.

Federal Transit Administration Required Clauses

FEDERAL CLAUSES

Attachment A to the Ordering Document

Whereas CityBus of Greater Lafayette shall expend Federal Transit Administration (FTA) grant funding for this procurement under Ordering Document US-20189987 ("Contract"), Oracle America, Inc. ("Oracle") shall comply with all laws, including the FTA-required clauses as set forth below, to the extent that such laws, by their terms, are expressly applicable to Oracle's delivery of services under this ordering document and impose obligations directly upon Oracle in its role as an information technology services provider with respect to the services performed under this ordering document. For purposes of Attachment A, references to the "Contract" or "Agreement" shall mean this ordering document, "Underlying Agreement" refers to the prime contract agreement between CityBus of Greater Lafayette and FTA, "project" shall mean the delivery of the Services under this ordering document, references to "Vendor", "Third Party Participant" or "Contractor" means Oracle and references to "Recipient" means CityBus of Greater Lafayette .

CityBus of Greater Lafayette interprets relevant FTA guidance to mean that many of the FTA Federal Clauses below are required to be included in CityBus of Greater Lafayette agreements. For the sake of clarity, some clauses are included below that apply to CityBus of Greater Lafayette vis-à-vis its obligations to the FTA without imposing additional affirmative duties upon Vendor.

Incorporation of FTA Terms

The following provisions include, in part, certain Standard Terms and Conditions required by DOT, whether those Terms and Conditions were expressly set forth in the preceding contract provisions or not. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1F are hereby incorporated by reference, to the extent applicable to the services acquired under the Contract. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The Contractor shall not perform any act, fail to perform any act, or refuse to comply with any requests which would cause **CityBus of Greater Lafayette** to be in violation of the FTA terms and conditions.

No Obligation by Federal Government

Except as the Federal government expressly consents in writing, the Recipient and Vendor agree that the Federal Government does not and shall not have any commitment or liability relating to the Underlying Agreement, to any Third-Party Participant at any tier, or to any other person or entity that is not a party (FTA or the Recipient) to the Underlying Agreement. Notwithstanding that the Federal Government may have concurred in or approved any solicitation or Third-Party Agreement at any tier that may affect the Underlying Agreement, the Federal Government does not and shall not have any commitment or liability to any Third-Party Participant or other entity or person that is not a party (FTA or the Recipient) to the Underlying Agreement.

False or Fraudulent Statements or Claims

1. *Civil Fraud.* The Recipient acknowledges and agrees that:
 - a. Federal laws, regulations, and requirements apply to itself and its Underlying Agreement, including the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. § 3801, et seq., and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR Part 31.
 - b. By executing the Underlying Agreement, the Recipient certifies and affirms to the Federal Government the truthfulness and accuracy of any claim, statement, submission, certification, assurance, affirmation, or representation that the Recipient provides to the Federal Government.
 - c. The Federal Government may impose the penalties of the Program Fraud Civil Remedies Act of 1986, as amended, and other applicable penalties if the Recipient presents, submits, or makes available any false, fictitious, or fraudulent information.

2. *Criminal Fraud.* The Recipient acknowledges that 49 U.S.C. § 5323(l)(1) authorizes the Federal Government to impose the penalties under 18 U.S.C. § 1001 if the Recipient provides a false, fictitious, or fraudulent claim, statement, submission, certification, assurance, or representation in connection with a federal public transportation program under 49 U.S.C. chapter 53 or any other applicable federal law.

Access to Third Party Contract Records

The Recipient agrees to require, and assures that each of its Subrecipients will require, its Third-Party Contractors at each tier to provide:

1. The U.S. Secretary of Transportation and the Comptroller General of the United States, the state, or their duly authorized representatives, access to all third-party contract records (at any tier) as required under 49 U.S.C. § 5325(g); and
2. Sufficient access to all third-party contract records (at any tier) as needed for compliance with applicable federal laws, regulations, and requirements or to assure proper management of Underlying Agreement as determined by FTA.

Changed Circumstances

The Recipient agrees that changed circumstances may occur that may impact the Recipient's ability to comply with the terms and conditions of the Underlying Agreement.

1. *Types of Changes.* Certain circumstances can cause significant changes in performance of a Project or related activities or adversely affect the Recipient's ability to carry out its Underlying Agreement, such as:
 - a. A change in federal requirements or guidance;
 - b. A change in state, territorial, local, or tribal requirements;
 - c. A change in the Recipient's circumstances, including:
 - i. Its legal, financial, technical, or managerial capacity;
 - ii. Its continuing control of Project property; or
 - iii. Another similar situation; and
 - d. Any current or prospective legal matter with potentially serious consequences, including a major dispute, default, breach, or litigation, or knowledge that the Recipient's principal, official, employee, agent, or a Third Party Participant, or other person has submitted a false claim under the False Claims Act, 31 U.S.C. § 3729, et seq., or has committed a criminal or civil violation of law pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving federal assistance; suspension, debarment, or other similar administrative or enforcement action against the Recipient or any Third Party Participant; or any matter or situation, including any other change or legal action that may adversely affect the Federal Government's interest in a Project or related activities.
2. *Notice.* In the circumstances described above, the Recipient agrees to provide immediate written notice to the:
 - a. FTA Regional Counsel for the Region in which the Recipient operates public transportation or implements the Underlying Agreement;
 - b. FTA Headquarters Manager that administers the Underlying Agreement; or
 - c. FTA Chief Counsel.

Civil Rights

The Recipient agrees that it must comply with applicable federal civil rights laws, regulations, and requirements, and follow applicable federal guidance, except as the Federal Government determines otherwise in writing. Therefore, unless a Recipient or a federal program, including the Indian Tribe Recipient or the Tribal Transit

Program, is specifically exempted from a civil rights statute, FTA requires compliance with each civil rights statute, including compliance with equity in service requirements.

Nondiscrimination in Federal Public Transportation Programs

The Recipient agrees to, and assures that it and each Third-Party Participant will:

1. Prohibit discrimination based on race, color, religion, national origin, sex (including sexual orientation and gender identity), disability, or age.
2. Prohibit the:
 - a. Exclusion from participation in employment or a business opportunity for reasons identified in 49 U.S.C. § 5332;
 - b. Denial of program benefits in employment or a business opportunity identified in 49 U.S.C. § 5332; or
 - c. Discrimination identified in 49 U.S.C. § 5332, including discrimination in employment or a business opportunity identified in 49 U.S.C. § 5332.
3. Follow:
 - a. The most recent edition of FTA Circular 4702.1, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients," to the extent consistent with applicable federal laws, regulations, requirements, and guidance; but
 - b. FTA does not require an Indian Tribe to comply with FTA program-specific guidelines for Title VI when administering its Underlying Agreement supported with federal assistance under the Tribal Transit Program.

Nondiscrimination – Title VI of the Civil Rights Act

The Recipient agrees to, and assures that each Third-Party Participant will:

1. Prohibit discrimination based on race, color, or national origin,
2. Comply with:
 - a. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d, et seq.;
 - b. U.S. DOT regulations, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964," 49 CFR Part 21; and
 - c. Federal transit law, specifically 49 U.S.C. § 5332; and
3. Follow:
 - a. The most recent edition of FTA Circular 4702.1, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients," to the extent consistent with applicable federal laws, regulations, requirements, and guidance;
 - b. U.S. DOJ, "Guidelines for the enforcement of Title VI, Civil Rights Act of 1964," 28 C.F.R. § 50.3; and
 - c. All other applicable federal guidance that may be issued.

Equal Employment Opportunity

1. *Federal Requirements and Guidance.* The Recipient agrees to, and assures that each Third-Party Participant will, prohibit discrimination based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and:
 - a. Comply with Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et seq.;

- b. Comply with Title I of the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. §§ 12101, et seq.;
 - c. Facilitate compliance with Executive Order No. 11246, "Equal Employment Opportunity" September 24, 1965 (42 U.S.C. § 2000e note), as amended by any later Executive Order that amends or supersedes it in part and is applicable to federal assistance programs;
 - d. Comply with federal transit law, specifically 49 U.S.C. § 5332;
 - e. FTA Circular 4704.1 "Equal Employment Opportunity (EEO) Requirements and Guidelines for Federal Transit Administration Recipients;" and
 - f. Follow other federal guidance pertaining to EEO laws, regulations, and requirements.
2. *Specifics.* The Recipient agrees to, and assures that each Third Party Participant will comply with applicable EEO laws, to the extent permitted by law:
- a. *Affirmative Action.* If required to do so by U.S. DOT regulations (49 CFR Part 21) or U.S. Department of Labor regulations (41 C.F.R. chapter 60), take affirmative action that includes, but is not limited to:
 - 1. Recruitment advertising, recruitment, and employment;
 - 2. Rates of pay and other forms of compensation;
 - 3. Selection for training, including apprenticeship, and upgrading; and
 - 4. Transfers, demotions, layoffs, and terminations; but
 - b. *Indian Tribe.* Recognize that Title VII of the Civil Rights Act of 1964, as amended, exempts Indian Tribes under the definition of "Employer".

Energy Conservation

The Recipient agrees to, and assures that its Subrecipients will, comply with the mandatory energy standards and policies of its state energy conservation plans under the Energy Policy and Conservation Act, as amended, 42 U.S.C. § 6321, et seq., and perform an energy assessment for any building constructed, reconstructed, or modified with federal assistance required under FTA regulations, "Requirements for Energy Assessments," 49 CFR Part 622, subpart C.

Prompt Payment

Recipient and Prime Contractor agree to the following prompt payment requirements on all FTA assisted Third Party Agreements and Sub-agreements as part of the DBE program:

- 1. Prime Contractor agrees to pay subcontractors for satisfactory performance no later than 30 days from receipt of each payment made by the Recipient to the Prime Contractor.
- 2. Recipient must ensure prompt and full payment of retainage from the prime contractor to the subcontractor within 30 days after the subcontractor's work is satisfactorily completed. Recipient must use one of the following methods to comply with this requirement:
 - a. Recipient may decline to hold retainage from prime contractors and prohibit prime contractors from holding retainage from subcontractors.
 - b. Recipient may decline to hold retainage from prime contractors and require a contract clause obligating prime contractors to make prompt and full payment of any retainage kept by prime contractor to the subcontractor within 30 days after the subcontractor's work is satisfactorily completed.
 - c. Recipient may hold retainage from prime contractors and provide for prompt and regular incremental acceptances of portions of the prime contract, pay retainage to prime contractors based on these acceptances, and require a contract clause obligating the prime contractor to pay all retainage owed to the subcontractor for satisfactory completion of the accepted work within 30 days after your payment to the prime contractor.

3. For purposes of this section, a subcontractor's work is satisfactorily completed when all the tasks called for in the subcontract have been accomplished and documented as required by the recipient. When a recipient has made an incremental acceptance of a portion of a prime contract, the work of a subcontractor covered by that acceptance is deemed to be satisfactorily completed.
4. Recipient's DBE program must provide appropriate means to enforce the requirements of this section.
5. Recipient may also establish, as part of your DBE program, any of the following additional mechanisms to ensure prompt payment:
 - a. A contract clause that requires prime contractors to include in their subcontracts language providing that prime contractors and subcontractors will use appropriate alternative dispute resolution mechanisms to resolve payment disputes. Recipient will specify the nature of such mechanisms.
 - b. A contract clause providing that the prime contractor will not be reimbursed for work performed by subcontractors unless and until the prime contractor ensures that the subcontractors are promptly paid for the work they have performed.
 - c. Other mechanisms, consistent with this part and applicable state and local law, to ensure that DBEs and other contractors are fully and promptly paid.

Prohibition on Certain Telecommunications Equipment

1. Recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:
 - a. Procure or obtain;
 - b. Extend or renew a contract to procure or obtain; or
 - c. Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in [Public Law 115-232](#), section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
 - i. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
 - ii. Telecommunications or video surveillance services provided by such entities or using such equipment.
 - iii. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.
2. In implementing the prohibition under [Public Law 115-232](#), section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.
3. See [Public Law 115-232](#), section 889 for additional information.
4. See also [§ 200.471](#).

Rights of Federal Government to Terminate

1. *Justification.* After providing written notice to the Recipient, the Recipient agrees that the Federal Government may suspend, suspend then terminate, or terminate all or any part of the federal assistance for the Award if:
 - a. The Recipient has failed to make reasonable progress implementing the Award;
 - b. The Federal Government determines that continuing to provide federal assistance to support the Award does not adequately serve the purposes of the law authorizing the Award; or
 - c. The Recipient has violated the terms of the Underlying Agreement, especially if that violation would endanger substantial performance of the Underlying Agreement.
2. *Financial Implications.* In general, termination of federal assistance for the Award will not invalidate obligations properly incurred before the termination date to the extent that those obligations cannot be canceled. The Federal Government may recover the federal assistance it has provided for the Award, including the federal assistance for obligations properly incurred before the termination date, if it determines that the Recipient has misused its federal assistance by failing to make adequate progress, failing to make appropriate use of the Project property, or failing to comply with the Underlying Agreement, and require the Recipient to refund the entire amount or a lesser amount, as the Federal Government may determine including obligations properly incurred before the termination date.
3. *Expiration of the Period of Performance.* Except for a Full Funding Grant Agreement, expiration of any period of performance established for the Award does not, by itself, constitute an expiration or termination of the Award; FTA may extend the period of performance to assure that each Formula Project or related activities and each Project or related activities funded with “no year” funds can receive FTA assistance to the extent FTA deems appropriate.
4. *Uniform Administrative Requirements.* These termination rights are in addition to and in no way limit the Federal Government’s rights to terminate described in 2 CFR § 200.340.

