

**GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION
BOARD MEETING NO. 689**

DATE: May 22, 2024

TIME: 5:00PM

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

MEETING CHAIR: Ms. Julie Ginn

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. 689 held on May 22, 2024 (pg.1)
 - 3.2. Review and Approval of Minutes of Meeting No. 688 held on April 24, 2024 (pg.2)
4. Old Business
5. New Business
 - 5.1. COA Team Introduction
 - 5.2. Discussion of State and Federal Advocacy Consulting.
 - 5.3. Approval of current CityBus PTASP (Exhibit 1 pg.6)
 - 5.4. Approval of TIP for Flexing FHWA Federal Funds to CityBus (Exhibit 2 pg.19)
 - 5.5. Approval of cost for North Lot re-paving and parking lot re-striping (Exhibit 3 pg.20)
 - 5.6. Consideration of claims list numbering 39526 through 39638, in the amount of \$736,519.91 (pg.21)
 - 5.7. Consideration of payroll for April 1, 2024, through April 30, 2024, in the amount of \$960,505.82 (pg.24)
6. Board and Staff Reports
 - 6.1. Chief Executive Officer Report (pg.25)
7. Public Comments
 - 7.1. 3 minutes per speaker
8. Adjournment
 - 8.1. Next meeting is Wednesday, June 26, 2024.

**GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION
BOARD MEETING NO. 688
MEETING MINUTES**

DATE: April 24, 2024

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

Present: Bryan D. Smith: Chief Executive Officer
Staff Joanne Zhang: Chief Financial Officer
Bryan Walck: Manager of Customer Experience
Ron Peters: Operations Manager
Shawn Coffman: Fleet Manager
Dusty Sturgeon, Human Resources Administrator
Randy Anderson: Information Technology Manager
Derek Streeter: Safety and Training Administrator
Shelby Yeaman: Executive Assistant/Project Manager
Brian Karle: Attorney

Guests: Beth, Amy

Chair, Julie Ginn, called the meeting No. to order at 5:00PM in the GLPTC Board Room, 1250 Canal Road.

COMMUNICATIONS & ANNOUNCEMENTS

1. Mr. Bryan Smith let the board know that Gary Johnson, the International Vice President for the ATU, and has requested first day of negotiations to be May 23rd. Mr. Smith let him know the Union contract will be up at the end of May, but this is his first available day. More information will be passed along as we receive it.

PUBLIC COMMENT

REVIEW AND APPROVAL OF AGENDA ITEMS AND MINUTES

1. Mr. Benjamin Murray made the option to approve the Agenda of Meeting No. 688 held on April 24, 2024. Mr. Joel Wright seconded the motion. Motion carried by a vote of 6 ayes and 0 nays.
2. Mr. Joel Wright made the motion to approve the Minutes of Meeting No. 687 held on March 20, 2024. Mr. Tino Atisso seconded the motion. Motion carried by a vote of 6 ayes and 0 nays.

OLD BUSINESS

1. Mr. Joel Wright made the motion to approve for CEO Bryan Smith to sign the Masabi Participation Agreement for Transit Agencies. Mr. Benajmin Murray seconded the motion. Motion carried by a vote of 6 ayes and 0 nays.
 - a. Mr. Joel Wright inquired Board Treasurer if everything in the Agreement checked out and looked good. Mr. Mike Gibson let the board know all looks good.
2. Mr. James Blanco made the motion to approve the purchasing of the Masabi Fare System. Mr. Benjamin Murray seconded the motion. The motion carried by a vote of 6 ayes and 0 nays.
 - a. Mr. Smith let the board know that both Masabi and Token Transit were about the same price, yet Masabi can accept more forms of payment: Apple Pay, online pass purchasing, gift card purchasing for those who do not have a smart phone, and more. It was also mentioned that CEMV, which is the Apple Pay addition, that we will be purchasing as well.

NEW BUSINESS

1. Mr. Bryan Smith promised the Board GLPTC would go out for Bid on a new Health Broker, and CityBus got the RFP sent out for this. Our current broker is aware and knows they are welcome to submit a proposal. Our hope for doing this earlier in the year is so our new Broker will be caught up and ready to help with new coverage when the time comes.
2. Mr. Benajmin Murray made the motion to approve the new fare. Mr. Joel Wright seconded the motion. The motion carried by a vote of 6 ayes and 0 nays.
 - a. Mr. Bryan Walck gave a brief presentation on the new fare structure. CityBus will be offering semester passes, which will be available for purchase on Token Transit for all the community, not just Purdue students, faculty, and staff. The passes will be \$99 a semester. This comes out to around \$0.79 per school day. Mr. Walck also mentioned this will not affect Purdue specific routes, as those will still be covered under our Purdue University Service Agreement.
 - b. Mr. Benjamin Murray inquired how Purdue students, faculty and staff will be notified about this new fare. Mr. Walck and Mr. Smith both mentioned we will be doing a press release hopefully before the end of the school year, and CityBus also plans on a "grace period" at the beginning of the school year to get all parties involved used to the change and a chance to get the pass as needed.
3. Mr. James Blanco made the motion to approve to hire IT Managing Services Company. Mr. Tino Atisso seconded the motion. Motion carried by a vote of 6 ayes and 0 nays.
 - a. Mr. Bryan Smith mentioned BSS, which GLPTC is requesting to award the contract to, would be helping with all things computer issues and upgrades to allow CityBus IT to focus more on the Transit IT items and issues that arise. This service will help with immediate urgencies and technologies are

monitored 24/7. GLPTC is able to charge this off to grant funds, labeling it as preventative maintenance, so we will only need to pay 20%, and approximately \$130,000 of this is offset with other spendings.

4. Mr. Benjamin Murray made the motion to approve RLS as the COA Consulting Firm. Mr. Angel Valentin seconded the motion. Motion carried by a vote of 6 ayes and 0 nays.
 - a. CityBus had 2 proposals and 2 firms that passed the offer. RLS is less expensive yet it will hit all of GLPTC's needs. Mr. Bryan Smith will be having an advisory committee to assist with this project which will take 12-18 months to complete. Mr. Michael Gibson will be the board member that will also serve on the advisory committee.

5. Mr. Michael Gibson made the motion to approve of the Omnia Partners Contract. Mr. Benjamin Murray seconded the motion. Motion carried by a vote of 6 ayes and 0 nays.
 - a. This specific contract is with Hopthru, which is a verifying and statistic service. When we move to Masabi, our passenger button will be no longer. This system will make sure our counts are correct and verifying passengers accordingly. GLPTC has faced the issue of our counters not correctly counting, numbers are off or missed, and this system will allow us to believe in our counters and elevate time taken away to backtrack and find the error in numbers by hand.

6. The Board considered approval of the claims list numbering 39455 through 39525, in the amount of \$543,151.93. Mr. Michael Gibson made the motion to approve the claims. Mr. Benjamin Murray seconded the motion. Motion carried by a vote of 6 ayes and 0 nays.

7. The Board considered approval of payroll for March 1, 2024, through March 31, 2024, in the amount of \$ 969,222.79. Mr. Michael Gibson made the motion to approve payroll. Mr. Benjamin Murray seconded the motion. Motion carried by a vote of 6 ayes and 0 nays.

BOARD AND STAFF REPORTS (CEO REPORT)

1. Mr. Smith mentioned attending the APTA Legislative Conference with Mr. Gibson and Ms. Ginn. Mr. Michael Gibson informed the Board of what he took out of the conference, and there were flyers and booklets passed out to anyone who wanted to take it with information regarding what was discussed at the conference.
2. Mr. Bryan Smith mentioned CityBus is applying for another Low/No grant which will be submitted on 4/25/2024.
3. Mr. Smith mentioned the PTCI Legislative Committee has created some Legislative Priorities. These are very similar to CityBus. You can find these priorities in the CityBus April Board Packet.

4. CityBus is also the only county in the state that can partner with surrounding counties.
5. PTCI is hoping to put together an Economic Impact Study, and also try to get one that focuses on our area specifically to help us tell a powerful story.
6. Mr. Smith let the board know he will be traveling to the APTA Mobility conference Saturday through Wednesday, sitting on a panel while there.

PUBLIC COMMENTS

1. Ms. Elizabeth Streeter inquired about the parking lot regrading. This has not been moved forward due to anything being over \$100,000 we have to get drawings for. With it not being as easy as we hoped, it is at a standstill, not given up on though. We do plan on getting the lot re-striped though soon.
2. Mr. Joel Wright inquired about a new building. Mr. Smith let the board know this is one of his long term goals, but we do not have local match or location identified yet where we would put a new building. We have to have a plan together before asking for money. This will be a piece of the COA, along with we have had a Facilities Study done as well so we can use that, but a big portion of this depends on property that we will be at.
3. Mr. Joel Wright inquired about a previous operator. This operator was arrested and just previously acquitted. He has not applied for his job back.
4. Mr. Angel Valentin mentioned he would like to work with CityBus and discuss with Board Members and CityBus staff on having a process for not-for-profits to have discounted rates or free passes.

ADJOURNMENT

With there being no further business to be conducted, Mr. James Blanco made the motion to adjourn. Mr. Joel Wright seconded the motion. The motion carried by a vote of 6 ayes and 0 nays. The meeting adjourned at 5:53pm. The next regular board meeting will take place on May 22, 2024, at 5:00pm in the GLPTC Board Room at 1250 Canal Road Lafayette, IN. 47904.



