

**GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION
BOARD MEETING NO. 711**

DATE: February 25, 2026

TIME: 5:00PM

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

MEETING CHAIR: Mr. Mike Gibson

AGENDA

Item

1. Communications and Announcements
2. Public Comment
 - 2.1. Comments on the Agenda – 5 minutes
3. Review and Approval of Agenda Items and Minutes
 - 3.1. Review and Approval of Agenda of Meeting No. 711 held on February 25, 2026 (pg.1)
 - 3.2. Review and Approval of Minutes of Meeting No. 710 held on January 28, 2026 (pg.2)
4. Old Business
5. New Business
 - 5.1. Approval to award Etica Group for the YMCA/IVY Tech/CityBus Feasibility Study (Exhibit 1 pg.5)
 - 5.2. Approval of Change Order to the Build-Operate-Transfer Agreement for added capability to hydrogen fueling station (Exhibit 2 pg.48)
 - 5.3. Discussion of Handbook updating including a new mission and vision statement (Exhibit 3 pg.67)
 - 5.4. Presentation of Route Changes and Ridership
 - 5.5. Discussion of new Board Committee that will focus on creating new Board Bylaws.
 - 5.6. Consideration of claims list numbering 41498 through 41605 in the amount of \$521,866.64 (pg.69)
 - 5.7. Consideration of payroll for January 1, 2026, through January 31, 2026, in the amount of \$965,811.80 (pg.72)
6. Board and Staff Reports
 - 6.1. Chief Executive Officer Report (pg.73)
7. Public Comments
 - 7.1. 3 minutes per speaker
8. Adjournment
 - 8.1. Next meeting is Wednesday, March 25, 2026, in the GLPTC Conference Room

**GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION
BOARD MEETING NO. 710
MEETING MINUTES**

DATE: January 28, 2026
Present: Mike Gibson, Chair (Virtual)
Board Angel Valentin, Secretary
Julie Ginn
Tino Atisso
Ben Murray

Present: Bryan D. Smith: Chief Executive Officer
Staff Joanne Zhang: Chief Financial Officer
Ron Peters: Operations Manager
Dusty Sturgeon, Human Resources Administrator
Lon Lucas: Customer Experience Manager
Shelby Yeaman: Executive Assistant/Project Manager
Brian Karle: Attorney

Guests:

Chair, Mr. Angel Valentin, called meeting No.710 to order at 5:00PM in the GLPTC Board Room, 1250 Canal Road.

COMMUNICATIONS & ANNOUNCEMENTS

Mr. Bryan Smith wanted his staff to know how proud he was of them and how they handled the bad weather on Monday, January 26th. The team stepped up and created plans prior to the weather, which lead to a smooth transition when the weather did hit. Due to their planning and hard work, we had no missed service, even with 13 call offs.

PUBLIC COMMENT

REVIEW AND APPROVAL OF AGENDA ITEMS AND MINUTES

Mr. Ben Murray made the motion to approve the agenda of Meeting No.710 held on January 28, 2026. Ms. Julie Ginn seconded the motion. The motion was carried by a vote of 5 ayes and 0 nays through a roll call.

Mr. Ben Murray made the motion to approve the Minutes of Meeting No.709 was held on December 19, 2025. Ms. Julie Ginn seconded the motion. The motion was carried by a vote of 5 ayes and 0 nays through a roll call.

OLD BUSINESS

NEW BUSINESS

Ms. Julie Ginn made the motion to nominate Mr. Angel Valentin as the CityBus Board Secretary for the remainder of the year. Mr. Ben Murray seconded the motion. The motion was carried by a vote of 5 ayes and 0 nays through a roll call.

Ms. Julie Ginn made the motion to approve Resolution #26-01 Authorizing Applications to be made for Federal and State Funds for 2026. Mr. Tino Atisso seconded the motion. The motion carried by a vote of 5 ayes and 0 nays.

The standard is to pass a resolution yearly by the board allowing the CEO to apply for both federal and state grants, and after application, the CEO will inform the board on what was applied for and why.

On November 1, we changed from Travelers as being our provided to the new setup of being partially self-insured, which included buying insurance through TransitRe. They have asked Mr. Smith to sit on the board, which would require one in person meeting a year, which is paid for by TransitRe, and three virtual meetings. As a board member, travel to conferences where TransitRe will be at can be paid for by the organization, which in hopes will also save CityBus some money for travel. This is not finalized yet, as the TransitRe board still needs to vote for Mr. Smith to be in.

Mr. Mike Gibson and Mr. Ben Murray mentioned how great of an opportunity this is for Mr. Smith and inquired how long of a term it would be. Mr. Smith was unsure but will find out.

The board considered approval of claims list numbering 41352 through 41497, in the amount of \$3,324,087.41. Ms. Julie Ginn made the motion to approve the claims list. Mr. Ben Murray seconded the motion. The motion was carried by a vote of 5 ayes and 0 nays through roll call.

The board considered approval of payroll for December 1, 2025, through December 31, 2025, in the amount of \$948,778.27. Ms. Julie Ginn made the motion to approve payroll. Mr. Ben Murray seconded the motion. The motion was carried by a vote of 5 ayes and 0 nays through a roll call.

BOARD AND STAFF REPORTS (CEO REPORT)

Mr. Smith mentioned there are going to be many challenges ahead, but the team is ready. This is going to be a year of change for everyone, and we hope to exceed expectations and lead this funding problem we are facing with positive attitudes and positive changes.

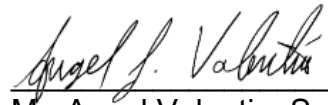
Mr. Smith let the board know we have a few different procurements that will be hitting the streets. Some of those being a Legal RFP, Board Council, Insurance that will cover issues, labor negotiations, and a few others. Mr. Mike Gibson offered to sit on the selection committee for the board council RFP.

PUBLIC COMMENTS

ADJOURNMENT

With there being no further business to be transacted, Ms. Julie Ginn made the motion to approve adjournment. Mr. Ben Murray seconded the motion. The motion was carried by a vote of 5 ayes and 0 nays through a roll call at 5:21PM. The next regular Board

Meeting is scheduled for Wednesday, February 25, 2026, at 5:00PM, in the GLPTC Board Room, 1250 Canal Road.



Mr. Angel Valentin, Secretary
CityBus Board of Directors

02/10/2026

Date:

MEMO



TO: Board of Directors

FROM: Bryan D. Smith

DATE: February 20, 2026

RE: Ivy Tech Transfer Center Feasibility Study

We have conducted a procurement for a consultant to provide a feasibility study for a transfer center at Ivy Tech. As a reminder, this is a joint project with Ivy Tech and the Greater Lafayette YMCA, where they are each paying half of the local share for the study (\$20,000 of the \$100,000 total).

We received a single proposal from Etica Group (attached) to conduct the study. Pursuant to our Procurement Procedures, we have determined that there was sufficient competition with three companies requesting the proposal documents and then declining to bid.

The project and price proposal has been reviewed by me, Aaron Baute from Ivy Tech, and Paul Cramer from YMCA. It is a fair and reasonable price for the tasks involved. The project timeline is 15 weeks from kickoff.

I request the Board authorize me to finalize and execute the contract with legal counsel.

REQUEST FOR PROPOSALS #26-01
FEASIBILITY STUDY

CITYBUS GREATER LAFAYETTE
WEDNESDAY, FEBRUARY 4, 2026

HEADQUARTERS
8720 Castle Creek
Pkwy E Dr, Suite 400
Indianapolis, IN 46250

Exhibit 1





**HEADQUARTERS AND PLACE
 WORK WILL BE PERFORMED**

8720 Castle Creek
 Pkwy E Dr, Suite 400
 Indianapolis, IN 46250

CityBus's effort to evaluate a new transfer center integrated with childcare and future development is a critical opportunity to strengthen mobility, access and community support in Greater Lafayette. This feasibility study sets the foundation for decisions that will shape transit operations, rider experience and partner collaboration for years to come. We understand through conversations with CityBus this has been a priority of the agency and this Feasibility Study will help the project move forward. Etica Group is particularly well suited to support CityBus on this study for three key reasons:

- Direct experience with transit agencies and complex public partnerships, including feasibility studies that integrate facilities, operations, community impact and regulatory considerations.
- A collaborative, stakeholder-driven approach that aligns CityBus, Ivy Tech, the YMCA and community interests around clear, actionable outcomes.
- A focus on practical implementation, delivering recommendations that are realistic, fundable and structured to support future phases of work.

The integrated nature of this project—bringing together transit infrastructure, childcare access and future mixed-use potential—aligns closely with Etica Group and Kimley Horn's team strengths. Our approach emphasizes early engagement, disciplined analysis and clear communication to ensure the final study is both technically sound and immediately useful to CityBus decision-makers and partners.

This proposal reflects our understanding of CityBus's scope of work and our commitment to delivering a high-quality feasibility study within the established budget and schedule. We view this engagement as the beginning of a long-term partnership and an opportunity to support CityBus's continued leadership in serving the Greater Lafayette community.

A handwritten signature in black ink that reads "Jessica Ann Nickloy".

Authorized Negotiator
 Jessica Nickloy, President/CEO
 jnickloy@eticagroup.com
 317.908.2017

A handwritten signature in black ink that reads "Toby Winiger".

Architectural Department Manager
 Toby Winiger - Primary Point of Contact
 twiniger@eticagroup.com
 317.319.9432

"Etica Group's team provided comprehensive support from the outset, delivering all expected deliverables with precision and professionalism. Their detailed project timeline and accurate estimated project budget were crucial in helping us understand the scope and potential of this significant undertaking.

During the study, extending our timeline to include an additional meeting and further research became necessary. Etica Group accommodated these changes seamlessly, demonstrating their flexibility and commitment to the project's success.

The insights and data provided by Etica Group have been invaluable in advancing our public safety building project. Their expertise has laid a solid foundation for our future efforts, and we are confident that their contributions will continue to benefit our community for years to come."

*- Kegan Schmicker, Mayor
 City of Tipton, Indiana*

DESCRIPTION OF THE FIRM

Etica GROUP Etica Group's projects contribute to the growth and well-being of communities. Our architects, engineers, surveyors and construction inspectors work hand-in-hand with clients to prioritize effective communication and collaboration to ensure your goals are our goals. We will work closely with you to understand and achieve your project objectives. As a women-owned firm, diversity is ingrained in our culture, fostering creativity and varied perspectives.

Services

- Architecture
- Building Envelope
- Civil Engineering
- Land Surveying
- Construction Inspection

Kimley»Horn Kimley-Horn is a national engineering, planning and environmental consulting firm founded in 1967, specializing in transportation projects. With a staff of more than 9,900 professionals across 145+ offices nationwide, they serve a diverse range of public and private sector clients.

They are a leading consultant in the planning and design of transit systems, with significant emphasis on facility design. Their expertise includes the design of major transit facilities such as maintenance and operations facilities, major transfer/multimodal center and administrative offices. These designs are tailored to meet the needs of urban, regional and statewide transit systems, ensuring seamless functionality and efficient operations.

Experience with Statement of Work

Etica Group regularly works with organizations to conduct Feasibility Studies. We have found a key to success is ensuring all Stakeholders are active and engaged throughout the process. This ensures all opinions and points of view are discussed and integrated into the study to develop a road map for how to move the project forward.

Recent Etica Group Feasibility Study Projects

- IndyGo Zero Emission Vehicle Transition
- Indianapolis Airport Authority Restroom Renovation
- City of Greencastle DPW, Police Department and Fire Department Facility Assessment
- Pike Township Fire Department Station 63 Feasibility Study
- Pike Township Fire Department Station 63 Site Feasibility Study
- Tipton Public Safety Building Study
- Liberty Township Fire Department Feasibility Study
- Elwood Fire Department Feasibility Study
- Pike Township Trustee Office Technology
- Sharpsville-Liberty Township Fire Department Study
- Plainfield Fire Department GIS Study
- Opportunity Enterprises

Restroom Renovation Summary

Cost Estimates - All Levels | (28) Total Restrooms

	Level 1 \$ 10M	Level 2 \$ 16M
Interior Finishes	●	●
Wall Modifications	○	●
Fixture Counts	○	●
Size of Restroom	—	●
New Fixtures and Toilet Partitions	●	●
Open-up Exterior Wall to Glazing for Access to Natural Light	—	●
HVAC and Plumbing Modifications	○	●
Ceiling and Lighting	●	●
Electrical Service Panels Removed and Replaced	—	—
Entrance Modifications	—	○

● Extensive
 ● Moderate
 ○ Minimal
 — No Charge



KEY TEAM MEMBERS



Don Higgins, AIA

Project Manager

Don Brings over 25 years of experience is highly skilled in design, architectural and construction project management, materials and building systems. He has a passion for incorporating the client's goals at all stages of a project and is motivated to ensure the client's desired results are achieved.

Education

- Master of Architecture, Columbia University, 1993
- Bachelor of Environmental Design, Miami University, 1987

Professional Registrations

Registered Architect, IN, IL, MI

Professional Affiliations

- The American Institute of Architects (AIA)
- The Construction Specifications Institute (CSI)
- American Institute of Architects, Resilience and Adaptations Certificate Program
- Indiana Department of Natural Resources, Qualified Architect for Historical Structures

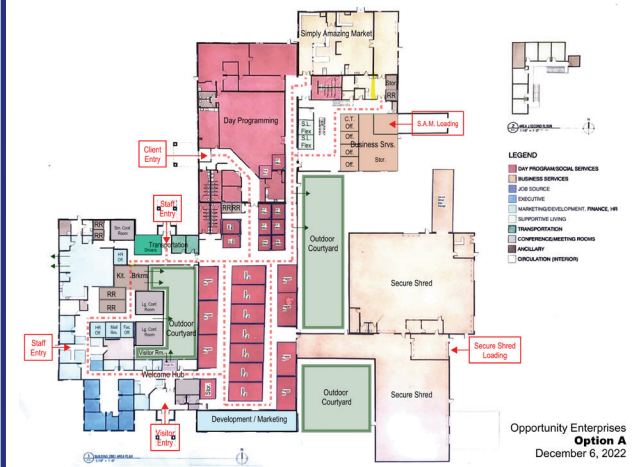
Professional Awards/Recognitions

- Featured in the Wall Street Journal, Jackson, Candice. "Need a house? Buy a building." 2016

Experience

- IndyGo Mobility Services Phase I & II, Customer Care Center and Offices
- IndyGo Mobility Services Phase III, Bus Canopies and Wash Facility
- IndyGo East Fleet Terminal
- IndyGo East Campus Building B Renovation
- IndyGo East Campus Bus Storage Facility
- IndyGo Assessment Center
- IndyGo Celadon Redevelopment
- IAA Terminal and Concourse Restroom Feasibility Study and Renovation
- Koteewi Archery Range Expansion
- Pike Township Fire Department Maintenance Building
- Tipton Public Safety Building Study
- Bargersville Utility Building
- Boone County Courthouse Window Replacement
- City of Refuge Christian Church

- Kokomo Warren Auto Parts Assessment and Adaptive Reuse Study
- BBs Home Away from Home Adult Daycare Assessment
- Opportunity Enterprises, Campus Assessment and Future Planning Design
- Richmond Municipal Airport, New Terminal Concept Design



KEY TEAM MEMBERS



Ed Brown, CSI, CCCA, Assoc. AIA

Project Architect

Ed brings over 20 years of experience ranging from pre-design to construction administration. He has been involved in the design of a variety of facility types, such as education, commercial, Government facilities, transportation facilities and multi-family housing.

Experience

- IndyGo East Campus Renovations and Planning
- IndyGo East Campus Building B
- IndyGo Mobility Solutions & Customer Care Center
- Liberty Township, Hendricks County, Multi-Station Fire Station Feasibility Study
- City of Tipton Public Safety Building Assessment and Feasibility Study
- Town of Lowell Fire Department Assessment Study
- Town of Spencer Municipal Building Study
- Camp Atterbury Building 2 Medical Clinic
- Camp Atterbury Building 303 Renovation
- S.T.E.A.M. Academy, West Lafayette, IN*
- Claystone At The Crossing Renovation And Clubhouse, Lafayette, IN*
- Kids Count New Facility – Crawfordsville, IN*

**Personal Experience Prior to Etica Group*



Toby Winiger, AIA

Director of Architecture & Building Envelope Services

Toby brings a wealth of knowledge from his 22 years of experience. He is passionate and committed to his clients needs. He wants to hear each client's unique story, provide valuable leadership through the design process and explore the best possible solution for each project.

Experience

- Bloomington Public Transit - Electric Bus Charging
- Bloomington Public Transit - New Facility
- IndyGo – East Campus Renovations and Planning
- IndyGo – Vehicle Wash and Paint Booth Replacement
- IndyGo – Mobility Services Facility
- IndyGo – Office Renovations (Construction Administration)
- City of Kokomo Bus Storage Facility
- MacAllister Machinery Rentals Expansion
- Purdue University Airport – Hanger 6 Office Addition
- City of Tipton Public Safety Building Assessment and Feasibility Study
- Pike Township Fire Department Station 63 Feasibility Study
- Center Township Trustee Office Study

KEY TEAM MEMBERS



Jason Doan, PE, CPESC

Project Manager

Jason's experience includes project management, site, stormwater, ADA sidewalk and curb ramp design and arboricultural services. He has experience with permitting requirements for multiple agencies including IDEM, IDNR, Indianapolis BNS and USACE.

Experience

- IndyGo Mobility Services Bus Storage Facility
- IndyGo Electric Bus Charging Station
- IndyGo Training Facility
- Kokomo Bus Storage Facility
- Purdue Hangar 6 West Side Renovations, Purdue University, West Lafayette, IN
- YMCA of Muncie Site Master Plan
- Project Ribeye, Valparaiso, IN
- MacAllister Machinery Rentals Expansion
- Pike Township Fire Department Maintenance Facility
- Liberty Township, Hendricks County, Multi-Station Fire Station Feasibility Study
- City of Tipton Public Safety Building Assessment and Feasibility Study
- Town of Lowell Fire Department Assessment Study
- Town of Spencer Municipal Building Study



Brandon Schreeg, PLA Kimley»Horn

Senior Project Manager

Brandon is a senior project manager at Kimley-Horn and has more than 20 years of planning, design and construction experience for parks, trails and streetscapes. He routinely leads master planning and implementation projects and enjoys the positive outcomes his projects bring to a community.

Brandon is passionate about how his projects bring outdoor recreation and active transportation to the forefront of local and regional economic development efforts. Brandon has assisted municipal clients in the identification and procurement of grants totaling \$40M utilizing federal, state and local programs since 2020. He enjoys being a part of multidisciplinary teams and steering the talents of an assembled team to solve critical problems.

Experience

- Wabash River Greenway Corridor Master Plan, 10 Counties, West Central, Indiana
- Great Miami River Shared-Use Trail Master Plan, Hamilton County, OH
- Countywide Safe Streets for All (SS4A) Action Plan, Tippecanoe County, IN
- Sagamore Parkway Trail Connectors, West Lafayette & Lafayette, IN
- Wabash River Heritage Trail Connector, West Lafayette, IN
- 3301 N River Road River Access Site, Tippecanoe County, IN
- North River Road Active Transportation Sidepath and Bridge – RAISE Grant Application, Tippecanoe County, IN
- West Lafayette Parks Signage Program, West Lafayette, IN
- Six Neighborhood Park Renovations, Indianapolis, IN

KEY TEAM MEMBERS



Jill Conniff, AICP

Environmental Lead

Jill's professional background in community development and environmental policy bring a multidisciplinary approach to transportation and development projects. Her work with community stakeholders supports projects that balance environmental compliance, development objectives and long-term sustainability. Jill has experience

evaluating environmental impacts. She performs endangered species evaluations, stream and wetland delineations, and phase I environmental assessments. Additionally, her experience includes public involvement, regulatory guidance, and navigating NEPA processes.

Experience

- Tippecanoe County Safe Streets Action Plan, Tippecanoe County, IN
- Eel River Commons Feasibility Study, North Manchester, IN
- Hancock County Pennsy Trail Extension, Greenfield, IN
- Central Ohio Transit Authority (COTA), East Main Bus Rapid Transit Engineering Services, Columbus, OH
- Virginia Passenger Rail Authority (VPRA), Transforming Rail in Virginia – Siding A: Potomac Creek Third Track, Stafford, VA

Kimley»Horn



Dan Malsom, PE, RSP Kimley»Horn

Transportation Planner and Operations Engineer

Dan is a transportation planner and operations engineer with 10 years of experience conducting community analysis and developing context-sensitive solutions in urban and rural settings, as well as in environmentally protected areas. As part of solutions development, he has led in-depth impact analysis for conceptual design alternatives.

Dan has partnered with several different transit providers to complete these projects, including the Hill Country Transit District (HCTD) in Texas and several rural transit Districts across Virginia. He also works closely with local councils of governments and metropolitan planning organizations on transportation planning and funding efforts, including with Indiana clients such as the Indianapolis MPO and the Columbus Area MPO.