Debarment and Suspension

The Recipient agrees to the following:

1. It will comply with the following requirements of 2 CFR Part 180, subpart C, as adopted and supplemented by U.S. DOT regulations at 2 CFR Part 1200.
2. It will not enter into any “covered transaction” (as that phrase is defined at 2 CFR §§ 180.220 and 1200.220) with any Third Party Participant that is, or whose principal is, suspended, debarred, or otherwise excluded from participating in covered transactions, except as authorized by—
 1. U.S. DOT regulations, “Nonprocurement Suspension and Debarment,” 2 CFR Part 1200;
 2. U.S. OMB regulatory guidance, “Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” 2 CFR Part 180; and
 3. Other applicable federal laws, regulations, or requirements regarding participation with debarred or suspended Recipients or Third Party Participants.
3. It will review the U.S. GSA “System for Award Management – Lists of Parties Excluded from Federal Procurement and Nonprocurement Programs,” if required by U.S. DOT regulations, 2 CFR Part 1200.
4. It will ensure that its Third Party Agreements contain provisions necessary to flow down these suspension and debarment provisions to all lower tier covered transactions.
5. If the Recipient suspends, debar, or takes any similar action against a Third Party Participant or individual, the Recipient will provide immediate written notice to the:
 1. FTA Regional Counsel for the Region in which the Recipient is located or implements the Underlying Agreement;

2. FTA Headquarters Manager that administers the Grant or Cooperative Agreement; or
3. FTA Chief Counsel.

Notice to FTA and US DOT Inspector General

Notice to FTA; Flow Down Requirement. If a current or prospective legal matter that may affect the Federal Government emerges, the Recipient must promptly notify the FTA Chief Counsel and FTA Regional Counsel for the Region in which the Recipient is located. The Recipient must include a similar notification requirement in its Third-Party Agreements and must require each Third-Party Participant to include an equivalent provision in its sub-agreements at every tier, for any agreement that is a “covered transaction” according to 2 C.F.R. §§ 180.220 and 1200.220.

- a. The types of legal matters that require notification include, but are not limited to, a major dispute, breach, default, litigation, or naming the Federal Government as a party to litigation or a legal disagreement in any forum for any reason.
- b. Matters that may affect the Federal Government include, but are not limited to, the Federal Government’s interests in the Award, the accompanying Underlying Agreement, and any Amendments thereto, or the Federal Government’s administration or enforcement of federal laws, regulations, and requirements.
- c. *Additional Notice to U.S. DOT Inspector General.* The Recipient must promptly notify the U.S. DOT Inspector General in addition to the FTA Chief Counsel or Regional Counsel for the Region in which the Recipient is located, if the Recipient has knowledge of potential fraud, waste, or abuse occurring on a Project receiving assistance from FTA. The notification provision applies if a person has or may have submitted a false claim under the False Claims Act, 31 U.S.C. § 3729, et seq., or has or may have committed a criminal or civil violation of law pertaining to such matters as fraud, conflict of interest, bid rigging, misappropriation or embezzlement, bribery, gratuity, or similar misconduct involving federal assistance. This responsibility occurs whether the Project is subject to this Agreement or another agreement between the Recipient and FTA, or an agreement involving a principal, officer, employee, agent, or Third-Party Participant of the Recipient. It also applies to subcontractors at any tier. Knowledge, as used in this paragraph, includes, but is not limited to, knowledge of a criminal or civil investigation by a Federal, state, or local law enforcement or other investigative agency, a criminal indictment or civil complaint, or probable cause that could support a criminal indictment, or any other credible information in the possession of the Recipient. In this paragraph, “promptly” means to refer information without delay and without change. This notification provision applies to all divisions of the Recipient, including divisions tasked with law enforcement or investigatory functions.

Nondiscrimination on the Basis of Disability

The Recipient agrees to comply with the following federal prohibitions against discrimination based on disability:

1. Federal laws, including:
 - a. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794, which prohibits discrimination based on disability in the administration of federally assisted Programs, Projects, or activities;
 - b. The Americans with Disabilities Act of 1990 (ADA), as amended, 42 U.S.C. § 12101, et seq., which requires that accessible facilities and services be made available to individuals with disabilities:
 - i. For FTA Recipients generally, Titles I, II, and III of the ADA apply; but
 - ii. For Indian Tribes, Titles II and III of the ADA apply, but Title I of the ADA does not apply because it exempts Indian Tribes from the definition of “employer;”
 - c. The Architectural Barriers Act of 1968, as amended, 42 U.S.C. § 4151, et seq., which requires that buildings and public accommodations be accessible to individuals with disabilities;

- d. Federal transit law, specifically 49 U.S.C. § 5332, which now includes disability as a prohibited basis for discrimination; and
 - e. Other applicable federal laws, regulations, and requirements pertaining to access for seniors or individuals with disabilities.
2. Federal regulations and guidance, including:
- a. U.S. DOT regulations, "Transportation Services for Individuals with Disabilities (ADA)," 49 CFR Part 37;
 - b. U.S. DOT regulations, "Nondiscrimination on the Basis of Disability in Programs and Activities Receiving or Benefiting from Federal Financial Assistance," 49 CFR Part 27;
 - c. Joint U.S. Architectural and Transportation Barriers Compliance Board (U.S. ATBCB) and U.S. DOT regulations, "Americans With Disabilities (ADA) Accessibility Specifications for Transportation Vehicles," 49 CFR Part 38;
 - d. U.S. DOT regulations, "Transportation for Individuals with Disabilities: Passenger Vessels," 49 CFR Part 39;
 - e. U.S. DOJ regulations, "Nondiscrimination on the Basis of Disability in State and Local Government Services," 28 CFR Part 35;
 - f. U.S. DOJ regulations, "Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities," 28 CFR Part 36;
 - g. U.S. EEOC, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 CFR Part 1630;
 - h. U.S. Federal Communications Commission regulations, "Telecommunications Relay Services and Related Customer Premises Equipment for Persons with Disabilities," 47 CFR Part 64, subpart F;
 - i. U.S. ATBCB regulations, "Electronic and Information Technology Accessibility Standards," 36 CFR Part 1194;
 - j. FTA regulations, "Transportation for Elderly and Handicapped Persons," 49 CFR Part 609;
 - k. FTA Circular 4710.1, "Americans with Disabilities Act: Guidance;" and
 - l. Other applicable federal civil rights and nondiscrimination regulations and guidance.

Assignability

The Recipient agrees:

- 1. To comply with the requirements of 49 U.S.C. chapter 53 and other applicable federal laws, regulations, and requirements in effect now or later that affect its third party procurements;
- 2. To comply with the applicable U.S. DOT Common Rules; and
- 3. To follow the most recent edition and any revisions of FTA Circular 4220.1, "Third Party Contracting Guidance," to the extent consistent with applicable federal laws, regulations, requirements, and guidance.

Seat Belt Use by Government Contractors, Subcontractors and Grantees

Each Federal agency, in contracts, subcontracts, and grants entered into after the date of this order, shall seek to encourage contractors, subcontractors, and grantees to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.

Distracted Driving

The Recipient agrees to comply with the following U.S. DOT Special Provision pertaining to Distracted Driving:

1. *Safety*. The Recipient agrees to adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers, including policies to ban text messaging while using an electronic device supplied by an employer, and driving a vehicle the driver owns or rents, a vehicle Recipient owns, leases or rents, or a privately-owned vehicle in on official business in connection with the Award, or when performing any work for or on behalf of the Award;
2. *Recipient Size*. The Recipient agrees to conduct workplace safety initiatives in a manner commensurate with its size, such as establishing new rules and programs to prohibit text messaging while driving, and providing education, awareness, and other outreach to employees about the safety risks associated with texting while driving;
3. *Extension of Provision*. The Special Provision above is included in all agreement with Recipient's third-party agreements to encourage compliance by all Third-Party Participants.



ORDERING DOCUMENT

Oracle America, Inc.
500 Oracle Parkway
Redwood Shores, CA
94065

Name	CityBus of Greater Lafayette	Contact	Joanne Zhang
Address	1250 Canal Rd Lafayette IN 47904	Phone Number	+1 (765) 420-2944
		Email Address	joanne.z@gocitybus.com

New Subscription

Services Period: 36 months					
Cloud Services	Data Center Region	Quantity	Term	Unit Net Price	Net Fee
B111096 - Oracle NetSuite for Government Cloud Service, Standard Edition - Hosted Environment	NORTH AMERICA	1	36 mo	2,604.00	93,744.00
B108187 - Oracle NetSuite for Government Cloud Service, Bill Capture - Each	NORTH AMERICA	1	36 mo	185.69	6,684.84
B111100 - Oracle NetSuite for Government Cloud Service, Enterprise Performance Management Premium, Additional User - Hosted Named User	NORTH AMERICA	2	36 mo	46.50	3,348.00
B94584 - Oracle NetSuite for Government Cloud Service, Additional General User - Hosted Named User	NORTH AMERICA	11	36 mo	15.19	6,015.24
B94592 - Oracle NetSuite for Government Cloud Service, Sandbox Environment - Each	NORTH AMERICA	1	36 mo	154.69	5,568.84
Subtotal					115,360.92

Fee Description	Net Fee
Cloud Services Fees	115,360.92
Net Fees	115,360.92
Total Fees	115,360.92

A. Terms of Your Order**1. Applicable Agreement:**

a. Public Sector Agreement for Cloud Services US-CSA-CPQ-3198611 effective 28-MAR-2025

2. Cloud Payment Terms:

a. Net 30 days from invoice date

3. Cloud Payment Frequency:

a. Quarterly in Arrears

4. Currency:

a. US Dollars

5. Offer Valid through:

a. 31-JAN-2026

6. Service Specifications

a. The Service Specifications applicable to the Cloud Services and the Consulting/Professional Services ordered may be accessed at <http://www.oracle.com/contracts>.

7. AI Terms

a. The Oracle Artificial Intelligence Terms ("AI Terms") apply to artificial intelligence ("AI") systems, and Your and Your Users' use of related AI functionality, that is included in Your Cloud Services. The AI Terms are included in the Service Specifications for Your Cloud Services and remain subject to update pursuant to the terms of Your Agreement. A current version of the AI Terms may be accessed at <https://www.oracle.com/contracts>.

8. Services Period

a. The Services Period for the Services commences on the date stated in this order. If no date is specified, then the "Cloud Services Start Date" for each Service will be the date that you are issued access that enables you to activate your Services, and the "Consulting/Professional Services Start Date" is the date that Oracle begins performing such services.

B. Additional Order Terms**1. Optional Renewal Period for Cloud Services**

You shall have the option to renew the same services listed in the table above section A at the same usage limits for one (1) additional 36-month renewal period ("Option Renewal Period") for the total net fee of \$127,286.36, which shall be the sum of the following annual amounts:

- Option Year 1 \$42,428.79
- Option Year 2 \$42,428.79
- Option Year 3 \$42,428.79

Professional Services are not included in the Option Renewal Period.

The cloud services listed in the tables above section A may not be renewed at the Option Renewal Period pricing specified above if (i) Oracle is no longer making such cloud services generally available to customers, or (ii) You are seeking to cancel or reduce the number of user licenses of the cloud services specified in this ordering document.

2. Non-Appropriation

In the event funds are not appropriated for a new fiscal year period, You may terminate this order immediately without penalty or expense; provided, however, that: (a) for each of the 12-month terms of the order, You must provide a purchase order, and (b) Your issuance of each 12-month purchase order shall signify to Oracle that all funds for the given 12-month term have been fully appropriated and encumbered. Notwithstanding the foregoing, You agree to pay for all Services performed by Oracle prior to Oracle's receipt of Your notice of non-appropriation.

3. Attachment A to Ordering Document (Federal Transit Administration Required Clauses)

Oracle shall comply with all laws, including the FTA required clauses as set forth in the attached Attachment A to Ordering Document 1223566786.a1 (Federal Transit Administration Required Clauses), to the extent that such laws, by their terms, are expressly applicable to Oracle's delivery of services under this ordering document and impose obligations directly upon Oracle in its role as an information technology services provider with respect to the services performed under this ordering document. For purposes of Attachment A, references to the "Contract" or "Agreement" shall mean this ordering

document, "Underlying Agreement" refers to the prime contract agreement between CityBus of Greater Lafayette and FTA, "project" shall mean the delivery of the Services under this ordering document, references to "Vendor", "Third Party Participant" or "Contractor" means Oracle, and references to "Recipient" means CityBus of Greater Lafayette.

Federal Transit Administration Required Clauses

FEDERAL CLAUSES

Attachment A to the Ordering Document

Whereas CityBus of Greater Lafayette shall expend Federal Transit Administration (FTA) grant funding for this procurement under Ordering Document 1223566786.a1 ("Contract"), Oracle America, Inc. ("Oracle") shall comply with all laws, including the FTA-required clauses as set forth below, to the extent that such laws, by their terms, are expressly applicable to Oracle's delivery of services under this ordering document and impose obligations directly upon Oracle in its role as an information technology services provider with respect to the services performed under this ordering document. For purposes of Attachment A, references to the "Contract" or "Agreement" shall mean this ordering document, "Underlying Agreement" refers to the prime contract agreement between CityBus of Greater Lafayette and FTA, "project" shall mean the delivery of the Services under this ordering document, references to "Vendor", "Third Party Participant" or "Contractor" means Oracle and references to "Recipient" means CityBus of Greater Lafayette.

CityBus of Greater Lafayette interprets relevant FTA guidance to mean that many of the FTA Federal Clauses below are required to be included in CityBus of Greater Lafayette agreements. For the sake of clarity, some clauses are included below that apply to CityBus of Greater Lafayette vis-à-vis its obligations to the FTA without imposing additional affirmative duties upon Vendor.

Incorporation of FTA Terms

The following provisions include, in part, certain Standard Terms and Conditions required by DOT, whether those Terms and Conditions were expressly set forth in the preceding contract provisions or not. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1F are hereby incorporated by reference, to the extent applicable to the services acquired under the Contract. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The Contractor shall not perform any act, fail to perform any act, or refuse to comply with any requests which would cause CityBus of Greater Lafayette to be in violation of the FTA terms and conditions.