Mr. Mike Gibson, Secretary
CityBus Board of Directors

May 13, 2024

Date:

CityBus Public Transportation Agency Safety Plan

(Version 1.1, Issued October 26, 2022)

1. Transit Agency Information

Transit Agency Name	Greater Lafayette Public Transportation Corporation, CityBus
Transit Agency Address	1250 Canal Road Lafayette, IN 47902-0588
Accountable Executive	Bryan D. Smith, Chief Executive Officer
Chief Safety Officer/SMS Executive	Derek Streeter, Safety & Training Administrator
Modes of Services	Fixed Route Bus ADA Paratransit
Operated or Contracted Services	None

2. Plan Development, Approval, and Updates

Entity that Drafted this Plan	Greater Lafayette Public Transportation Corporation, CityBus
Signature of Accountable Executive	
Approval of Board of Directors (Date Adopted)	October 26, 2022 Meeting Agenda and Minutes Attached.
Certification of Compliance	To be determined,

Documentation of Plan Updates, Revisions

Version Number	Section/Pages Affected	Reason for Change	Date Issued
1.1	Sec 1, Pg 1/ Sec 2, Pg 2/ Sec 4 Pg 3/ Sec 4, Pg 4	Title Changes	10/26/2022
1.1	Sec 4, Pg 5/ Sec 5, Pg 8	Meeting Frequency Change	10/26/2022

Annual Review and Update of the Safety Plan

The Plan will be jointly reviewed and updated during the month of July of each year by the Chief Executive Officer, Executive Team, and Health and Safety Committee. All recommended changes and updates will be formalized and the General Manager (Accountable Executive), will approve the warranted changes, incorporating the changes to the new Agency Safety Plan (ASP). The updated ASP will then be forwarded to the CityBus Board of Directors for review and formal approval. Upon approval by the Board of Directors, the meeting date and resolution number shall be recorded and documented as forementioned.

3. Safety Performance Targets

The following safety performance measures have been established under the National Public Transportation Safety Plan.

Mode	Fatalities Total	Fatality Rate	Injuries Total	Injuries Rate	Safety Events Total	Safety Events Rate	System Reliability
Fixed Route	0	0	2	.11	3	.16	125,000
ADA Paratransit	0	0	0	0	1	.09	40,000

Safety Performance Target Coordination

CityBus' General Manager, (Accountable Executive), will share the Agency Safety Plan, (ASP), including safety performance targets, with Metropolitan Planning Organization, (MPO), each year after it's formal adoption by the CityBus Board of Directors. Copies of the ASP will also be forwarded to INDOT for review and CityBus staff will coordinate with both the MPO and INDOT in the selection of future performance targets upon request. (Documentation of Target Transmissions)

Agency	Transmission Date	
Indiana Department of Transportation	October 15, 2023	
Area Plan Commission MPO	October 15, 2023	

4. Safety Management Policy

Safety is a core value at CityBus, and managing safety is an essential function. CityBus will develop, implement, maintain, and continuously improve processes to ensure the safety of our customers, employees, and the public. CityBus is committed to the following safety objectives:

- Communicating the purpose and benefits of the Safety Management System (SMS) to all staff, managers, supervisors, and employees.
- Providing a culture of open reporting of all safety concerns, ensuring that no action will be taken against any employee who discloses a safety concern through CityBus's Employee Safety Reporting Program (ESRP), unless such disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures.
- Providing appropriate management involvement and the necessary resources to establish an effective ESRP that will encourage employees to communicate and report any unsafe work conditions, hazards, or at-risk behavior to the management team.
- Identifying hazardous and unsafe work conditions and analyzing data from the ESRP. (After thoroughly analyzing provided data, the CityBus operations division will develop processes and procedures to mitigate safety risk to an acceptable level.)
- Establishing safety performance targets that are realistic, measurable, and data driven. Continually improving our safety performance through management processes that ensure appropriate safety management action is taken and is effective.

Bryan D. Smith,
Chief Executive Officer and Accountable Executive

Safety Management Policy Communication

The Chief Safety Officer, who leads CityBus's SMS activities, introduced our staff to SMS principles in June 2020, at a Staff Meeting. CityBus's Safety Management Policy Statement will also be distributed to each employee in the form of a handout during this year's Fall Safety Training Meetings. CityBus also posts copies of the Safety Management Policy Statement on bulletin boards at Main Office and in the maintenance break areas of the maintenance division. CityBus has incorporated review and distribution of the Safety Management Policy Statement into new hire training and all-staff annual refresher training.

Authorities, Accountabilities, and Responsibilities

Accountable Executive:

The Chief Executive Officer serves as CityBus's Accountable Executive with the following authorities, accountabilities, and responsibilities under this plan:

- Controls and directs human and capital resources needed to develop and maintain the ASP and SMS.
- Designates an adequately trained Chief Safety Officer who is a direct report.
- Ensures that CityBus' SMS is effectively implemented.
- Ensures action is taken to address substandard performance in CityBus' SMS.
- Assumes ultimate responsibility for carrying out CityBus' ASP and SMS
- Maintains responsibility for carrying out the agency's Transit Asset Management Plan.

Chief Safety Officer / SMS Executive:

The Accountable Executive designates the Safety and Training Administrator as CityBus' Chief Safety Officer. The Chief Safety Officer has the following authorities, accountabilities, and responsibilities under this plan:

- Develops CityBus' ASP and SMS policies and procedures
- Ensures and oversees day-to-day implementation and operation of CityBus' SMS.
- Manages CityBus' ESRP.
- Chairs the CityBus Safety Committee and Coordinates the activities of the committee; Establishes and maintains CityBus Safety Risk Register and Safety Event Log to monitor and analyze trends in hazards, occurrences, incidents, and accidents; and Maintains and distributes minutes of safety committee meetings.
- Advises the Accountable Executive on SMS progress and status.
- Identifies substandard performance in CityBus SMS and develops action plans for approval by the Accountable Executive.
- Ensures CityBus policies are consistent with CityBus safety objectives.

- Provides Safety Risk Management (SRM) expertise and support for other CityBus personnel who conduct and oversee Safety Assurance activities.

Agency Leadership and Executive Management:

Agency Leadership and Executive Management also have authorities and responsibilities for day-to-day SMS implementation and operation of CityBus' SMS under this plan. CityBus Agency Leadership and Executive Management include:

- Manager of Operations,
- Dispatchers,
- Fleet Manager and Manager of Vehicle Maintenance,
- Training personnel,
- Operations Street Supervisors.

CityBus Leadership and Executive Management personnel have the following authorities, accountabilities, and responsibilities:

- Participate as members of CityBus' Safety Committee.
- Complete training on SMS and CityBus' ASP elements.
- Oversee day-to-day operations of the SMS in their departments.
- Modify policies in their departments consistent with implementation of the SMS, as necessary.
- Provide subject matter expertise to support implementation of the SMS as requested by the Accountable Executive or the Chief Safety Officer, including SRM activities, investigation of safety events, development of safety risk mitigations, and monitoring of mitigation effectiveness.

Key Staff:

CityBus uses the Safety Committee to support its SMS and safety programs:

- Any safety hazards reported will be jointly evaluated by the Safety Committee and the Chief Safety Officer during the monthly meeting. The Safety Committee members include the Chief Safety Officer, Dispatcher/Scheduler of Operations, two representative from fixed route, a representative from paratransit, and a representative from maintenance who meet monthly to review issues and make recommendations to improve safety.
- Hazard reports and mitigations will be shared, safety topics will be brought up for open discussion, further feedback solicited, and hazard self-reporting are encouraged. Information discussed in these meetings will be documented.

Employee Safety Reporting Program:

CityBus encourages employees who identify safety concerns in their day-to-day duties to report them to senior management in good faith without fear of retribution. There are many ways employees can report safety conditions:

- Report conditions directly to the dispatcher, who will add them to the daily Operations Log-Safety Risk Register.

- Report conditions anonymously via a locked comment box in the driver area
- Report conditions using their name or anonymously to safety@gocitybus.com
- Report conditions directly to any supervisor, manager, or director.

Examples of information typically reported include:

- Safety concerns in the operating environment (for example, county or city road conditions or the condition of facilities or vehicles);
- Policies and procedures that are not working as intended (for example, insufficient time to complete pre-trip inspection);
- Events that senior managers might not otherwise know about (for example, near misses);
- Information about why a safety event occurred.

On a daily basis, the Chief Safety Officer reviews the dispatch daily Operations Log, checks the comment box and dedicated email address, and documents identified safety conditions in the Safety Risk Register. CityBus' Chief Safety Officer, supported by the Safety Committee, as necessary, will review and address each employee report, ensuring that hazards and their consequences are appropriately identified and resolved through CityBus' SRM process and that reported deficiencies and non-compliance with rules or procedures are managed through CityBus' Safety Assurance process.

The Chief Safety Officer discusses actions taken to address reported safety conditions during the quarterly Safety-Staff Meetings. Additionally, if the reporting employee provided his or her name during the reporting process, the Chief Safety Officer or designee follows up directly with the employee when CityBus determines whether or not to take action and after any mitigations are implemented.

CityBus encourages participation in the ESRP by protecting employees that report safety conditions in good faith. However, CityBus may take disciplinary action if the report involves any of the following:

- Willful participation in illegal activity, such as assault or theft;
- Gross negligence, such as knowingly utilizing heavy equipment for purposes other than intended such that people or property are put at risk; or
- Deliberate or willful disregard of regulations or procedures, such as reporting to work under the influence of controlled substances.

5. Safety Risk Management Process

CityBus uses the SRM process as a primary method to ensure the safety of our operations, passengers, employees, vehicles, and facilities. It is a process whereby hazards and their consequences are identified, assessed for potential safety risk, and resolved in a manner acceptable to CityBus' leadership.