Experience

- Indianapolis MPO SS4A Safety Action Plan Update, Indianapolis, IN
- Columbus Area MPO Metropolitan Transportation Plan Update, Columbus, IN
- CTCOG Regionally Coordinated Transportation Plan 5-Year Update, Belton, TX
- Virginia Department of Rail and Public Transportation (DRPT), Strategic Transit Development Plans (TDPs), Various Locations, VA
- Loudoun County Metrorail Stations Bike and Pedestrian Access Study, Loudoun County, VA

KEY TEAM MEMBERS



Josh Nixon, PE

Project Engineer

Josh has 25 years of local land development experience specializing in site layout, planning and feasibility studies, site design, stormwater design and permitting. Josh also has extensive experience with residential projects within Tippecanoe County. Josh has managed projects from concept through design, permitting and construction. Recognized for

his diversity of skills, his experience spans campus/educational, residential, multifamily, commercial, industrial, municipal and other development types. Josh is based in Kimley-Horn's West Lafayette office.

Kimley»Horn

Experience

- CityBus Temporary Transfer Point Exhibits, Lafayette, IN
- City of West Lafayette Downtown Traffic Study, West Lafayette, IN.
- Tippecanoe County Public Library Wyandotte Branch, Lafayette, IN*
- Tippecanoe County Public Library Wea Prairie Branch, Lafayette, IN*
- Tippecanoe County Public Library Downtown Branch Renovation and Red Crown Mini-Museum Site Improvements Lafayette, IN*
- West Lafayette Public Library Expansion and Renovation West Lafayette, IN*
- Discovery Park District Infrastructure, Phases 1-3, West Lafayette, IN*
- John R. Dennis Wellness and Aquatic Center and Trail Improvements, West Lafayette, IN*
- West Ridge Apartments, West Lafayette, IN*
- Compass Flats Apartments, Lafayette, IN
- Purdue University Mitch Daniels School of Business, West Lafayette, IN

**Completed prior to joining Kimley-Horn.*

MAJOR CLIENT ACCOUNTS

Bloomington Public Transit Corporation

- New Facility (with Kimely Horn)
- Electric Bus Charging Station

Indianapolis Airport Authority

- Indianapolis Airport Authority, Terminal and Concourse Restroom Feasibility Study and Implementation (Phase 1 under construction)
- Rental Car Maintenance Facilities
- Roads and Parking Lots
- Taxiway R Reconstruction

Putnam County

- New County Annex Government Center

City of Greencastle

- DPW, Police Department and Fire Department Facility Assessment

City of Elwood

- Fire Department Feasibility Study
- Municipal Building Renovation

Kimley Horn Major Accounts

- Metro Transit, MN
- South Florida Regional Transportation Authority (SFRTA)
- San Diego Association of Governments (SANDAG)
- Virginia Department of Rail and Public Transportation (DRPT)
- Hillsborough Area Regional Transit Authority (HART)

To Evaluation Committee:

I am writing on behalf of Etica Group as the Project Manager (now former) for Facility Capital Projects for Indy Go. I worked with Etica Group on several projects:

- 1501 Building Assessment
- Paratransit Facility Assessment/Olney Street Property Assessment
- Office Renovations
- New Training Facility

For Each of the projects, the teams I worked with from Etica Group met my expectations:

- **Project Scope/Design** - The design and scope met IndyGo's expectations, especially under the crunch of minimizing impacts to staff, staff changing requirements and addressing all the needs of the organization. The team did a great job of identifying areas of cost savings throughout the projects.
- **Project Schedule** - During the design phases of the projects, Etica Group was responsive and met IndyGo's timetable for procurement and during construction was responsive to review of Pay Applications, Changes, Substantial Completions and Final Completion of the project.
- **Meetings & Professionalism** - Etica Group always had someone from their staff or sub-consultants present for meetings and construction progress.

I have no concerns of Etica Group's performance and I have enjoyed my experience working with and partnering with the team on the multiple projects. IndyGo kept the team busy during the three years and they exhibited their strength in handling all tasks.

- LaTeeka Washington, Former Facility Capital Project Manager
IndyGo

REFERENCES

Reference:

Bloomington Public Transport Corporation - New Transit Facility
John Connell
General Manager
130 W. Grimes Lane
Bloomington, IN 47403
john.connell@bloomingtontransit.com
765.404.4775

Project Location:

Bloomington, IN

Services:

Planning and Design

Etica Group and Kimley-Horn are currently providing planning and design services for a new consolidated transit operations and maintenance facility for Bloomington Public Transportation Corporation (BPTC). The project supports BPTC's transition toward a modernized, efficient and expandable campus capable of accommodating a growing and increasingly diverse fleet, including future electric vehicles.

The facility is planned to support a fleet of approximately 140 vehicles, including 40- and 60-foot buses, minibuses, microtransit vehicles and supervisor vehicles. The project consolidates administration, operations, maintenance and fleet storage functions into a cohesive campus designed to improve operational efficiency, safety and long-term adaptability.

The project includes evaluation of fleet circulation, vehicle turning movements and campus access. Multiple layout options were studied to test parking configurations, stacking limits, internal

circulation and building connections. These studies were developed in close collaboration with BPTC leadership, operations staff and maintenance personnel to ensure the facility reflects real-world operational needs.

Site planning and design efforts will also address significant environmental and subsurface constraints. The team has coordinated closely with civil and environmental consultants and engaged directly with state regulatory agencies to evaluate buildable areas, respond to contaminated soils and identify strategies that balance regulatory compliance, cost control and long-term durability.

While the project is still in the early design process, our team has emphasized collaborative decision-making, operational efficiency and flexibility—that will deliver a facility concept that supports BPTC's current service model while positioning the agency for future growth, fleet electrification and evolving transit demands.

Key Facility Metrics (Approximate):

Bus Storage: ~190,000 SF

- Fully enclosed and tempered storage
- Pull-through parking with limited two-deep stacking
- Designed to accommodate articulated buses and mixed fleet types

Maintenance & Service Areas: ~35,000–37,000 SF

- Multiple maintenance bays
- Dedicated service and detail areas
- Bus wash
- Maintenance offices and parts storage
- Separate battery storage room to support electric fleet operations

Administration & Operations: ~26,000 SF

- General Manager and administrative offices
- Operations and dispatch spaces
- Staff support spaces and training/classroom areas
- Designed for future vertical or horizontal expansion



REFERENCES

Client:

IndyGo

Project Location:

Indianapolis, IN

Services Provided:

Architecture, Feasibility Study, Building Envelope and Site/Civil Engineering

Reference:

Sarah Stentz
Senior Project Mgr - Cap Facilities Projects
1501 West Washington Street
Indianapolis, IN 46222
sarah.stentz@indygo.net
317.559.5284

IndyGo purchased the former Celdon headquarters in 2020 to accommodate future growth. 'Building B' is an existing two-story, 43,000 square foot facility that is currently under renovation to house a new Board Room, offices, and training space.

The building entrance was enhanced with a new canopy and security office to improve security for the facility. The Board Room was creatively nestled within the existing structural columns to allow for up to 125 seats and elevated platform for the IndyGo Board and Executive Team.

The second floor utilized most of the existing spaces with updated finishes to reflect IndyGo's standards. A small vestibule and elevator addition was added to provide accessibility to all levels of the facility. The addition was designed with the IndyGo blue to serve as a beacon on the site and strengthen campus branding.



REFERENCES

Client:

Central Ohio Transit Authority (COTA)
Rickenbacker Area Mobility Center

Project Location:

Columbus, OH

Services Provided:

Site/Civil Engineering

Reference:

Steve Tweed
Project Manager, Engineering & Design
Central Ohio Transit Authority
(614) 843-1151
tweedsr@cota.com

33 N. High St.
Columbus, OH 43215

Kimley-Horn provided civil engineering services for COTA's Rickenbacker Area Mobility Center (RAMC) near Rickenbacker International Airport. Located at London-Groveport and Shook roads, the RAMC will connect COTA's bus service with workforce shuttles like GREAT and public transit options from Fairfield and Pickaway counties. The center will offer park-and-ride lots, bike racks, scooters, and amenities including a childcare center, meeting rooms, a 7,500 SF space for the Mid-Ohio Food Collective, and areas for banks and medical providers. Kimley-Horn was responsible for the schematic design, construction documents, site compliance plan, permitting, agency coordination, and construction administration services.

UNDERSTANDING OF SCOPE OF WORK

Understanding of CityBus’s Scope of Services and Proposed Approach

This effort is intended to provide actionable, decision-ready information that CityBus and its partners can use to determine whether—and how—to advance into future funding, design and implementation phases. The feasibility study must therefore integrate technical analysis, stakeholder engagement and conceptual planning into a clear, defensible roadmap for next steps.

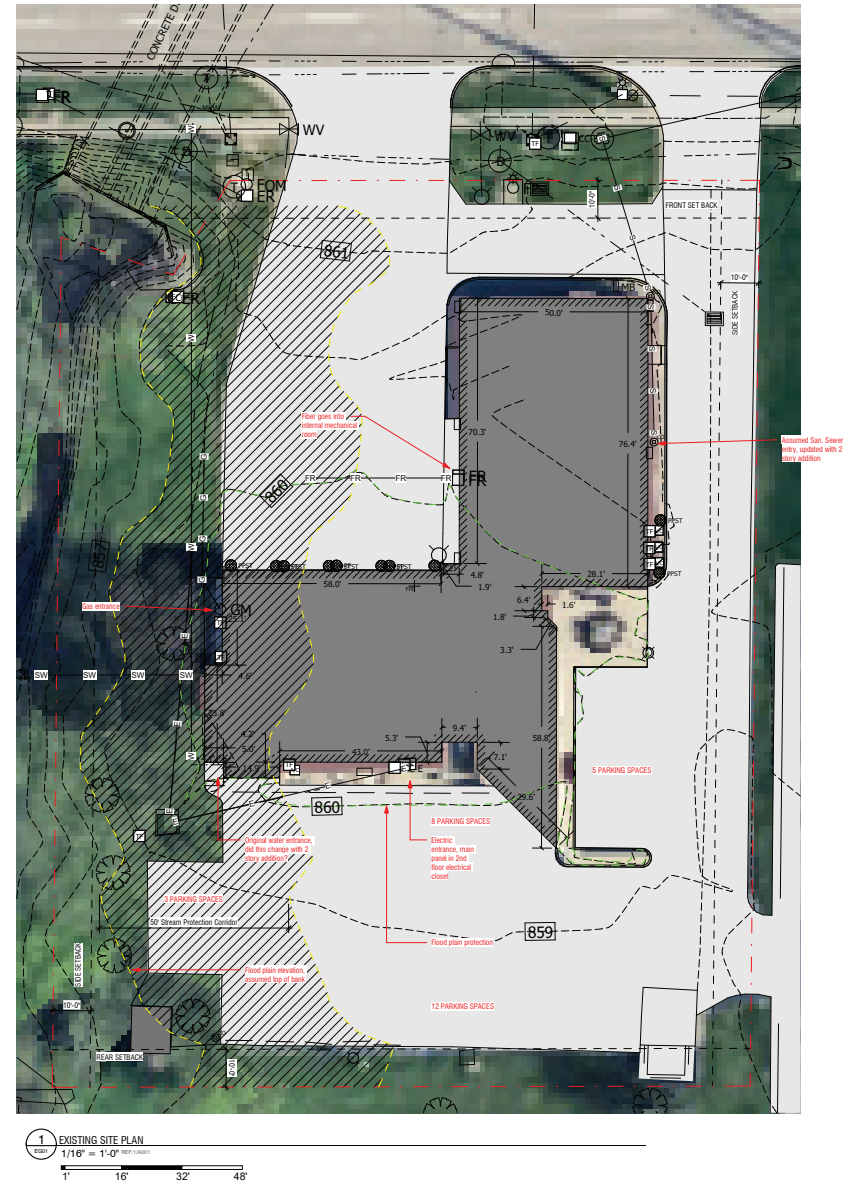
Proposed Approach and Task Execution

Our approach is organized around the seven key components identified in CityBus’s scope of work, with each task structured to build upon each phase and inform final recommendations.

1. Site Viability Assessment

We will evaluate up to three (3) potential sites at or near the Ivy Tech Lafayette Campus through a structured screening process. This task will include:

- Reviewing available parcels and campus-adjacent properties for size, configuration, ownership and development constraints.
- Analyzing site access and circulation for bus operations, passenger transfers, pedestrians, bicycles and general vehicular traffic.
- Evaluating existing infrastructure, utilities and capacity for expansion to support transit, childcare and potential future housing uses.
- Findings will be documented in a comparative site diagram(s) highlighting opportunities, constraints, and overall suitability for CityBus’s operational needs.



Site Constraints for Pike Township Fire Department New Station Feasibility Study

UNDERSTANDING OF SCOPE OF WORK

2. Community Impact Analysis

Recognizing the community-serving nature of both transit and childcare facilities, we will assess potential impacts and benefits for key stakeholder groups. This task includes:

- Conducting targeted stakeholder engagement with CityBus, Ivy Tech, YMCA representatives, local government and community organizations. One focus group meeting is anticipated to gather community stakeholder feedback for this study.
- Evaluating Census data and local plans to quantify impacts related to mobility, access to childcare, student and workforce support and neighborhood compatibility.
- Assessing broader socioeconomic considerations, including how childcare access and potential housing integration support CityBus's equity and access goals.

Stakeholder input will directly inform site recommendations, design concepts and implementation considerations.



Stakeholder meeting for City of Tipton Feasibility Study

3. Zoning and Regulatory Review

We will perform a high-level regulatory due diligence review to identify potential constraints and approval pathways. Specific tasks include:

- Reviewing local zoning ordinances, land-use regulations and comprehensive plan policies applicable to each candidate site.
- Identifying required permits, approvals and potential variances.
- Assessing compliance considerations related to ADA and other applicable accessibility and building standards.

This review will clarify feasibility risks, limitations and inform realistic development timelines.

UNDERSTANDING OF SCOPE OF WORK

4. Conceptual Design Development

Based on site analysis and stakeholder input, we will prepare preliminary conceptual design options for the transfer center and childcare facility. This effort will:

- Meet with stakeholders to develop a space program identifying needs for the transit hub and childcare facility.
- Develop 2-3 initial concepts illustrating spatial relationships, circulation concepts and operational adjacencies.
- Incorporate flexibility for future housing development by others, addressed at a conceptual level only.
- Integrate sustainable design principles such as energy efficiency, green space opportunities, and passenger comfort.

Refinement of preferred option to include conceptual sketches will be used to test feasibility assumptions rather than represent final design solutions.



Site Plan Options from a Feasibility Study

5. Cost Projections

We will develop a Class 4 cost projection (based on AACE recommended practice) to support CityBus’s decision-making, including:

- The intent of a Class 4 estimate is to assess technical feasibility representing approximately 5-15% definition. Substantial uncertainty exists which would be reflected in an appropriate contingency.
- A preliminary construction cost opinion will be based on a preferred conceptual design and will utilize square foot-based unit cost.
- High-level operational and maintenance cost considerations.
- Phased implementation scenarios to allow CityBus to align investment with funding availability and project priorities.

These estimates will be clearly documented with assumptions and limitations appropriate for a feasibility-level study.

6. Potential Funding Sources and Methods

To support future implementation, we will identify potential funding strategies applicable to CityBus and its partners, including:

- Federal, state, and local funding programs available to transit agencies, community colleges and non-profit organizations.
- High-level concepts for innovative funding approaches such as public-private partnerships, joint development or build-operate-transfer models.

This task will provide CityBus with a realistic view of funding pathways without advancing into grant application development .

UNDERSTANDING OF SCOPE OF WORK

7. Sustainability and Environmental Review

We will evaluate sustainability and environmental considerations at a planning level by:

- Identifying potential environmental impacts and mitigation strategies.
- Outlining anticipated NEPA requirements based on project type and funding assumptions.
- Evaluating opportunities for sustainable materials, renewable energy integration, and long-term operational efficiency.

This review will ensure environmental considerations are incorporated early into CityBus’s decision-making process

Deliverables and Coordination

The study will culminate in a comprehensive Feasibility Report that synthesizes findings from all tasks, supported by conceptual graphics and clear recommendations. Deliverables will include:

- A feasibility report with site analysis, community impact findings, regulatory summary, conceptual designs, cost projections, funding strategies and sustainability assessment.
- A presentation to the CityBus Board and key stakeholders.
- An executive summary suitable for public communication.

All work will be completed within 14-16 weeks as shown on the right, with regular progress meetings to ensure alignment with CityBus and its project partners.

	Data Gathering / Analysis						Design & Synthesis						Report			
	Kick-Off	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15
Project Administration & Management																
Contract Approval	x															
Kick-Off Meeting	x															
Data Gathering	x															
Checkpoint							x						x			
Task 1 - Site Viability Assessment																
Identify / Evaluate Sites		x	x													
Analyze Access for Transit / Pedestrian / Vehicular			x	x						x	x					
Document Existing Infrastructure / Utilities			x	x												
Document Site Assessment					x	x										
Task 2 - Community Impact Analysis																
Conduct Stakeholder Meetings		x											x			
Evaluate Impacts: mobility, childcare, workforce, neighborhood				x	x	x										
Assess Socioeconomic Considerations: housing & childcare				x	x	x										
Document Community Impact Analysis							x									
Task 3 - Zoning and Regulatory Review																
Review Local Zoning Ordinances, Land-Use and Planning			x	x												
Identify Required Permits and Approvals			x	x												
Assess Compliance Related to ADA and Building Codes / Standards				x	x					x	x					
Document Zoning and Regulatory Review							x			x	x					
Task 4 - Conceptual Design Development																
Conduct Stakeholder Meetings		x							x				x			
Develop Space Program for Transit Hub and Daycare				x	x	x										
Develop Conceptual Options								x	x	x	x	x				
Identify Future Housing Needs					x	x	x									
Identify Sustainable Design Principles / Green Space								x	x	x	x	x				
Document Conceptual Design												x	x			
Task 5 - Cost Projections																
Preliminary Construction Cost Estimates										x	x	x				
Operational and Maintenance Cost																
Phasing and Implementation													x	x	x	
Task 6 - Potential Funding Sources																
Identify Funding Mechanism													x	x	x	
Funding Concepts and Strategies														x	x	
Task 7 - Sustainability / Environmental Review																
Identify Environmental Impacts / Mitigation Strategies		x	x	x												
Outline Anticipated NEPA Requirements				x	x	x										
Opportunities for Sustainable Materials								x	x	x						
Document Environmental / Sustainability Review												x				
Final Feasibility Report & Presentation																
Draft Report Formatting							x						x			
Final Report															x	
Presentation																x
Executive Summary																x

REQUIREMENTS OF RFP

Key Scope Clarification

- Site viability assessment to include up to three (3) sites.
- One community stakeholder meeting will be held in hybrid format (in-person / virtual).
- Two to three initial test concepts will be explored with a “preferred” solution to be developed for the final.
- Four (4) progress meetings will be held during the process to review options and development.
- Final presentation will be presented to the key stakeholders and leader at the conclusion of the study.

Contract Review

After review of the contract, Etica Group has a few minor comments within this contract that would require discussion or clarification, before moving forward. Etica Group’s comments are noted below:

- Page 5 of 24: Article 6b. includes language that “the Contractor will taken affirmative action”. The intent of this paragraph is not clear as to what action is to be taken.
- Page 6 of 24: Article 6f: The word after “such time” should be and.
- Page 6 of 24: Article 6f: The word “with” in the last sentence should be moved before “relevant”.
- Page 11 of 24: Article 21a: This clause should be discussed and possibly more detailed provisions included. There may be situations where the right to stop work is required such as if there is a payment dispute.
- Page 11 of 24: Article 22: The court of competent jurisdiction could be stated at Tippecanoe County which is noted later in Article 32.
- Page 15 of 24: Article 36a: the work after “cost” in the last sentence should be “of”
- Page 18 of 24: Article 42b: This paragraph needs to be discussed and defined further to confirm the paragraph’s intent.

PROPOSAL FORM

Proposer: Etica Group

Name: Toby Winiger

Name of Authorized Representative: Jessica Nickloy

Signature of Authorized Representative

Title: CEO/President

Address, including Zip Code: 8720 Castle Creek Parkway East Dr. Suite 400

Indianapolis, IN 46250

Fax Number

Telephone Number: 317.466.9520

_____ % @ _days

Please note if a prompt payment discount is offered. No prompt payment discount is offered

REPRESENTATIONS AND CERTIFICATIONS

REPRESENTATIONS

Proposers firm is as: (check or complete all applicable boxes)

- an individual
- a partnership
- a non-profit organization
- a corporation, incorporated under the laws of the State of Indiana
- a limited liability corporation (LLC)
- other, _____

CERTIFICATIONS

(check applicable box)

- 1. Covenants Against

Gratuities:

Neither Proposer nor any of its employees, representatives or agents have offered or given gratuities or will offer or give gratuities (in the form of entertainment, gifts or otherwise) to any director, officer, or employee of CityBus with the view toward securing favorable treatment in the awarding, amending, or the making of any determination with respect to Proposer selection or the performance of the Contract.