No Obligation by Federal Government

Except as the Federal government expressly consents in writing, the Recipient and Vendor agree that the Federal Government does not and shall not have any commitment or liability relating to the Underlying Agreement, to any Third-Party Participant at any tier, or to any other person or entity that is not a party (FTA or the Recipient) to the Underlying Agreement. Notwithstanding that the Federal Government may have concurred in or approved any solicitation or Third-Party Agreement at any tier that may affect the Underlying Agreement, the Federal Government does not and shall not have any commitment or liability to any Third-Party Participant or other entity or person that is not a party (FTA or the Recipient) to the Underlying Agreement.

False or Fraudulent Statements or Claims

1. *Civil Fraud.* The Recipient acknowledges and agrees that:
 - a. Federal laws, regulations, and requirements apply to itself and its Underlying Agreement, including the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. § 3801, et seq., and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR Part 31.
 - b. By executing the Underlying Agreement, the Recipient certifies and affirms to the Federal Government the truthfulness and accuracy of any claim, statement, submission, certification, assurance, affirmation, or representation that the Recipient provides to the Federal Government.
 - c. The Federal Government may impose the penalties of the Program Fraud Civil Remedies Act of 1986, as amended, and other applicable penalties if the Recipient presents, submits, or makes available any false, fictitious, or fraudulent information.
2. *Criminal Fraud.* The Recipient acknowledges that 49 U.S.C. § 5323(l)(1) authorizes the Federal Government to impose the penalties under 18 U.S.C. § 1001 if the Recipient provides a false, fictitious, or fraudulent claim, statement, submission, certification, assurance, or representation in connection with a federal public transportation program under 49 U.S.C. chapter 53 or any other applicable federal law.

Access to Third Party Contract Records

The Recipient agrees to require, and assures that each of its Subrecipients will require, its Third-Party Contractors at each tier to provide:

1. The U.S. Secretary of Transportation and the Comptroller General of the United States, the state, or their duly authorized representatives, access to all third-party contract records (at any tier) as required under 49 U.S.C. § 5325(g); and

2. Sufficient access to all third-party contract records (at any tier) as needed for compliance with applicable federal laws, regulations, and requirements or to assure proper management of Underlying Agreement as determined by FTA.

Changed Circumstances

The Recipient agrees that changed circumstances may occur that may impact the Recipient's ability to comply with the terms and conditions of the Underlying Agreement.

1. *Types of Changes.* Certain circumstances can cause significant changes in performance of a Project or related activities or adversely affect the Recipient's ability to carry out its Underlying Agreement, such as:
 - a. A change in federal requirements or guidance;
 - b. A change in state, territorial, local, or tribal requirements;
 - c. A change in the Recipient's circumstances, including:
 - i. Its legal, financial, technical, or managerial capacity;
 - ii. Its continuing control of Project property; or
 - iii. Another similar situation; and
 - d. Any current or prospective legal matter with potentially serious consequences, including a major dispute, default, breach, or litigation, or knowledge that the Recipient's principal, official, employee, agent, or a Third Party Participant, or other person has submitted a false claim under the False Claims Act, 31 U.S.C. § 3729, et seq., or has committed a criminal or civil violation of law pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving federal assistance; suspension, debarment, or other similar administrative or enforcement action against the Recipient or any Third Party Participant; or any matter or situation, including any other change or legal action that may adversely affect the Federal Government's interest in a Project or related activities.
2. *Notice.* In the circumstances described above, the Recipient agrees to provide immediate written notice to the:
 - a. FTA Regional Counsel for the Region in which the Recipient operates public transportation or implements the Underlying Agreement;
 - b. FTA Headquarters Manager that administers the Underlying Agreement; or
 - c. FTA Chief Counsel.

Civil Rights

The Recipient agrees that it must comply with applicable federal civil rights laws, regulations, and requirements, and follow applicable federal guidance, except as the Federal Government determines otherwise in writing. Therefore, unless a Recipient or a federal program, including the Indian Tribe Recipient or the Tribal Transit Program, is specifically exempted from a civil rights statute, FTA requires compliance with each civil rights statute, including compliance with equity in service requirements.

Nondiscrimination in Federal Public Transportation Programs

The Recipient agrees to, and assures that it and each Third-Party Participant will:

1. Prohibit discrimination based on race, color, religion, national origin, sex (including sexual orientation and gender identity), disability, or age.
2. Prohibit the:
 - a. Exclusion from participation in employment or a business opportunity for reasons identified in 49 U.S.C. § 5332;
 - b. Denial of program benefits in employment or a business opportunity identified in 49 U.S.C. § 5332; or
 - c. Discrimination identified in 49 U.S.C. § 5332, including discrimination in employment or a business opportunity identified in 49 U.S.C. § 5332.
3. Follow:
 - a. The most recent edition of FTA Circular 4702.1, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients," to the extent consistent with applicable federal laws, regulations, requirements, and guidance; but
 - b. FTA does not require an Indian Tribe to comply with FTA program-specific guidelines for Title VI when administering its Underlying Agreement supported with federal assistance under the Tribal Transit Program.

Nondiscrimination – Title VI of the Civil Rights Act

The Recipient agrees to, and assures that each Third-Party Participant will:

1. Prohibit discrimination based on race, color, or national origin,
2. Comply with:
 - a. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d, et seq.;
 - b. U.S. DOT regulations, “Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964,” 49 CFR Part 21; and
 - c. Federal transit law, specifically 49 U.S.C. § 5332; and
3. Follow:
 - a. The most recent edition of FTA Circular 4702.1, “Title VI Requirements and Guidelines for Federal Transit Administration Recipients,” to the extent consistent with applicable federal laws, regulations, requirements, and guidance;
 - b. U.S. DOJ, “Guidelines for the enforcement of Title VI, Civil Rights Act of 1964,” 28 C.F.R. § 50.3; and
 - c. All other applicable federal guidance that may be issued.

Equal Employment Opportunity

1. *Federal Requirements and Guidance.* The Recipient agrees to, and assures that each Third-Party Participant will, prohibit discrimination based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and:
 - a. Comply with Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et seq.;
 - b. Comply with Title I of the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. §§ 12101, et seq.;
 - c. Facilitate compliance with Executive Order No. 11246, “Equal Employment Opportunity” September 24, 1965 (42 U.S.C. § 2000e note), as amended by any later Executive Order that amends or supersedes it in part and is applicable to federal assistance programs;
 - d. Comply with federal transit law, specifically 49 U.S.C. § 5332;
 - e. FTA Circular 4704.1 “Equal Employment Opportunity (EEO) Requirements and Guidelines for Federal Transit Administration Recipients;” and
 - f. Follow other federal guidance pertaining to EEO laws, regulations, and requirements.
2. *Specifics.* The Recipient agrees to, and assures that each Third Party Participant will comply with applicable EEO laws, to the extent permitted by law:
 - a. *Affirmative Action.* If required to do so by U.S. DOT regulations (49 CFR Part 21) or U.S. Department of Labor regulations (41 C.F.R. chapter 60), take affirmative action that includes, but is not limited to:
 1. Recruitment advertising, recruitment, and employment;
 2. Rates of pay and other forms of compensation;
 3. Selection for training, including apprenticeship, and upgrading; and
 4. Transfers, demotions, layoffs, and terminations; but
 - b. *Indian Tribe.* Recognize that Title VII of the Civil Rights Act of 1964, as amended, exempts Indian Tribes under the definition of “Employer”.

Energy Conservation

The Recipient agrees to, and assures that its Subrecipients will, comply with the mandatory energy standards and policies of its state energy conservation plans under the Energy Policy and Conservation Act, as amended, 42 U.S.C. § 6321, et seq., and perform an energy assessment for any building constructed, reconstructed, or modified with federal assistance required under FTA regulations, "Requirements for Energy Assessments," 49 CFR Part 622, subpart C.

Prompt Payment

Recipient and Prime Contractor agree to the following prompt payment requirements on all FTA assisted Third Party Agreements and Sub-agreements as part of the DBE program:

1. Prime Contractor agrees to pay subcontractors for satisfactory performance no later than 30 days from receipt of each payment made by the Recipient to the Prime Contractor.
2. Recipient must ensure prompt and full payment of retainage from the prime contractor to the subcontractor within 30 days after the subcontractor's work is satisfactorily completed. Recipient must use one of the following methods to comply with this requirement:
 - a. Recipient may decline to hold retainage from prime contractors and prohibit prime contractors from holding retainage from subcontractors.
 - b. Recipient may decline to hold retainage from prime contractors and require a contract clause obligating prime contractors to make prompt and full payment of any retainage kept by prime contractor to the subcontractor within 30 days after the subcontractor's work is satisfactorily completed.
 - c. Recipient may hold retainage from prime contractors and provide for prompt and regular incremental acceptances of portions of the prime contract, pay retainage to prime contractors based on these acceptances, and require a contract clause obligating the prime contractor to pay all retainage owed to the subcontractor for satisfactory completion of the accepted work within 30 days after your payment to the prime contractor.
3. For purposes of this section, a subcontractor's work is satisfactorily completed when all the tasks called for in the subcontract have been accomplished and documented as required by the recipient. When a recipient has made an incremental acceptance of a portion of a prime contract, the work of a subcontractor covered by that acceptance is deemed to be satisfactorily completed.
4. Recipient's DBE program must provide appropriate means to enforce the requirements of this section.
5. Recipient may also establish, as part of your DBE program, any of the following additional mechanisms to ensure prompt payment:
 - a. A contract clause that requires prime contractors to include in their subcontracts language providing that prime contractors and subcontractors will use appropriate alternative dispute resolution mechanisms to resolve payment disputes. Recipient will specify the nature of such mechanisms.
 - b. A contract clause providing that the prime contractor will not be reimbursed for work performed by subcontractors unless and until the prime contractor ensures that the subcontractors are promptly paid for the work they have performed.
 - c. Other mechanisms, consistent with this part and applicable state and local law, to ensure that DBEs and other contractors are fully and promptly paid.

Prohibition on Certain Telecommunications Equipment

1. Recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:
 - a. Procure or obtain;
 - b. Extend or renew a contract to procure or obtain; or
 - c. Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115–232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
 - i. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

- ii. Telecommunications or video surveillance services provided by such entities or using such equipment.
 - iii. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.
2. In implementing the prohibition under Public Law 115–232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.
 3. See Public Law 115–232, section 889 for additional information.
 4. See also § 200.471.

Rights of Federal Government to Terminate

1. *Justification.* After providing written notice to the Recipient, the Recipient agrees that the Federal Government may suspend, suspend then terminate, or terminate all or any part of the federal assistance for the Award if:
 - a. The Recipient has failed to make reasonable progress implementing the Award;
 - b. The Federal Government determines that continuing to provide federal assistance to support the Award does not adequately serve the purposes of the law authorizing the Award; or
 - c. The Recipient has violated the terms of the Underlying Agreement, especially if that violation would endanger substantial performance of the Underlying Agreement.
2. *Financial Implications.* In general, termination of federal assistance for the Award will not invalidate obligations properly incurred before the termination date to the extent that those obligations cannot be canceled. The Federal Government may recover the federal assistance it has provided for the Award, including the federal assistance for obligations properly incurred before the termination date, if it determines that the Recipient has misused its federal assistance by failing to make adequate progress, failing to make appropriate use of the Project property, or failing to comply with the Underlying Agreement, and require the Recipient to refund the entire amount or a lesser amount, as the Federal Government may determine including obligations properly incurred before the termination date.
3. *Expiration of the Period of Performance.* Except for a Full Funding Grant Agreement, expiration of any period of performance established for the Award does not, by itself, constitute an expiration or termination of the Award; FTA may extend the period of performance to assure that each Formula Project or related activities and each Project or related activities funded with “no year” funds can receive FTA assistance to the extent FTA deems appropriate.
4. *Uniform Administrative Requirements.* These termination rights are in addition to and in no way limit the Federal Government’s rights to terminate described in 2 CFR § 200.340.

Debarment and Suspension

The Recipient agrees to the following:

1. It will comply with the following requirements of 2 CFR Part 180, subpart C, as adopted and supplemented by U.S. DOT regulations at 2 CFR Part 1200.
2. It will not enter into any “covered transaction” (as that phrase is defined at 2 CFR §§ 180.220 and 1200.220) with any Third Party Participant that is, or whose principal is, suspended, debarred, or otherwise excluded from participating in covered transactions, except as authorized by—
 1. U.S. DOT regulations, “Nonprocurement Suspension and Debarment,” 2 CFR Part 1200;
 2. U.S. OMB regulatory guidance, “Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” 2 CFR Part 180; and
 3. Other applicable federal laws, regulations, or requirements regarding participation with debarred or suspended Recipients or Third Party Participants.
3. It will review the U.S. GSA “System for Award Management – Lists of Parties Excluded from Federal Procurement and Nonprocurement Programs,” if required by U.S. DOT regulations, 2 CFR Part 1200.
4. It will ensure that its Third Party Agreements contain provisions necessary to flow down these suspension and debarment provisions to all lower tier covered transactions.

5. If the Recipient suspends, debar, or takes any similar action against a Third Party Participant or individual, the Recipient will provide immediate written notice to the:
 1. FTA Regional Counsel for the Region in which the Recipient is located or implements the Underlying Agreement;
 2. FTA Headquarters Manager that administers the Grant or Cooperative Agreement; or
 3. FTA Chief Counsel.

Notice to FTA and US DOT Inspector General

Notice to FTA; Flow Down Requirement. If a current or prospective legal matter that may affect the Federal Government emerges, the Recipient must promptly notify the FTA Chief Counsel and FTA Regional Counsel for the Region in which the Recipient is located. The Recipient must include a similar notification requirement in its Third-Party Agreements and must require each Third-Party Participant to include an equivalent provision in its sub-agreements at every tier, for any agreement that is a “covered transaction” according to 2 C.F.R. §§ 180.220 and 1200.220.