CityBus' SRM process allows us to carefully examine what could cause harm and determine whether we have taken sufficient precautions to minimize the harm, or if further mitigations are necessary. The Chief Safety Officer leads CityBus' SRM process, working with the Safety Committee to identify hazards and consequences, assess safety risk of potential consequences, and mitigate safety risk. The results of CityBus' SRM process are documented in our Safety Risk Register and referenced materials.

SRM process applies to all elements of our system including our operations, and maintenance departments; facilities and vehicles, personnel recruitment, training, and supervision. In carrying out the SRM process, CityBus uses the following terms:

- Event – Any accident, incident, or occurrence.
- Hazard – Any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure belonging to CityBus; or damage to the environment.
- Risk – Composite of predicted severity and likelihood of the potential effect of a hazard.
- Risk Mitigation – Method(s) to eliminate or reduce the effects of hazards.
- Consequence – An effect of a hazard involving injury, illness, death, or damage to CityBus property or the environment.

Safety Hazard Identification:

The safety hazard identification process offers CityBus the ability to identify hazards and potential consequences in the operation and maintenance of our system. Hazards can be identified through a variety of sources, including:

- ESRP;
- Review of vehicle camera footage;
- Review of monthly performance data and safety performance targets
- Observations from supervisors
- Maintenance reports
- Comments from customers, passengers, and third parties, including CityBus' vendors
- Safety Committee, Drivers and Staff Member concerns
- Results of audits and inspections of vehicles and facilities
- Results of training assessments
- Investigations into safety events, incidents, and occurrences; and
- Federal Transit Administration (FTA) and other oversight authorities (mandatory information source).

When a safety concern is observed by CityBus' management or supervisory personnel, whatever the source, it is reported to the Chief Safety Officer. Procedures for reporting hazards to the Chief Safety Officer are reviewed during Staff Meetings and in the Safety Committee.

The Chief Safety Officer also receives employee reports from the ESRP, customer comments related to safety, and the dispatch daily Operations Log. The Chief Safety Officer reviews these sources for hazards and documents them in Citybus' Safety Risk Register. The Chief Safety Officer also may enter hazards into the Safety Risk Register based on review of operations and maintenance activities, from the results of audits and observations, and from information received from FTA and other oversight authorities, as well as the National Transportation Safety Board.

The Chief Safety Officer may conduct further analyses of hazards and events entered into the Safety Risk Register to collect information and identify additional consequences and to inform which hazards should be prioritized for safety risk assessment. In following up on identified hazards, the Chief Safety Officer may:

- Reach out to the reporting party, if available, to gather all known information about the reported hazard;
- Conduct a walkthrough of the affected area, assessing the possible hazardous condition, generating visual documentation (photographs and/or video), and taking any measurements deemed necessary;
- Conduct interviews with employees in the area to gather potentially relevant information on the reported hazard;
- Review any documentation associated with the hazard (records, reports, procedures, inspections, technical documents, etc.);
- Contact other departments that may have association with or technical knowledge relevant to the reported hazard;
- Review any past reported hazards of a similar nature; and
- Evaluate tasks and/or processes associated with the reported hazard.

The Chief Safety Officer will then prepare an agenda to discuss identified hazards and consequences with the Safety Committee during monthly meetings. This agenda may include additional background on the hazards and consequences, such as the results of trend analyses, vehicle camera footage, vendor documentation, reports and observations, or information supplied by FTA or other oversight authorities. Any identified hazard that poses a real and immediate threat to life, property, or the environment must immediately be brought to the attention of the Accountable Executive and addressed through the SRM process (with or without the full Safety Committee) for safety risk assessment and mitigation. This means that the Chief Safety Officer believes immediate intervention is necessary to preserve life, prevent major property destruction, or avoid harm to the environment that would constitute a violation of Environmental Protection Agency or State environmental protection standards. Otherwise, the Safety Committee will prioritize hazards for further SRM activity.

Safety Risk Assessment:

CityBus assesses safety risk associated with identified safety hazards using its safety risk assessment process. This includes an assessment of the likelihood and severity of the consequences of hazards, including existing mitigations, and prioritizing hazards based on safety risk. The Chief Safety Officer and Safety Committee assess prioritized hazards using CityBus' Safety Risk Matrix. This matrix expresses assessed risk as a combination of one severity category and likelihood level, also referred to as a hazard rating. For example, a risk may be assessed as "1A" or the combination of a Catastrophic (1) severity category and a Frequent (A) probability level. This matrix also categorizes combined risks into levels, High, Medium, or Low, based on the likelihood of occurrence and severity of the outcome. For purposes of accepting risk:

- "High" hazard ratings will be considered unacceptable and require action from CityBus to mitigate the safety risk,
- "Medium" hazard ratings will be considered undesirable and require CityBus' Safety Committee to make a decision regarding their acceptability,
- "Low" hazard ratings may be accepted by the Chief Safety Officer without additional review.

Using a categorization of High, Medium, or Low allows for hazards to be prioritized for mitigation based on their associated safety risk. The Chief Safety Officer schedules safety risk assessment activities on the Safety Committee agenda and prepares a Safety Risk Assessment Package. This package is distributed at least one week in advance of the Safety Committee meeting. During the meeting, the Chief Safety Officer reviews the hazard and its consequence(s) and reviews available information distributed in the Safety Risk Assessment Package on severity and likelihood. The Chief Safety Officer may request support from members of the Safety Committee in obtaining additional information to support the safety risk assessment. Once sufficient information has been obtained, the Chief Safety Officer will facilitate completion of relevant sections of the Safety Risk Register, using the CityBus Safety Risk Assessment Matrix, with the Safety Committee.

The Chief Safety Officer will document the Safety Committee's safety risk assessment, including hazard rating and mitigation options for each assessed safety hazard in the Safety Risk Register. The Chief Safety Officer will maintain on file Safety Committee agendas, Safety Risk Assessment Packages, additional information collection, and completed Safety Risk Register sections for a period of three years from the date of generation.

Safety Risk Mitigation:

CityBus' Accountable Executive and Chief Safety Officer review current methods of safety risk mitigation and establish methods or procedures to mitigate or eliminate safety risk associated with specific hazards based on recommendations from the Safety Committee. CityBus can reduce safety risk by reducing the likelihood and/or severity of potential consequences of hazards.

Prioritization of safety risk mitigations is based on the results of safety risk assessments. The Chief Safety Officer tracks and updates safety risk mitigation information in the Safety Risk Register and makes the Register available to the Safety Committee during bimonthly meetings and to CityBus staff upon request. In the Safety Risk Register, the Chief Safety Officer will also document any specific measures or activities, such as reviews, observations, or audits, that will be conducted to monitor the effectiveness of mitigations once implemented.

6. Safety Assurance

CityBus has many processes in place to monitor its entire transit system for compliance with operations and maintenance procedures, including:

- Safety audits,
- Informal inspections,
- Regular review of onboard camera footage to assess drivers and specific incidents,
- ESRP,
- Investigation of safety occurrences,
- Safety review prior to the launch or modification of any facet of service,
- Daily data gathering and monitoring of data related to the delivery of service, and,
- Regular vehicle inspections and preventative maintenance.

Results from the above processes are compared against recent performance trends quarterly and annually by the Chief Safety Officer to determine where action needs to be taken. The Chief Safety Officer enters any identified non-compliant or ineffective activities, including mitigations, back into the SRM process for reevaluation by the Safety Committee.

CityBus monitors safety risk mitigations to determine if they have been implemented and are effective, appropriate, and working as intended. The Chief Safety Officer maintains a list of safety risk mitigations in the Safety Risk Register. The mechanism for monitoring safety risk mitigations varies depending on the mitigation. The Chief Safety Officer establishes one or more mechanisms for monitoring safety risk mitigations as part of the mitigation implementation process and assigns monitoring activities to the appropriate department head, manager, or supervisor. These monitoring mechanisms may include tracking a specific metric on daily, weekly, or monthly logs or reports; conducting job performance observations; or other activities.

The Chief Safety Officer will endeavor to make use of existing CityBus processes and activities before assigning new information collection activities. The Chief Safety Officer and Safety Committee review the performance of individual safety risk mitigations during quarterly Safety Committee meetings, based on the reporting schedule determined for each mitigation, and determine if a specific safety risk mitigation is not implemented or performing as intended. If the mitigation is not implemented or performing as intended, the Safety Committee will propose a course of action to modify the mitigation or take other action to manage the safety risk. The Chief Safety Officer will approve or modify this proposed course of action and oversee its execution. CityBus' Chief Safety

Officer and Safety Committee also monitor CityBus's operations on a large scale to identify mitigations that may be ineffective, inappropriate, or not implemented as intended by:

- Reviewing results from accident, incident, and occurrence investigations;
- Monitoring employee safety reporting;
- Reviewing results of internal safety audits and inspections; and
- Analyzing operational and safety data to identify emerging safety concerns.

The Chief Safety Officer works with the Safety Committee and Accountable Executive to carry out and document all monitoring activities.

CityBus maintains documented procedures for conducting safety investigations of events (accidents, incidents, and occurrences, as defined by FTA) to find causal and contributing factors and review the existing mitigations in place at the time of the event (see CityBus Safety Event Investigation Procedures Manual for specific procedures for conducting safety investigations).

These procedures also reflect all traffic safety reporting and investigation requirements established by Indiana Department of Motor Vehicles. The Chief Safety Officer maintains all documentation of CityBus investigation policies, processes, forms, checklists, activities, and results. As detailed in CityBus' procedures, an investigation report is prepared and sent to the Accident/Incident Review Committee for integration into their analysis of the event. CityBus Accident/Incident Review Committee consists of operations supervisors, a safety committee member and a maintenance representative.