The undersigned Proposer certifies that the foregoing is true.

Proposer

Janice Ann Nicklay

 Authorized Representative

2/3/2026

 Date



PROPOSAL ADDENDA

Addenda:

The undersigned acknowledges receipt of the following addenda to the document:

Addendum No. _____, Dated _____

Addendum No. _____, Dated _____

Addendum No. _____, Dated _____

Failure to acknowledge receipt of all addenda may cause the proposal to be considered non-responsive to the solicitation. Acknowledged receipt of each addendum must be clearly established and included with the offer.

The undersigned understands that any conditions stated above, clarifications made to above or information submitted on or with this form other than that requested, will render proposal unresponsive.

Etica Group

(Name of Individual, Partnership or Corporation)

8720 Castle Creek Parkway East Dr. Suite 400
Indianapolis, IN 46250

(Address)

Jessica Ann Nicklay

(Authorized Signature)

CEO/President

(Title)

2/3/2026

(Date)

317.466.9520

(Telephone)

AGREEMENT OF SERVICES

TO: Greater Lafayette Public Transportation Corporation
1250 Canal Road
Lafayette, IN 47904

The undersigned hereby agrees to furnish the services as listed below in accordance with the specifications on file with the Greater Lafayette Public Transportation Corporation, which have been carefully examined and attached hereto.

Signed: [Handwritten Signature: Jessica Ann Nickloy]

Printed Name: Jessica Nickloy Title: CEO/President

Date: 2/3/226 Telephone: 317.466.9520

For (Company): Etica Group

Address: 8720 Castle Creek Parkway East Dr. Suite 400



CERTIFICATION OF PRIMARY PARTICIPANT REGARDING DEBARMENT

All primary participants in contracts over \$25,000 shall be required to execute the certification listed below.

The Primary Participant (applicant for an FTA grant or cooperative agreement, or potential contractor for a major third-party contract), _____ certifies to the best of its knowledge and belief, that it and its principals:

- 1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- 2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- 3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
- 4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(If the primary participant (applicant for an FTA grant, or cooperative agreement, or potential third-party contractor) is unable to certify to any of the statements in this certification, the participant shall attach an explanation to this certification.)

THE PRIMARY PARTICIPANT (APPLICANT FOR AN FTA GRANT OR COOPERATIVE AGREEMENT, OR POTENTIAL CONTRACTOR FOR A MAJOR THIRD PARTY CONTACT), CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTIONS 3801 ET SEQ. ARE APPLICABLE THERETO.

The undersigned chief legal counsel for the Etica Group hereby certifies that
(entity)

The CEO/President has authority under State and local law to comply with the subject (entity) assurances and that the certification above has been legally made.



LOBBYING

Modifications have been made to the Clause pursuant to Section 10 of the Lobbying Disclosure Act of 1995, P.L. 104-65 [to be codified at 2 U.S.C. §1601, *et seq.*]

Lobbying Certification and Disclosure of Lobbying Activities for third party contractors are mandated by 31 U.S.C. 1352(b)(5), as amended by Section 10 of the Lobbying Disclosure Act of 1995, and DOT implementing regulation, "New Restrictions on Lobbying," at 49 C.F.R. §20.110(d)

Language in Lobbying Certification is mandated by 49 C.F.R. Part 19, Appendix A, Section 7, which provides that contractors file the certification required by 49 C.F.R. Part 20.

Modifications have been made to the Lobbying Certification pursuant to Section 10 of the Lobbying Disclosure Act of 1995.

Use of "Disclosure of Lobbying Activities," Standard Form-LLL set forth in Appendix B of 49 C.F.R. Part 20, as amended by "Government wide Guidance For New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96) is mandated by 49 C.F.R. Part 20.

Byrd Anti-Lobbying Amendment, 31 U.S.C. §1352, as amended by the Lobbying Disclosure Act of 1995, P.L. 104-65 [to be codified at 2 U.S.C. §1601, *et seq.*] - Contractors who apply or proposal for an award of \$100,000 or more shall file the certification required by 49 C.F.R. part 20, "New Restrictions on Lobbying." Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress or State legislature, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. §1352. Each tier shall also disclose the name of any registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contacts on its behalf with non-Federal funds with respect to that Federal contract, grant or award covered by 31 U.S.C. §1352. Such disclosures are forwarded from tier to tier up to CityBus.

49 C.F.R. PART 20--CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned [Contractor] certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress or State Legislature, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. §1601, *et seq.*)]
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Contractor, accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C.

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352. For this RFQ, in Boxes 1, 2 and 3 – circle A; in Box 4 – put the Bidding firm’s name and address; Boxes 5, 7, 8 and 9 – leave blank; Box 6 has already been completed; Box 10 – put NA if Bidding firm does NOT participate in lobbying; Box 11 - read and complete neighboring box.

<p>1. Type of Federal Action: (circle one)</p> <ul style="list-style-type: none"> a. Contract b. Grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance 	<p>2. Status of Federal Action: (circle one)</p> <ul style="list-style-type: none"> a. bid/offer/application b. initial award c. post-award
<p>3. Report Type: (circle one)</p> <ul style="list-style-type: none"> a. initial filing b. material change <p>For Material Change Only: Year _____ Quarter _____ date of last report _____</p>	<p>4. Name and Address of Reporting Entity:</p> <p>Prime</p> <p>Sub-awardee</p> <p>Tier _____, <i>if known:</i> Congressional District, <i>if known:</i></p>
<p>5. If Reporting Entity in No. 4 is a Sub-awardee, Enter Name and Address of Prime:</p> <p>Congressional District, <i>if known:</i></p>	<p>6. Federal Department/Agency:</p>
<p>7.</p> <ul style="list-style-type: none"> a. Federal Program Name/Description: <p>CFDA Number, <i>if applicable:</i></p>	<p>8. Federal Action Number, <i>if known:</i></p>
<p>9. Award Amount, <i>if known:</i></p> <p>\$ _____</p>	<p>10. Name and Address of Lobbying Registrant (<i>if individual, last name, first name, MI</i>): NA</p> <p>Individual Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i></p>

<p>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure</p>	<p>Signature: <u>Jessica Ann Nickloy</u></p> <p>Print Name: _____ Jessica Nickloy _____</p> <p>Title: __CEO/President_____</p> <p>Telephone No.: __317-908-2017_</p> <p>Date: __2/3/2026_____</p>
--	---

<p>shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	
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<p>Federal Use Only:</p>	<p>Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)</p>
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INDIANA E-VERIFY AFFIDAVIT

Contractor shall, in accordance with I.C. § 22-5-1.7, enroll and verify work eligibility status of all newly hired employees of Contractor through the E-Verify program or any other work authorization program approved by the United States Department of Homeland Security or the Department of Homeland Security. Contractor further understands that it is not required to verify work eligibility status of newly hired employees of Contractor through the E-Verify program if the E-Verify program no longer exists. Contractor certifies that it does not knowingly employ any unauthorized aliens.

Signature of Contractor's Authorized Official:

Jessica Ann Nickloy

Name and Title of Contractor's Authorized Official: Jessica Nickloy, CEO/President

Date: 2/3/2026

REQUEST FOR PROPOSALS #26-01
FEASIBILITY STUDY - PRICING FORM

CITYBUS GREATER LAFAYETTE
WEDNESDAY, FEBRUARY 4, 2026

HEADQUARTERS
8720 Castle Creek
Pky E Dr, Suite 400
Indianapolis, IN 46250



PROPOSAL FORM

Proposer: Etica Group

Name: Toby Winiger

Name of Authorized Representative: Jessica Nickloy

Signature of Authorized Representative

Title: CEO/President

Address, including Zip Code: 8720 Castle Creek Parkway East Dr. Suite 400

Indianapolis, IN 46250

Fax Number

Telephone Number: 317.466.9520

_____ % @ _days

Please note if a prompt payment discount is offered. No prompt payment discount is offered

Pricing Form

CityBus is seeking pricing for each phase of the **(project)** as a “not-to-exceed” amount to complete that phase. Billing should be by project task, with details in the billing as to hours spent by various consultant staff, with the total amount not to exceed the proposal, unless agreed to in writing by both parties in advance. Consultant should also include a cost per hour for additional services, by type of work (principal, engineer, planner, etc). Consultant should also include a price to complete all week phases as seen in the SOW.

Task 1	Hours (estimate)_54__	Task 2	Hours (estimate)_36__
	Not to exceed \$ _11,340__		Not to exceed \$ _7,980__
Task 3	Hours (estimate)_28__	Task 4	Hours (estimate)_157__
	Not to exceed \$5,960__		Not to exceed \$ _34,030__
Task 5	Hours (estimate)_40__	Task 6	Hours (estimate)_22__
	Not to exceed \$ _8,840__		Not to exceed \$ _5,060__
Task 7	Hours (estimate)_37__	Report	Hours (estimate)_56__
	Not to exceed \$ _6,860__		Not to exceed \$ _10,160__
Administration	Hours (estimate)_35__		
	Not to exceed \$ __7,460__		
Total	Hours (estimate)_465__		
	Task Total__97,690__		
	Expenses \$ __1,000__		
	Not to exceed \$ __98,690__		

Additional Hours by type (insert additional rows as needed)

Type	Hourly Rate			
Director	\$250.00			
Project Manager	\$230.00			
Project Architect	\$210.00			
Project Engineer	\$210.00			
Planning Analyst	\$170.00			
Engineer/Planner	\$230.00			
Sr. Engineer/Planner	\$330.00			
Accounting	\$170.00			
Administrative	\$80.00			

PROPOSAL ADDENDA

Addenda:

The undersigned acknowledges receipt of the following addenda to the document:

Addendum No. _____, Dated _____

Addendum No. _____, Dated _____

Addendum No. _____, Dated _____

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The undersigned understands that any conditions stated above, clarifications made to above or information submitted on or with this form other than that requested, will render proposal unresponsive.

Etica Group

(Name of Individual, Partnership or Corporation)

8720 Castle Creek Parkway East Dr. Suite 400
Indianapolis, IN 46250

(Address)

Jessica Ann Nicklay

(Authorized Signature)

CEO/President

(Title)

2/3/2026

(Date)

317.466.9520

(Telephone)



AGREEMENT OF SERVICES

TO: Greater Lafayette Public Transportation Corporation
1250 Canal Road
Lafayette, IN 47904

The undersigned hereby agrees to furnish the services as listed below in accordance with the specifications on file with the Greater Lafayette Public Transportation Corporation, which have been carefully examined and attached hereto.

Signed: [Handwritten signature: Jessica Ann Nickloy]

Printed Name: Jessica Nickloy Title: CEO/President

Date: 2/3/226 Telephone: 317.466.9520

For (Company): Etica Group

Address: 8720 Castle Creek Parkway East Dr. Suite 400



CERTIFICATION OF PRIMARY PARTICIPANT REGARDING DEBARMENT

All primary participants in contracts over \$25,000 shall be required to execute the certification listed below.

The Primary Participant (applicant for an FTA grant or cooperative agreement, or potential contractor for a major third-party contract), _____ certifies to the best of its knowledge and belief, that it and its principals:

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- 2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- 3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
- 4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(If the primary participant (applicant for an FTA grant, or cooperative agreement, or potential third-party contractor) is unable to certify to any of the statements in this certification, the participant shall attach an explanation to this certification.)

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The undersigned chief legal counsel for the Etica Group hereby certifies that
(entity)

The CEO/President has authority under State and local law to comply with the subject (entity) assurances and that the certification above has been legally made.



LOBBYING

Modifications have been made to the Clause pursuant to Section 10 of the Lobbying Disclosure Act of 1995, P.L. 104-65 [to be codified at 2 U.S.C. §1601, *et seq.*]

Lobbying Certification and Disclosure of Lobbying Activities for third party contractors are mandated by 31 U.S.C. 1352(b)(5), as amended by Section 10 of the Lobbying Disclosure Act of 1995, and DOT implementing regulation, "New Restrictions on Lobbying," at 49 C.F.R. §20.110(d)

Language in Lobbying Certification is mandated by 49 C.F.R. Part 19, Appendix A, Section 7, which provides that contractors file the certification required by 49 C.F.R. Part 20.

Modifications have been made to the Lobbying Certification pursuant to Section 10 of the Lobbying Disclosure Act of 1995.

Use of "Disclosure of Lobbying Activities," Standard Form-LLL set forth in Appendix B of 49 C.F.R. Part 20, as amended by "Government wide Guidance For New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96) is mandated by 49 C.F.R. Part 20.

Byrd Anti-Lobbying Amendment, 31 U.S.C. §1352, as amended by the Lobbying Disclosure Act of 1995, P.L. 104-65 [to be codified at 2 U.S.C. §1601, *et seq.*] - Contractors who apply or proposal for an award of \$100,000 or more shall file the certification required by 49 C.F.R. part 20, "New Restrictions on Lobbying." Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress or State legislature, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. §1352. Each tier shall also disclose the name of any registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contacts on its behalf with non-Federal funds with respect to that Federal contract, grant or award covered by 31 U.S.C. §1352. Such disclosures are forwarded from tier to tier up to CityBus.

49 C.F.R. PART 20--CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned [Contractor] certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress or State Legislature, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. §1601, *et seq.*)]
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This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Contractor, accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C.

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352. For this RFQ, in Boxes 1, 2 and 3 – circle A; in Box 4 – put the Bidding firm’s name and address; Boxes 5, 7, 8 and 9 – leave blank; Box 6 has already been completed; Box 10 – put NA if Bidding firm does NOT participate in lobbying; Box 11 - read and complete neighboring box.

<p>1. Type of Federal Action: (circle one)</p> <ul style="list-style-type: none"> a. Contract b. Grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance 	<p>2. Status of Federal Action: (circle one)</p> <ul style="list-style-type: none"> a. bid/offer/application b. initial award c. post-award
<p>3. Report Type: (circle one)</p> <ul style="list-style-type: none"> a. initial filing b. material change <p>For Material Change Only: Year _____ Quarter _____ date of last report _____</p>	<p>4. Name and Address of Reporting Entity:</p> <p>Prime</p> <p>Sub-awardee Tier _____, <i>if known</i>: Congressional District, <i>if known</i>:</p>
<p>5. If Reporting Entity in No. 4 is a Sub-awardee, Enter Name and Address of Prime:</p> <p>Congressional District, <i>if known</i>:</p>	<p>6. Federal Department/Agency:</p>
<p>7.</p> <ul style="list-style-type: none"> a. Federal Program Name/Description: <p>CFDA Number, <i>if applicable</i>:</p>	<p>8. Federal Action Number, <i>if known</i>:</p>
<p>9. Award Amount, <i>if known</i>:</p> <p>\$ _____</p>	<p>10. Name and Address of Lobbying Registrant (<i>if individual, last name, first name, MI</i>): NA</p> <p>Individual Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI)</i>:</p>

<p>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure</p>	<p>Signature: <u>Jessica Ann Nickloy</u></p> <p>Print Name: _____ Jessica Nickloy _____</p> <p>Title: __CEO/President_____</p> <p>Telephone No.: __317-908-2017_</p> <p>Date: __2/3/2026_____</p>
--	---

<p>shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	
---	--

<p>Federal Use Only:</p>	<p>Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)</p>
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INDIANA E-VERIFY AFFIDAVIT

Contractor shall, in accordance with I.C. § 22-5-1.7, enroll and verify work eligibility status of all newly hired employees of Contractor through the E-Verify program or any other work authorization program approved by the United States Department of Homeland Security or the Department of Homeland Security. Contractor further understands that it is not required to verify work eligibility status of newly hired employees of Contractor through the E-Verify program if the E-Verify program no longer exists. Contractor certifies that it does not knowingly employ any unauthorized aliens.

Signature of Contractor's Authorized Official:

Jessica Ann Nickloy

Name and Title of Contractor's Authorized Official: Jessica Nickloy, CEO/President

Date: 2/3/2026

MEMO



TO: Board of Directors

FROM: Bryan D. Smith, CEO

DATE: February 20, 2026

RE: Hydrogen Fuel Station Change Order

The project team for the hydrogen fueling station has experienced a setback in the delivery date for the compressor. This is a major part of the system and Buy America compliant sources are limited nationwide. The compressor manufacturer moved facilities and delayed delivery from March to June, after an initial delay from November to March. As part of the Build Operate Transfer (BOT) procurement, the costs of this delay have fallen to the project team, not CityBus. We have negotiated this change order as compensation for the delay from November to March. We are still negotiating compensation for the second delay.

This change order is for the addition of a secondary delivery method for hydrogen to the dispenser unit. This method would allow CityBus to directly connect a high-pressure hydrogen trailer, bypassing the compressor. The project team had proposed this originally as an option for the initial contract as a backup, should the compressor fail for an extended period as a way to fuel buses while it was repaired or replaced. We declined for budget reasons, figuring that having four buses in the fleet down would not affect service, and that we could add the second method at a later date.

Once the project team was notified of the delay from the compressor manufacturer, they focused on how to ensure CityBus could fuel the buses when they were delivered. Installing this second method was the obvious choice. The project team has agreed to pay the cost of the materials for the install, and we would agree to pay the additional design and labor for its install. In my opinion, this is a reasonable compromise that delivers CityBus a backup method of delivery in perpetuity as a discounted cost.

The cost share from the project team is commensurate with an estimated cost of delay. I recommend the Board grant me authority to execute the change order.

**AMENDMENT #2 TO BUILD-OPERATE-TRANSFER AGREEMENT
GLPTC Hydrogen Refueling Station**

This Amendment to the Build-Operate-Transfer Agreement (GLPTC Hydrogen Refueling Station) (the "Amendment") is executed this ____ day of February, 2026, by and between GM Development Companies LLC (the "Developer") and the Greater Lafayette Public Transportation Corporation (the "GLPTC").

Recitals

WHEREAS, Developer and GLPTC have executed that certain Build-Operate-Transfer Agreement (GLPTC Hydrogen Refueling Station) dated April 17, 2025 (the "Contract"); and

WHEREAS, Developer and GLPTC have executed that certain Amendment #1 (GLPTC Hydrogen Refueling Station) dated November 1, 2025; and

WHEREAS, all capitalized terms used but not defined herein shall have the meanings ascribed to such terms in the Contract; and

WHEREAS, Developer and GLPTC have agreed to this Amendment #2 to (1) approve scope additions attached as Exhibit A, and (2) increase the BOT Purchase Price, as defined in the Contract, by \$49,600.00 to pay for costs of the additional scope of the Project..

Contract

ACCORDINGLY, for good and valuable consideration, the receipt and sufficiency of which are acknowledged hereby, Developer and GLPTC agree to the provisions set forth below.

1. Amendment.

(a) **BOT Purchase Price.** The BOT Purchase Price for the sum of all payments to Developer is hereby amended to \$5,067,800.00. For purposes of clarity, the amended contract value was derived by adding the cost of the additional scope (\$49,600.00) to the current contract value of \$5,018,200.00.

(b) **Project Scope.** The added scope related to the documents attached as Exhibit A is hereby accepted by GLPTC.


2. Control. In the event of any conflict between the Contract and this Amendment, the terms and conditions of this Amendment shall control. Except as expressly provided in this Amendment, all of the terms and conditions of the Contract shall remain in full force and effect.

3. Counterparts. This Amendment is being executed in counterparts, each of which constitutes an original, and all of which, collectively, constitute a single instrument.

[Signature Page Follows]

IN WITNESS WHEREOF, Developer and GLPTC executed this Amendment as of the date set forth in the introductory paragraph hereof.

GM DEVELOPMENT COMPANIES LLC

By: 
Gregory Martz, Sole Member

GREATER LAFAYETTE PUBLIC
TRANSPORTATION CORPORATION

By: _____
Bryan Smith, Chief Executive Officer

Exhibit A – Additional Project Scope



INNOVATIVE IDEAS
EXCEPTIONAL DESIGN
UNMATCHED CLIENT SERVICE

February 10, 2026

Greg Martz
President
GM Development Companies LLC
8561 N County Road 175 E
Springport, IN 47386

RE: GLPTC Hydrogen Refueling Station
Change Order Request No. 2
TTIP Permanent Use Tubing Installation

Dear Greg,

DLZ Indiana LLC (BOT Contractor) In accordance with our previous discussions and in accordance with our executed Agreement on the above referenced project is respectfully submitting this Change Order Request based on the below information.