- a. The types of legal matters that require notification include, but are not limited to, a major dispute, breach, default, litigation, or naming the Federal Government as a party to litigation or a legal disagreement in any forum for any reason.
- b. Matters that may affect the Federal Government include, but are not limited to, the Federal Government’s interests in the Award, the accompanying Underlying Agreement, and any Amendments thereto, or the Federal Government’s administration or enforcement of federal laws, regulations, and requirements.
- c. *Additional Notice to U.S. DOT Inspector General.* The Recipient must promptly notify the U.S. DOT Inspector General in addition to the FTA Chief Counsel or Regional Counsel for the Region in which the Recipient is located, if the Recipient has knowledge of potential fraud, waste, or abuse occurring on a Project receiving assistance from FTA. The notification provision applies if a person has or may have submitted a false claim under the False Claims Act, 31 U.S.C. § 3729, et seq., or has or may have committed a criminal or civil violation of law pertaining to such matters as fraud, conflict of interest, bid rigging, misappropriation or embezzlement, bribery, gratuity, or similar misconduct involving federal assistance. This responsibility occurs whether the Project is subject to this Agreement or another agreement between the Recipient and FTA, or an agreement involving a principal, officer, employee, agent, or Third-Party Participant of the Recipient. It also applies to subcontractors at any tier. Knowledge, as used in this paragraph, includes, but is not limited to, knowledge of a criminal or civil investigation by a Federal, state, or local law enforcement or other investigative agency, a criminal indictment or civil complaint, or probable cause that could support a criminal indictment, or any other credible information in the possession of the Recipient. In this paragraph, “promptly” means to refer information without delay and without change. This notification provision applies to all divisions of the Recipient, including divisions tasked with law enforcement or investigatory functions.

Nondiscrimination on the Basis of Disability

The Recipient agrees to comply with the following federal prohibitions against discrimination based on disability:

1. Federal laws, including:
 - a. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794, which prohibits discrimination based on disability in the administration of federally assisted Programs, Projects, or activities;
 - b. The Americans with Disabilities Act of 1990 (ADA), as amended, 42 U.S.C. § 12101, et seq., which requires that accessible facilities and services be made available to individuals with disabilities:
 - i. For FTA Recipients generally, Titles I, II, and III of the ADA apply; but
 - ii. For Indian Tribes, Titles II and III of the ADA apply, but Title I of the ADA does not apply because it exempts Indian Tribes from the definition of “employer;”
 - c. The Architectural Barriers Act of 1968, as amended, 42 U.S.C. § 4151, et seq., which requires that buildings and public accommodations be accessible to individuals with disabilities;
 - d. Federal transit law, specifically 49 U.S.C. § 5332, which now includes disability as a prohibited basis for discrimination; and
 - e. Other applicable federal laws, regulations, and requirements pertaining to access for seniors or individuals with disabilities.
2. Federal regulations and guidance, including:
 - a. U.S. DOT regulations, “Transportation Services for Individuals with Disabilities (ADA),” 49 CFR Part 37;

- b. U.S. DOT regulations, "Nondiscrimination on the Basis of Disability in Programs and Activities Receiving or Benefiting from Federal Financial Assistance," 49 CFR Part 27;
- c. Joint U.S. Architectural and Transportation Barriers Compliance Board (U.S. ATBCB) and U.S. DOT regulations, "Americans With Disabilities (ADA) Accessibility Specifications for Transportation Vehicles," 49 CFR Part 38;
- d. U.S. DOT regulations, "Transportation for Individuals with Disabilities: Passenger Vessels," 49 CFR Part 39;
- e. U.S. DOJ regulations, "Nondiscrimination on the Basis of Disability in State and Local Government Services," 28 CFR Part 35;
- f. U.S. DOJ regulations, "Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities," 28 CFR Part 36;
- g. U.S. EEOC, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 CFR Part 1630;
- h. U.S. Federal Communications Commission regulations, "Telecommunications Relay Services and Related Customer Premises Equipment for Persons with Disabilities," 47 CFR Part 64, subpart F;
- i. U.S. ATBCB regulations, "Electronic and Information Technology Accessibility Standards," 36 CFR Part 1194;
- j. FTA regulations, "Transportation for Elderly and Handicapped Persons," 49 CFR Part 609;
- k. FTA Circular 4710.1, "Americans with Disabilities Act: Guidance;" and
- l. Other applicable federal civil rights and nondiscrimination regulations and guidance.

Assignability

The Recipient agrees:

- 1. To comply with the requirements of 49 U.S.C. chapter 53 and other applicable federal laws, regulations, and requirements in effect now or later that affect its third party procurements;
- 2. To comply with the applicable U.S. DOT Common Rules; and
- 3. To follow the most recent edition and any revisions of FTA Circular 4220.1, "Third Party Contracting Guidance," to the extent consistent with applicable federal laws, regulations, requirements, and guidance.

Seat Belt Use by Government Contractors, Subcontractors and Grantees

Each Federal agency, in contracts, subcontracts, and grants entered into after the date of this order, shall seek to encourage contractors, subcontractors, and grantees to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.

Distracted Driving

The Recipient agrees to comply with the following U.S. DOT Special Provision pertaining to Distracted Driving:

- 1. *Safety.* The Recipient agrees to adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers, including policies to ban text messaging while using an electronic device supplied by an employer, and driving a vehicle the driver owns or rents, a vehicle Recipient owns, leases or rents, or a privately-owned vehicle in on official business in connection with the Award, or when performing any work for or on behalf of the Award;
- 2. *Recipient Size.* The Recipient agrees to conduct workplace safety initiatives in a manner commensurate with its size, such as establishing new rules and programs to prohibit text messaging while driving, and providing education, awareness, and other outreach to employees about the safety risks associated with texting while driving;
- 3. *Extension of Provision.* The Special Provision above is included in all agreement with Recipient's third-party agreements to encourage compliance by all Third-Party Participants.

CityBus of Greater Lafayette Signature _____ Name _____ Title _____ Signature Date _____	Oracle America, Inc. Signature _____ Name _____ Title _____ Signature Date _____
--	--

BILL TO / SHIP TO INFORMATION

Bill To		Ship To	
Customer Name	CityBus of Greater Lafayette	Customer Name	CityBus of Greater Lafayette
Customer Address	1250 Canal Rd Lafayette IN 47904	Customer Address	1250 Canal Rd Lafayette IN 47904
Contact Name	Joanne Zhang	Contact Name	Joanne Zhang
Contact Phone	+1 (765) 420-2944	Contact Phone	+1 (765) 420-2944
Contact Email	joanne.z@gocitybus.com	Contact Email	joanne.z@gocitybus.com

TO: CityBus Board of Directors

FROM: Joanne Zhang, CFO

DATE: December 11, 2025

RE: Proposed approving the line of credit

In 2025, the Board approved a line of credit with Centier Bank to cover short term cash flow needs based on approved budget. With prudent spending and timely grant management, the company was able to manage the cash flow without using the line of credit throughout the year.

Based on 2026 budget, we will need to use the line of credit time to time to cover cash flow fluctuations. However, Centier Bank is not renewing the line of credit. Staff has requested bank offers and received First Merchants Bank's offer as attached.

Staff recommends the approval of the line of credit.

December 16, 2025

Greater Lafayette Public Transportation Corporation
Joanne Zhang, Chief Financial Officer
1250 Canal Road
Lafayette, IN 47904

Re: Line of Credit Proposal

Dear Joanne,

First Merchants Bank (the “Bank”) is pleased to offer this proposal to provide Greater Lafayette Public Transportation Corporation with a working capital line of credit (the “Line”), subject to the terms and conditions as outlined below. These terms and conditions are not intended to be all inclusive and may change if during the Bank’s due diligence it becomes aware of facts or requirements which will affect the structure, terms, and pricing of the financing arrangement.

This proposal is for discussion purposes only and is not a commitment for financing.

Borrower:	Greater Lafayette Public Transportation Corporation
Guarantor:	None.
Purpose:	To fund working capital needs of the Borrower.
Line Amount:	\$4,000,000.
Maturity:	One (1) year from the date of closing, renewable thereafter.
Repayment:	Interest only payments monthly based on the balance advanced.
Interest Rate:	A floating interest rate equal to the Wall Street Journal Prime rate minus 1.42%, subject to qualification by the Bank as a tax exempt credit facility. Today’s interest rate would be 5.33%. The credit facility will have an interest rate floor of 3.50%.
Fees:	Non Usage Fee equal to 0.125% of unused amount of the Line, paid quarterly.

- Collateral:** Lien on property taxes receivable.
- Reporting:** During the term of the Line, the Borrower will furnish the Bank the following information:
- (1) Annual audited financial statement of Borrower.
 - (2) Other such information as reasonably by the Bank.
- Confidentiality:** The Bank and Borrower will at all times hold confidential all information provided or obtained in connection with this transaction and the terms and conditions of this proposal letter.

Joanne, thank you for the opportunity for First Merchants Bank to provide you with this proposal. Please contact me directly with any questions at (765) 423-7217.

Sincerely,



Tom Kriebel
Vice President

This Proposal Letter is for Discussion Purposes Only. This Proposal Letter does not attempt to describe all of the terms, conditions and requirements that would pertain to the Line, but rather is intended to outline certain basic items around which the Line will be structured.

By signing below, the Borrower is requesting the Bank to proceed with the approval process for the credit facility based upon these basic terms and conditions.

Borrower:

Greater Lafayette Transportation Corporation

By: _____
Joanne Zhang, Chief Financial Officer

TO: CityBus Board of Directors

FROM: Randy Anderson, Information Systems Manager

DATE: December 11, 2025

RE: Procurement of APC, planning, and service analytics software

I am seeking approval from the board to authorize the Chief Executive Officer to execute an agreement under the associated NeoRide Participation Agreement with the vendor, Swiftly Inc. for Hopthru Cleanse, and Swiftly's Run-times and On-time Performance software as a service.

PRICING STRUCTURE:

- 3-year Subscription: \$65,844 annual cost, renewed annually, with a 3% annual increase
- Project Management/Implementation: \$8,060 one-time cost

Solution Description

Hopthru Cleanse is a specialized application that ensures agencies can produce accurate, reliable ridership data for planning, reporting, and National Transit Database (NTD) submissions. The NTD certified CityBus' data submission in August 2025.

Swiftly Run-times allows agencies to analyze and compare run-times across different periods, suggest improvements, and view historical run-time information provides schedule run-time analysis

Swiftly On-time Performance gives insights into the system's historical schedule adherence. By understanding where vehicles are scheduled to be versus where they actually are throughout their trips, Swiftly accurately identifies when and where vehicles are early, late, or on-time.

Thank you for your consideration of this request.

Exhibit E
EXAMPLE OF
PARTICIPATION AGREEMENT

This Participation Agreement (the “Participation Agreement”) is entered into as of the effective date designated on the signature page here (the “Effective Date”) between Greater Lafayette Public Transportation Corporation (CityBus) (“Customer” or “Member”) under the SaaS and MSA Agreement, **Swiftly, Inc.** (“Company”), and **NEORide** (“NEORide”).

Customer and Company will be referred to individually as a “Party” and will be referred to collectively as “Parties” within this Agreement.

Customer would like to procure the Services selected pursuant to Section 4 of this Participating Agreement and as delineated in the SaaS and MSA Agreement and Exhibits A-C to the same. Company agrees to provide the Services selected pursuant to Section 4 of this Participation Agreement subject to the terms and conditions of this Participation Agreement.

Now therefore, in consideration of the promises made and exchanged herein, the Parties agree as follows:

1. NEORide, a Regional Council of Governments established pursuant to the authority of Chapter 167 of the Ohio Revised Code, (“NEORide”) and Company entered into a SaaS and Master Services Agreement between NEORide and Company (the “SaaS and MSA Agreement”) effective August 12, 2025. The SaaS Agreement is attached hereto and incorporated as if fully rewritten in this section as Appendix 1 to this Participation Agreement.
2. The Parties acknowledge and agree that the Services as set out in this Participation Agreement will be subject to the same terms and conditions as the SaaS and MSA Agreement and accompanying Exhibits. For the avoidance of doubt, references in the SaaS and MSA Agreement to the “Agreement” shall also mean this Participation Agreement.
3. Customer confirms that it will abide by all the terms of the SaaS and MSA Agreement.
4. Company will provide the Services selected below by the Customer in Appendix 2 to this Participation Agreement.