The Chief Safety Officer chairs the board. CityBus' Accident/Incident Review Board determines whether:

- The accident was preventable or non-preventable;
- Personnel require discipline or retraining;
- The causal factor(s) indicate(s) that a safety hazard contributed to or was present during the event; and
- The accident appears to involve underlying organizational causal factors beyond just individual employee behavior.

The Chief Safety Officer and Safety Committee routinely review safety data captured in employee safety reports, safety meeting minutes, customer complaints, and other safety communication channels. When necessary, the Chief Safety Officer and Safety Committee ensure that the concerns are investigated or analyzed through CityBus' SRM process. The Chief Safety Officer and Safety Committee also conduct internal and external reviews, including audits and assessments, with findings concerning CityBus' safety performance, compliance with operations and maintenance procedures, or the effectiveness of safety risk mitigations.

7. Safety Promotion

CityBus' comprehensive safety training program applies to all CityBus employees directly responsible for safety, including:

- Bus vehicle operators,
- Dispatchers,
- Maintenance technicians,
- Managers and supervisors,
- Agency Leadership and Executive Management,
- Chief Safety Officer, and
- Accountable Executive

CityBus dedicates resources to conduct a comprehensive safety training program, as well as training on SMS roles and responsibilities. The scope of the safety training, including annual refresher training, is appropriate to each employee's individual safety-related job responsibilities and their role in the SMS. Basic training requirements for CityBus employees, including frequencies and refresher training, are documented in CityBus' Safety Training Matrix and the CityBus Employee Handbook.

Operations safety-related skill training includes the following:

- New-hire bus vehicle operator classroom and hands-on skill training,
- Bus vehicle operator refresher training,
- Bus vehicle operator retraining (recertification or return to work),
- Classroom and on-the-job training for dispatchers,
- Classroom and on-the-job training for operations supervisors and managers, and
- Accident investigation training for operations supervisors and managers.

Vehicle maintenance safety-related skill training includes the following:

- Ongoing vehicle maintenance technician skill training,
- Ongoing skill training for vehicle maintenance supervisors,
- Accident investigation training for vehicle maintenance supervisors,
- Ongoing hazardous material training for vehicle maintenance technicians and supervisors, and
- Training provided by vendors.

CityBus' Accountable Executive and Agency Department Heads must complete FTA's SMS Awareness online training.

Safety Communication:

CityBus' Chief Safety Officer and Manager of Operations coordinate CityBus' safety communication activities for the SMS. CityBus' activities focus on the three categories of communication activity established in 49 CFR Part 673 (Part 673):

- Communicating safety and safety performance information throughout the agency: CityBus communicates information on safety and safety performance in its quarterly newsletter and during quarterly Staff Meetings.
- Communicating by establishing a permanent agenda item in all weekly Staff Meetings dedicated to safety. Information typically conveyed during these meetings includes safety performance statistics, lessons learned from recent occurrences, upcoming events that may impact CityBus' service or safety performance, and updates regarding SMS implementation.
- Communicating by soliciting information from drivers during training meetings.
- Communicating information on hazards and safety risks relevant to employees' roles and responsibilities throughout the agency: As part of new-hire training, CityBus distributes safety policies and procedures, included in the CityBus Employee Handbook, to all employees
- CityBus provides training on these policies and procedures and discusses them during safety talks between supervisors and bus operators and vehicle technicians. For newly emerging issues or safety events at the agency, CityBus Chief Safety Officer issues bulletins or messages to employees that are reinforced by supervisors in one-on-one or group discussions with employees.
- Informing employees of safety actions taken in response to reports submitted through the ESRP: CityBus provides targeted communications to inform employees of safety actions taken in response to reports submitted through the ESRP, including handouts and flyers, safety talks, updates to bulletin boards, and one-on-one discussions between employees and supervisors.

Additional Information:

CityBus will maintain documentation related to the implementation of its SMS; the programs, policies, and procedures used to carry out this ASP; and the results from its SMS processes and activities for three years after creation. They will be available to the FTA or other Federal or oversight entity upon request.

**FY 2024-2028 TIP Amendment
CityBus**

**Staff Report
May 22, 2024**

BACKGROUND AND REQUEST:

CityBus requests an amendment to the TIP.

The Greater Lafayette Public Transportation Corporation has been given additional FHWA fund for preventable maintenance. This past Mar, the TIP was amended to include flexing additional FHWA funds to a CityBus paratransit project. Specifically, the project was LAF-24-102. The first line was to move that fund from paratransit bus to preventable maintenance, LAF-24-005.

CityBus is given additional \$8,793. The second line is a new fund available to CityBus.

Description	Federal Share	Local Share	Total Cost
Preventable Maintenance	\$146,199	\$36,550	\$182,749
Preventable Maintenance	\$8,793	\$2,198	\$10,991
Total	\$154,992	\$38,748	\$193,740

The CityBus Board of Directors authorized the amendment to the Transportation Improvement Program for the FY 2024 funds on May 22, 2024.

RECOMMENDATION:

Staff recommends approval of this amendment to the Policy Board.

AMERICAN PAVING & ASPHALT, INC.

5121 East Old 350 South
Lafayette, IN 47905
Phone (765) 471-8484
Fax (765) 471-1072

Proposal

Attn: Tom Walter

Date: 8 May 24

Project: City Bus (Lafayette, IN)

We propose to furnish labor, material, and equipment for the above project, in accordance with the terms and conditions printed herein, which upon acceptance by you of this Proposal are agreed to and accepted.

We are quoting the following scope of work per your request:

ASPHALT REPAIR – 9,437 SF (PAINTED OUT ON SITE)

1. Saw cut perimeter of damaged asphalt, excavate and haul away.
2. Excavate additional sub soils to a depth of 15" below grade and haul away.
3. Furnish, lay, grade and compact 10" of #53 stone.
4. Furnish and lay 3 1/2" of 25mm base, compacted.
5. Furnish and lay 1 1/2" of 9.5mm surface, compacted.
6. Stripe entire lot.

TOTAL \$138,800

GENERAL

1. Not include in this bid:
 - A.) Sealing
 - B.) Crack repair.
2. Bid includes prevailing wages.

If the foregoing meets with your acceptance, please sign this Proposal and return to the address above. Upon receipt, it is understood that the foregoing, including the terms and conditions set forth on the following page, addition to the applicable terms and conditions within American Paving & Asphalt, Inc. shall constitute a full and complete agreement.

All proposals are made subject to acceptance within 30 days from the date of this proposal and to withdrawal without notice thereafter. Signature represents acceptance of this Proposal, the American Paving & Asphalt, Inc. and the terms and conditions contained therein.

SIGNED _____ DATE _____

TERMS _____ SUBMITTED BY _____

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

CLAIM#	VENDOR NAME	CLAIM REASON	AMOUNT
39526	AGAVE HR PARTNERS	CONTRACTUAL SERVICES	\$5,150.00
39527	ALL PHASE ELECTRIC	SUPPLIES	\$226.23
39528	ANGI ENERGY	INVENTORY	\$8,992.33
39529	AVAIL TECHNOLOGIES	CONTRACTUAL SERVICES	\$922.50
39530 **	BEST ONE TIRE SERVICE	CAPITAL ITEMS	\$8,592.45
39531	BETTER MERCHANTS	CONTRACTUAL SERVICES	\$2,051.72
39532	CARDINAL COPIER	CONTRACTUAL SERVICES	\$578.75
39533	CINTAS	UNIFORMS - LEASED	\$1,721.20
39534	CINTAS	UNIFORMS	\$969.48
39535	CULLIGAN	INVENTORY	\$792.50
39536 **	CUMMINS SALES & SERVICE	CAPITAL ITEMS	\$3,454.96
39537	CUSTOM FORMS	PRINTED MATERIAL	\$620.00
39538 **	DELL TECHNOLOGIES	CAPITAL ITEMS	\$4,180.14
39539	DISA GLOBAL SOLUTIONS	CONTRACTUAL SERVICES	\$384.50
39540	EDM TECHNOLOGY	PRINTED MATERIAL	\$2,000.00
39541	EVERSIDE HEALTH	INSURANCE	\$16,458.42
39542	FERRELLGAS	INVENTORY	\$122.82
39543	FRANCISCAN EAP	EAP PROGRAM	\$820.70
39544	FRANCISCAN WORKING WELL	CONTRACTUAL SERVICES	\$610.00
39545	FRANKLIN PEST SOLUTION	CONTRACTUAL SERVICES	\$566.00
39546	GILLIG	INVENTORY	\$2,697.11
39547	GRAN-IT CONSULTING	CONTRACTUAL SERVICES	\$4,365.00
39548	HERITAGE CRYSTAL CLEAN	INVENTORY	\$870.68
39549 **	HUSTON ELECTRIC	CAPITAL ITEMS	\$3,637.00
39550	ICC BUSINESS PRODUCTS	SUPPLIES	\$39.28
39551	KEVIN VAN GORDER JANITORIAL	CUSTODIAL SERVICES	\$4,784.00
39552 **	KIRKS AUTOMOTIVE	CAPITAL ITEMS	\$3,623.90
39553 **	LAFAYETTE ELECTRONIC SUPPLIES	CAPITAL ITEMS	\$22.04
39554	LEVEL365	UTILITIES	\$987.54
39555 **	LINK MANAGEMENT	CAPITAL ITEMS	\$1,500.00
39556	NEWTON OIL	INVENTORY	\$19,341.53
39557	NORTH MECHANICAL	CONTRACTUAL SERVICES	\$658.00
39558	OFFICE H2O LLC	CONTRACTUAL SERVICES	\$1,050.00
39559	OLSTEN STAFFING	TEMP. EMPLOYMENT	\$10,240.51
39560	OREILLY AUTO PARTS	SUPPLIES	\$271.48
39561	PARADIGM CONSULTING	CONTRACTUAL SERVICES	\$2,850.00
39562 **	PHIL'S AUTOMOTIVE	CAPITAL ITEMS	\$2,831.92
39563	PLYMATE	SUPPLIES	\$189.00
39564	PRO SAFE CDL	CONTRACTUAL SERVICES	\$1,200.00
39565	QUADIANT	SUPPLIES	\$49.53
39566	ROCC	CONTRACTUAL SERVICES	\$425.00
39567	SAFE HIRING SOLUTIONS	CONTRACTUAL SERVICES	\$43.90
39568	SPECTRIO	CONTRACTUAL SERVICES	\$145.05
39569 **	THE AFTERMARKET PARTS CO	CAPITAL ITEMS	\$19,698.23
39570	TRAVELERS	INSURANCE	\$12,713.25
39571	UNITED HEALTHCARE	INSURANCE	\$9.60
39572 **	WINTEK	CAPITAL ITEMS	\$3,970.34
39573	STARR, AUSTEN & MILLER LLP	ATTORNEY FEES	\$445.00
39574	A TO Z SHEET METAL	SUPPLIES	\$250.00
39575	PRINCIPAL INSURANCE	INSURANCE	\$17,734.87
39576	CENTER POINT ENERGY	UTILITIES	\$4,941.85
39577	ACCIDENT FUND	INSURANCE	\$10,070.40
39578	T-MOBILE	UTILITIES	\$925.00
39579	SOLLARS, KATHY	UNIFORM ALLOWANCE	\$54.99
39580	COMPTON, DAVE	UNIFORM ALLOWANCE	\$85.60