Please be advised that all substantive terms and conditions contained in the Agreement remain in full force and effect, without any modification, with the exception of those changes fully identified and defined in this letter; and to the extent that any changes so described herein conflict with any of the remaining terms and conditions of the Agreement, the provisions of the original Agreement terms shall prevail in all such conflicts.

DESCRIPTION OF CHANGE ORDER

To address potential future permanent onsite use of the high pressure TTIP stanchion, CityBus has requested an estimate for what tubing installation would be required to allow this option to remain vs. a temporary use of the TTIP. Though consultation with IVYS on what tubing requirements are necessary for this, DLZ is providing this proposal for this additional application. This is based on estimated provided by Morrison to DLZ.

This Change Order addresses all material and labor for this tubing installation.

FEE

We request approval of this Change Order #2 in the amount of Thirty Three Thousand One Hundred dollars (\$33,100.00) Please generate an amendment to the original contract amount (\$1,483,106.50), plus Change Order #1 for \$18,200 new total contract amount of \$1,534,406.50.



INNOVATIVE IDEAS
EXCEPTIONAL DESIGN
UNMATCHED CLIENT SERVICE

We thank you for your confidence in our firm and for allowing us the opportunity to offer our services to you.

Sincerely,

Kurt Schmiegel

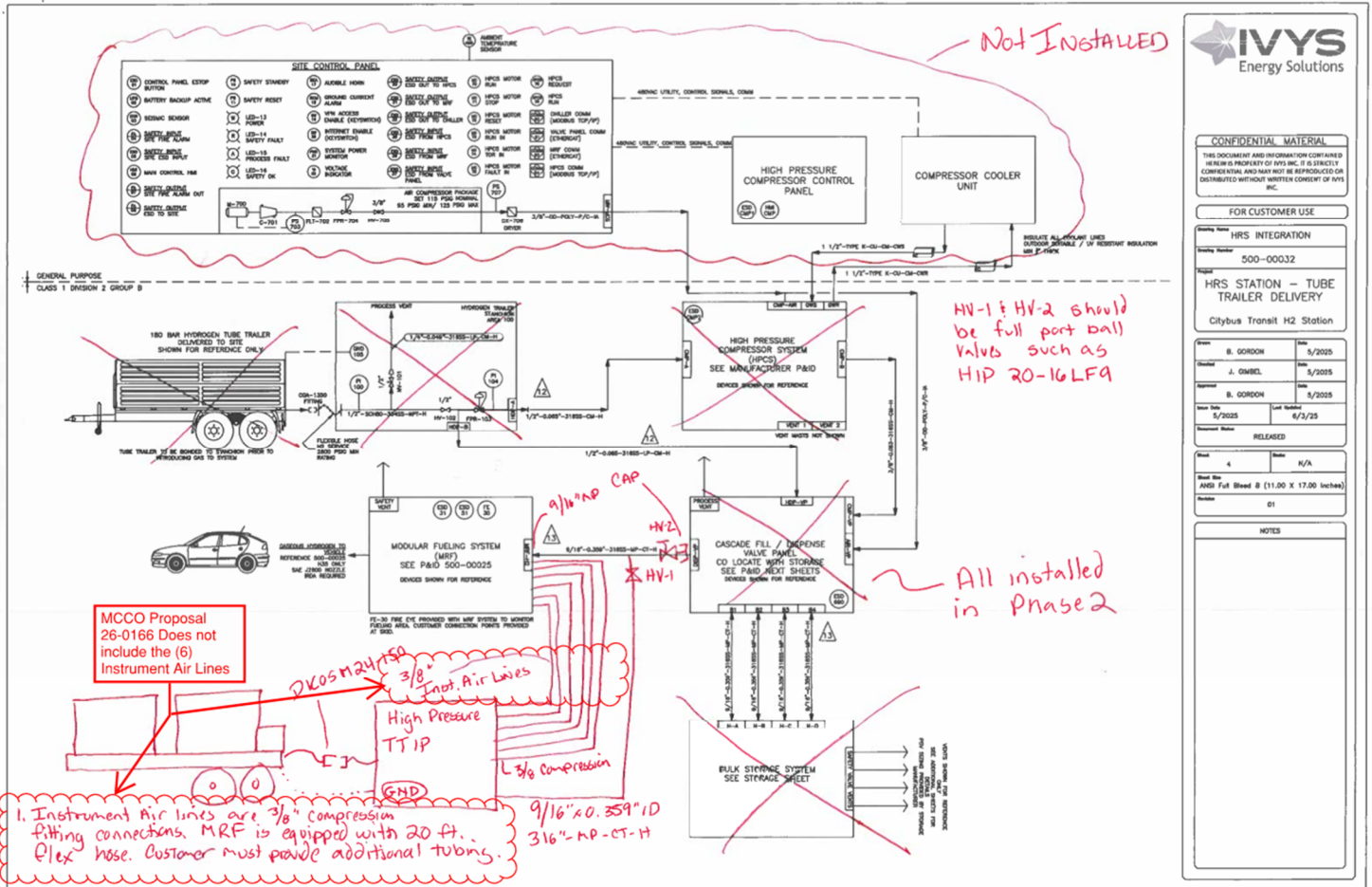
CC: RR, LDJ, file

x:\projects\2024\2463\405050 gm dev citybus hrs\00_projectadmin\agreement\gm development to dlz\change order request 01 - tube trailer widening.docx



INNOVATIVE IDEAS
EXCEPTIONAL DESIGN
UNMATCHED CLIENT SERVICE

Exhibit



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FOR CUSTOMER USE

Project Name	HRS INTEGRATION
Project Number	500-00032
Project Description	HRS STATION - TUBE TRAILER DELIVERY Citybus Transit H2 Station
Client	B. GORDON
Date	5/2025
Author	J. GIBBL
Date	5/2025
Checked	B. GORDON
Date	5/2025
Issue Date	5/2025
Last Modified	4/3/25
Current Status	RELEASED

Sheet	4	Scale	N/A
Sheet Size	ANSI Full Sheet B (11.00 X 17.00 inches)		
Revision	01		

NOTES



MORRISON CONSTRUCTION COMPANY

1834 SUMMER STREET • HAMMOND, IN 46320-2290
(219) 932-5036

2/4/2026

DLZ / CityBus

1250 Canal Road
Lafayette, IN 47902

Attention: **Kurt Schmiegel**
President DLZ

Subject: **CityBus Tubing TTIP to MRF Hydrogen Refueler**
Proposal # 26-0166 Rev 1
Client Reference No. Verbal

Mr. Kurt Schmiegel

We are pleased to submit our proposal for the above referenced project in the amount of:

Lump Sum Amount \$ 29,903

Please reference the attached clarifications for further definition of this proposal

We look forward to working with you on this project. In the event that you have any questions or require additional information please contact me at 219-932-5036.

Regards,
Morrison Construction Company

Jim Waters
Project Manager



SCOPE OF SERVICES

This proposal is per the direction of IVYS and DLZ to provide and install dedicated tubing runs from the TTIP to MRF (1) run of Medium Pressure SS Tubing ~~and (6) runs of Instrument Air Lines~~ per the redlined P&ID (not part of Original Scope for project 2463-4050-50). This tubing to stay in place as a primary service line for the TTIP to MRF and will remain in place for backup to the Original Design tubing route of Trailer Stanchion to Compressor/Hydrogen Storage/Dispense Valve Panel per original project scope for 2463-4050-50.

MP Tubing Spec - 9/16" MP - 0.312"ID - 316SS Cone and Threaded Tubing

~~Instrument Air Tubing Spec — 3/8" OD UV Rated Poly Tubing with Compression fittings~~

- A. Offload and Install TTIP (provided by others)
- B. Provide and Install MP Tubing per the above specifications
- ~~C. Provide and Install Instrument Air Tubing Spec per the above specifications~~
- D. All tubing to be mounted to tube supports. (Tube supports installation during DLZ Project Scope 2463-4050-50)
- E. Hydrogen High Pressure Stanchion, all valving and specialty equipment to be provided by others.
- F. This proposal includes 16 man hours support for commissioning and leak/pressure check for equipment in this scope of work. All test gasses provided by others. No other NDE/NDT is included.
- G. Scope of work does **not** include electrical, PLC equipment, control panels, control devices or compressed air/control air supply.

Pricing

Labor	\$ 15,228
Material	\$ 13,476
Subcontractor	\$ -
Equipment	\$ 1,199
Others	_____
 Total	 \$ 29,903



Clarifications:

- 1 This proposal is based on a straight time schedule.
- 2 This proposal does not include the following:

Electrical	Painting	Scaffold
Insulation	Civil	PWHT
Radiography	Structural	Chemical Cleaning
Fresh Air	Engineering	Shop Drawings
Drug Testing	Survey	Sales Tax
- 3 Project Milestones
 - Award
 - Procure Materials
 - Mobilization
 - Start (Outage)
 - Completion
- 4 This proposal does not include any detection, abatement or disposal of hazardous waste material.
- 5 This proposal is valid for 30 days. All bid form allocations are for accounting purposes only and are not to be used as take out pricing for changes in scope.
- 6 This proposal is based on all temporary construction electrical requirements being provided by others.
- 7 This proposal does not include any down time due to owner operation issues.
- 8 **This proposal does not include any cost adjustments resulting from the pending or in place tariffs on materials. Cost adjustments will be made at time of purchase if required.**
- 9 Proposal 26-0166 Revision 1 - does **NOT** include the (6) Instrument Air Lines noted on the P&ID and removes them from the scope of supply. This revision is per communications 2/4/2026 these are no longer needed in this scope.

Exhibit 2



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FOR CUSTOMER USE
 Drawing Name: COVER SHEET
 Drawing Number: 500-00032
 Project: HRS STATION - TUBE TRAILER DELIVERY
 Citybus Transit H2 Station

Drawn	B. GORDON	Date	5/2025
Checked	J. GIMBEL	Date	5/2025
Approved	B. GORDON	Date	5/2025
Issue Date	5/2025	Last Updated	6/3/25
Document Status	RELEASED		
Sheet	1	Scale	N/A
Sheet Size	ANSI Full Bleed B (11.00 X 17.00 inches)		
Revision	01		

NOTES
 IVYS REDLINE
 12/15/25
 Phase 1
 P+ID
 MRF+TTIP
 ONLY

VALVE TYPES

	BALL VALVE
	CHECK VALVE
	NEEDLE VALVE
	BREAK AWAY COUPLING
	GENERAL VALVE
	3 WAY VALVE
	4 WAY VALVE
	ANGLE VALVE
	PLUG VALVE
	DIAPHRAGM VALVE
	EXCESS FLOW VALVE

INLINE ITEMS

	FILTER
	FLAME ARRESTOR
	DETONATION ARRESTOR
	TRAP / STEAM TRAP
	SILENCER
	EXPANSION JOINT
	EJECTOR
	REDUCER FITTING
	Y-STRAINER
	HOSE
	NOZZLE
	ORIFICE
	VENT MAST BULLHORNS
	CAP / PLUG
	FLANGE FITTING
	AIR GAP DRAIN
	FLEXIBLE HOSE

VESSELS & EQUIPMENT

	JACKETED VESSEL		ELECTROLYZER STACK
	GENERIC OR PRESSURE VESSEL		BAG FILTER
	REACTION VESSEL		EVAPORATOR
	SEALED TANK		CLOSED TANK
	COVERED TANK ATMOSPHERIC		OPEN TANK

PUMPS, COMPRESSORS, BLOWERS AND MOTORS

	GENERAL COMPRESSOR		GENERAL PUMP
	DIAPHRAGM COMPRESSOR		DIAPHRAGM PUMP
	TURBINE COMPRESSOR		CENTRIPETAL PUMP
	RECIPROCATING COMPRESSOR		RECIPROCATING PUMP
	POSITIVE DISPLACEMENT COMPRESSOR		GEAR PUMP
	MOTOR		GENERAL BLOWER

VALVE ACTUATOR TYPES

	SOLENOID		MOTOR / SERVO
	PNEUMATIC / PISTON		DIGITAL
	DIAPHRAGM		DIAPHRAGM SPRING ACTUATOR
	PRESSURE REGULATOR		BACK PRESSURE REGULATOR
	SPRING ACTUATOR / PRESSURE RELIEF		

INSTRUMENTATION FUNCTION

	FIELD	DISPLAY	REMOTE
DISCRETE INSTRUMENT			
COMPUTER FUNCTION			
PLC CONTROL			
ALARM FUNCTION			

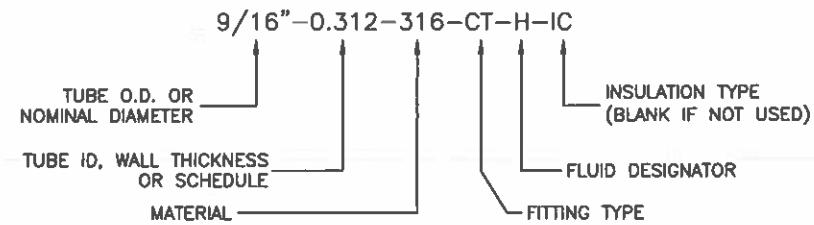
LINE TYPES

SYMBOL	DESCRIPTION
	MAIN PROCESS LINE
	SECONDARY LINE
	ELECTRICAL SIGNAL
	PNEUMATIC SIGNAL
	HYDRAULIC LINE / SIGNAL
	SOFTWARE SIGNAL
	MECHANICAL LINK

HEAT EXCHANGERS & COOLERS

	GENERAL HEAT EXCHANGER		COOLING TOWER
	GENERAL HEAT EXCHANGER		PLATE HEAT EXCHANGER
	TUBE IN TUBE HEAT EXCHANGER		FINNED TUBE HEAT EXCHANGER
	FAN / FORCED AIR HEAT EXCHANGER		SHELL AND TUBE HEAT EXCHANGER

PIPE LABEL INFORMATION



REVISION TABLE

REVISION	ECO #	CHANGE DESCRIPTION	RELEASE DATE
01	536	Initial release for preliminary customer review	MAY 2025

Exhibit 2



INSTRUMENTATION TYPES					
LETTER	FIRST LETTER		SUCCEEDING LETTERS		
	MEASURED / INDICATING VARIABLE	MODIFIER	READ OUT / PASSIVE FUNCTION	OUTPUT / ACTIVE FUNCTION	MODIFIER
A	ANALYSIS		ALARM		USER CHOICE
B	BURNER, COMBUSTION	BALL	BREAK AWAY		USER CHOICE
C	CONDUCTIVITY	CHECK	THERMOCOUPLE	CONTROL	CLOSE
D	DRYER	DIFFERENTIAL, DIFFERENCE	DEVIATION	DAMPER	
E	VOLTAGE		SENSOR (PRIMARY ELEMENT)		
F	FLOW RATE	RATIO (FRACTION)			
G	USER CHOICE		GLASS, GAUGE, VIEWING WINDOW		
H	HAND	HOSE			HIGH
HH					HIGH HIGH
I	CURRENT		INDICATE, INDICATOR		
J	POWER		SCAN		
K	TIME, SCHEDULE	RATE OF CHANGE		CONTROL STATION	
L	LEVEL		LIGHT	LOUVER	LOW
LL					LOW LOW
M	MANUAL			METER	MIDDLE, INTERMEDIATE
N	NEEDLE, NOZZLE		USER CHOICE	USER CHOICE	USER CHOICE
O	USER CHOICE				OPEN
P	PRESSURE, VACCUUM		POINT CONNECTION (TEST)		
Q	QUANTITY, EVENT		TOTALIZE		
R	RADIATION	RATIO	RECORD		RUN
S	SPEED	SAFETY		SWITCH	STOP
T	TEMPERATURE			TRANSMITTER, TRANSDUCER	
U	MULTIVARIABLE		MULTIFUNCTION		
V	VIBRATION, MECHANICAL ANALYSIS			VALVE	
W	WEIGHT, FORCE		WELL, PROBE		
X	ALARM	X-AXIS	ACCESSORY DEVICE	SOLENOID	
Y	STATE	Y-AXIS		AUX DEVICE	
Z	POSITION, SAFETY	Z-AXIS		DRIVE, ACTUATOR	

PIPING SPECIFICATIONS	
304SS	304 STAINLESS STEEL ASTM A289/ A312
316SS	316 STAINLESS STEEL ASTM A289/ A312
316SS-LP	316 STAINLESS STEEL TUBE ASTM A289
316SS-MP	316 STAINLESS STEEL, 1/8TH HARD, MEDIUM PRESSURE
316SS-HP	316 STAINLESS STEEL, 1/8TH HARD, HIGH PRESSURE
CS150	CLASS 150 CARBON STEEL
CS300	CLASS 300 CARBON STEEL
CS800	CLASS 800 CARBON STEEL
CS1500	CLASS 1500 CARBON STEEL
CU	COPPER PIPE / TUBE
SS150	CLASS 150 STAINLESS STEEL
SS300	CLASS 300 STAINLESS STEEL
SS800	CLASS 800 STAINLESS STEEL
PA-HOSE	POLYIMIDE FLEXIBLE HOSE
POLY	POLY / TYGON TUBING
PTFE HOSE	TEFLON HOSE

INSULATION AND HEAT TRACING SYMBOLS	
SYMBOL	DEFINITION
	TOUCH SAFE
	INSULATION FOR HOT PIPE
	INSULATION FOR COLD PIPE
	INSULATION WITH ELECTRICAL HEAT TRACING
	INSULATION WITH STEAM TRACING / JACKETING

FITTING TYPE	
CM	COMPRESSION FITTING
CT	CONE AND THREAD
F	FLANGE
FK	FK COMPRESSION FITTING
NPT	NATIONAL PIPE THREAD
P/C	PUSH CONNECT
P/F	PRESS FITTING

CUSTOM P&ID ELEMENTS	
ADV	AIR OPERATED VALVE
B	BLOWER
BPR	BACK PRESSURE REGULATOR
COMM	FIELDBUS COMMUNICATIONS
EDAT	ETHERCAT COMMUNICATIONS
ECS	ELECTROLYZER STACK
EQS	EARTHQUAKE / SEISMIC SENSOR
ESD	EMERGENCY STOP DEVICE
FA	FIRE ALARM / FIRE DETECTOR
FGD	FLAMMABLE GAS DETECTOR
FH	FLEXIBLE HOSE
FLT	FILTER
FPR	FORWARD PRESSURE REGULATOR
HT	HEAT TRACE
HTR	HEATING ELEMENT / HEATER
HXR OR HX	HEAT EXCHANGER
HUM	HUMIDITY / DEW POINT SENSOR
LPV	LOW PRESSURE VENT
MFR	MANIFOLD VALVE
MTR	MOTOR
NC	NORMALLY CLOSED
NO	NORMALLY OPEN
NZS	HYDROGEN FUELING NOZZLE
RCM	GROUND CURRENT MONITOR
ORF / ORI	ORIFICE ELEMENT / ORIFICE RESTRICTOR PLATE
PB	PUSH BUTTON
PHP	PUMP
PSW	POWER SUPPLY
TC	THERMOCOUPLE
TNK	TANK
UPS	UNINTERRUPTED POWER SUPPLY
VB	VENTED BREAK AWAY DEVICE
VE	VESSEL
VI	VOLTAGE INDICATOR

LOOP IDENTIFIERS	
RANGE	DESCRIPTION
0-99	MAIN CONTROL PANEL
100-199	TUBE TRAILER PANEL
200-299	CHILLED GLYCOL WATER
300-399	NOT USED
400-499	NOT USED
500-599	NOT USED
600-699	FUELING VALVE PANEL
700-799	INSTRUMENTATION AIR
800-899	NOT USED
900-999	HIGH PRESSURE H2 STORAGE

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FOR CUSTOMER USE

Drawing Name: COVER SHEET
 Drawing Number: 500-00032
 Project: HRS STATION - TUBE TRAILER DELIVERY
 Citybus Transit H2 Station

Drawn: B. GORDON	Date: 5/2025
Checked: J. GIMBEL	Date: 5/2025
Approved: B. GORDON	Date: 5/2025
Issue Date: 5/2025	Last Updated: 6/3/25
Document Status: RELEASED	

Sheet: 2	Scale: N/A
Sheet Size: ANSI Full Bleed B (11.00 X 17.00 inches)	
Revision: 01	