Annual Term (12/28/2025 - 12/27/2028)				
PRODUCT	PART NUMBER	UP TO NUMBER OF VEHICLES	ANNUAL COST PER VEHICLE	TOTAL COST PER YEAR
APC Management Software (<i>Hopthru Cleanse</i>)	APC-201	62	\$440.00	\$27,280.00
Hopthru Analyze		62	\$275.00	\$17,050.00

TOTAL ANNUAL COST	\$44,330.00
TOTAL ANNUAL INCREASE AFTER YEAR 1	3%

One-Time Fees				
SERVICE / PRODUCT	PART NUMBER	QTY	UNIT COST	TOTAL COST
Project Management	APC-PM-501	62	\$72.00	\$4,464.00
TOTAL COST				\$4,464.00

Billing Table	Billing Date	Amount Due
YEAR 1 TOTAL Due	12/28/2025	\$48,794.00
YEAR 2 TOTAL Due	12/28/2026	\$45,659.90
YEAR 3 TOTAL Due	12/28/2027	\$47,029.70

5. The Customer will pay for the Services set out in Section 4 of this Participation Agreement, with payment made within thirty (30) days of Customer's receipt of periodic Company invoices. For the avoidance of doubt, the Services selected by Customer total \$141,483.60.
6. Company and the Customer acknowledge and agree that NEORide incurs no additional cost nor is NEORide liable for any unpaid Customer Charges as specified in this Participation Agreement.
7. The term of this Participation Agreement shall be as follows: December 28th, 2025 - December 27th, 2028. This Participation Agreement may be extended for two additional one year renewal terms provided Customer within sixty (60) days of expiry of, as applicable, the base term or the latest renewal term, advises in writing of its intent to exercise its option to renew. The annual price shall increase by 3% during each individual one year renewal term. This Participation Agreement will be valid for the duration of its base term and if applicable, any renewal terms, through expiry, unless earlier terminated in accordance with this Participation Agreement.
8. A Customer who is a Member and withdraws from NEORide must terminate this Agreement and its participation under this Participation Agreement and the MSA at the earliest time allowed under the MSA or this Participation Agreement, or by the effective date of the Member's withdrawal from NEORide, whichever occurs first. Contractor and Customer agree that it will take all actions consistent with this section if a Customer withdraws from NEORide.
9. This Participation Agreement and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or

formation shall be governed by and construed in accordance with the laws of the State of Ohio, without regard to its conflict of laws principles.

10. If a Party's performance of obligations under this Participation Agreement is materially prevented for unforeseen reasons entirely outside of its control including, but not limited to: fire, casualty, lockout, strike, labor conditions, utility or telecommunications provider service interruption, unavoidable accident, riot, war, earthquake, landslides, public health pandemic, disease, hurricane, tornado, unusual weather event based on NOAA records, or other acts of God; telecommunications or utility provider interruption or outage; or by the enactment, issuance, or operation of any municipal, county, State, or federal law, ordinance or executive, administrative, or judicial regulation, order or decree (except that of acting in its commercial or contracting capacity); or by any local or national emergency, the impacted party shall employ all reasonable mitigation measures; to the extent that a Party's performance remains materially prevented notwithstanding such mitigation, and provided that the Party impacted has provided to the other Party notice within seven (7) days of commencement of event materially impeding performance, such Party shall be excused from performance of this Participation Agreement, and should the impacted Party continue to be materially prevented from performing for a continuous period of forty-five (45) days, this Participation Agreement shall be terminable by either party. Notwithstanding the foregoing, the shall not be relieved from its payment obligations for work performed and services provided up to and including the date of termination.
11. Changes and modifications to this Participation Agreement may be effectuated only by a writing agreed and signed by both Parties.
12. Company shall not be in default because of any delay to the performance of this Participation Agreement if the delay arises from the act or omission of the or its agents or contractors, or other circumstances outside the control of Company, to the extent this cannot be overcome with reasonable mitigation efforts. In each instance, the delay must be beyond the control and without the fault or negligence of Company, which shall provide prompt notice of events anticipated to cause delay impacts. The schedule shall be equitably adjusted subject to Company's reasonable demonstration of impacts.
13. Customer shall own all rights to all non-algorithmic data obtained by Company from Customer during the Agreement ("Customer Data"). This includes all writings, materials, and products produced by Company in the course of performing this Participation Agreement that are fully comprised of, or portions thereof comprised of, Customer Data. Company further assigns all copyright interests in the Customer Data to Customer.

Subject to Customer's rights in Customer Data set forth above, and notwithstanding anything in this Participation Agreement, intellectual property supplied by Company in connection with this Participation Agreement, including customizations, modifications, derivations, updates thereto, and including without limitation as may be provided as part of or in combination with deliverables otherwise furnished in connection with the

Agreement, is and remains at all times the intellectual property of Company. Notwithstanding anything herein to the contrary, it is acknowledged that Company's services hereunder include furnishing of "software as a service" offerings, with no delivered software or hardware, with such offerings provided on subscription basis solely for the term of the Agreement and subject to payment hereunder. For the avoidance of doubt, it is acknowledged that such hosted software and/or hardware hosting said software, constitute Company software and/or equipment, and intellectual property, and that no right, title and interest in and to such hosted software and/or in and to the hardware utilized to host such software, is being conveyed under the Participation Agreement, with the same remaining the sole and exclusive property of Company. This provision shall survive termination or expiration of this Participation Agreement.

14. In connection with equipment and/or parts provided hereunder, risk of loss will transfer to the Customer upon delivery to Customer property or, if installation of equipment is included hereunder, upon installation, except that where equipment is stored on Customer property prior to installation, risk of loss shall be with the Customer during the period of such storage. Title in equipment or parts shall pass to the Customer upon payment therefor.
15. This Participation Agreement and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation shall be governed by and construed in accordance with the laws of the State of Ohio, without regard to its conflict of laws principles.
16. Each Party irrevocably agrees that the courts of California shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this Participation Agreement or its subject matter or formation (including non-contractual disputes or claims).
17. Notwithstanding Section 14 of this Participation Agreement and any reference to Ohio law in the SaaS and MSA Agreement, Company agrees that the SaaS and MSA Agreement and this Participation Agreement are subject to any limitations and immunities provided by the law of the state that the Customer is based in. This Section shall only apply to Customers based outside the State of Ohio.

SIGNATURES

Each Party hereby represents and warrants to all other Parties that it has the right, power, legal capacity, and authority to enter into and perform its obligations under this Agreement and that the signature and execution of this Agreement have been duly authorized.

SWIFTLY, INC.

NEORide

Robert Gaffney Date
CFO, Swiftly

Katherine Conrad Date
Executive Director, NEORide

City Bus

Bryan Smith Date
CEO, CityBus

Barbara Rhoades Date
Fiscal Agent, NEORide

Ryan Spitzer Date
Legal Counsel, NEORide

TO: Board of Directors

FROM: Bryan D. Smith

DATE: 12/11/2025

RE: REA Business Advisors

CityBus is engaging REA Business Advisors, an experienced independent contractor, to perform an internal audit focused on evaluating internal controls, segregation of duties, and system integrations between payroll and accounting systems. The goal is to ensure compliance with applicable regulations and maintain strong financial and operational oversight as CityBus is updating its procedures.

We have continued to find discrepancies in our current accounting software (FleetNet) and are addressing this through replacement with NetSuite from Oracle. We are also in the process of planning service reductions to ensure we are within our approved 2026 annual budget. It is vital that we have a clear understanding of our fiscal position now, and where we need to be in the near future.

I did reach out to a local firm, but they were not able to provide services with the nuances needed for the federal funding and reporting we have.

I request that the Board agree to allow the CEO to finalize and execute a contract with REA Advisors, pending a legal review by Brian Karle in order to expedite the project.

TO: Board of Directors

FROM: Bryan D. Smith

DATE: December 15, 2025

RE: Payroll Reconciliation

As I discussed at the November Board Meeting Executive Session, I was informed by staff in November that there had been an ongoing error in my benefits, dating from the beginning of my contract with CityBus in August of 2022. The total amount of overpayment comes to \$18,692.37.

To be clear, I believe that this was an honest clerical error when my payroll account was first established. I am the only contracted employee, and Paycom (the payroll software) was in use for a short time, so the setup was unique, and the program was new. I did not catch the error at the time and apologize to the Board that I did not discover it sooner.

The error was fixed in the payroll system immediately, so the amount is not increasing. As this was money not contemplated in my contract, I am obligated to return these funds to CityBus. I propose a change in the last year of my contract to achieve this as follows:

1. Strike paragraph 12.c. of the contract for 2026, ending the contribution to the 457b equaling \$6000.00.
2. Reduce the salary in paragraph 5.e. by \$12,692.37 to \$205,853.03.

These changes would accomplish the effective return of the funds before the end of my contract in 2026. Brian Karle has drafted a contract amendment that outlines these changes in the Board packet.

I look forward to serving the Board for many years to come and hope you find this proposal satisfactory.

**THIRD ADDENDUM TO EMPLOYMENT AGREEMENT OF
GENERAL MANAGER/CHIEF EXECUTIVE OFFICER**

This Third Addendum to Employment Agreement of General Manager/Chief Executive Officer (“Third Addendum”) is between the Greater Lafayette Public Transportation Corporation (“GLPTC”) and Bryan Smith (“Smith”). This Addendum serves as a modification of the Employment Agreement of General Manager/Chief Executive Officer dated August 17, 2022 (the “Agreement”).

WHEREAS, the parties discovered an inadvertent payroll error dating back to the inception of the Employment Agreement, resulting in an overpayment in an aggregate amount of \$18,692.37;

WHEREAS, the payroll error was corrected immediately upon discovery, and the parties agree that GLPTC should recoup the amount of the overpayment through a modification of the Employment Agreement for the calendar year 2026, including a salary reduction of \$12,692.37 and a reduction in benefits in the amount of \$6,000.00.

The terms and conditions of this Third Addendum are added to and incorporated into the Agreement. Capitalized terms used herein and not otherwise defined herein shall have the meaning given in the Agreement. In the event of any conflict between the terms of this Addendum and the terms of the Agreement or any prior addendum, the terms of this Addendum shall control.

GLPTC and Smith agree to modify the Agreement as follows:

1. Effective January 1, 2026 through December 31, 2026, Section 5(e) (2026 Salary) of the Agreement is hereby amended and replaced by the following:
 - a. \$205,853.03
2. Effective January 1, 2026 through December 31, 2026, Section 12(c) of the Agreement is hereby deleted, removing the benefit of a monthly \$500.00 contribution.
3. The parties agree that in the event that Smith’s Employment Agreement is terminated prior to December 31, 2026, then within 30 days of such termination Smith shall pay to GLPTC the balance of the overpayment that has not yet been recouped by GLPTC as of the date of such termination.

[The remainder of this page intentionally left blank]

IN WITNESS WHEREOF, the parties hereby execute the above Third Addendum to Employment Agreement of General Manager/Chief Executive Officer:

Greater Lafayette Public Transportation Corporation

By: _____
Mike Gibson, Chairperson

Attest:

By: _____
Angel Valentin, Secretary

Date

Bryan D. Smith

CITY BUS --- CLAIMS LISTING FOR
November 20, 2025 THROUGH December 17, 2025

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

CLAIM#	VENDOR NAME	CLAIM REASON	AMOUNT
41267	STABLES CATERING	EMPLOYEE BANQUET	\$519.11
41268	STABLES EVENT CENTER	EMPLOYEE BANQUET	\$110.66
41272	BUSINESS SYTEM SOLUTIONS	CONTRACTUAL SERVICES	\$13,427.98
41273	CENTER POINT ENERGY	UTILITIES	\$5,062.37
41274	CITY OF LAFAYETTE	UTILITIES	\$386.25
41275	CITY OF W. LAFAYETTE	UTILITIES	\$131.70
41276	FRONTIER	UTILITIES	\$169.34
41277	LEVEL365	UTILITIES	\$1,363.90
41278	QUADIENT	CONTRACTUAL SERVICES	\$55.50
41279	T-MOBILE	UTILITIES	\$598.50
41280	T-MOBILE	UTILITIES	\$340.74
41281	AGAVE HR PARTNERS	CONTRACTUAL SERVICES	\$2,975.00
41282	NEORIDE	CONTRACTUAL SERVICES	\$18,760.00
41283	ABC BUS	INVENTORY	\$8,475.00
41284	ADECCO	TEMP. EMPLOYMENT	\$5,687.52
41285	AL WARREN OIL	INVENTORY	\$10,383.77
41286	ANDERSON PLUMBING	CONTRACTUAL SERVICES	\$140.00
41288	CINTAS	UNIFORMS	\$1,131.18
41289	CINTAS	UNIFORMS - LEASED	\$1,274.22
41290	CULLIGAN	SUPPLIES	\$828.30
41291	** CUMMINS SALES & SERVICE	CAPITAL ITEMS	\$6,433.98
41292	EXTERIOR VIEW	CONTRACTUAL SERVICE	\$1,647.30
41293	GILLIG	INVENTORY	\$3,501.26
41294	** GRAY MANUFACTURING	CAPITAL ITEMS	\$1,100.00
41295	HERITAGE CRYSTAL CLEAN	SUPPLIES	\$962.23
41296	KEVIN VAN GORDER	CUSTODIAL SERVICE	\$4,784.00
41297	LAFAYETTE AUTO SUPPLY	INVENTORY	\$1,146.89
41298	LH INDUSTRIAL SUPPLIES	SUPPLIES	\$1,292.53
41299	LINDE GAS & EQUIPMENT	SUPPLIES	\$409.82
41300	MIDWEST TRANSIT EQUIPMENT	INVENTORY	\$684.52
41301	MULHAUPTS	CONTRACTUAL SERVICE	\$315.00
41302	NAPA	INVENTORY	\$593.95
41303	NEWTON OIL	INVENTORY	\$18,178.86
41304	** PHILS AUTOMOTIVE	CAPITAL ITEMS	\$4,676.34
41305	PLYMATE	SUPPLIES	\$102.22
41306	QUILL	SUPPLIES	\$1,288.54
41307	ROCC	CONTRACTUAL SERVICE	\$85.00
41308	SAFE HIRING SOLUTIONS	CONTRACTUAL SERVICE	\$1,642.70
41309	SCHEID DIESEL SERVICE	INVENTORY	\$552.48
41310	SPX GENFARE	SUPPLIES	\$1,811.04
41311	** THE AFTERMARKET PARTS CO	CAPITAL ITEMS	\$18,676.38
41312	** VEILLEUX CONCRETE & CUTTING	CAPITAL ITEMS	\$13,727.52
41313	CHEMSTATION	SUPPLIES	\$1,430.00
41314	** CUMMINS SALES & SERVICE	CAPITAL ITEMS	\$1,980.41
41315	JIMS GARAGE	CONTRACTUAL SERVICE	\$200.00
41316	KIRKS AUTOMOTIVE	SUPPLIES	\$32.00
41317	LAFAYETTE AUTO SUPPLY	INVENTORY	\$223.22
41318	LINDE GAS & EQUIPMENT	SUPPLIES	\$288.08
41319	MULHAUPTS	CONTRACTUAL SERVICE	\$465.00
41320	NAPA	INVENTORY	\$199.43