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

CLAIM#	VENDOR NAME	CLAIM REASON	AMOUNT
39581	AYERS, DAVID	UNIFORM ALLOWANCE	\$69.54
39582	TRIPPETT, DORA	REIMBURSE DEDUCTIBLE	\$200.00
39583	CENTER POINT ENERGY	UTILITIES	\$940.45
39584	CITY OF LAFAYETTE	UTILITIES	\$202.27
39585	COMCAST	UTILITIES	\$353.35
39586	DUKE ENERGY	UTILITIES	\$7,098.82
39587	SUPERFLEET	CREDIT CARD - GASOLINE	\$3,104.14
39588 **	ALL STAR SECURITY SYSTEM	CAPITAL ITEMS	\$1,062.83
39589	ALL PHASE ELECTRIC	SUPPLIES	\$394.86
39590	A & R	CONTRACTUAL SERVICES	\$352.50
39591	BALL EGGLESTON	ATTORNEY FEES	\$1,541.00
39592	BALTUS	CONTRACTUAL SERVICES	\$350.00
39593	BETTER MERCHANTS	ADVERTISING/PROMOTIONAL	\$3,919.48
39594	BRENNECO FIRE PROTECTION	CONTRACTUAL SERVICES	\$6,031.04
39596	CHEMSTATION	INVENTORY	\$3,582.20
39597	CHOSNEK, ED	CHILD CARE	\$355.24
39598	CINTAS	UNIFORM - LEASE	\$502.90
39599 **	CORNS MCS LLC	CAPITAL ITEMS	\$575.00
39600	CUMMINS SALES & SERVICE	INVENTORY	\$173.80
39601	CUSTOM FORMS	PRINTED MATERIAL	\$380.00
39602	EVERSIDE HEALTH	INSURANCE	\$8,116.82
39603	FERRELLGAS	INVENTORY	\$36.86
39604	FRANKLIN PEST CONTROL	CONTRACTUAL SERVICE	\$309.00
39605	GILLIG	INVENTORY	\$1,572.15
39606	ISOLVE	CONTRACTUAL SERVICE	\$375.00
39607	JIMS GARAGE	CONTRACTUAL SERVICE	\$750.00
39608	KIRKS AUTOMOTIVE	INVENTORY	\$532.00
39609	LAFAYETTE AUTOMOTIVE	INVENTORY	\$2,635.17
39610 **	LINK MANAGEMENT	CAPITAL ITEMS	\$875.00
39611	LH INDUSTRIAL SUPPLIES	INVENTORY	\$369.96
39612	MICROSOFT	CONTRACTUAL SERVICE	\$770.42
39613	MIDWEST TRANSIT EQUIPMENT	INVENTORY	\$450.38
39614	MR FENCE IT	CONTRACTUAL SERVICE	\$450.00
39615	MULHAUPT	TRAVEL REIMBURSEMENT	\$1,099.91
39616	OREILLY AUTO PARTS	SUPPLIES	\$68.94
39617	ROCC	CONTRACTUAL SERVICE	\$230.00
39618	SCHOMERS PLUMBING & HTG	CONTRACTUAL SERVICE	\$690.00
39619 **	SIMON CONSTRUCTION	CAPITAL ITEMS	\$184.91
39620	STARR AUSTEN & MILER	ATTORNEY FEES	\$623.00
39621	THE AFTERMARKET PARTS CO	INVENTORY	\$591.20
39622	TRIPSPARK	CONTRACTUAL SERVICE	\$598.74
39623	WINTEK	CONTRACTUAL SERVICE	\$37.50
39624	SHEROD, DUFRAY	UNIFORM ALLOWANCE	\$100.00
39625	NAPA	INVENTORY	\$5,959.10
39626	UNITED HEALTHCARE	INSURANCE	\$9.60
39627	COMCAST	UTILITIES	\$353.35
39628	CITY OF LAFAYETTE	UTILITIES	\$1,751.50
39629	STAPLES	SUPPLIES	\$3,354.14
39630	FRANCISCAN HEALTH	CONTRACTUAL SERVICE	\$195.00
39631	CORPORATE PAYMENT SYSTEMS	CREDIT CARD	\$14,803.59
39632	RAMP	CREDIT CARD	\$10,452.31
39634	GINN, JULIE	TRAVEL REIMBURSEMENT	\$821.78
39635	OLSTEN STAFFING	TEMP.STAFFING	\$14,823.42

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

CLAIM#	VENDOR NAME	CLAIM REASON	AMOUNT
39637	PLYMATE	SUPPLIES	\$236.25
TOTAL:			\$297,352.72

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

39595 **	CENTER FOR TRANS. & ENVIRONMENT	CAPITAL ITEMS	\$48,000.00
39633 **	SHI (OMNIA PARTNERS)	CAPITAL ITEMS	\$49,889.19
39636	CONSTELLATION	UTILITIES	\$22,204.00
39638	MIDWEST TRANSIT EQUIPMENT	CAPITAL ITEMS	\$319,074.00
TOTAL:			\$439,167.19

CLAIMS TOTAL: \$736,519.91

Payroll Total for**Apr-24****\$****960,505.82****Summary**

	Pay Date 4/5/2024	Pay Date 4/19/2024	Board Members	Grand Total
Gross Wages	\$366,775.06	\$347,771.08	\$200.00	\$714,746.14
Employer Taxes	\$27,716.01	\$26,228.27		\$53,944.28
Employer Fringe Benerfits	\$98,002.54	\$93,812.86		\$191,815.40
Total Payroll	\$492,493.61	\$467,812.21	\$200.00	\$960,505.82

Employer Details

	Pay Date 4/5/2024	Pay Date 4/19/2024	Total
Employer Taxes:			
FICA/Medicare	\$27,173.35	\$25,749.90	\$52,923.25
SUTA	\$542.66	\$478.37	\$1,021.03
	\$27,716.01	\$26,228.27	\$53,944.28
Employer Fringe Benefits:			
PERF Contributions	\$39,894.49	\$39,207.48	\$79,101.97
Health/Dental/Vision/Life	\$53,479.46	\$51,539.23	\$105,018.69
HAS Contributions	\$0.00	\$846.15	\$846.15
Other Fringes	\$4,628.59	\$2,220.00	\$6,848.59
	\$98,002.54	\$93,812.86	\$191,815.40

CEO REPORT TO GLPTC BOARD OF DIRECTORS

Meeting Date: May 22, 2024

CEO

Each month I want to write “It’s been a busy month” and this month is no different. I attended the APTA Mobility Conference where I presented with two other transits (Mountain Line in Missoula Montana and Rock Island Transit in Moline Illinois) on transitioning to zero emissions. They are both using battery electric buses. There were several sessions on hydrogen fuel cells as well, with good suggestions for CityBus on how to implement here in Lafayette. Officer nominations for the Small Operations Committee were called, and I have been asked to be the Vice Chair nominee for elections in the fall.

As part of the Public Transit Council of Indiana (PTCI), we are working on getting an update to a 2013 economic impact study for transit in Indiana. Professor Michael Hicks from Ball State University has agreed to update the study with current data. This will help PTCI advocate for additional state and local funding for transit, as we are all facing the economic shortfalls in the future.

By the time of the Board meeting, we will have met again with Purdue representatives to discuss a new contract for service. We have proposed increased service on campus and a five year agreement.

The City of Lafayette passed a resolution granting us permission to provide vanpool service to the surrounding counties. It now needs to be adopted by Tippecanoe County and any neighboring county that wants to participate. Our representative from Commute with Enterprise has several out of county employers looking to take advantage of the program once it is approved.