CHANGE LOG

Exhibit 2

Not Installed



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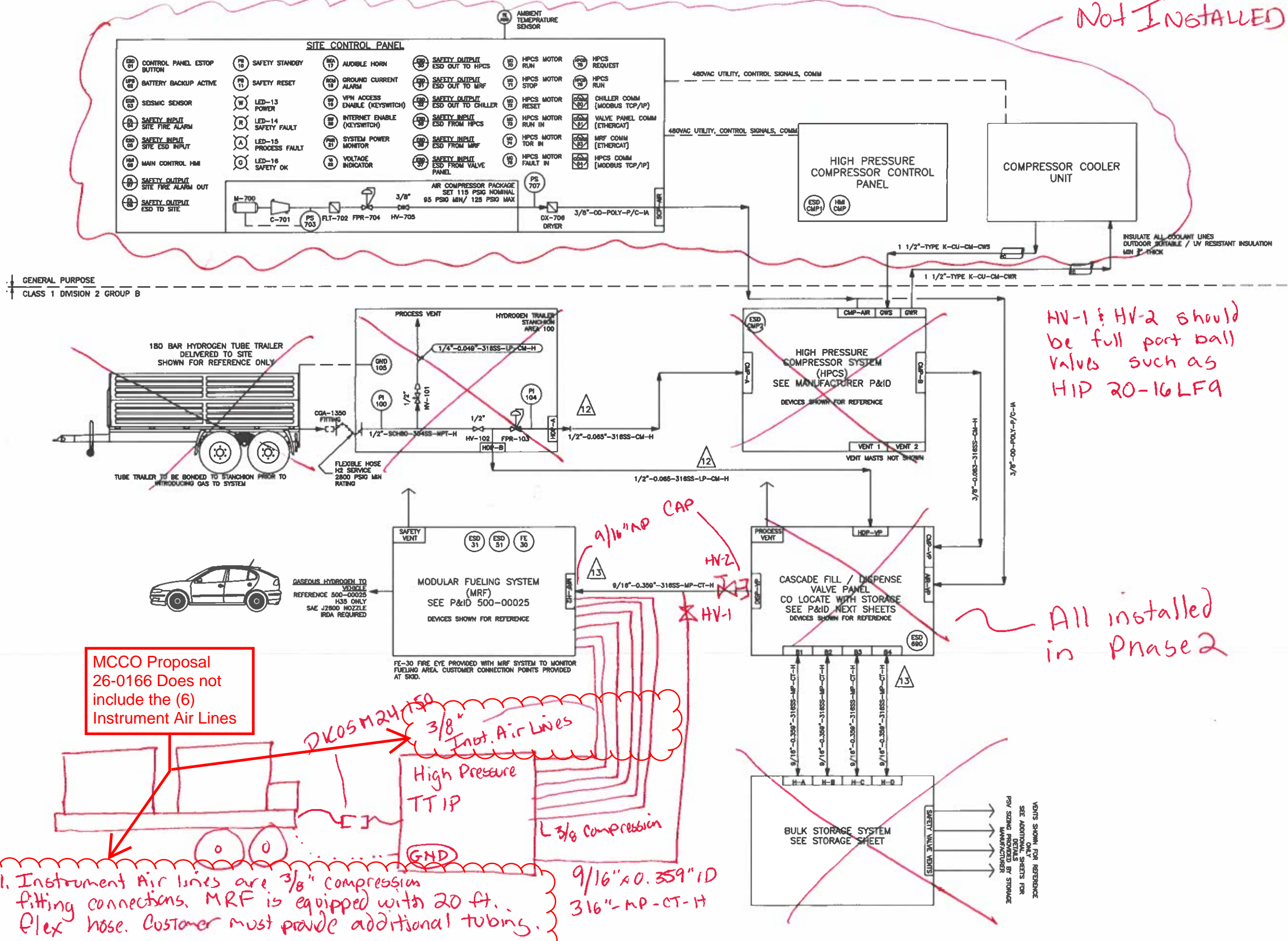
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Drawing Name: HRS INTEGRATION
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Document Status	RELEASED		

Sheet	4	Block	N/A
Sheet Size	ANSI Full Bleed B (11.00 X 17.00 inches)		
Revision	01		

NOTES



MCCO Proposal 26-0166 Does not include the (6) Instrument Air Lines

1. Instrument Air Lines are 3/8" compression fitting connections. MRF is equipped with 20 ft. flex hose. Customer must provide additional tubing.



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Issue Date: 5/2025 Last Updated: 6/3/25
Document Status: RELEASED

Sheet: 5 of 5
Sheet Size: ANSI Full Bleed B (11.00 X 17.00 inches)
Revision: 01

NOTES

CONNECTION LIST

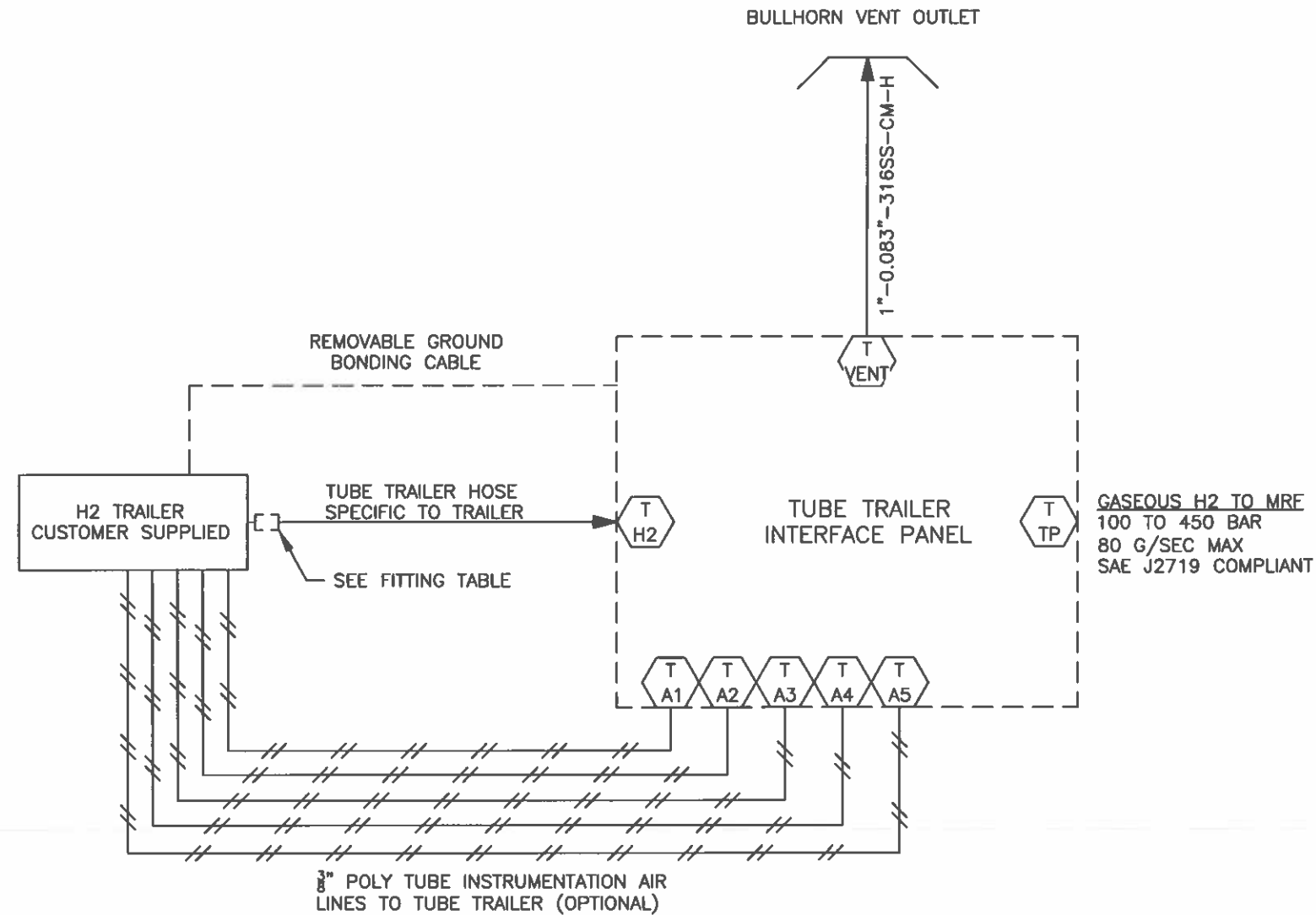
DESCRIPTION	FROM	TO	SIZE	TYPE	CONNECTION	FLUID	MOP	NOM. FLOW RATE	INSULATION
TUBE TRAILER SUPPLY TO COMPRESSOR	HDP-A	CMP-A	1/2"	TUBE	COMPRESSION	GASEOUS H2	240 BAR	3 G/SEC (76.5 SCFM)	-
TUBE TRAILER SUPPLY TO VALVE PANEL	HDP-B	HDP-VP	1/2"	TUBE	COMPRESSION	GASEOUS H2	240 BAR	16.7 G/SEC (423.21 SCFM)	-
COMPRESSOR DISCHARGE TO VALVE PANEL	CMP-B	CMP-VP	9/16"	MP TUBE	MP FITTING	GASEOUS H2	450 BAR	3 G/SEC (76.5 SCFM)	-
COMPRESSOR GLYCOL WATER SUPPLY	CHILLER	GWS	1-1/2"	COPPER	SITE DETERMINED	WATER / GLYCOL	2.5 BAR	94.6 L/MIN (25 GPM)	MIN 3/4" UV RESISTANT
COMPRESSOR GLYCOL WATER RETURN	GWR	CHILLER							
VALVE PANEL TO FUELING SYSTEM	DISP-VP	MRF-H2	9/16"	MP TUBE	MP FITTING	GASEOUS H2	450 BAR	80 G/SEC (2031 SCFM)	-
VALVE PANEL BANK 1 TO STORAGE	B1	H-A	9/16"	MP TUBE	MP FITTING	GASEOUS H2	450 BAR	80 G/SEC (2031 SCFM)	-
VALVE PANEL BANK 2 TO STORAGE	B2	H-B	9/16"	MP TUBE	MP FITTING	GASEOUS H2	450 BAR	80 G/SEC (2031 SCFM)	-
VALVE PANEL BANK 3 TO STORAGE	B3	H-C	9/16"	MP TUBE	MP FITTING	GASEOUS H2	450 BAR	80 G/SEC (2031 SCFM)	-
VALVE PANEL BANK 4 TO STORAGE	B4	H-D	9/16"	MP TUBE	MP FITTING	GASEOUS H2	450 BAR	80 G/SEC (2031 SCFM)	-
INSTRUMENT AIR TO COMPRESSOR SYSTEM	SCP-AIR	CMP-AIR	3/8"	TUBE	COMPRESSION	DRY AIR	8.6 BAR	1 SCFM	-
INSTRUMENT AIR TO VALVE PANEL	SCP-AIR	AIR-VP	3/8"	TUBE	COMPRESSION	DRY AIR	8.6 BAR	1 SCFM	-

TTIP to MRF → Air MRF TTIP 3/8" Tube Compression Dry Air 8.6 Bar 1 SCFM
 TTIP to MRF → H2 MRF TTIP 9/16" NPTUBE MP Fitting G-H2 450 Bar 80g/sec (2,031 SCFM)

NOTES:

1. THE NOTES BELOW ARE IN ADDITION TO THE GENERAL NOTES LISTED IN THE COVER PAGES.
2. ALL GLYCOL WATER TUBING SHALL BE INSULATED AND WEATHER PROTECTED. MINIMUM 3/4" INSULATION.
3. FA-04 AND ESD-05 ARE INTENDED FOR NOTIFICATION PURPOSES ONLY. NOT SUITABLE FOR FIRE PANEL PER NFPA-72.
4. STATION INTEGRATOR/CUSTOMER IS RESPONSIBLE FOR PROVIDING STATION LEVEL FIRE DETECTION SYSTEM INCLUDING ADDITIONAL FIRE EYES, ESD BUTTONS, AND FLAMMABLE GAS DETECTION SYSTEMS FOR BULK STORAGE AND TUBE TRAILER PER NFPA-2 AND LOCAL CODES. IVYS PRODUCTS ARE NOT SUITABLE AS FIRE DETECTION HARDWARE PER NFPA-72.

OPTIONAL HARDWARE TUBE TRAILER INTERFACE PANEL



TRAILER CONNECTION TABLE			
TRAILER TYPE	HYDROGEN CONNECTION TYPE	MAXIMUM ALLOWABLE PRESSURE	INSTRUMENTATION AIR CONNECTION
STANDARD TRAILER	CGA 1350	240 BAR	N/A
BAYOTECH STYLE	TBD	500 BAR	PUSH CONNECT
AIR LIQUIDE	DKOS-S M24-150	500 BAR	3/8" PUSH CONNECT



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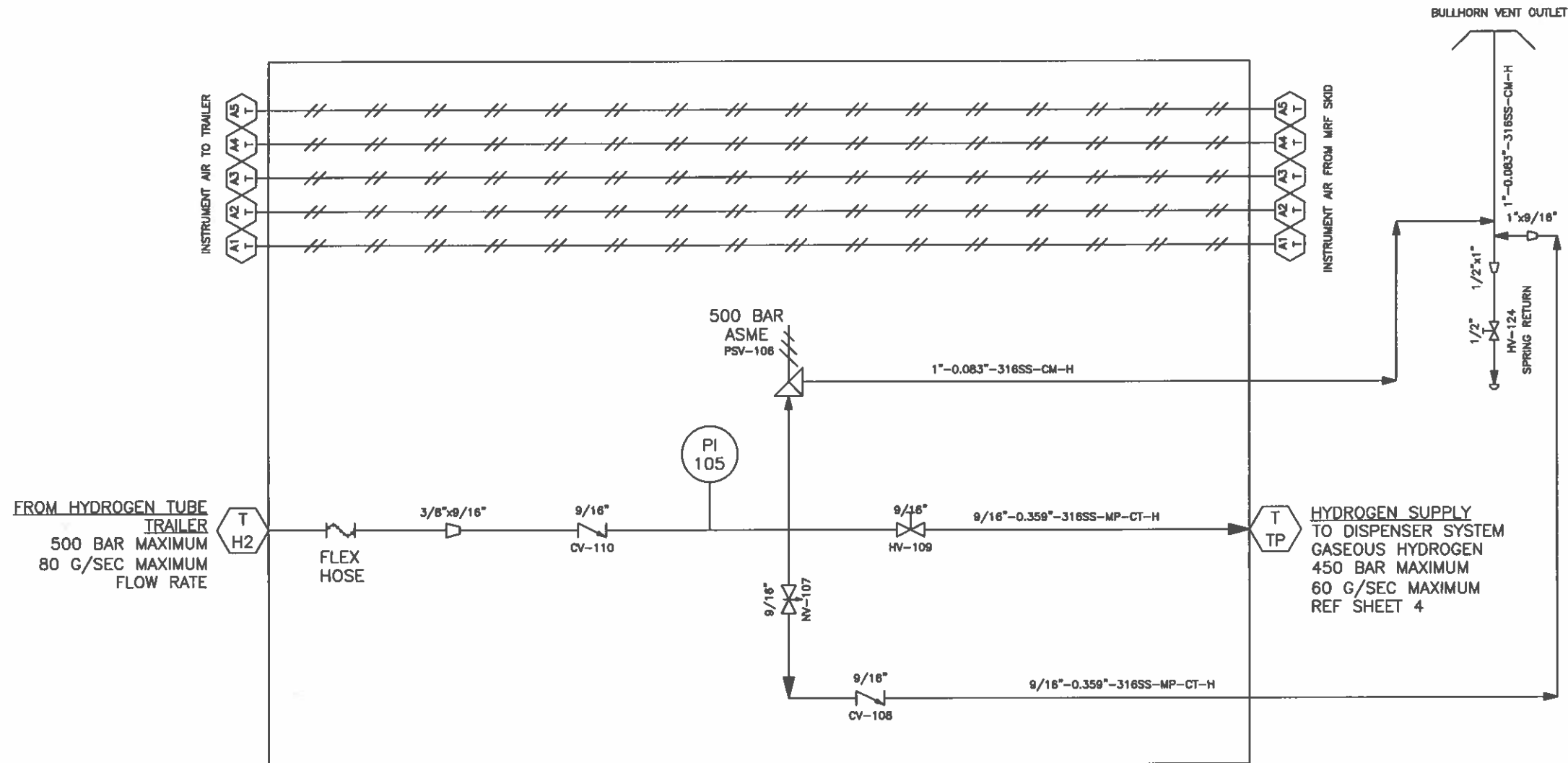
Drawing Name	HYDROGEN DELIVERY PANEL
Drawing Number	500-00025
Project	MRF-H35-60-LD-US_CAN MODULAR FUELING SYSTEM, H35, 60 G/SEC, T0/T20

Drawn	J. Gimbel	Date	11/2023
Checked	B. Gordon	Date	11/2023
Approved	C O'Brien	Date	11/2023
Issue Date	11/5/24	Last Updated	11/5/24
Document Status	RELEASED		

Sheet	9	Rev	N/A
Sheet Size	ANSI Full Bleed B (11.00 X 17.00 inches)		
Revisions	3		

General Notes

OPTIONAL HARDWARE TUBE TRAILER INTERFACE PANEL



NOTES:

1. ALL TUBING SYSTEMS AND ASSEMBLIES SHALL BE DESIGNED, MANUFACTURED, AND TESTED IN ACCORDANCE WITH ASME B31 AND LOCAL REGULATIONS.
2. ALL HYDROGEN TUBING SYSTEMS SHALL BE CLEANED AND FREE OF DEBRIS TO MEET THE REQUIREMENTS OF SAE J2719 / ISO 14687. IMPROPER CLEANING MAY LEAD TO REDUCED PERFORMANCE OR VEHICLE DAMAGE.
3. CUSTOMER IS RESPONSIBLE FOR PERFORMING SITE LEVEL RISK ASSESSMENT AND AREA CLASSIFICATION ASSESSMENT.
4. BOND ALL EQUIPMENT AND TUBING CONVEYING FLAMMABLE MATERIALS TO EARTH PER NFPA-70 ARTICLE 250 AND ARTICLE 500 TO 504 (NORTH AMERICA) OR IEC 60204 (INTERNATIONAL).
5. UNLESS NOTED, ALL PNEUMATIC LINES ARE POLYMER MATERIAL SUITABLE FOR OUTDOOR INSTALLATION, UV EXPOSURE AND SHALL BE ASTM E84 20/50 RATED.
6. ONLY APPROVED TUBE TRAILER AND HYDROGEN SUPPLY SOURCES SHALL BE CONNECTED TO THE EQUIPMENT. FAILURE TO USE APPROVED DEVICES MAY RESULT IN EQUIPMENT DAMAGE, INABILITY TO DISPENSE, FACILITY DAMAGE, PERSONNEL INJURY OR DEATH.