CITY BUS --- CLAIMS LISTING FOR
November 20, 2025 THROUGH December 17, 2025

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

CLAIM#	VENDOR NAME	CLAIM REASON	AMOUNT
41321	** THE AFTERMARKET PARTS CO	CAPITAL ITEMS	\$7,924.97
41322	CENTER POINT ENERGY	UTILITIES	\$15.39
41323	DUKE ENERGY	UTILITIES	\$2,223.65
41325	SPECTRIO	CONTRACTUAL SERVICE	\$145.05
41326	CITY OF LAFAYETTE	UTILITIES	\$1,634.48
41327	SUPERFLEET	CREDIT CARD-GASOLINE	\$1,965.41
41328	LEVEL365	UTILITIES	\$1,109.94
41329	RAMP	CREDIT CARD	\$18,044.86
41330	GOOGLE	CONTRACTUAL SERVICE	\$426.04
41331	ACCIDENT FUND	INSURANCE	\$7,642.60
41332	CITY OF LAFAYETTE	UTILITIES	\$212.59
41333	PRINCIPAL	INSURANCE	\$15,472.78
41334	GOOGLE	CONTRACTUAL SERVICE	\$650.04
41336	DUKE ENERGY	UTILITIES	\$8,408.61
41337	CENTERPOINT ENERGY	UTILITIES	\$224.55
41338	RAMP	CREDIT CARD	\$16,149.83
41339	CENTERPOINT ENERGY	UTILITIES	\$527.00
41340	CITY OF LAFAYETTE	UTILITIES	\$1,470.79
41341	CENTERPOINT ENERGY	UTILITIES	\$211.53
41342	SELECTIVE INSURANCE	INSURANCE	\$638.00
41343	TRAVELERS	INSURANCE	\$1,845.00
41344	FRANCISCAN HEALTH	CONTRACTUAL SERVICES	\$1,666.00
41345	REPUBLIC SERVICE	CONTRACTUAL SERVICES	\$201.34
41346	** VEILLEUX CUTTING & CONCRETE	CAPITAL ITEMS	\$17,202.24
41349	BUSINESS SYSTEM SOLUTIONS	CONTRACTUAL SERVICES	\$13,362.32
41350	NEORIDE	CONTRACTUAL SERVICES	\$3,476.70
41351	AGAVE HR PARTNERS	CONTRACTUAL SERVICES	\$2,975.00

TOTAL: \$286,078.45

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

41269	** CTE	CAPITAL ITEM	\$34,000.00
41270	GREGORY & APPEL INSURANCE	INSURANCE	\$27,169.40
41271	GREGORY & APPEL INSURANCE	INSURANCE	\$441,880.00
41287	** BALTUS ELECTRONICS	CAPITAL ITEMS	\$56,130.00
41324	CONSTELLATION	UTILITIES	\$21,277.49
41335	AUXIANT	INSURANCE	\$153,413.82
41347	** NEW FLYER	CAPITAL ITEMS	\$2,306,827.28
41348	** DLZ INDIANA LLC	CAPITAL ITEMS	\$41,134.00

TOTAL: \$3,081,831.99

CLAIMS TOTAL: \$3,367,910.44

Payroll Total for Nov-25 \$ 949,241.16

Summary	Pay Date 11/14/2025	Pay Date 11/28/2025	Board Members	Grand Total
Gross Wages	\$343,765.90	\$341,835.53	\$200.00	\$685,801.43
Employer Taxes	\$25,571.25	\$25,288.17		\$50,859.42
Employer Fringe Benefits	\$106,882.25	\$105,698.06		\$212,580.31
Total Payroll	\$476,219.40	\$472,821.76	\$200.00	\$949,241.16

Employer Details	Pay Date 11/14/2025	Pay Date 11/28/2025	Total
Employer Taxes:			
FICA/Medicare	\$25,089.04	\$24,916.51	\$50,005.55
SUTA	\$482.21	\$371.66	\$853.87
	\$25,571.25	\$25,288.17	\$50,859.42
Employer Fringe Benefits:			
PERF Contributions	\$40,828.93	\$38,541.98	\$79,370.91
Health/Dental/Vision/Life	\$62,895.12	\$64,851.77	\$127,746.89
HSA Contributions			\$0.00
Other Fringes	\$3,158.20	\$2,304.31	\$5,462.51
	\$106,882.25	\$105,698.06	\$212,580.31

CEO REPORT TO GLPTC BOARD OF DIRECTORS

MEETING DATE: DECEMBER 17, 2025

CEO

Staff has started the Leadership Challenge program with AgaveHR. Thank you to Board members who provided feedback for my assessment. Overall we had more than 90 people provide feedback on our leadership team, and we are digging into the reports now. While we have challenges ahead of us, it is clear we have a team focused on working through them and bringing the best service possible to our community.

We have engaged with the Purdue Data Mine after a suggestion from Dennis Carson and Mikel Berger after last month's presentation. We are sponsoring a class project with a goal to look at the long range mobility needs of the area with all of the planned developments. Randy Anderson has agreed to be the mentor for the class, and I'm excited to see the outcome.

I attended the APTA Legislative Committee in Washington DC on December 4th. We heard from US Rep Dan Larson, who is the ranking minority member of the House Transportation and Infrastructure Committee. That Committee is in charge of the Transportation Reauthorization bill. He said both he and the chair, US Rep Sam Graves, oppose the elimination of the mass transit account as reported in Politico. We also heard from FTA Administrator Marc Molinaro, who, when asked about the proposal, noted that if the House T&I committee leaders were against it, it was unlikely to become law. There is still a small hope that the Reauthorization bill can make it through Congress early next year, otherwise, we can anticipate several years of continuing resolutions, usually at static or reduced funding levels. CityBus will be communicating the need for a fully funded bill, highlighting the benefits we bring to our community with the help of the federal funding.

Staff are working on the route updates for January, primarily returning the Connector to the schedule. We are also working on what routes will need to look like after May in order to meet our budget. I have asked Shelby to set up times for small group meetings with the Board to go over what that will look like, and where we are at with additional revenue requests.

COO

This month focused on community engagement, partner coordination, and ongoing preparations for upcoming changes. We continue to expand our partnership with Food Finders Food Bank through food drive participation and broader community engagement. Additional collaboration is underway to bring resource availability to the CityBus Center, which will help connect riders with food assistance and other supports.

Staff have been working with community partners to gather information on how CityBus can better support job access for employees in local manufacturing. These discussions are helping us identify where future service adjustments or partnerships may be most impactful.

Planning continues to modify the 52E Redpoint Express, which will become the 52E Cumberland Express beginning in the spring semester. This change reflects the addition of a new partner and expanded service to The Lodge on The Trail Apartments. We are also continuing work to renew existing express route service agreements with our current partners.

As previously shared with staff and the Board, I will be departing CityBus on January 16, 2026, to join the North Central Regional Transit District (NCRTD) in northern New Mexico as Deputy Executive Director – Operations. After nineteen years and six roles with this agency, the decision to take this next step comes with deep appreciation for the opportunities and trust I have been given. I want to express my heartfelt gratitude to the Board of Directors, to CEO Bryan Smith, and to all staff throughout the organization. I am especially thankful for our bus operators, whose professionalism, patience, and commitment to our riders embody the best of CityBus. It has been an honor to grow here, to serve this community, and to work alongside the people who make this agency what it is.

FINANCE

- Engaged with the new auto/liability insurance carrier to implement the loss account.
- Solicited offers for line of credit for 2026. Current bank First Merchants Bank's offer to be provided.
- Working with INDOT and FTA or STIP approvals, grant revisions, and quarterly reports. Reviewed CityBus recipient management plan 2026 with FTA. The team is preparing to close one grant by the end of the year.
- 2025 annual audit process has started. Provided pre-audit information to the auditors. Auditor interviews to be scheduled in December.
- Taking steps to prepare for year-end procedures. Briefed the team on key issues.
- Future Enterprise Resource Planning solution is enclosed. This is the accounting system we use to track revenue and expense. Determined data transfer methodology and action timelines.
- Worked with Customer Experience Team to streamline Wabash Center billing and pass management.
- Finalize the Internal Control document by the end of the year.

HUMAN RESOURCES

- Launched Open Enrollment.
- Began year-end preparations.
- Continued recruitment efforts for the part-time Customer Service Representative position and the Dr. Jon D. Fricker Memorial Transit Internship.
- Continued work on the revised Employee Handbook.
- Initiated planning for the 2026 Bus Rodeo.
- Held first planning meeting for the ATU Mentorship Program.

MAINTENANCE

- 4008 cylinder head replacement
- 0915 engine replacement
- 451 engine replacement

OPERATIONS

- Snowfall came early this year and brought out emergency plans and dispatcher awareness on November 29th. Safety and Operations got together and updated our inclement weather plans for ice and snowfall in mid-November. Even with our preplanning a couple of sliding accidents occurred, it was no fault for our drivers. Hopefully this isn't a sign of a long snowy winter.
- We have the entire class of 12 students testing in Indianapolis to receive their cdl class b license the first two weeks in December. 6 students have already passed and the remaining 6 will take the test this week. Congratulations and good luck to all.

CUSTOMER EXPERIENCE

- The bus stop signage and poles project is moving forward. 80% of the bus stop sign installation is complete. Our goal is to be 100% completed before the end of this year weather permitting
- EZFare app is running smoothly. We are working with local agencies on the vendor portal process.
- Several community outreach events have taken place, and several more are scheduled for this winter.
- Working with new community partners for several future collaborations in 2026.
- Working with several businesses and local apartment complexes about providing potential new services.
- Travel training requests have soared in the past month.
- 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.

INFORMATION TECHNOLOGY

- Developed year-over-year ridership analysis report to better understand ridership trends related to Purdue and Reimagine CityBus.
- Started work on MSP transition plan.

Nov 2025

PROFIT AND LOSS STATEMENT
GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION

OPERATING REVENUE	Nov-25	Nov-24	%DIFF/MO	YTD2025	YTD2024	%DIFF	BUDGETED
PASSENGER FARES	\$ 159,713.03	\$ 313,076.71	-48.99%	\$ 3,191,156.77	\$ 3,413,901.35	-6.52%	\$ 3,926,050
ADVERTISING INCOME	31,430.86	13,416.67	134.27%	183,867.13	141,583.37	29.86%	189,720
INTEREST INCOME	18,939.37	24,534.66	-22.81%	183,673.68	303,125.19	-39.41%	-
MISC. INCOME	34,795.02	22,542.27	54.35%	182,066.93	147,325.40	23.58%	50,000
	\$ 244,878.28	\$ 373,570.31	-34.45%	\$ 3,740,764.51	\$ 4,005,935.31	-6.62%	\$ 4,165,770

REVENUE MILES	131,369	146,233	-10.16%	1,575,278	1,693,618	-6.99%
REVENUE HOURS	10,321	11,660	-11.48%	123,870	134,320	-7.78%

OPERATING EXPENSE	Nov-25	Nov-24	%DIFF/MO	YTD2025	YTD2024	%DIFF	BUDGETED	BALANCE	CPM/M	CPM/Y
PERSONNEL										
OPERATOR WAGES	\$ 450,020.42	478,862.00	-6.02%	\$ 5,099,636.31	\$ 5,442,624.12	-6.30%	5,962,420	\$ (862,783)	3.43	3.24
ADMINISTRATIVE WAGES	157,406.59	139,281.82	13.01%	1,861,413.19	1,653,127.84	12.60%	2,192,187	\$ (330,774)	1.20	1.18
MAINTENANCE WAGES	76,348.24	79,700.83	-4.21%	882,670.36	827,896.33	6.62%	1,217,974	\$ (335,303)	0.58	0.56
FICA TAX	50,369.68	77,908.86	-35.35%	585,539.66	625,131.60	-6.33%	717,002	\$ (131,463)	0.38	0.37
PERF	79,370.91	51,075.32	55.40%	886,455.41	876,490.64	1.14%	1,115,495	\$ (229,039)	0.60	0.56
LIFE & HEALTH INSURANCE	127,746.89	118,017.50	8.24%	1,685,109.16	1,477,077.77	14.08%	2,344,495	\$ (659,386)	0.97	1.07
UNEMPLOYMENT INSURANCE	853.87	306.13	178.92%	17,658.30	20,496.90	-13.85%	70,000	\$ (52,342)	0.01	0.01
WORK COMP INSURANCE	8,460.60	10,672.20	-20.72%	63,181.00	91,235.40	-30.75%	135,303	\$ (72,122)	0.06	0.04
UNIFORMS	4,227.32	7,721.89	-45.26%	40,402.29	48,833.63	-17.27%	50,000	\$ (9,598)	0.03	0.03
FRINGE BENEFITS	5,302.31	8,947.61	-40.74%	68,912.31	76,794.74	-10.26%	114,568	\$ (45,656)	0.04	0.04
	960,106.83	972,494.16	-1.27%	11,190,977.99	11,139,708.97	0.46%	13,919,443	\$ (2,728,465)		