FINANCE

- Annual NTD report has been submitted on time. The team is addressing NTD analyst’s questions currently.
- Grant management plan has been discussed with NeoRide and communicated with the FTA regional office. The grant summary report has been revised to improve visibility of grant management.
- Conversion of the legacy FleetNet system to ETMS has been done. Trainings and new functionalities will be explored.
- Provided financial analysis and cost update for Purdue negotiations.
- Reallocated a couple of accounting responsibilities within the team. The month close went smoothly.
- Discussed future competitive federal grant opportunities with Build America Center in Maryland University. Preparing to apply for a few grants later this year.

HUMAN RESOURCES

- Processed applications and setup interviews for the Bus Operator and C Level Mechanic positions.
- Participated in multiple interviews for the Bus Operator position.
- Offered Bus Operator position to 20 individuals and began background checks and drug screens.
- Working on RFP for broker services, planned for June Board meeting.

MAINTENANCE

- Repaint and installation of CAD AVL equipment in Champaign Arctics.
- Equip 2024 New Flyer buses for service.
- Cylinder head replacement on 5001.
- Radiator replacement on 1804.

OPERATIONS

- We had our 4th Driver Communications meeting that started the 1st of May. This continues to be a great source of knowledge gathering and team building.
- Had our end of Purdue semester, employee appreciation luncheon.
- Had our first bid using Remix systems. Went very well with drivers getting a quicker than normal look at the routes for bidding. They were very satisfied.

CUSTOMER EXPERIENCE

- The Customer Satisfaction Survey results are now available. The survey tells us what we're doing right and what we need to improve. Survey responses were sourced through our social media platforms, onboard bus QR codes, and mobile app news postings. Growing the number of responses received will be a priority for future surveys.
- The Comprehensive Operations Analysis (COA) kickoff with RLS & Associates, Inc. starts this important and highly anticipated process. Their comprehensive, community minded, customer focused technical proposal clearly demonstrates their ability to offer recommendations to take CityBus into an effective and efficient future that meets the needs of the community while being good stewards of funding dollars.
- Working to coordinate the implementation of recently approved contracts such as HopThru and Masabi. Bringing these new technologies to our customers will improve overall experience as well as improve accuracy and efficiency for staff.

- Met with Dianne Powell from the office of Senator Young to discuss the important role CityBus plays in not only transportation and access, but also driving economic development and helping local employers connect customers and employees to their businesses.
- Continuing to work with the Purdue Center for Regional Development through the Wabash Heartland College & Community Collaboration Initiative to bring vanpooling services that are currently limited to Tippecanoe County to surrounding counties.
- Continuing to work with Purdue University to prepare for SY2024-25 service on campus and prepare for changes related to the new service agreement.
- Updates to our graphic standards, website, bus stop signage, and printed schedule materials are ongoing as we seek to improve our branding and marketing efforts. Supporting our mission and vision through brand harmony and improved consistency across the agency is the goal.

SAFETY

- CityBus is partnering with Mental Health America, National Alliance on Mental Illness, Phoenix Paramedics/Valley Oaks Crisis Response Center, and City of Lafayette Foot Patrol Officer Israel Quintero for help in assisting our riders who may be experiencing mental or emotional distress/escalation. The goal is to reduce aggression directed at bus operators.
- Working on a partnership with the Lafayette Police Department Community Outreach Division to support our drivers and riders by visiting the CBC 2-3 days a week for an hour or two. The effort would be to interact with our operators in view of the riders and to reach out to the riders as well.
- Have partnered with Israel Quintero, who, at our request, has now included the CBC in his foot patrol rotation. Israel is highly skilled with de-escalation knowledge and is very familiar with our riders.
- Forming a subcommittee under the Health and Safety Committee which will be limited in duration. The subcommittee will exclusively address and discuss the driver assault subject. A cross section of employee departments will participate. This is a best practice suggested by the updated PTASP regulations recently published.

TRAINING

- Scheduling LPD de-escalation experts for our upcoming corporation wide training. The hope is that they can accommodate a one-hour session each day. This would be sufficient to train every operator. All supervisors have received this training already.
- Participated in many new bus operator interviews. Class will begin on the 28th.

INFORMATION TECHNOLOGY

- The Avail FleetNet (ERP system) to ETMS Conversion Project migration phase began April 15th and was completed on April 16th. The data conversion and system cutover went smoothly, and no system issues have been reported.
- The evaluation of the cellular based radio communication system has been placed on hold.

Apr 2024

PROFIT AND LOSS STATEMENT
GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION

OPERATING REVENUE	Apr-24	Apr-23	%DIFF/MO	YTD2024	YTD2023	%DIFF	BUDGETED
PASSENGER FARES	\$ 305,610.87	\$ 385,461.08	-20.72%	\$ 1,196,903.33	\$ 1,385,942.14	-13.64%	\$ 2,993,912
ADVERTISING INCOME	15,416.67	15,554.17	-0.88%	51,166.68	54,720.61	-6.49%	239,728
INTEREST INCOME	25,955.91	25,126.04	3.30%	132,801.46	83,943.51	58.20%	23,048
MISC. INCOME	8,619.87	10,875.01	-20.74%	26,399.64	35,494.89	-25.62%	200,000
	\$ 355,603.32	\$ 437,016.30	-18.63%	\$ 1,407,271.11	\$ 1,560,101.15	-9.80%	\$ 3,456,688

REVENUE MILES	178,743	165,079	8.28%	678,354	633,323	7.11%
REVENUE HOURS	14,480	13,370	8.30%	54,605	50,988	7.09%

OPERATING EXPENSE	Apr-24	Apr-23	%DIFF/MO	YTD2024	YTD2023	%DIFF	BUDGETED	BALANCE	CPM/M	CPM/Y
PERSONNEL										
OPERATOR WAGES	\$ 485,580.16	\$ 539,567.65	-10.01%	\$ 2,109,929.56	\$ 2,131,381.39	-1.01%	\$ 6,869,884	\$ (4,759,955)	2.72	3.11
ADMINISTRATIVE WAGES	146,411.37	122,693.76	19.33%	595,455.13	463,636.17	28.43%	2,099,054	\$ (1,503,599)	0.82	0.88
MAINTENANCE WAGES	66,594.54	64,975.79	2.49%	287,614.72	261,752.06	9.88%	920,315	\$ (632,700)	0.37	0.42
FICA TAX	49,159.53	53,888.61	-8.78%	219,095.98	210,799.73	3.94%	756,528	\$ (537,432)	0.28	0.32
PERF	78,470.56	75,212.95	4.33%	330,224.25	296,381.56	11.42%	1,170,568	\$ (840,344)	0.44	0.49
LIFE & HEALTH INSURANCE	111,986.14	108,068.00	3.63%	495,428.69	459,505.87	7.82%	2,330,241	\$ (1,834,812)	0.63	0.73
UNEMPLOYMENT INSURANCE	734.76	1,989.33	-63.06%	17,783.34	18,626.37	-4.53%	70,000	\$ (52,217)	0.00	0.03
WORK COMP INSURANCE	10,070.40	18,697.50	-46.14%	40,281.60	43,977.00	-8.40%	135,303	\$ (95,021)	0.06	0.06
UNIFORMS	2,273.44	5,149.07	-55.85%	14,361.12	8,354.34	71.90%	50,000	\$ (35,639)	0.01	0.02
FRINGE BENEFITS	3,628.57	9,614.13	-62.26%	25,385.57	29,327.51	-13.44%	114,568	\$ (89,182)	0.02	0.04
	954,909.47	999,856.79	-4.50%	4,135,559.96	3,923,742.00	5.40%	14,516,461	\$ (10,380,901)		

COMMODITIES										
DIESEL FUEL	20,912.15	24,162.17	-13.45%	61,205.55	75,233.57	-18.65%	310,492	\$ (249,286)	0.12	0.09
CNG FUEL	29,351.89	33,105.01	-11.34%	142,425.01	154,716.88	-7.94%	570,738	\$ (428,313)	0.16	0.21
GASOLINE	5,580.22	1,351.82	312.79%	7,399.71	6,200.28	19.34%	22,953	\$ (15,553)	0.03	0.01
LUBRICANTS	2,136.41	4,069.27	-47.50%	10,506.87	12,032.84	-12.68%	43,886	\$ (33,379)	0.01	0.02
REPAIR PARTS--STOCK	3,773.91	15,289.17	-75.32%	40,959.42	89,077.34	-54.02%	300,000	\$ (259,041)	0.02	0.06
REPAIR PARTS--FIXED EQUIP	-	-	0.00%	-	26.08	-100.00%	10,000	\$ (10,000)	0.00	0.00
TIRES & BATTERIES	836.00	3,544.53	-76.41%	2,156.01	5,193.07	-58.48%	14,326	\$ (12,170)	0.00	0.00
CLEANING SUPPLIES	4,200.45	353.02	1089.86%	12,190.09	5,830.39	109.08%	20,469	\$ (8,279)	0.02	0.02
BUILDING MATERIALS	621.09	165.00	276.42%	747.30	12,318.26	-93.93%	26,892	\$ (26,144)	0.00	0.00
POSTAGE & FREIGHT	205.3	777.54	-97.36%	839.89	2,967.73	-71.70%	8,066	\$ (7,226)	0.00	0.00
OFFICE SUPPLIES	2,777.26	2,607.09	6.53%	12,037.57	8,620.90	39.63%	22,469	\$ (10,431)	0.02	0.02
MAT & SUPP--NOT BILL.	6,441.52	7,646.25	-15.76%	33,889.33	28,446.53	19.13%	95,937	\$ (62,048)	0.04	0.05
MAT & SUPPLIES--BILLABLE	-	-	0.00%	-	20.84	-100.00%	320	\$ (320)	0.00	0.00
MAT & SUPPLIES--MAINT	-	-	0.00%	(900.00)	700.00	-228.57%	2,437	\$ (3,337)	0.00	0.00
	76,651.43	93,070.87	-17.64%	323,456.75	401,384.71	-19.41%	1,448,983	\$ (1,125,527)		