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FOR INTERNAL USE ONLY

Drawing Name
HYDROGEN DELIVERY PANEL

Drawing Number
500-00025

Project
**MRF-H35-60-LD-US_CAN
MODULAR FUELING
SYSTEM, H35, 60
G/SEC, T0/T20**

Drawn
J. Gimbel Date
11/2023

Checked
B. Gordon Date
11/2023

Approved
C O'Brien Date
11/2023

Issue Date
11/5/24 Last Updated
11/5/24

Document Status
RELEASED

Sheet
10 Revs:
N/A

Sheet Size
ANSI Full Bleed B (11.00 X 17.00 inches)

Revisions
3

General Notes

Exhibit 2



LINE INFORMATION				LINE DATA								PROCESS DATA			
LINE LABEL	FROM	TO	TYPE	FLUID COMPOSITION	INSULATION TYPE AND THICKNESS INCH	PIPE SCHEDULE	NOMINAL SIZE INCH	NOMINAL THICKNESS INCH	MFG UNDER TOLERANCE %	BEND RADIUS INCH	MTL TYPE / SPEC	OPERATING PRESSURE PSIG	OPERATING TEMPERATURE °C	PRV SET POINT PSIG	DESIGN TEMPERATURE °C
1/2"-SCH80-304SS-NPT-H	TUBE TRAILER HOSE	HDP-A	Pipe	GASEOUS H2	-	SCH 80	1/2	0.065	10.0%	-	ASTM A269 / A213 TP304	2610	-30	2800	20
1/2"-0.065"-316SS-CM-H	HDP-A	CMP-A	Tube	GASEOUS H2	-	-	1/2	0.065	10.0%	1.50	ASTM A269 / A213 TP316	2610	-30	2800	20
1/2"-0.065"-316SS-CM-H	HDP-B	HDP-V	Tube	GASEOUS H2	-	-	1/2	0.065	10.0%	1.50	ASTM A269 / A213 TP316	2610	-30	2800	20
3/8"-0.083-316SS-CM-H	CMP-B	CMP-VP	Tube	GASEOUS H2	-	-	3/8	0.083	10.0%	0.94	ASTM A269 / A213 TP317	6526	-30	7179	20
9/16"-0.359"-316SS-MP-CT-H	VARIOUS	VARIOUS	Tube	GASEOUS H2	-	-	9/16	0.10175	10.0%	2.62	316SS 1/8TH HARD	6526	-30	7179	50
3/8"-OD-POLY-P/C-IA	VARIOUS	VARIOUS	Flexible	INSTRUMENT AIR	-	-	3/8	0.05	5.0%	1.13	NYLON TUBE	125	-30	125	50
1-1/2"-TYPE K-CU-CM-GWS	CHILLER	COMPRESSOR	Tube	GLYCOL COOLANT	MIN 3/4" UV RESISTANT	TYPE L OR K	1-1/2"	0.6	10.0%	-	TYPE L OR K COPPER	30	-30	50	50
1-1/2"-TYPE K-CU-CM-GWR	CHILLER	COMPRESSOR	Tube	GLYCOL COOLANT	MIN 3/4" UV RESISTANT	TYPE L OR K	1-1/2"	0.6	10.0%	-	TYPE L OR K COPPER	30	-30	50	50

LINE INFORMATION	PIPING CALCULATION INPUTS									
LINE LABEL	ANALYSIS TYPE	BASE ALLOWABLE STRESS PSIG	QUALITY FACTOR Ej	MATERIAL FACTOR Mf	Weld Factor Wf	MECHANICAL ALLOWANCE C	PRESSURE CYCLES N	PROPER WALL THICKNESS SELECTED?	CYCLIC CONDITIONS PASS ASME B31.3 IX Only	PNEUMATIC TEST PRESSURE PSIG
1/2"-SCH80-304SS-NPT-H	B31.3	20000	1.0	1	1	0.005	1.00E+11	PASS	N/A	3500
1/2"-0.065"-316SS-CM-H	B31.3	20000	1.0	1	1	0.005	1.00E+11	PASS	N/A	3500
1/2"-0.065"-316SS-CM-H	B31.3	20000	1.0	1	1	0.005	1.00E+11	PASS	N/A	3080
3/8"-0.083-316SS-CM-H	B31.3 IX	20000	1.0	1	1	0.005	1.00E+11	PASS	Pass	7897
9/16"-0.359"-316SS-MP-CT-H	B31.3 IX	20000	1.0	1	1	0.005	1.00E+11	PASS	Pass	7897
3/8"-OD-POLY-P/C-IA	B31.3	500	1.0	1	1	0.005	1.00E+11	PASS	N/A	138
1-1/2"-TYPE K-CU-CM-GWS	B31.3	6000	1.0	1	1	0.005	1.00E+11	PASS	N/A	55
1-1/2"-TYPE K-CU-CM-GWR	B31.3	6000	1.0	1	1	0.005	1.00E+11	PASS	N/A	55

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FOR CUSTOMER USE

Drawing Name: HRS INTEGRATION
Drawing Number: 500-00032
Project: HRS STATION - TUBE TRAILER DELIVERY
Citybus Transit H2 Station

Drawn: B. GORDON Date: 5/2025
Checked: J. GIMBEL Date: 5/2025
Approved: B. GORDON Date: 5/2025
Issue Date: 5/2025 Last Updated: 6/3/25
Document Status: RELEASED

Sheet: 6 Total: N/A
Sheet Size: ANSI Full Bleed B (11.00 X 17.00 inches)
Revision: 01

NOTES

Lafayette CityBus												
Schedule of Values												
Item #	Description of Expense	Budget	Draw 1 Precon Expenses	Draw 2	Draw 3	Draw 4	Draw 5	Draw 6	Draw 7	Total Paid to Date	Total Remaining	% Complete
1.00	H2 Station - Design/Build											
1.01	H2 Station Capital Equipment	\$ 2,951,692.78	\$ 1,165,969.70		\$ 906,924.92	\$ 531,455.00	\$ 347,343.16			\$ 2,951,692.78	\$ -	100.00%
1.02	H2 Station Engineering Design Effort	\$ 70,800.00		\$ 53,100.00		\$ 15,670.27	\$ 2,029.73			\$ 70,800.00	\$ -	100.00%
1.03	H2 Station Project Management	\$ 62,549.34		\$ 12,509.87		\$ 35,320.60	\$ 14,718.87			\$ 62,549.34	\$ -	100.00%
2.00	H2 Station - Permitting/Commissioning/Training/SAT											
2.01	H2 Station Standardized Operating Procedures and Emergency Response Plan Development	\$ 41,400.00				\$ 17,563.48	\$ 23,836.52			\$ 41,400.00	\$ -	100.00%
2.02	H2 Station Permitting, Construction, Installation Engineering Support Effort	\$ 73,200.00				\$ 20,764.80	\$ 52,435.20			\$ 73,200.00	\$ -	100.00%
2.03	H2 Station Training, Commissioning and SATs Engineering Effort	\$ 92,831.22							\$ -	\$ -	\$ 92,831.22	0.00%
2.04	H2 Station Commissioning Expenses - H2 Purity Sampling	\$ 12,400.00							\$ -	\$ -	\$ 12,400.00	0.00%
2.05	H2 Station Commissioning Expenses - H2 Gas Supply	\$ 35,260.00							\$ -	\$ -	\$ 35,260.00	0.00%
3.00	Station Lay-in Equipment	\$ 57,076.00								\$ -	\$ 57,076.00	0.00%
4.00	Site Design/Permitting/Management											
4.01	Project Management	\$ 118,520.00		\$ 41,482.00	\$ 11,852.00	\$ 29,630.00		\$ 29,630.00		\$ 112,594.00	\$ 5,926.00	95.00%
4.02	Concept Prelim Design Support	\$ 56,454.50		\$ 56,454.50						\$ 56,454.50	\$ -	100.00%
4.03	Civil/Structural/Plan Development (with MRF Canopy)	\$ 62,870.00		\$ 31,435.00	\$ 25,148.00	\$ 6,287.00				\$ 62,870.00	\$ -	100.00%
4.04	Electrical/Plan Development	\$ 22,000.00		\$ 5,500.00	\$ 14,300.00	\$ 2,200.00				\$ 22,000.00	\$ -	100.00%
4.05	Permitting & Coordination	\$ 13,550.00			\$ 1,355.00	\$ 8,807.50		\$ 3,387.50		\$ 13,550.00	\$ -	100.00%
4.06	Construction Management	\$ 42,750.00				\$ 2,137.50		\$ 17,100.00		\$ 19,237.50	\$ 23,512.50	45.00%
5.00	Site Build - CM/Civil/MEP/Rigging with MRF Canopy	\$ 1,166,962.00						\$ 408,436.70		\$ 408,436.70	\$ 758,525.30	35.00%
6.00	Amendment #1 - Tube Trailer Widening	\$ 18,200.00						\$ 18,200.00		\$ 18,200.00	\$ -	100.00%
6.01	Amendment #2 - DLZ Tubing Installation	\$ 33,100.00								\$ -	\$ 33,100.00	0.00%
6.02	Amendment #2 - IVYS TTIP (Remain for Future Use)	\$ 16,500.00								\$ -	\$ 16,500.00	0.00%
7.00	Contingency	\$ -								\$ -	\$ -	#DIV/0!
8.00	Retainage	\$ -		\$ (20,549.34)	\$ (98,356.94)	\$ (68,658.21)	\$ (45,137.26)	\$ (18,208.25)		\$ (250,910.00)	\$ 250,910.00	#DIV/0!
9.00	Overhead and Profit (2.5%)	\$ 119,684.16		\$ 5,012.03	\$ 23,989.50	\$ 16,745.90	\$ 11,009.09	\$ 11,918.86		\$ 68,675.38	\$ 51,008.78	57.38%
Total:		\$ 5,067,800.00	\$ 1,165,969.70	\$ 184,944.06	\$ 885,212.48	\$ 617,923.84	\$ 406,235.31	\$ 470,464.81	\$ -	\$ 3,730,750.20	\$ 1,337,049.80	73.62%

MEMO



TO: Board of Directors

FROM: Bryan D. Smith, CEO

DATE: February 20, 2026

RE: Employee Handbook Update

Dusty Sturgeon has requested to update the CityBus Employee Handbooks and consolidate procedures from several sources into one authoritative document (see attached memo).

In the past, the Board has voted on approval for sections of the handbook while more mundane issues have been dealt with at a staff level. This has created a confusing mix of Board approved policies with day-to-day operational changes. As part of this update, I am asking the Board to consider creating a Personnel Policy that would contain the overarching principles for staff, along with the mandatory legal policies like EEO and ADA. This would mirror the process we followed in 2023 with the Procurement Policy, where the Board established the policy with direction to the CEO to create procedures consistent with the Policy. This allows staff the flexibility to update procedures based on operational need without asking the Board to wade into the minutia of the day-to-day functions.

With Board approval, staff will develop a handbook consistent with the Personnel Policy.

MEMO



TO: Bryan D. Smith

FROM: Dusty Sturgeon, Human Resources Administrator

DATE: February 20, 2026

RE: Proposal to Modernize and Merge Employee Handbooks

The Administrative Employee Handbook (last updated in 2018) and the Bargaining Unit Employee Handbook (last updated in 2014) are significantly outdated and no longer reflect current laws, workplace standards, or CityBus operational practices. Both handbooks contain conflicting language, obsolete procedures, and gaps that create confusion for employees and supervisors.

Merging the two into a single, modernized handbook will provide one authoritative, up-to-date resource while affirming that the Collective Bargaining Agreement continues to govern all terms and conditions for bargaining unit employees, with the handbook applying only where the CBA is silent.

A full rewrite will allow HR to update the structure, tone, and content; remove outdated or inaccurate language; and ensure clarity, consistency, and legal defensibility.

With approval, HR will begin a structured review and drafting process, followed by leadership and union review.

**CITY BUS --- CLAIMS LISTING FOR
JANUARY 29, 2026 THROUGH FERUARY 25, 2026**

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

CLAIM#	VENDOR NAME	CLAIM REASON	AMOUNT
41498	CENTERPOINT ENERGY	UTILITIES	\$2,161.66
41499	CITY OF LAFAYETTE	UTILITIES	\$386.25
41500	DUKE ENERGY	UTILITIES	\$9,697.02
41501	RAMP	CREDIT CARD	\$4,710.30
41502	REPUBLIC SERVICE	CONTRACTUAL SERVICE	\$179.56
41503	SUPERFLEET	CREDIT CARD - GASOLINE	\$1,545.69
41506	ANDERSON, RANDY	TRAVEL REIMBURSEMENT	\$823.98
41507	ADECCO	TEMP EMPLOYMENT	\$5,649.96
41508	AL WARREN OIL	INVENTORY	\$6,718.14
41509 **	BEST ONE TIRE SERVICE	CAPITAL ITEMS	\$939.48
41510	BETTER MERCHANTS	CONTRACTUAL SERVICE	\$3,161.69
41511	CHOSNEK, ED	CHILD CARE	\$793.98
41512	CINTAS	UNIFORMS	\$542.96
41513	CINTAS	UNIFORMS - LEASED	\$1,497.35
41514	CRYSTAL CLEAN	INVENTORY	\$1,004.91
41515 **	CUMMINS SALES & SERVICE	CAPITAL ITEMS	\$7,137.73
41516	GILLIG	INVENTORY	\$752.78
41517	HENRIOTT GROUP	CONTRACTUAL SERVICE	\$3,250.00
41518	HUSTON ELECTRIC	CONTRACTUAL SERVICE	\$2,964.33
41519	JIMS GARAGE	CONTRACTUAL SERVICE	\$405.00
41520	KIRKS AUTOMOTIEVE	INVENTORY	\$9,880.00
41521	LAFAYETTE AUTO SUPPLY	INVENTORY	\$708.41
41522 **	LAFAYETTE FORD	CAPITAL ITEMS	\$880.98
41523	LINK MANAGEMENT	CONTRACTUAL SERVICE	\$585.00
41524	MESMERIZE MEDIA	CONTRACTUAL SERVICE	\$910.00
41525 **	MIDWEST TRANSIT EQUIPMENT	CAPITAL ITEMS	\$3,976.50
41526	NAPA	INVENTORY	\$981.10
41527	O'REILLY'S AUTO PARTS	SUPPLIES	\$75.68
41528	PLYMATE	SUPPLIES	\$102.22
41529	RLS ASSOCIATES, INC	CONTRACTUAL SERVICE	\$6,999.42
41530 **	RELIABLE TRANSMISSION	CAPITAL ITEMS	\$15,162.12
41531	THE AFTERMARKET PARTS CO	INVENTORY	\$1,449.58
41533	NEORIDE	CONTRACTUAL SERVICE	\$1,842.42
41534	PURE WATER PARTNERS	CONTRACTUAL SERVICE	\$398.00
41535	GOOGLE	CONTRACTUAL SERVICE	\$481.94
41536	LEVEL365	UTILITIES	\$1,176.57
41537	CITY OF W LAFAYETTE	UTILITIES	\$134.00
41538	CITY OF LAFAYETTE	UTILITIES	\$4,587.61
41539	CENTER POINT ENERGY	UTILITIES	\$4,703.22
41540	CITY OF LAFAYETTE	UTILITIES	\$1,634.48
41541	QUADIANT	OFFICE SUPPLIES	\$55.50
41542	CITY OF LAFAYETTE	UTILITIES	\$386.25
41543	MOUNT CLAIM SERVICE	INSURANCE	\$7,230.41
41544	CTE	MEMBERSHIP	\$3,500.00
41545	AGAVE HR PARTNERS	CONTRACTUAL SERVICE	\$2,975.00
41546	ABC BUS COMPANIES	INVENTORY	\$123.24
41547	ADECCO EMPLOYMENT SERVICES	TEMP. EMPLOYMENT	\$2,046.23

**CITY BUS --- CLAIMS LISTING FOR
JANUARY 29, 2026 THROUGH FERUARY 25, 2026**

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

CLAIM#	VENDOR NAME	CLAIM REASON	AMOUNT
41548	ALL STAR ELECTRONIC SECURITY SYSTEMS INC	CONTRACTUAL SERVICE	\$843.75
41549 **	ANDERSON PLUMBING LLC	CAPITAL ITEMS	\$4,700.00
41550	BALL EGGLESTON PC	ATTORNEY FEES	\$3,530.50
41551	BARNES & THORNBURG LLP	CONTRACTUAL SERVICE	\$6,500.00
41552	CINTAS CORPORATION	UNIFORMS	\$4,176.46
41553	CINTAS CORPORATION	UNIFORMS - LEASED	\$2,254.46
41554 **	CUMMINS SALES & SERVICE	CAPITAL ITEMS	\$4,071.68
41555	DISA GLOBAL SOLUTIONS INC	CONTRACTUAL SERVICE	\$308.15
41556	ENTERPRISE LEASING CO	CONTRACTUAL SERVICE	\$11,004.00
41557	EXTERIOR VIEW INC	CONTRACTUAL SERVICE	\$3,294.60
41558	FAIRMOUNT DOOR CORPORATION	CONTRACTUAL SERVICE	\$862.45
41559	FRANCISCAN HEALTH LAFAYETTE	CONTRACTUAL SERVICE	\$786.00
41560	FRANKLIN PEST SOLUTIONS	CONTRACTUAL SERVICE	\$170.00
41561	GILLIG LLC	INVENTORY	\$11,606.91
41562	HENRIOTT GROUP INC	CONTRACTUAL SERVICE	\$3,250.00
41563	ICC BUSINESS PRODUCTS	SUPPLIES	\$95.52
41564	INDOFF INCORPORATED	CONTRACTUAL SERVICE	\$318.98
41565	JIMS GARAGE, INC	CONTRACTUAL SERVICE	\$75.00
41566	KEVIN VAN GORDER	CUSTODIAL SERVICE	\$4,784.00
41567	KIRKS AUTOMOTIVE INC	INVENTORY	\$980.93
41568	L H INDUSTRIAL SUPPLIES	SUPPLIES	\$737.06
41569	LAFAYETTE AUTO SUPPLY	INVENTORY	\$111.92
41570	LAFAYETTE FALSE ALARM REDUCTION PROGRAM	CONTRACTUAL SERVICE	\$25.00
41571	LAFAYETTE FORD LLC	SUPPLIES	\$37.56
41572	MAGIC GLASS	CONTRACTUAL SERVICE	\$95.00
41573	MIDWEST TRANSIT EQUIPMENT OF INDIANA	INVENTORY	\$4,677.34
41574	MULHAUPT'S INC.	CONTRACTUAL SERVICE	\$590.00
41575	NAPA AUTO PARTS	INVENTORY	\$140.32
41576	NEWTON OIL COMPANY	INVENTORY	\$16,944.77
41577	O'REILLY AUTO PARTS	SUPPLIES	\$8.80
41578	PLYMATE INC	SUPPLIES	\$102.22
41579	QUILL CORPORATION	SUPPLIES	\$579.70
41580	RIGG'S OUTDOOR POWER	INVENTORY	\$955.50
41581 **	THE AFTERMARKET PARTS CO, LLC	CAPITAL ITEMS	\$7,730.08
41582	TRAVELERS	INSURANCE	\$382.50
41583	CITY OF LAFAYETTE	UTILITIES	\$191.95
41584	PROXURVE	CONTRACTUAL SERVICE	\$8,645.00
41585 **	CENTER FOR TRANSP. & THE ENVIRONMENT	CAPITAL ITEMS	\$13,000.00
41586	BETTER MERCHANTS	CONTRACTUAL SERVICES	\$1,193.94
41587 **	BALTUS ELECTRONICS	CAPITAL ITEMS	\$5,640.00
41588	CUMMINS SALES & SERVICES	INVENTORY	\$52.15
41589	FERRELL GAS	SUPPLIES	\$36.54
41590	GILLIG	INVENTORY	\$3,690.40
41591	LAFAYETTE AUTO SUPPLY	INVENTORY	\$975.94
41592	MIDWEST TRANSIT EQUIPMENT	INVENTORY	\$1,541.29
41593	NAPA	INVENTORY	\$586.30
41594	QUILL	SUPPLIES	\$56.09
41595	SCHEID DIESEL	INVENTORY	\$44.70
41596	THE AFTERMARKET PARTS CO	INVENTORY	\$491.89

**CITY BUS --- CLAIMS LISTING FOR
JANUARY 29, 2026 THROUGH FERUARY 25, 2026**

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

CLAIM#	VENDOR NAME	CLAIM REASON	AMOUNT
41597 **	UNION COUNTY SEATING & SUPPLY	CAPITAL ITEMS	\$6,800.00
41598	ACCIDENT FUND	INSURANCE	\$15,285.20
41599	KIRKS AUTOMOTIVE	INVENTORY	\$1,028.87
41600	CENTER POINT ENERGY	UTILITIES	\$2,570.73
41601	ADECCO	TEMP EMPLOYMENT	\$4,393.80
41602	PROXURVE SOLUTIONS	CONTRACTUAL SERVICES	\$7,747.80
41603	RLS ASSOCIATES	CONTRACTUAL SERVICES	\$890.33
41604	PLYMATE INC	SUPPLIES	\$51.11

TOTAL: \$298,953.84

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

41504	AUXIANT	INSURANCE	\$156,319.42
41505	PRINCIPAL INSURANCE	INSURANCE	\$20,239.42
41532	CONSTELLATION	UTILITIES	\$21,790.46
41605	RAMP	CREDIT CARD	\$24,563.50

TOTAL: \$222,912.80

CLAIMS TOTAL: \$521,866.64

Payroll Total for Jan-26 \$ 965,811.80

Summary	Pay Date 1/9/2026	Pay Date 1/23/2026	Board Members	Grand Total
Gross Wages	\$342,513.81	\$339,726.74	\$200.00	\$682,440.55
Employer Taxes	\$30,515.91	\$29,799.03		\$60,314.94
Employer Fringe Benefits	\$110,090.46	\$112,965.85		\$223,056.31
Total Payroll	\$483,120.18	\$482,491.62	\$200.00	\$965,811.80

Employer Details	Pay Date 1/9/2026	Pay Date 1/23/2026	Total
Employer Taxes:			
FICA/Medicare	\$25,533.59	\$25,279.89	\$50,813.48
SUTA	\$4,982.32	\$4,519.14	\$9,501.46
	\$30,515.91	\$29,799.03	\$60,314.94
Employer Fringe Benefits:			
PERF Contributions	\$38,962.44	\$37,180.28	\$76,142.72
Health/Dental/Vision/Life	\$69,225.38	\$73,101.92	\$142,327.30
HSA Contributions			\$0.00
Other Fringes	\$1,902.64	\$2,683.65	\$4,586.29
	\$110,090.46	\$112,965.85	\$223,056.31

CEO REPORT TO GLPTC BOARD OF DIRECTORS

MEETING DATE: February 25, 2026

CEO

It is my pleasure to welcome Jacques Vanier to the Board. Mayor Roswarski administered the Oath of Office for Jacques at City Hall on February 10th. It has been a busy month. I have met with both Mayors and Commissioner Murtaugh to update them on our route for 2026, with service reallocation and reductions to conform with our budget for the year. I let them know we are committed to providing the same level of excellent service, with a smaller footprint. We have their support as we are going through this period of reinvention. They have similar issues with shrinking revenues, as last year's tax bill begins to take effect.