COMMODITIES

DIESEL FUEL	8,707.16	11,315.26	-23.05%	75,532.98	137,685.70	-45.14%	152,992	\$ (77,459)	0.07	0.05
CNG FUEL	30,298.45	32,495.86	-6.76%	343,007.37	322,873.96	6.24%	634,264	\$ (291,257)	0.23	0.22
GASOLINE	1,713.03	2,516.77	-31.94%	18,828.46	28,469.11	-33.86%	28,157	\$ (9,329)	0.01	0.01
LUBRICANTS	101.46	2,380.03	-95.74%	77,959.86	53,663.98	45.27%	43,886	\$ 34,074	0.00	0.05
REPAIR PARTS--STOCK	20,900.90	9,865.06	111.87%	242,307.67	258,798.51	-6.37%	300,000	\$ (57,692)	0.16	0.15
REPAIR PARTS--FIXED EQUIP	-	-	0.00%	1,745.53	-	0.00%	10,000	\$ (8,254)	0.00	0.00
TIRES & BATTERIES	-	192.50	-100.00%	19,481.60	32,762.23	-40.54%	14,326	\$ 5,156	0.00	0.01
CLEANING SUPPLIES	2,824.67	3,928.86	-28.10%	29,484.70	35,216.67	-16.28%	34,077	\$ (4,592)	0.02	0.02
BUILDING MATERIALS	-	-	0.00%	10,956.82	1,774.33	517.52%	53,035	\$ (42,078)	0.00	0.01
POSTAGE & FREIGHT	212.80	853.43	-75.07%	5,098.14	3,082.57	65.39%	2,496	\$ 2,602	0.00	0.00
OFFICE SUPPLIES	3,052.52	955.12	219.60%	21,311.85	27,624.31	-22.85%	32,248	\$ (10,937)	0.02	0.01
MAT & SUPP--GENERAL	39,340.25	17,015.85	131.20%	272,793.45	86,998.20	213.56%	42,881	\$ 229,912	0.30	0.17
MAT & SUPPLIES--BILLABLE	-	-	0.00%	58.53	0.12	48675.00%	-	\$ 59	0.00	0.00
MAT & SUPPLIES--VEHS	22.50	-	0.00%	7,613.58	9,597.14	-20.67%	-	\$ 7,614	0.00	0.00
	107,173.74	81,518.74	31.47%	1,126,180.54	998,546.83	12.78%	1,348,362	\$ (222,182)		

SERVICES & CHARGES

VANPOOL SUBSIDY	-	600.00	-100.00%	10,800.00	600.00	1700.00%	-	\$ 10,800	0.00	0.01
ATTORNEY & AUDIT FEES	-	4,071.00	-100.00%	69,004.50	80,306.50	-14.07%	150,000	\$ (80,996)	0.00	0.04
CONTRACT MAINTENANCE	35,137.64	34,059.26	3.17%	417,726.35	473,716.86	-11.82%	328,972	\$ 88,755	0.27	0.27
CUSTODIAL SERVICES	4,784.00	9,568.00	-50.00%	52,225.34	52,624.00	-0.76%	69,885	\$ (17,660)	0.04	0.03
CONTRACTUAL SERVICES	30,728.37	73,833.77	-58.38%	558,963.52	510,426.70	9.51%	492,198	\$ 66,765	0.23	0.35
UTILITIES--TELEPHONE	1,533.24	1,394.25	9.97%	15,318.93	15,389.39	-0.46%	19,523	\$ (4,204)	0.01	0.01
UTILITIES--ELECTRIC	6,978.78	5,368.14	30.00%	52,878.89	39,178.08	34.97%	75,000	\$ (22,121)	0.05	0.03
UTILITIES--WATER & SEWAGE	1,991.14	2,302.49	-13.52%	25,116.17	27,384.91	-8.28%	35,219	\$ (10,103)	0.02	0.02
UTILITIES--GAS HEAT	(1,024.78)	59.62	-1818.85%	18,947.21	21,111.61	-10.25%	68,372	\$ (49,425)	-0.01	0.01
ADVERTISING & PROMOTION	184.90	23,650.56	-99.22%	43,614.51	132,842.59	-67.17%	150,000	\$ (106,385)	0.00	0.03
EXTERIOR ADVERTISING	-	-	0.00%	2,375.00	-	0.00%	10,000	\$ (7,625)	0.00	0.00
PRINTING	1,815.61	58.00	3030.36%	32,073.00	42,370.48	-24.30%	42,097	\$ (10,024)	0.01	0.02
ADVERTISING FEES	10,174.65	-	0.00%	11,925.52	8,001.86	49.03%	3,000	\$ 8,926	0.08	0.01
DUES & SUBSCRIPTIONS	-	2,280.00	-100.00%	29,857.90	40,368.20	-26.04%	56,027	\$ (26,169)	0.00	0.02
TRAVEL & MEETINGS	3,851.54	3,198.20	20.43%	54,458.94	53,052.06	2.65%	71,610	\$ (17,151)	0.03	0.03
PREMIUM PL & PD INSURANCE	42,370.75	45,667.67	-7.22%	633,903.55	519,939.03	21.92%	660,000	\$ (26,096)	0.32	0.40
PAYOUTS--PL & PD INS.	5,994.61	12,000.00	-50.04%	65,940.71	132,000.00	-50.04%	150,000	\$ (84,059)	0.05	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	15.00	-	0.00%	135.00	364.50	-62.96%	174	\$ (39)	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	-	125.00	-100.00%	75.00	125.00	-40.00%	11,369	\$ (11,294)	0.00	0.00
CASH (OVER)/SHORT	-	-	0.00%	159.10	-	0.00%	-	\$ 159	0.00	0.00
	144,535.45	218,235.96	-33.77%	2,067,186.84	2,127,693.20	-2.84%	2,443,446	\$ (376,259)		

TOTAL EXPENSES	\$ 1,211,816.02	\$ 1,272,248.86	-4.75%	\$ 14,384,345.37	\$ 14,265,949.00	0.83%	\$ 17,711,252	\$ (3,326,907)	9.22	9.13
-----------------------	------------------------	------------------------	---------------	-------------------------	-------------------------	--------------	----------------------	-----------------------	-------------	-------------

OTHER INCOME	Nov-25	Nov-24	%DIFF/MO	YTD2025	YTD2024	%DIFF	BUDGETED
COUNTY PROPERTY TAX	\$ 252,189.00	\$ 229,421.50	9.92%	\$ 2,774,079.00	\$ 2,523,636.50	9.92%	\$ 2,927,307
LOCAL INCOME TAX	73,466.00	67,915.58	8.17%	938,254.00	870,761.38	7.75%	814,987
STATE OPERATING GRANT	362,804.75	362,804.75	0.00%	3,990,852.25	3,990,852.25	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	-	1,022,400.00	-100.00%	825,784.00	3,698,494.00	-77.67%	-
STATE/LOCAL CONTRIBUTION	-	-	0.00%	-	-	0.00%	-
TOTAL OTHER INCOME	\$ 688,459.75	\$ 1,682,541.83	-59.08%	\$ 8,528,969.25	\$ 11,083,744.13	-23.05%	\$ 13,545,482

OTHER EXPENSES	Nov-25	Nov-24	YTD2025	YTD2024
(GAIN)/LOSS--ASSET DISPOSAL	\$ -	\$ -	\$ 418.38	\$ (517.92)
INTERGOVERNMENTAL FUNDS XFE	\$ -	\$ -	\$ -	\$ -
DEPRECIATION EXPENSE	\$ 342,896.85	\$ 329,492.53	\$ 3,752,416.47	\$ 3,417,021.42
TOTAL OTHER EXPENSES	\$ 342,896.85	\$ 329,492.53	\$ 3,752,834.85	\$ 3,416,503.50

	Nov-25	Nov-24	YTD2025	YTD2024
NET PROFIT/(LOSS)	\$ (621,374.84)	\$ 454,370.75	\$ (5,867,446.46)	\$ (2,592,773.06)

REVENUE COMPARISON

November 2025

	November 2025	November 2024	% DIFF	YTD2025	YTD2024	YTD2025
NON-CONTRACT REVENUE						
CASH FARES	\$ 10,610.26	\$ 17,533.59	-39.49%	\$ 173,178.66	\$ 189,023.66	-8.38%
TOKENS	15.00	1,759.95	-99.15%	32,349.15	24,650.95	31.23%
REGULAR PASS	10,984.00	8,459.92	29.84%	154,359.00	130,384.78	18.39%
DAY PASS	20,918.00	3,486.00	500.06%	112,170.00	42,834.50	161.87%
ELDERLY/DISABLED	882.00	3,182.00	-72.28%	24,244.50	31,021.54	-21.85%
SEMESTER PASS	1,124.00	-	0.00%	627,796.84	367,955.00	70.62%
TOTAL NON-CONTRACT	\$ 44,533.26	\$ 34,421.46	29.38%	\$ 1,124,098.15	\$ 785,870.43	43.04%
TOTAL WITH ACCESS	\$ 50,538.03	\$ 40,146.91	25.88%	\$ 1,183,642.27	\$ 856,162.15	38.25%
CONTRACT REVENUE						
CAMPUS	\$ -	\$ 170,151.80	-100.00%	\$ 839,193.50	\$ 1,531,366.20	-45.20%
IVY TECH	-	-	0.00%	15,000.00	15,000.00	0.00%
WLSC	-	-	0.00%	-	-	0.00%
APARTMENTS	109,175.00	102,778.00	6.22%	1,153,321.00	1,011,373.00	14.04%
WABASH NATIONAL	-	-	0.00%	-	-	0.00%
TRIPPERS	-	-	0.00%	-	-	0.00%
SUPPLEMENTAL SVC.	-	-	0.00%	-	-	0.00%
TOTAL CONTRACT	\$ 109,175.00	\$ 272,929.80	-60.00%	\$ 2,007,514.50	\$ 2,557,739.20	-21.51%
AUXILIARY REVENUE						
EXTERIOR ADVER.	\$ 29,999.86	\$ 13,416.67	123.60%	\$ 180,011.13	\$ 141,583.37	27.14%
MISC / CONCESSIONS	36,226.02	22,542.27	60.70%	185,922.93	147,325.40	26.20%
TOTAL AUXILIARY	\$ 66,225.88	\$ 35,958.94	84.17%	\$ 365,934.06	\$ 288,908.77	26.66%
INTEREST REVENUE						
INTEREST	\$ 18,939.37	\$ 24,534.66	-22.81%	\$ 183,673.68	\$ 303,125.19	-39.41%
	\$ 18,939.37	\$ 24,534.66	-22.81%	\$ 183,673.68	\$ 303,125.19	-39.41%
TOTAL REVENUE WITHOUT ACCESS						
	November 2025	November 2024	% DIFF	YTD2025	YTD2024	YTD2025
NON-CONTRACT	\$ 44,533.26	\$ 34,421.46	29.38%	\$ 1,124,098.15	\$ 785,870.43	43.04%
CONTRACT	109,175.00	272,929.80	-60.00%	2,007,514.50	2,557,739.20	-21.51%
AUXILIARY	66,225.88	35,958.94	84.17%	365,934.06	288,908.77	26.66%
INTEREST	18,939.37	24,534.66	-22.81%	183,673.68	303,125.19	-39.41%
	\$ 238,873.51	\$ 367,844.86	-35.06%	\$ 3,681,220.39	\$ 3,935,643.59	-6.46%
TOTAL REVENUE WITH ACCESS						
	November 2025	November 2024	% DIFF	YTD2025	YTD2024	YTD2025
ALL SOURCES	\$ 238,873.51	\$ 367,844.86	-35.06%	\$ 3,681,220.39	\$ 3,935,643.59	-6.46%
ACCESS	6,004.77	5,725.45	4.88%	59,544.12	70,291.72	-15.29%
TOTAL REVENUE	\$ 244,878.28	\$ 373,570.31	-34.45%	\$ 3,740,764.51	\$ 4,005,935.31	-6.62%