SERVICES & CHARGES										
ATTORNEY & AUDIT FEES	2,609.00	575.00	353.74%	13,121.50	5,270.00	148.98%	150,000	\$ (136,879)	0.01	0.02
CONTRACT MAINTENANCE	50,319.99	21,804.43	130.78%	149,835.36	137,163.02	9.24%	531,762	\$ (381,927)	0.28	0.22
CUSTODIAL SERVICES	-	-	0.00%	9,568.00	12,480.00	-23.33%	69,885	\$ (60,317)	0.00	0.01
CONTRACTUAL SERVICES	26,545.61	28,203.79	-5.88%	114,902.87	117,554.42	-2.26%	550,000	\$ (435,097)	0.15	0.17
UTILITIES--TELEPHONE	1,366.83	549.75	148.63%	5,729.75	1,605.70	256.84%	4,684	\$ 1,046	0.01	0.01
UTILITIES--ELECTRIC	4,056.25	7,674.52	-47.15%	7,191.03	24,519.70	-70.67%	75,000	\$ (67,809)	0.02	0.01
UTILITIES--WATER & SEWAGE	2,147.94	2,512.02	-14.49%	11,050.89	11,865.77	-6.87%	35,219	\$ (24,168)	0.01	0.02
UTILITIES--GAS HEAT	940.45	3,758.70	-74.98%	12,490.06	18,044.50	-30.78%	68,372	\$ (55,882)	0.01	0.02
ADVERTISING & PROMOTION	4,614.48	9,363.47	-50.72%	24,392.81	27,284.05	-10.60%	150,000	\$ (125,607)	0.03	0.04
EXTERIOR ADVERTISING	-	678.58	-100.00%	-	9,029.58	-100.00%	10,000	\$ (10,000)	0.00	0.00
PRINTING	380.00	-	0.00%	20,175.65	418.53	4720.60%	30,000	\$ (9,824)	0.00	0.03
ADVERTISING FEES	-	150.54	-100.00%	1.00	181.26	-99.45%	3,000	\$ (2,999)	0.00	0.00
DUES & SUBSCRIPTIONS	119.99	39.99	200.05%	6,391.75	8,245.75	-22.48%	56,207	\$ (49,635)	0.00	0.01
TRAVEL & MEETINGS	9,125.54	8,984.60	1.57%	26,603.51	21,333.25	24.70%	66,347	\$ (39,743)	0.05	0.04
PREMIUM PL & PD INSURANCE	45,667.67	38,761.97	17.82%	191,335.34	155,882.63	22.74%	600,000	\$ (408,665)	0.26	0.28
PAYOUTS--PL & PD INS.	12,000.00	8,333.33	44.00%	48,000.00	33,333.32	44.00%	150,000	\$ (102,000)	0.07	0.07
RECOVERY/PHYSICAL DAMAGE	-	(83.33)	-100.00%	-	(26,273.01)	-100.00%	-	\$ -	0.00	0.00
OTHER CORPORATE INS.	-	7,201.00	-100.00%	2,500.00	37,610.00	-93.35%	94,523	\$ (92,023)	0.00	0.00
VEHICLE REGISTRATION	-	-	0.00%	75.00	-	0.00%	1,000	\$ (925)	0.00	0.00
INTEREST--SHORT TERM	-	-	0.00%	-	-	0.00%	-	\$ -	0.00	0.00
BAD DEBT EXPENSE	-	-	0.00%	-	18,195.27	-100.00%	5,000	\$ (5,000)	0.00	0.00
MISCELLANEOUS EXPENSE	896.67	258.60	246.74%	3,351.18	2,135.92	56.90%	-	\$ 3,351	0.01	0.00
ACA TAXES & FEES	-	-	0.00%	-	-	0.00%	-	\$ -	0.00	0.00
CASH (OVER)/SHORT	-	-	0.00%	-	-	0.00%	-	\$ -	0.00	0.00
	160,790.42	138,766.96	15.87%	646,715.70	615,879.66	5.01%	2,650,819	\$ (2,004,103)		

TOTAL EXPENSES	\$ 1,192,351.32	\$ 1,231,694.62	-3.19%	\$ 5,105,732.41	\$ 4,941,006.37	3.33%	\$ 18,616,264	\$ (13,510,531)	6.67	7.53
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OTHER INCOME	Apr-24	Apr-23	%DIFF/MO	YTD2024	YTD2023	%DIFF	BUDGETED
COUNTY PROPERTY TAX	\$ 229,421.50	\$ 155,796.52	47.26%	\$ 917,686.00	\$ 705,003.81	30.17%	\$ 3,254,501
LOCAL INCOME TAX	67,915.58	64,385.17	5.48%	271,662.32	257,540.68	5.48%	772,697
STATE OPERATING GRANT	1,451,219.00	-	0.00%	1,451,219.00	-	0.00%	4,353,657
FEDERAL OPERATING GRANT	-	-	0.00%	-	-	0.00%	5,302,721
CARES ACT OPERATING GRANT	-	372,304.00	-100.00%	-	372,304.00	-100.00%	-
FAMILIES FIRST COVID-19 TAX CR	-	-	0.00%	-	-	0.00%	-
ALTERNATIVE FUEL TAX CREDIT	-	-	0.00%	-	195,028.50	-100.00%	-
FEDERAL PLANNING GRANT	-	-	0.00%	1,041,575.00	-	0.00%	-
STATE/LOCAL CONTRIBUTION	-	-	0.00%	-	-	0.00%	-
TOTAL OTHER INCOME	\$ 1,748,556.08	\$ 592,485.69	195.12%	\$ 3,682,142.32	\$ 1,529,876.99	140.68%	\$ 13,683,576

OTHER EXPENSES	Apr-24	Apr-23	YTD2024	YTD2023
(GAIN)/LOSS--ASSET DISPOSAL	\$ -	\$ -	\$ (517.92)	\$ -
INTERGOVERNMENTAL FUNDS XFE	\$ -	\$ -	\$ -	\$ -
DEPRECIATION EXPENSE	298,934.11	277,885.34	1,184,139.28	1,130,473.61
TOTAL OTHER EXPENSES	\$ 298,934.11	\$ 277,885.34	\$ 1,183,621.36	\$ 1,130,473.61

NET PROFIT/(LOSS)	Apr-24	Apr-23	YTD2024	YTD2023
	\$ 612,873.97	\$ (480,077.97)	\$ (1,199,940.34)	\$ (2,981,501.84)

REVENUE COMPARISON

April 2024

	April 2024	April 2023	% DIFF	YTD2024	YTD2023	YTD2024
NON-CONTRACT REVENUE						
CASH FARES	\$ 17,142.47	\$ 15,960.30	7.41%	\$ 62,914.30	\$ 61,817.61	1.77%
TOKENS	1,710.00	1,327.50	28.81%	6,713.50	5,317.50	26.25%
REGULAR PASS	12,040.00	12,712.00	-5.29%	47,404.00	50,302.00	-5.76%
DAY PASS	2,706.00	2,378.00	13.79%	11,422.00	10,716.00	6.59%
ELDERLY/DISABLED	2,356.00	2,654.00	-11.23%	9,236.00	8,944.00	3.26%
YOUTH PASS	-	-	0.00%	-	-	0.00%
TOTAL NON-CONTRACT	\$ 35,954.47	\$ 35,031.80	2.63%	\$ 137,689.80	\$ 137,097.11	0.43%
TOTAL WITH ACCESS	\$ 43,860.07	\$ 43,644.22	0.49%	\$ 167,066.13	\$ 160,433.98	4.13%
CONTRACT REVENUE						
CAMPUS	\$ 170,151.80	\$ 269,720.69	-36.92%	\$ 680,607.20	\$ 937,600.48	-27.41%
IVY TECH	-	-	0.00%	-	-	0.00%
WLSC	-	-	0.00%	-	-	0.00%
APARTMENTS	91,599.00	72,096.17	27.05%	349,230.00	287,907.68	21.30%
WABASH NATIONAL	-	-	0.00%	-	-	0.00%
TRIPPERS	-	-	0.00%	-	-	0.00%
SUPPLEMENTAL SVC.	-	-	0.00%	-	-	0.00%
TOTAL CONTRACT	\$ 261,750.80	\$ 341,816.86	-23.42%	\$ 1,029,837.20	\$ 1,225,508.16	-15.97%
AUXILIARY REVENUE						
EXTERIOR ADVER.	\$ 15,416.67	\$ 15,554.17	-0.88%	\$ 51,166.68	\$ 54,720.61	-6.49%
MISC / CONCESSIONS	8,619.87	10,875.01	-20.74%	26,399.64	35,494.89	-25.62%
TOTAL AUXILIARY	\$ 24,036.54	\$ 26,429.18	-9.05%	\$ 77,566.32	\$ 90,215.50	-14.02%
INTEREST REVENUE						
INTEREST	\$ 25,955.91	\$ 25,126.04	3.30%	\$ 132,801.46	\$ 83,943.51	58.20%
	\$ 25,955.91	\$ 25,126.04	3.30%	\$ 132,801.46	\$ 83,943.51	58.20%
TOTAL REVENUE WITHOUT ACCESS						
	April 2024	April 2023	% DIFF	YTD2024	YTD2023	YTD2024
NON-CONTRACT	\$ 35,954.47	\$ 35,031.80	2.63%	\$ 137,689.80	\$ 137,097.11	0.43%
CONTRACT	261,750.80	341,816.86	-23.42%	1,029,837.20	1,225,508.16	-15.97%
AUXILIARY	24,036.54	26,429.18	-9.05%	77,566.32	90,215.50	-14.02%
INTEREST	25,955.91	25,126.04	3.30%	132,801.46	83,943.51	58.20%
	\$ 347,697.72	\$ 428,403.88	-18.84%	\$ 1,377,894.78	\$ 1,536,764.28	-10.34%
TOTAL REVENUE WITH ACCESS						
	April 2024	April 2023	% DIFF	YTD2024	YTD2023	YTD2024
ALL SOURCES	\$ 347,697.72	\$ 428,403.88	-18.84%	\$ 1,377,894.78	\$ 1,536,764.28	-10.34%
ACCESS	7,905.60	8,612.42	-8.21%	29,376.33	23,336.87	25.88%
TOTAL REVENUE	\$ 355,603.32	\$ 437,016.30	-18.63%	\$ 1,407,271.11	\$ 1,560,101.15	-9.80%