As we drive through these challenges, it is appropriate for CityBus to reflect on our Mission, Vision, and Values statements. They are somewhat lengthy, so I won't restate them here, but you can view them on our website. Senior staff spent some time during our Leadership Challenge workshop, and now I would like to propose an update for the Board's consideration.

In preparation for this discussion, I would ask the Board to contemplate this question:

Five years from now, what future are we building for the people we serve?

My goal would be to discuss this in February and ask for final approval in March. This would coincide with an updated employee handbook, which starts with and is based on, our Mission, Vision, and Values.

FINANCE

- Negotiated and finalized the line of credit 2026 with First Merchants Bank.
- Filed 2025 annual 1099 tax forms on time.
- Negotiated with Oracle on agreements and finalized the contract for NetSuite implementation. The team had a kickoff meeting on Feb 17th.
- Worked with Enterprise on Vanpool Invoicing. Requested clarifications and corrections on discrepancies. Summarized 2025 total cost report for Lilly grant report.
- 2025 Fixed Assets have been reconciled. Rollforward report is completed.
- 2025 Accounts Receivables have been reconciled. AR collection actions are being taken by the team.
- The team has discussed with Neoride group on Masabi fare and unredeemed revenue reporting, issues identified for improvement. 2025 numbers have been posted.
- Started contracting grant management to an external contractor in order to free staff time for NetSuite implementation and internal process improvement. Training and transition is ongoing.

- The team is on track with year end tasks. Most of the accounts have been reconciled and more than half of the 20+ tasks have been completed.
- Provided information to external consultant REA and worked with their team to review our internal control processes.
- Reviewed with employees regarding 2025 performance and 2026 goals. Organizational and responsibility changes have been communicated. 2026 priorities have been set and discussed.

HUMAN RESOURCES

- Developed and refined the organizational chart and tier structure.
- Continued updates and revisions to the Employee Handbook.
- Successfully onboarded a new part-time Customer Service Representative.
- Prepared and processed 1095 forms.
- Working with Randy to roll out a digital accident/incident report form on the CityBus ticket system.
- Working with Ron and Ricky to update and improve the accident and incident investigation procedures.
- Updated the Bloodborne Pathogens Exposure Control Plan and have purchased supplies to implement a sharps handling system.
- Working with vendors on an RFQ for fire alarm panel upgrades for the Hydrogen Fueling Station.
- Planning CityBus Roadeo on March 29, 2026.
- Collecting applications for operators interested in participating in the Mentorship Program.

MAINTENANCE

- 1905 Rear brakes
- 5006 Engine rebuild
- 5005 Transmission replacement
- 7001 Bodywork

OPERATIONS

- **Route Optimization & Cost Management:** The Dispatch Team continues to proactively implement route adjustments and interline opportunities designed to reduce operational costs while maintaining service reliability. Ongoing analysis of route performance allows the team to identify efficiencies and improve overall resource allocation.
- **Attendance Challenges & Service Continuity:** Operations are currently managing between 9–15 driver call-offs per day, requiring immediate schedule modifications and route coverage adjustments. Despite these daily challenges, dispatch personnel are successfully coordinating coverage to ensure routes remain on time, and service disruptions are minimized. The team's responsiveness and flexibility have been critical in maintaining operational stability under sustained staffing pressure.

- Technology & Training Advancement: Dispatch Supervisors and Street Supervisors are currently participating in training on the new computer system, “Swiftly.” This platform provides enhanced visibility in driver performance, route adherence, and real-time operational data. Implementation of Swiftly will significantly improve communication accuracy, route monitoring, and overall decision-making within Operations. Special thanks to Randy for facilitating and leading the training sessions.

INFORMATION TECHNOLOGY

- The Swiftly On-Time Performance (OTP) project has gone very well. Significant schedule improvements and cost savings have already been realized in the first 30 days.
- The transition of MSP from BSS to Proxurve on February 1, 2026 proceeded smoothly. The IT team continues to work with the staff and Proxurve to make changes as needed.
- Began usage of the Hopthru analyze application that will provide additional insight to our transit network ridership and route utilization. This information will help make data-based decisions as we determine what service changes will be made in May 2026.

Jan 2026 Non-final
PROFIT AND LOSS STATEMENT
 GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION

OPERATING REVENUE	Jan-26	Jan-25	%DIFF/MO	YTD2026	YTD2025	%DIFF	BUDGETED		
PASSENGER FARES	\$ 170,787.75	\$ 622,611.93	-72.57%	\$ 170,787.75	\$ 622,611.93	-72.57%	\$ 3,926,050		
ADVERTISING INCOME	424.00	25,916.67	-98.36%	424.00	25,916.67	-98.36%	189,720		
INTEREST INCOME	12,181.39	23,718.66	-48.64%	12,181.39	23,718.66	-48.64%	-		
MISC. INCOME	5,750.34	11,052.48	-47.97%	5,750.34	11,052.48	-47.97%	50,000		
	\$ 189,143.48	\$ 683,299.74	-72.32%	\$ 189,143.48	\$ 683,299.74	-72.32%	\$ 4,165,770		

REVENUE MILES	-	146,689	-100.00%	-	146,689	-100.00%			
REVENUE HOURS	-	11,697	-100.00%	-	11,697	-100.00%			

OPERATING EXPENSE	Jan-26	Jan-25	%DIFF/MO	YTD2026	YTD2025	%DIFF	BUDGETED	BALANCE	CPM/M	CPM/Y
PERSONNEL										
OPERATOR WAGES	\$ 489,322.77	\$ 523,413.46	-6.51%	\$ 489,322.77	\$ 523,413.46	-6.51%	5,239,313	\$ (4,749,990)	#DIV/0!	#DIV/0!
ADMINISTRATIVE WAGES	191,914.31	170,535.49	12.54%	191,914.31	170,535.49	12.54%	2,208,815	\$ (2,016,901)	#DIV/0!	#DIV/0!
MAINTENANCE WAGES	85,935.58	81,636.20	5.27%	85,935.58	81,636.20	5.27%	1,015,104	\$ (929,169)	#DIV/0!	#DIV/0!
FICA TAX	57,076.20	59,480.54	-4.04%	57,076.20	59,480.54	-4.04%	647,437	\$ (590,361)	#DIV/0!	#DIV/0!
PERF	84,837.04	87,716.02	-3.28%	84,837.04	87,716.02	-3.28%	1,014,147	\$ (929,309)	#DIV/0!	#DIV/0!
LIFE & HEALTH INSURANCE	206,385.65	137,103.21	50.53%	206,385.65	137,103.21	50.53%	2,189,200	\$ (1,982,814)	#DIV/0!	#DIV/0!
UNEMPLOYMENT INSURANCE	9,388.48	9,916.60	-5.33%	9,388.48	9,916.60	-5.33%	70,000	\$ (60,612)	#DIV/0!	#DIV/0!
WORK COMP INSURANCE	7,642.60	9,614.20	-20.51%	7,642.60	9,614.20	-20.51%	115,526	\$ (107,883)	#DIV/0!	#DIV/0!
UNIFORMS	1,726.30	2,491.42	-30.71%	1,726.30	2,491.42	-30.71%	50,000	\$ (48,274)	#DIV/0!	#DIV/0!
FRINGE BENEFITS	5,375.62	8,085.31	-33.51%	5,375.62	8,085.31	-33.51%	88,960	\$ (83,584)	#DIV/0!	#DIV/0!
	1,139,604.55	1,089,992.45	4.55%	1,139,604.55	1,089,992.45	4.55%	12,638,502	\$ (11,498,898)		

COMMODITIES

DIESEL FUEL	9,859.42	9,612.43	2.57%	9,859.42	9,612.43	2.57%	81,975	\$ (72,115)	#DIV/0!	#DIV/0!
CNG FUEL	29,953.07	27,184.00	10.19%	29,953.07	27,184.00	10.19%	368,636	\$ (338,683)	#DIV/0!	#DIV/0!
GASOLINE	(830.75)	(1,016.89)	-18.30%	(830.75)	(1,016.89)	-18.30%	23,264	\$ (24,095)	#DIV/0!	#DIV/0!
LUBRICANTS	-	1,760.72	-100.00%	-	1,760.72	-100.00%	22,562	\$ (22,562)	#DIV/0!	#DIV/0!
REPAIR PARTS--STOCK	1,382.87	21,284.55	-93.50%	1,382.87	21,284.55	-93.50%	458,969	\$ (457,586)	#DIV/0!	#DIV/0!
REPAIR PARTS--FIXED EQUIP	-	-	0.00%	-	-	0.00%	3,671	\$ (3,671)	#DIV/0!	#DIV/0!
TIRES & BATTERIES	-	2,142.58	-100.00%	-	2,142.58	-100.00%	20,198	\$ (20,198)	#DIV/0!	#DIV/0!
CLEANING SUPPLIES	1,011.53	1,656.34	-38.93%	1,011.53	1,656.34	-38.93%	34,444	\$ (33,432)	#DIV/0!	#DIV/0!
BUILDING MATERIALS	-	-	0.00%	-	-	0.00%	5,000	\$ (5,000)	#DIV/0!	#DIV/0!
POSTAGE & FREIGHT	32.91	1,012.36	-96.75%	32.91	1,012.36	-96.75%	5,446	\$ (5,413)	#DIV/0!	#DIV/0!
OFFICE SUPPLIES	1,123.21	937.05	19.87%	1,123.21	937.05	19.87%	22,660	\$ (21,537)	#DIV/0!	#DIV/0!
MAT & SUPP--GENERAL	8,272.15	1,566.26	428.15%	8,272.15	1,566.26	428.15%	38,997	\$ (30,725)	#DIV/0!	#DIV/0!
MAT & SUPPLIES--BILLABLE	-	-	0.00%	-	-	0.00%	-	\$ -	#DIV/0!	#DIV/0!
MAT & SUPPLIES--VEHS	-	-	0.00%	-	-	0.00%	170	\$ (170)	#DIV/0!	#DIV/0!
	50,804.41	66,139.40	-23.19%	50,804.41	66,139.40	-23.19%	1,085,992	\$ (1,035,188)		

SERVICES & CHARGES

VANPOOL SUBSIDY	-	-	0.00%	-	-	0.00%	43,200	\$ (43,200)	#DIV/0!	#DIV/0!
ATTORNEY & AUDIT FEES	5,819.00	-	0.00%	5,819.00	-	0.00%	100,000	\$ (94,181)	#DIV/0!	#DIV/0!
CONTRACT MAINTENANCE	30,396.58	28,009.86	8.52%	30,396.58	28,009.86	8.52%	460,079	\$ (429,683)	#DIV/0!	#DIV/0!
CUSTODIAL SERVICES	-	4,385.34	-100.00%	-	4,385.34	-100.00%	70,000	\$ (70,000)	#DIV/0!	#DIV/0!
CONTRACTUAL SERVICES	51,126.71	22,726.00	124.97%	51,126.71	22,726.00	124.97%	1,038,872	\$ (987,745)	#DIV/0!	#DIV/0!
UTILITIES--TELEPHONE	1,087.39	1,297.35	-16.18%	1,087.39	1,297.35	-16.18%	18,763	\$ (17,675)	#DIV/0!	#DIV/0!
UTILITIES--ELECTRIC	(8,312.12)	(7,350.23)	13.09%	(8,312.12)	(7,350.23)	13.09%	75,000	\$ (83,312)	#DIV/0!	#DIV/0!
UTILITIES--WATER & SEWAGE	(712.98)	(644.18)	10.68%	(712.98)	(644.18)	10.68%	31,482	\$ (32,195)	#DIV/0!	#DIV/0!
UTILITIES--GAS HEAT	(54,239.05)	(5,394.56)	905.44%	(54,239.05)	(5,394.56)	905.44%	34,785	\$ (89,024)	#DIV/0!	#DIV/0!
ADVERTISING & PROMOTION	14,281.69	14,355.64	-0.52%	14,281.69	14,355.64	-0.52%	125,000	\$ (110,718)	#DIV/0!	#DIV/0!
EXTERIOR ADVERTISING	-	-	0.00%	-	-	0.00%	10,000	\$ (10,000)	#DIV/0!	#DIV/0!
PRINTING	-	-	0.00%	-	-	0.00%	42,097	\$ (42,097)	#DIV/0!	#DIV/0!
ADVERTISING FEES	4,400.00	12.48	35156.41%	4,400.00	12.48	35156.41%	3,000	\$ 1,400	#DIV/0!	#DIV/0!
DUES & SUBSCRIPTIONS	-	150.00	-100.00%	-	150.00	-100.00%	56,027	\$ (56,027)	#DIV/0!	#DIV/0!
TRAVEL & MEETINGS	1,488.65	438.66	239.36%	1,488.65	438.66	239.36%	71,610	\$ (70,121)	#DIV/0!	#DIV/0!
PREMIUM PL & PD INSURANCE	42,370.75	57,937.68	-26.87%	42,370.75	57,937.68	-26.87%	776,249	\$ (733,878)	#DIV/0!	#DIV/0!
PAYOUTS--PL & PD INS.	7,000.00	5,994.61	16.77%	7,000.00	5,994.61	16.77%	100,000	\$ (93,000)	#DIV/0!	#DIV/0!
RECOVERY/PHYSICAL DAMAGE	-	(1,405.00)	-100.00%	-	(1,405.00)	-100.00%	-	\$ -	#DIV/0!	#DIV/0!
OTHER CORPORATE INS.	2,300.00	2,300.00	0.00%	2,300.00	2,300.00	0.00%	5,234	\$ (2,934)	#DIV/0!	#DIV/0!
VEHICLE REGISTRATION	-	-	0.00%	-	-	0.00%	200	\$ (200)	#DIV/0!	#DIV/0!
INTEREST--SHORT TERM	-	-	0.00%	-	-	0.00%	-	\$ -	#DIV/0!	#DIV/0!
BAD DEBT EXPENSE	-	-	0.00%	-	-	0.00%	2,000	\$ (2,000)	#DIV/0!	#DIV/0!
MISC. EXPENSE	-	-	0.00%	-	-	0.00%	8,000	\$ (8,000)	#DIV/0!	#DIV/0!
CASH (OVER)/SHORT	(34.00)	-	0.00%	(34.00)	-	0.00%	-	\$ (34)	#DIV/0!	#DIV/0!
	96,972.62	122,813.65	-21.04%	96,972.62	122,813.65	-21.04%	3,071,597	\$ (2,974,625)		

TOTAL EXPENSES	\$ 1,287,381.58	\$ 1,278,945.50	0.66%	\$ 1,287,381.58	\$ 1,278,945.50	0.66%	\$ 16,796,092	\$ (15,508,710)	#DIV/0!	#DIV/0!
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OTHER INCOME	Jan-26	Jan-25	%DIFF/MO	YTD2026	YTD2025	%DIFF	BUDGETED		
COUNTY PROPERTY TAX	\$ 262,399.92	\$ 252,189.00	4.05%	\$ 262,399.92	\$ 252,189.00	4.05%	\$ 2,927,307		
LOCAL INCOME TAX	78,649.00	73,466.00	7.05%	78,649.00	73,466.00	7.05%	814,987		
STATE OPERATING GRANT	362,804.75	362,804.75	0.00%	362,804.75	362,804.75	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	-	461,180.08	-100.00%	-	461,180.08	-100.00%	-		
STATE/LOCAL CONTRIBUTION	-	-	0.00%	-	-	0.00%	-		
TOTAL OTHER INCOME	\$ 703,853.67	\$ 1,149,639.83	-38.78%	\$ 703,853.67	\$ 1,149,639.83	-38.78%	\$ 13,545,482		

OTHER EXPENSES	Jan-26	Jan-25	YTD2026	YTD2025
(GAIN)/LOSS--ASSET DISPOSAL	\$ -	\$ -	\$ -	\$ -
INTERGOVERNMENTAL FUNDS XFE	\$ -	\$ -	\$ -	\$ -
DEPRECIATION EXPENSE	\$ -	\$ 342,568.87	\$ -	\$ 342,568.87
TOTAL OTHER EXPENSES	\$ -	\$ 342,568.87	\$ -	\$ 342,568.87

	Jan-26	Jan-25	YTD2026	YTD2025
NET PROFIT/(LOSS)	\$ (394,384.43)	\$ 211,425.20	\$ (394,384.43)	\$ 211,425.20

REVENUE COMPARISON

January 2026

	January 2026	January 2025	% DIFF	YTD2026	YTD2025	YTD2026
NON-CONTRACT REVENUE						
CASH FARES	\$ 15,791.28	\$ 15,866.04	-0.47%	\$ 15,791.28	\$ 15,866.04	-0.47%
TOKENS	-	2,212.50	-100.00%	-	2,212.50	-100.00%
REGULAR PASS	9,860.00	16,635.92	-40.73%	9,860.00	16,635.92	-40.73%
DAY PASS	29,022.50	3,680.00	688.65%	29,022.50	3,680.00	688.65%
ELDERLY/DISABLED	1,505.00	3,030.08	-50.33%	1,505.00	3,030.08	-50.33%
SEMESTER PASS	186.00	301,902.35	-99.94%	186.00	301,902.35	-99.94%
TOTAL NON-CONTRACT	\$ 56,364.78	\$ 343,326.89	-83.58%	\$ 56,364.78	\$ 343,326.89	-83.58%
TOTAL WITH ACCESS	\$ 61,612.75	\$ 349,682.13	-82.38%	\$ 61,612.75	\$ 349,682.13	-82.38%
CONTRACT REVENUE						
CAMPUS	\$ -	\$ 170,151.80	-100.00%	\$ -	\$ 170,151.80	-100.00%
IVY TECH	-	-	0.00%	-	-	0.00%
WLSC	-	-	0.00%	-	-	0.00%
APARTMENTS	109,175.00	102,778.00	6.22%	109,175.00	102,778.00	6.22%
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%	\$ 109,175.00	\$ 272,929.80	-60.00%
AUXILIARY REVENUE						
EXTERIOR ADVER.	\$ -	\$ 25,916.67	-100.00%	\$ -	\$ 25,916.67	-100.00%
MISC / CONCESSIONS	6,174.34	11,052.48	-44.14%	6,174.34	11,052.48	-44.14%
TOTAL AUXILIARY	\$ 6,174.34	\$ 36,969.15	-83.30%	\$ 6,174.34	\$ 36,969.15	-83.30%
INTEREST REVENUE						
INTEREST	\$ 12,181.39	\$ 23,718.66	-48.64%	\$ 12,181.39	\$ 23,718.66	-48.64%
	\$ 12,181.39	\$ 23,718.66	-48.64%	\$ 12,181.39	\$ 23,718.66	-48.64%
TOTAL REVENUE WITHOUT ACCESS						
	January 2026	January 2025	% DIFF	YTD2026	YTD2025	YTD2026
NON-CONTRACT	\$ 56,364.78	\$ 343,326.89	-83.58%	\$ 56,364.78	\$ 343,326.89	-83.58%
CONTRACT	109,175.00	272,929.80	-60.00%	109,175.00	272,929.80	-60.00%
AUXILIARY	6,174.34	36,969.15	-83.30%	6,174.34	36,969.15	-83.30%
INTEREST	12,181.39	23,718.66	-48.64%	12,181.39	23,718.66	-48.64%
	\$ 183,895.51	\$ 676,944.50	-72.83%	\$ 183,895.51	\$ 676,944.50	-72.83%
TOTAL REVENUE WITH ACCESS						
	January 2026	January 2025	% DIFF	YTD2026	YTD2025	YTD2026
ALL SOURCES	\$ 183,895.51	\$ 676,944.50	-72.83%	\$ 183,895.51	\$ 676,944.50	-72.83%
ACCESS	5,247.97	6,355.24	-17.42%	5,247.97	6,355.24	-17.42%
TOTAL REVENUE	\$ 189,143.48	\$ 683,299.74	-72.32%	\$ 189,143.48	\$ 683,299.74	-72.32%