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	1,556,921.05	TRADE PAYABLES	-	-
CASH IN PAYROLL ACCOUNT-GEN FD	97,857.06	2,399,779.46	ACCOUNTS PAYABLE	400,759.75	107,352.56
LEVY EXCESS FUND	-	-	ACCOUNTS PAYABLE - CNG UTILITIES	-	-
WORKING FUNDS	-	-	TOTAL PAYABLES	400,759.75	107,352.56
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	4,212,957.17	ACCR COMPENSATED ABSENCES PAYABLE	372,243.32	372,243.32
			DEDUCTIONS-AUTO	-	-
RECEIVABLES			UNION DUES WITHHELD	1,556.58	-
ACCOUNTS RECEIVABLE	121,800.35	58,363.79	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)	(60,852.14)
A/R-TICKET VENDING MACHINE COLLECTIONS	-	-	DEDUCTION-HEALTH INS - COBRA	-	-
A/R - OFF-SITE PASS SALES COLLECTIONS	-	20,860.08	DEDUCTION - CHARITABLE DONATIONS	-	-
ACCTS REC'D-EMPLOYEE P/R WASH	-	-	DEDUCTION - LIBERTY NATIONAL	-	6,053.10
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	950.00
A/R TAX DRAW-COUNTY/LOCAL	-	758,006.79	DEDUCTION-CABLE	-	-
A/R GRANTS-STATE	-	(362,804.75)	DEDUCTION-PERF EE	5,667.00	1,639.54
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	-
PROPERTY TAX RECEIVABLE	3,421,913.62	3,421,913.62	DEFERRED COMPENSATION	2,445.97	179.71
TOTAL RECEIVABLES	5,061,412.75	4,909,045.57	ACCURED PERF PAYABLE ER	23,634.42	2,265.70
			TOTAL PAYROLL LIABILITIES	554,213.10	322,539.65
MATERIALS & SUPPLIES INVENTORY			ACCRUED TAX LIABILITIES		
BUS PARTS INVENTORY	287,971.30	415,495.14	FIT TAXES	61,401.80	-
PARTS INVENTORY-CLEARING ACCT	-	-	FICA/MEDICARE	-	-
DIESEL & GASOLINE INVENTORY	16,101.83	25,500.80	STATE TAX	-	-
OIL, LUBE, ANTIFREEZE INVENTORY	62,862.35	45,581.21	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	515,753.77			
			SHORT TERM DEBT		
TANGIBLE PROPERTY TRANSIT OPS			SHORT TERM DEBT	-	-
REVENUE EQUIPMENT	31,073,670.29	38,308,210.38	AUTO INSURANCE PAYOUT LIABILITY	-	24,647.94
SUPPORT VEHICLES	582,095.86	720,524.46	WORKERMAN COMP INSURANCE PAYOUT LIABILITY	-	-
BUILDING & STRUCTURE	19,794,129.03	22,382,415.31	INSURANCE PAYOUT LIABILITY	-	-
EQUIPMENT SHOP & GARAGE	431,600.06	504,828.88	ACCURED INTEREST PAYABLE - BANK OF AMERICA-CNG	-	-
REVENUE COLLECTION FAREBOX	1,318,033.06	1,318,033.06	TOTAL SHORT TERM DEBT	-	24,647.94
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	3,461,795.90	UNREDEEMED REGULAR PASSES	-	-
CONSTR. IN PROGRESS - PROJECTS	2,004.98	435,956.75	UNREDEEMED DAY PASSES	-	-
CONSTR. IN PROGRESS - SHELTERS	-	138,012.36	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	70,463,518.79	UNREDEEMED LOOP PASSES	-	-
			DEFERRED REVENUE-COUNTY/LOCAL	-	-
ACC DEPR-REVENUE EQUIPMENT	(17,633,151.59)	(26,978,654.65)	DEFERRED REVENUE-ADVERTISING & PAINTED TRANSIT	4,583.27	-
ACC DEPR-SUPPORT VEHICLES	(499,145.70)	(531,960.96)	FEDERAL TAX PAYABLE	-	-
ACC DEPR-BUILDING & STRUCTURE	(9,137,541.80)	(12,483,016.55)	UNREDEEMED 50 FARESAVERS	-	-
ACC DEPR-EQUIPMENT SHOP & GARAGE	(487,428.60)	(578,907.49)	UNREDEEMED PASS STUDENT	-	-
ACC DEPR-REVENUE COLLECTION FAREBOX	(1,259,175.21)	(1,293,139.57)	UNREDEEMED REVENUE	-	190,000.00
ACC DEPR-COMMUNICATIONS EQUIPMENT	(270,464.01)	(1,258,943.46)	UNREDEEMED TVM CHG/STRD VALUE CARDS	-	-
ACC DEPR-OFFICE EQUIPMENT & FURNISHINGS	(274,814.95)	(327,127.30)	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)	(43,451,749.98)	LONG-TERM DEBT		
TOTAL PROPERTY LESS DEPRECIATION	26,617,348.62	27,011,768.81	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	285,587.10	CONTRIBUTIONS		
PRE-PAID EXPENSES	39,071.28	(11,271.80)	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	274,315.30	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)	(45,628,849.60)
DEFERRED OUTFLOW - EXPECTED AND ACTUAL INV EARNINGS	652,895.00	652,895.00	TOTAL CONTRIBUTIONS	31,891,137.82	30,564,821.36
DEFERRED OUTFLOW - CHANGE IN ASSUMPTION	-	-			
TOTAL DEFERRED OUTFLOWS	1,711,185.00	1,711,185.00			
TOTAL ASSETS	41,292,444.36	39,602,709.13	TOTAL LIABILITIES & CONTRIBUTIONS	41,292,444.36	39,602,709.13

Nov 2025

EXPENDITURES TO DATE AND REMAINING BUDGET

GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION

Budget to date

91.7%

	BUDGET FY2025	Budget to Date	Expenditures to Date	Expenditures to Date %	Remaining Budget
PERSONNEL					
Operator Wages	5,962,420	5,465,551	5,099,636	85.5%	862,783
Administrative Wages	2,192,187	2,009,505	1,861,413	84.9%	330,774
Maintenance Wages	1,217,974	1,116,476	882,670	72.5%	335,303
FICA	717,002	657,252	585,540	81.7%	131,463
PERF	1,115,495	1,022,537	886,455	79.5%	229,039
Life & Health Insurance	2,344,495	2,149,121	1,685,109	71.9%	659,386
Unemployment Insurance	70,000	64,167	17,658	25.2%	52,342
Work Comp Insurance	135,303	124,028	63,181	46.7%	72,122
Uniforms	50,000	45,833	40,402	80.8%	9,598
Tool Allowance/Fringe Benefits	114,568	105,021	68,912	60.1%	45,656
Affordable Care Act Fees	-	-	-	0.0%	-
	13,919,443	12,759,490	11,190,978	80.4%	2,728,465
COMMODITIES					
Diesel Fuel	152,992	140,243	75,533	49.4%	77,459
Natural Gas Fuel	634,264	581,409	343,007	54.1%	291,257
Gasoline	28,157	25,811	18,828	66.9%	9,329
Oil & Antifreeze	43,886	40,229	77,960	177.6%	(34,074)
Repair Parts, Revenue Vehicles	300,000	275,000	242,308	80.8%	57,692
Repair Parts, Fixed Equipment	10,000	9,167	1,746	17.5%	8,254
Tires and Batteries	14,326	13,132	19,482	136.0%	(5,156)
Cleaning Supplies	34,077	31,237	29,485	86.5%	4,592
Building Materials	53,035	48,615	10,957	20.7%	42,078
Postage & Freight	2,496	2,288	5,098	204.3%	(2,602)
Office Supplies	32,248	29,561	21,312	66.1%	10,937
Other Materials, General Business	42,881	39,308	272,793	636.2%	(229,912)
Other Materials, Billable	-	-	59	0.0%	(59)
Other Materials, Vehicles	-	-	7,614	0.0%	(7,614)
	1,348,362	1,235,999	1,126,181	83.5%	222,182
SERVICES & CHARGES					
Vanpool Subsidy	-	-	10,800	0.0%	(10,800)
Attorney & Audit	150,000	137,500	69,005	46.0%	80,996
Contract Maintenance	328,972	301,557	417,726	127.0%	(88,755)
Custodial Services	69,885	64,062	52,225	74.7%	17,660
Contractual Services	492,198	451,182	558,964	113.6%	(66,765)
Utilities, Telephone	19,523	17,896	15,319	78.5%	4,204
Utility Expense, Electric	75,000	68,750	52,879	70.5%	22,121
Utility Expense, Water & Sewage	35,219	32,284	25,116	71.3%	10,103
Utilities, Natural Gas Heat	68,372	62,674	18,947	27.7%	49,425
Advertising & Promotions	150,000	137,500	43,615	29.1%	106,385
Exterior Advertising	10,000	9,167	2,375	23.8%	7,625
Printing	42,097	38,589	32,073	76.2%	10,024
Advertising Fees (Legal Ads)	3,000	2,750	11,926	397.5%	(8,926)
Dues & Subscriptions	56,027	51,358	29,858	53.3%	26,169
Travel & Meeting Expenses	71,610	65,643	54,459	76.0%	17,151
Premium on PL & PD	660,000	605,000	633,904	96.0%	26,096
Payouts PL & PD	150,000	137,500	65,941	44.0%	84,059
Recovery/physical Damage	-	-	(31,815)	0.0%	31,815
Other Corporate Ins	50,000	45,833	2,503	5.0%	47,497
Vehicle Registration	174	160	135	77.6%	39
Interest - Short Term	0	-	-	0.0%	-
Bad Debt Expense	-	-	1,000	0.0%	(1,000)
Misc. Expense	11,369	10,421	75	0.7%	11,294
	-	-	159	0.0%	(159)
	2,443,446	2,239,826	2,067,187	84.6%	376,259
TOTAL OPERATING EXPENSES	17,711,252	16,235,314	14,384,345	81.2%	3,326,907



November 2025

Route	Route Name	Passengers	Total Miles	Total Hours	P/Mi	%DIFF FROM 24	P/Hrs	%DIFF FROM 24
11	Creasy Lane	10,599	8,054.67	718.20	1.32		14.76	
12	South Street	10,677	7,212.59	724.24	1.48		14.74	
13	Main Street	11,359	8,328.80	817.92	1.36		13.89	
14	Brady Lane	10,067	11,624.81	731.74	0.87		13.76	
21	McCormick Road	32,234	12,838.30	977.74	2.51		32.97	
22	Salisbury Street	23,148	8,575.32	733.64	2.70		31.55	
23	Sagamore West	5,115	4,284.65	374.79	1.19		13.65	
31	North 9th Street	3,068	3,172.02	270.83	0.97		11.33	
32	Schuyler Avenue	6,360	3,298.11	269.15	1.93		23.63	
33	Ferry Street	3,706	2,559.07	269.50	1.45		13.75	
34	Teal Road	4,405	3,203.95	271.40	1.37		16.23	
35	Park East Boulevard	1,037	4,641.12	270.37	0.22		3.84	
36	South 18th Street	2,621	8,511.90	548.71	0.31		4.78	
41	The Connector	0	0.00	0.00	-		-	
42	Happy Hollow Road	10,603	5,301.31	479.45	2.00		22.11	
43	Northwestern	14,542	6,765.99	508.47	2.15		28.60	
Sub Total:		149,541	98,372.61	7,966.15	1.52	▼-33.59%	18.77	▼-36.99%
51E	Lark & Alight Express	18,357	4,935.17	367.54	3.72	■ -3.50%	49.95	■ -4.03%
52E	Redpoint Express	3,443	4,188.36	197.22	0.82	▼ -61.36%	17.46	▼ -55.09%
53E	Lindberg Express	23,351	6,649.19	530.68	3.51	▼ -16.42%	44.00	▼ -13.45%
Sub Total:		45,151	15,772.72	1,095.44	2.86	▼-20.36%	41.22	▼-16.17%
MB Total:		194,692	114,145.33	9,062	1.71	▼-37.38%	21	▼-36.98%
DR	Paratransit	2601	15,822.98	1,215.59	0.16	▼ -19.60%	2.14	▼ -18.12%
Demand Response Total:		2,601	15,822.98	1,215.59	0.16	▼-19.60%	2.14	▼-18.12%
VP	Vanpool	602	1,401.00	44.00	0.43	▼ -23.49%	13.68	▼ -9.25%
Vanpool Total:		602.00	1,401.00	44.00	0.43	▼-23.49%	13.68	▼-9.25%
Grand Total:		197,895	131,369.31	10,321.18	1.51	▼-39.03%	19.17	▼-38.21%



November 2025

Route	Route Name	Passengers
11	Creasy Lane	10,599
12	South Street	10,677
13	Main Street	11,359
14	Brady Lane	10,067
21	McCormick Road	32,234
22	Salisbury Street	23,148
23	Sagamore West	5,115
31	North 9th Street	3,068
32	Schuyler Avenue	6,360
33	Ferry Street	3,706
34	Teal Road	4,405
35	Park East Boulevard	1,037
36	South 18th Street	2,621
41	The Connector	0
42	Happy Hollow Road	10,603
43	Northwestern	14,542

Sub Total: 149,541

51E	Lark & Alight Express	18,357
52E	Redpoint Express	3,443
53E	Lindberg Express	23,351

Sub Total: 45,151

MB Total: 194,692

DR	Paratransit	2,601
Demand Response Total:		2,601

VP	Vanpool	602
Vanpool Total:		602

Grand Total: 197,895

November 2024

	Route Name	Passengers
--	------------	------------

All Regular Routes 242,902

Sub Total: 242,902

	Campus Routes	58,839
--	---------------	--------

Sub Total: 58,839

	Express/Apt Routes	57,306
--	--------------------	--------

Sub Total: 57,306

MB Total: 359,047

DR	ACCESS/FLEX	3,000
Demand Response Total:		2,948

VP	Vanpool	196
Vanpool Total:		196

Grand Total: 362,191

OPERATIONS REPORT

Nov-25

	2025 MONTH	2024 MONTH	2025 YTD	2024 YTD
MILES	131,369	146,233	1,575,278	1,689,253
PAID HOURS	15,772	24,891	174,580	195,692

	2025 MONTH	2024 MONTH	YTD 2025	YTD 2024	% DIFF MO	% DIFF YTD
ACCIDENTS	8	4	46	37	▲ 100.00%	■ 24.32%
PER 100,000 MILES	6.09	2.74	2.92	2.19	▲ 122.63%	■ 33.32%
PREVENTABLE	8	4	32	26	▲ 100.00%	■ 23.08%
PER 100,000 MILES	6.09	2.74	2.03	1.54	▲ 122.63%	■ 31.98%
NON-PREVENTABLE	0	0	14	11	#DIV/0!	■ 27.27%
PER 100,000 MILES	0.00	0.00	0.89	0.65	#DIV/0!	■ 36.48%
OVERTIME IN HOURS	2,430	5,246	25,607	29,542	▼ -53.68%	▼ -13.32%
% OF OVERTIME HOURS	15.4%	21.1%	14.7%	15.1%	▼ -26.90%	▼ -2.84%
SAFETY MEETINGS	1	1	6	11		

NO PAY HOURS: 520.65

**ROADCALLS
2025**

	Nov-25	Nov-24	% DIFF
MECHANICAL	3	5	12.00%
OTHER	0	0	#DIV/0!
DELAYS	0	0	#DIV/0!
TOTAL-MONTH	3	5	12.00%
TOTAL-YTD	34	43	1.84%

BUS#	LOCATION	PROBLEM	TIME	DATE	MECH OR OTHER
914		Electrical		11/12/2025	M
1902		Generator		11/14/2025	M
5003		Fuel Valve		11/25/2025	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	2,139	2,721	-21.39%	\$2.5900	\$2.3800	\$0.2100
DEC			#DIV/0!			\$0.0000
TOTAL	25,636	42,434	-39.59%	\$2.3348	\$2.5884	-\$0.2535

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	1,928	1,809	6.5782%
DEC			#DIV/0!
TOTAL	21,143	19,052	10.9752%

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	31,089	35,840	-13.2561%
DEC			#DIV/0!
TOTAL	362,001	404,461	-10.4979%