BALANCE SHEET

GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION

A S S E T S	Dec-24		Current		L I A B I L I T I E S	Dec-24		Current	
CASH & CASH ITEMS					PAYABLES				
CASH IN BANK-GENERAL FUND	6,362,504.51		606,990.77		TRADE PAYABLES	-		-	
CASH IN PAYROLL ACCOUNT-GEN FD	97,857.06		2,437,834.92		ACCOUNTS PAYABLE	400,759.75		87,397.85	
LEVY EXCESS FUND	-		-		ACCOUNTS PAYABLE - CNG UTILITIES	-		-	
WORKING FUNDS	-		-		TOTAL PAYABLES	400,759.75		87,397.85	
UNITED HEALTHCARE HRA IMPREST-GEN FD	-		-		ACCRUED PAYROLL LIABILITIES				
HEALTHCARE IMPREST-GEN FD	-		-		ACCRUED WAGES PAYABLE	150,159.77		236,685.20	
RAINY DAY FUND	256,256.66		256,256.66		ACCR COMPENSATED ABSENCES PAYABLE	372,243.32		360,758.26	
TOTAL CASH & CASH ITEMS	6,716,618.23		3,301,082.35		DEDUCTIONS-AUTO	-		-	
RECEIVABLES					UNION DUES WITHHELD	1,556.58		2,002.11	
ACCOUNTS RECEIVABLE	121,800.35		72,010.25		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)		(18,017.52)	
A/R-TICKET VENDING MACHINE COLLECTIONS	-		-		DEDUCTION-HEALTH INS - COBRA	-		-	
A/R - OFF-SITE PASS SALES COLLECTIONS	-		113,173.14		DEDUCTION - CHARITABLE DONATIONS	-		-	
ACCTS RECV-EMPLOYEE P/R WASH	-		17,134.67		DEDUCTION - LIBERTY NATIONAL	-		30,952.37	
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		547.64	
A/R TAX DRAW-COUNTY/LOCAL	-		262,399.92		DEDUCTION-CABLE	-		-	
A/R GRANTS-STATE	-		362,804.75		DEDUCTION-PERF EE	5,667.00		11,151.30	
A/R PLANNING ASSISTANCE-FTA	-		-		DEDUCTION-SUPPORT	-		-	
A/R OPERATING ASSISTANCE-STATE	-		-		DEDUCTION-EE LOANS	467.47		1,039.33	
A/R FEDERAL TAX CREDITS	336,994.04		-		DEDUCTION-BOSTON MUTUAL	75.20		92.78	
PROPERTY TAX RECEIVABLE	3,421,913.62		3,421,913.62		DEFERRED COMPENSATION	2,445.97		4,099.01	
TOTAL RECEIVABLES	5,061,412.75		5,262,142.39		ACCRUED PERF PAYABLE ER	23,634.42		38,850.34	
MATERIALS & SUPPLIES INVENTORY					TOTAL PAYROLL LIABILITIES	554,213.10		668,160.82	
BUS PARTS INVENTORY	287,971.30		495,381.77		ACCRUED TAX LIABILITIES				
PARTS INVENTORY-CLEARING ACCT	-		-		FIT TAXES	61,401.80		95,157.03	
DIESEL & GASOLINE INVENTORY	16,101.83		10,790.87		FICA/MEDICARE	-		-	
OIL, LUBE, ANTIFREEZE INVENTORY	62,862.35		-		STATE TAX	-		-	
TIRES, TUBES, BATTERIES INVENTORY	9,068.02		2,839.31		STATE UNEMPLOYMENT TAX	-		-	
FACILITIES PARTS INVENTORY	28,970.05		7,934.19		COUNTY TAX	-		-	
TOTAL MATERIALS & SUPPLIES INVENTORY	404,973.55		516,946.14		TOTAL TAX LIABILITIES	61,401.80		95,157.03	
TANGIBLE PROPERTY TRANSIT OPS					SHORT TERM DEBT				
REVENUE EQUIPMENT	31,073,670.29		38,377,222.56		SHORT TERM DEBT	-		-	
SUPPORT VEHICLES	582,095.86		724,215.30		AUTO INSURANCE PAYOUT LIABILITY	-		-	
BUILDING & STRUCTURE	19,794,129.03		22,561,258.87		WORKERMAN COMP INSURANCE PAYOUT LIABILITY	-		-	
EQUIPMENT SHOP & GARAGE	431,600.06		1,056,053.88		INSURANCE PAYOUT LIABILITY	-		-	
REVENUE COLLECTION FAREBOX	1,318,033.06		1,680,594.51		ACCRUED INTEREST PAYABLE - BANK OF AMERICA-CNG	-		-	
COMMUNICATIONS EQUIPMENT	907,665.06		1,853,923.45		TOTAL SHORT TERM DEBT	-		-	
OFFICE EQUIPMENT & FURNISHINGS	470,850.88		493,051.35		OTHER CURRENT LIABILITIES				
CONSTR. IN PROGRESS-SHOP	-		-		UNREDEEMED TOKENS	-		-	
CONSTR. IN PROGRESS - HYDROGEN	672,550.00		7,756,034.46		UNREDEEMED REGULAR PASSES	-		-	
CONSTR. IN PROGRESS - PROJECTS	2,004.98		-		UNREDEEMED DAY PASSES	-		-	
CONSTR. IN PROGRESS - SHELTERS	-		-		UNREDEEMED E & D PASSES	-		-	
LAND	926,471.26		926,471.26		UNREDEEMED SEMESTER PASSES	198.00		83,773.00	
TOTAL PROPERTY COST	56,179,070.48		75,428,825.64		UNREDEEMED LOOP PASSES	-		-	
ACC DEPR-REVENUE EQUIPMENT					DEFERRED REVENUE-COUNTY/LOCAL	-		-	
ACC DEPR-SUPPORT VEHICLES	(17,633,151.59)		(26,978,654.65)		DEFERRED REVENUE-ADVERTISING & PAINTED TRANSIT	4,583.27		-	
ACC DEPR-BUILDING & STRUCTURE	(499,145.70)		(531,960.96)		FEDERAL TAX PAYABLE	-		-	
ACC DEPR-EQUIPMENT SHOP & GARAGE	(9,137,541.80)		(12,483,016.55)		UNREDEEMED 50 FARESAVERS	-		-	
ACC DEPR-REVENUE COLLECTION FAREBOX	(487,428.60)		(578,907.49)		UNREDEEMED PASS STUDENT	-		-	
ACC DEPR-COMMUNICATIONS EQUIPMENT	(1,259,175.21)		(1,293,139.57)		UNREDEEMED REVENUE	-		174,000.00	
ACC DEPR-OFFICE EQUIPMENT & FURNISHINGS	(270,464.01)		(1,258,943.46)		UNREDEEMED TVM CHG/STRD VALUE CARDS	-		13,772.19	
ACC DEPR-CONSTR IN PROGRESS-WLAF	(274,814.95)		(327,127.30)		NET PENSION LIABILITY	4,931,104.00		4,931,104.00	
ACC DEPR-CONSTR IN PROGRESS-LAF	-		-		TOTAL OTHER CURRENT LIABILITIES	4,935,885.27		5,202,649.19	
TOTAL ACCUMULATED DEPRECIATION	(29,561,721.86)		(43,451,749.98)		LONG-TERM DEBT				
TOTAL PROPERTY LESS DEPRECIATION	26,617,348.62		31,977,075.66		BANK OF AMERICA LONG-TERM PAYABLE-CNG	-		-	
SPECIAL FUNDS					TOTAL LONG-TERM DEBT	-		-	
SPECIAL FUNDS	-		-		ESTIMATED LIABILITIES				
BONDS & INTEREST CASH ACCT	-		-		FTA EST RES FOR ENCUMBRANCES	-		-	
INVESTMENTS-BON & INTEREST FUND	-		-		TOTAL ESTIMATED LIABILITIES	-		-	
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		DEFERRED INFLOWS				
ELTF DEDUCTIBLE FUNDS	15,000.00		15,000.00		DEFERRED INFLOW - EXPECTED AND ACTUAL EXPERIENCE	-		-	
INVESTMENTS	-		-		DEFERRED INFLOW - EXPECTED AND ACTUAL INV EARNINGS	-		-	
CUMULATIVE CAPITAL FUND	196,500.81		689,577.58		DEFERRED INFLOW - PROPORTIONATE SHARE	27,133.00		27,133.00	
CAPITAL IMPROV RESERVE FUND	-		-		DEFERRED INFLOW - ASSUMPTIONS	-		-	
CAPITAL IMPROV. INVESTMENTS	-		-		DEFERRED INFLOW FROM PROPERTY TAXES	3,421,913.62		3,421,913.62	
TOTAL SPECIAL FUNDS	686,371.17		1,179,447.94		TOTAL DEFERRED INFLOWS	3,449,046.62		3,449,046.62	
OTHER ASSETS					CONTRIBUTIONS				
PRE-PAID INSURANCE	55,463.76		401,051.71		INVESTMENTS IN TRANSIT SYS-LAF	24,682.75		24,682.75	
PRE-PAID EXPENSES	39,071.28		261,643.32		FED GOVERN CAP GRANT SEC 3 (5309)	23,056,883.82		23,056,883.82	
PRE-PAID HEALTH INSURANCE	-		25,246.16		FED GOVERN CAP GRANT SEC 5	2,633,996.56		2,633,996.56	
OTHER ACCRUALS	-		-		FED GOVERN CAP GRANT SEC 9 (5307)	43,879,641.65		53,277,136.65	
TOTAL OTHER ASSETS	94,535.04		687,941.19		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)		(45,906,805.80)	
DEFERRED OUTFLOW - EXPECTED AND ACTUAL INV EAR	652,895.00		652,895.00		TOTAL CONTRIBUTIONS	31,891,137.82		35,133,409.16	
DEFERRED OUTFLOW - CHANGE IN ASSUMPTION	-		-		TOTAL LIABILITIES & CONTRIBUTIONS	41,292,444.36		44,635,820.67	
TOTAL DEFERRED OUTFLOWS	1,711,185.00		1,711,185.00						
TOTAL ASSETS	41,292,444.36		44,635,820.67						

Jan 2026 Non-final
EXPENDITURES TO DATE AND REMAINING BUDGET
 GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION

Budget to date 8.3%

	BUDGET FY2025	Budget to Date	Expenditures to Date	Expenditures to Date %	Remaining Budget
PERSONNEL					
Operator Wages	5,239,313	436,609	489,323	9.3%	4,749,990
Administrative Wages	2,208,815	184,068	191,914	8.7%	2,016,901
Maintenance Wages	1,015,104	84,592	85,936	8.5%	929,169
FICA	647,437	53,953	57,076	8.8%	590,361
PERF	1,014,147	84,512	84,837	8.4%	929,309
Life & Health Insurance	2,189,200	182,433	206,386	9.4%	1,982,814
Unemployment Insurance	70,000	5,833	9,388	13.4%	60,612
Work Comp Insurance	115,526	9,627	7,643	6.6%	107,883
Uniforms	50,000	4,167	1,726	3.5%	48,274
Tool Allowance/Fringe Benefits	88,960	7,413	5,376	6.0%	83,584
Affordable Care Act Fees	-	-	-	0.0%	-
	12,638,502	1,053,209	1,139,605	9.0%	11,498,898
COMMODITIES					
Diesel Fuel	81,975	6,831	9,859	12.0%	72,115
Natural Gas Fuel	368,636	30,720	29,953	8.1%	338,683
Hydrogen Fuel	200,000	-	-	-	-
Gasoline	23,264	1,939	(831)	-3.6%	24,095
Oil & Antifreeze	22,562	1,880	-	0.0%	22,562
Repair Parts, Revenue Vehicles	458,969	38,247	1,383	0.3%	457,586
Repair Parts, Fixed Equipment	3,671	306	-	0.0%	3,671
Tires and Batteries	20,198	1,683	-	0.0%	20,198
Cleaning Supplies	34,444	2,870	1,012	2.9%	33,432
Building Materials	5,000	417	-	0.0%	5,000
Postage & Freight	5,446	454	33	0.6%	5,413
Office Supplies	22,660	1,888	1,123	5.0%	21,537
Other Materials, General Business	38,997	3,250	8,272	21.2%	30,725
Other Materials, Billable	-	-	-	0.0%	-
Other Materials, Vehicles	170	14	-	0.0%	170
	1,285,992	90,499	50,804	4.7%	1,035,188
SERVICES & CHARGES					
Vanpool Subsidy	43,200	3,600	-	0.0%	-
Attorney & Audit	100,000	8,333	5,819	5.8%	94,181
Contract Maintenance	460,079	38,340	30,397	6.6%	429,683
Custodial Services	70,000	5,833	-	0.0%	70,000
Contractual Services	1,038,872	86,573	51,127	4.9%	987,745
Utilities, Telephone	18,763	1,564	1,087	5.8%	17,675
Utility Expense, Electric	75,000	6,250	(8,312)	-11.1%	83,312
Utility Expense, Water & Sewage	31,482	2,624	(713)	-2.3%	32,195
Utilities, Natural Gas Heat	34,785	2,899	(54,239)	-155.9%	89,024
Advertising & Promotions	125,000	10,417	14,282	11.4%	110,718
Exterior Advertising	10,000	833	-	0.0%	10,000
Printing	42,097	3,508	-	0.0%	42,097
Advertising Fees (Legal Ads)	3,000	250	4,400	146.7%	(1,400)
Dues & Subscriptions	56,027	4,669	-	0.0%	56,027
Travel & Meeting Expenses	71,610	5,968	1,489	2.1%	70,121
Premium on PL & PD	776,249	64,687	42,371	5.5%	733,878
Payouts PL & PD	100,000	8,333	7,000	7.0%	93,000
Recovery/physical Damage	-	-	-	0.0%	-
Other Corporate Ins	5,234	436	2,300	43.9%	2,934
Vehicle Registration	200	17	-	0.0%	200
Interest - Short Term	-	-	-	0.0%	-
Bad Debt Expense	2,000	167	-	0.0%	2,000
Misc. Expense	8,000	667	-	0.0%	8,000
	-	-	(34)	0.0%	34
	3,071,597	255,966	96,973	3.2%	2,931,425
TOTAL OPERATING EXPENSE	16,996,092	1,399,674	1,287,382	7.7%	15,465,510



January 2026

Route	RouteName	Passengers	Total Miles	Total Hours	P/Mi	%DIFF FROM 2025	P/Hrs	%DIFF FROM 2025
11	Creasy Lane	8,521	5,594.97	397.89	1.52		21.42	
12	South Street	9,641	9,311.23	831.36	1.04		11.60	
13	Main Street	8,319	12,819.03	846.11	0.65		9.83	
14	Brady Lane	8,213	4,784.70	290.97	1.72		28.23	
21	McCormick Road	24,889	7,801.35	784.01	3.19		31.75	
22	Salisbury Street	20,044	13,827.23	1,043.08	1.45		19.22	
23	Sagamore West	4,852	9,125.53	772.08	0.53		6.28	
31	North 9th Street	3,239	8,773.71	779.28	0.37		4.16	
32	Schuyler Avenue	4,889	3,387.49	289.41	1.44		16.89	
33	Ferry Street	3,019	3,467.70	288.83	0.87		10.45	
34	Teal Road	3,349	2,768.44	291.69	1.21		11.48	
35	Park East Boulevard	1,318	3,512.51	295.73	0.38		4.46	
36	South 18th Street	2,425	9,658.80	593.65	0.25		4.08	
41	The Connector	4,875	4,133.54	372.90	1.18		13.07	
42	Happy Hollow Road	9,745	5,158.74	467.79	1.89		20.83	
43	Northwestern	12,943	6,057.49	498.87	2.14		25.94	
Sub Total:		130,281	110,182.46	8,843.65	1.18	▼-47.31%	14.73	▼-49.98%
51E	Lark & Alight Express	16,825	4,248.29	321.75	3.96	▼-38.41%	52.29	▼-37.61%
52E	Cumberland Express	4,789	2,422.89	162.79	1.98	▲87.24%	29.42	▲50.98%
53E	Lindberg Express	22,445	5,573.12	449.58	4.03	▼-12.35%	49.92	▼-11.40%
Sub Total:		44,059	12,244.30	934.12	3.60	▼-17.49%	47.17	▼-20.58%
MB Total:		174,340	122,426.76	9,778	1.42	▼-51.55%	18	▼-51.55%
DR	Paratransit	2680	15,658.15	1,338.96	0.17	▼-20.16%	2.00	▼-27.16%
Demand Response Total:		2,680	15,658.15	1,338.96	0.17	▼-20.80%	2.00	▼-23.26%
VP	Vanpool	797	2,264.00	71.00	0.35	■ 4.30%	11.23	■ 3.39%
Vanpool Total:		797.00	2,264.00	71.00	0.35	■ 4.30%	11.23	■ 3.39%
Grand Total:		177,817	140,348.91	11,187.73	1.27	▼-51.92%	15.89	▼-51.90%



January 2026

Route	Route Name	Passengers
11	Creasy Lane	8,521
12	South Street	9,641
13	Main Street	8,319
14	Brady Lane	8,213
21	McCormick Road	24,889
22	Salisbury Street	20,044
23	Sagamore West	4,852
31	North 9th Street	3,239
32	Schuyler Avenue	4,889
33	Ferry Street	3,019
34	Teal Road	3,349
35	Park East Boulevard	1,318
36	South 18th Street	2,425
41	The Connector	4,875
42	Happy Hollow Road	9,745
43	Northwestern	12,943
Sub Total:		130,281

51E	Lark & Alight Express	16,825
52E	Cumberland Express	4,789
53E	Lindberg Express	22,445
Sub Total:		44,059

MB Total: 174,340

DR	Paratransit	2,680
Demand Response Total:		2,680

VP	Vanpool	797
Vanpool Total:		797

Grand Total: 177,817

January 2025

	Route Name	Passengers
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All Regular Routes 241,600
Sub Total: 241,600

	Campus Routes	85,718
Sub Total:		85,718

	Express/Apt Routes	55,491
Sub Total:		55,491

MB Total: 382,809

DR	ACCESS/FLEX	3,265
Demand Response Total:		3,265

VP	Vanpool	456
Vanpool Total:		456

Grand Total: 386,530

OPERATIONS REPORT

Jan-26

	2026 MONTH	2025 MONTH	2026 YTD	2026 YTD
MILES	140,349	146,689	140,349	146,689
PAID HOURS	14,994	15,800	14,994	15,800

	2026	2025	YTD 2026	YTD 2025	% DIFF MO	% DIFF YTD
ACCIDENTS	7	8	7	8	▼ -12.50%	▼ -12.50%
PER 100,000 MILES	4.99	5.45	4.99	5.45	▼ -8.55%	▼ -8.55%
PREVENTABLE	3	5	3	5	▼ -40.00%	▼ -40.00%
PER 100,000 MILES	2.14	3.41	2.14	3.41	▼ -37.29%	▼ -37.29%
NON-PREVENTABLE	4	2	4	0	▲ 100.00%	#DIV/0!
PER 100,000 MILES	2.85	1.36	2.85	0.00	▲ 109.03%	#DIV/0!
OVERTIME IN HOURS	1,337	1,529	1,337	1,529	▼ -12.53%	▼ -12.53%
% OF OVERTIME HOURS	8.9%	9.7%	8.9%	9.7%	▼ -7.83%	▼ -7.83%
SAFETY MEETINGS	1	1	1	1		

NO PAY HOURS: 1123.56

**ROADCALLS
2026**

	Jan-26	Jan-25	% DIFF
MECHANICAL	3	3	33.33%
OTHER	0	0	#DIV/0!
DELAYS	0	0	#DIV/0!
TOTAL-MONTH	3	3	33.33%
TOTAL-YTD	3	3	33.33%

BUS#	LOCATION	PROBLEM	TIME	DATE	MECH OR OTHER
7006		Brake Chamber		1/19/2026	M
5009		Charging Issue		1/19/2026	M
1904		EGR Valve Stuck		1/27/2026	M

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

Month	Total Gallons 2026	Total Gallons 2025	% Difference	Avg Cost Gallon 2026	Avg Cost Gallon 2025	Different per Gallon
JAN	1,889	2,700	-30.04%	\$2.4200	\$2.2800	\$0.1400
FEB			#DIV/0!			\$0.0000
MAR			#DIV/0!			\$0.0000
APR			#DIV/0!			\$0.0000
MAY			#DIV/0!			\$0.0000
JUN			#DIV/0!			\$0.0000
JUL			#DIV/0!			\$0.0000
AUG			#DIV/0!			\$0.0000
SEP			#DIV/0!			\$0.0000
OCT			#DIV/0!			\$0.0000
NOV			#DIV/0!			\$0.0000
DEC			#DIV/0!			\$0.0000
TOTAL	1,889	2,700	-30.04%	\$2.4200	\$2.2800	\$0.1400

CNG ACCESS BUSES

Month	Total DGE Used 2026	Total DGE Used 2025	% Difference
JAN	2,605	1,140	128.5088%
FEB			#DIV/0!
MAR			#DIV/0!
APR			#DIV/0!
MAY			#DIV/0!
JUN			#DIV/0!
JUL			#DIV/0!
AUG			#DIV/0!
SEP			#DIV/0!
OCT			#DIV/0!
NOV			#DIV/0!
DEC			#DIV/0!
TOTAL	2,605	1,140	128.5088%

CNG Fixed Routes

Month	Total DGE Used 2026	Total DGE Used 2025	% Difference
JAN	32,850	19,122	71.7917%
FEB			#DIV/0!
MAR			#DIV/0!
APR			#DIV/0!
MAY			#DIV/0!
JUN			#DIV/0!
JUL			#DIV/0!
AUG			#DIV/0!
SEP			#DIV/0!
OCT			#DIV/0!
NOV			#DIV/0!
DEC			#DIV/0!
TOTAL	32,850	19,122	71.7917%