BALANCE SHEET

GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION

A S S E T S	Dec-23		Current		L I A B I L I T I E S	Dec-23		Current	
CASH & CASH ITEMS					PAYABLES				
CASH IN BANK-GENERAL FUND	7,771,587.59	3,001,758.76			TRADE PAYABLES	-	-		
CASH IN PAYROLL ACCOUNT-GEN FD	520,769.33	590,356.53			ACCOUNTS PAYABLE	914,837.42	146,144.16		
LEVY EXCESS FUND	-	-			ACCOUNTS PAYABLE - CNG UTILITIES	177,610.05	225,144.87		
WORKING FUNDS	-	-			TOTAL PAYABLES	1,092,447.47	371,289.03		
UNITED HEALTHCARE HRA IMPREST-GEN FD	-	-			ACCRUED PAYROLL LIABILITIES				
HEALTHCARE IMPREST-GEN FD	-	-			ACCRUED WAGES PAYABLE	149,072.23	254,633.03		
RAINY DAY FUND	256,256.66	256,256.66			ACCR COMPENSATED ABSENCES PAYABLE	269,723.32	269,723.32		
TOTAL CASH & CASH ITEMS	8,548,613.58	3,848,371.95			DEDUCTIONS-AUTO	-	-		
RECEIVABLES					UNION DUES WITHHELD	1,872.70	3,171.65		
ACCOUNTS RECEIVABLE	133,289.70	127,320.92			DEDUCTION-FICA/MEDICARE EE	-	-		
SHOP INVENTORY	-	-			DEDUCTION-UNION DUES	-	-		
A/R - CITY OF LAFAYETTE	-	-			DEDUCTION-WELLNESS	336.81	524.31		
CONTRACT RECEIVABLE-PURDUE	897,995.02	1,578,762.22			DEDUCTION-HEALTH INSURANCE	11,414.68	(21,221.84)		
A/R-TICKET VENDING MACHINE COLLECTIONS	5,471.00	2,777.00			DEDUCTION-HEALTH INS - COBRA	-	-		
A/R - OFF-SITE PASS SALES COLLECTIONS	-	-			DEDUCTION - CHARITABLE DONATIONS	-	-		
ACCTS RECV-EMPLOYEE P/R WASH	-	-			DEDUCTION - LIBERTY NATIONAL	-	-		
A/R CAPITAL GRANTS-FTA	369,863.00	-			DEDUCTION-GARNISHMENTS	827.61	-		
A/R OPERATING ASSISTANCE-FTA	-	-			DEDUCTION-UNITED WAY	403.00	675.00		
A/R TAX DRAW-COUNTY/LOCAL	-	917,686.00			DEDUCTION-CABLE	-	-		
A/R GRANTS-STATE	-	1,451,219.00			DEDUCTION-PERF EE	3,026.00	8,797.15		
A/R PLANNING ASSISTANCE-FTA	-	-			DEDUCTION-SUPPORT	-	-		
A/R OPERATING ASSISTANCE-STATE	-	-			DEDUCTION-EE LOANS	350.08	741.69		
A/R FEDERAL TAX CREDITS	328,395.00	167,598.50			DEDUCTION-BOSTON MUTUAL	121.68	200.66		
PROPERTY TAX RECEIVABLE	3,128,409.00	3,128,409.00			DEFERRED COMPENSATION	1,302.11	3,732.14		
TOTAL RECEIVABLES	4,863,422.72	7,373,772.64			ACCRUED PERF PAYABLE ER	5,889.53	27,058.33		
MATERIALS & SUPPLIES INVENTORY					TOTAL PAYROLL LIABILITIES	444,339.75	548,035.44		
BUS PARTS INVENTORY	334,269.73	337,584.49			ACCRUED TAX LIABILITIES				
PARTS INVENTORY-CLEARING ACCT	-	-			FIT TAXES	40,556.32	92,951.57		
DIESEL & GASOLINE INVENTORY	17,151.23	17,081.94			FICA/MEDICARE	-	-		
OIL, LUBE, ANTIFREEZE INVENTORY	87,470.97	93,116.83			STATE TAX	-	-		
TIRES, TUBES, BATTERIES INVENTORY	2,564.86	7,042.92			STATE UNEMPLOYMENT TAX	-	-		
FACILITIES PARTS INVENTORY	29,997.08	29,997.08			COUNTY TAX	-	-		
TOTAL MATERIALS & SUPPLIES INVENTORY	471,453.87	484,823.26			TOTAL TAX LIABILITIES	40,556.32	92,951.57		
TANGIBLE PROPERTY TRANSIT OPS					SHORT TERM DEBT				
REVENUE EQUIPMENT	28,172,233.66	28,255,164.41			SHORT TERM DEBT	-	-		
SUPPORT VEHICLES	582,095.86	582,095.86			AUTO INSURANCE PAYOUT LIABILITY	-	56,458.82		
BUILDING & STRUCTURE	19,532,013.68	19,689,015.96			WORKERMAN COMP INSURANCE PAYOUT LIABILITY	-	-		
EQUIPMENT SHOP & GARAGE	442,572.16	452,039.16			INSURANCE PAYOUT LIABILITY	10,000.00	10,000.00		
REVENUE COLLECTION FAREBOX	1,729,463.34	1,729,463.34			ACCRUED INTEREST PAYABLE - BANK OF AMERICA-CNG	-	-		
COMMUNICATIONS EQUIPMENT	690,498.35	766,472.05			TOTAL SHORT TERM DEBT	10,000.00	66,458.82		
OFFICE EQUIPMENT & FURNISHINGS	391,044.90	398,884.37			OTHER CURRENT LIABILITIES				
CONSTR. IN PROGRESS-SHOP	32,539.95	59,687.13			UNREDEEMED TOKENS	-	-		
CONSTR. IN PROGRESS - HYDROGEN	39,500.00	122,000.00			UNREDEEMED REGULAR PASSES	-	-		
CONSTR. IN PROGRESS - PROJECTS	705,968.47	1,871,174.81			UNREDEEMED DAY PASSES	-	-		
CONSTR. IN PROGRESS - SHELTERS	308,105.14	325,869.64			UNREDEEMED E & D PASSES	-	-		
LAND	926,471.26	926,471.26			UNREDEEMED SEMESTER PASSES	-	-		
TOTAL PROPERTY COST	53,552,506.77	55,178,337.99			UNREDEEMED LOOP PASSES	-	-		
ACC ACC DEPR-REVENUE EQUIPMENT					DEFERRED REVENUE-COUNTY/LOCAL	-	-		
ACC DEPR-SUPPORT VEHICLES	(15,324,585.92)	(16,132,114.62)			DEFERRED REVENUE-ADVERTISING & PAINTED TRANSIT	4,583.31	916.63		
ACC DEPR-BUILDING & STRUCTURE	(8,977,499.76)	(9,239,490.81)			FEDERAL TAX PAYABLE	-	-		
ACC DEPR-EQUIPMENT SHOP & GARAGE	(473,826.31)	(493,752.89)			UNREDEEMED 50 FARESAVERS	-	-		
ACC DEPR-REVENUE COLLECTION FAREBOX	(1,609,762.07)	(1,630,126.23)			UNREDEEMED PASS STUDENT	-	-		
ACC DEPR-COMMUNICATIONS EQUIPMENT	(137,275.11)	(181,535.95)			UNREDEEMED REVENUE	-	-		
ACC DEPR-OFFICE EQUIPMENT & FURNISHINGS	(223,722.56)	(241,039.49)			UNREDEEMED TVM CHG/STRD VALUE CARDS	8,358.00	8,534.00		
ACC DEPR-CONSTR IN PROGRESS-WLAF	-	-			NET PENSION LIABILITY	3,906,652.00	3,906,652.00		
ACC DEPR-CONSTR IN PROGRESS-LAF	-	-			TOTAL OTHER CURRENT LIABILITIES	3,919,593.31	3,916,102.63		
TOTAL ACCUMULATED DEPRECIATION	(27,211,670.31)	(28,395,291.67)			LONG-TERM DEBT				
TOTAL PROPERTY LESS DEPRECIATION	26,340,836.46	26,783,046.32			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	14,858.00	14,858.00		
INVESTMENTS	-	-			DEFERRED INFLOW - EXPECTED AND ACTUAL INV EARNINGS	-	-		
CUMULATIVE CAPITAL FUND	1,062,814.48	1,062,814.48			DEFERRED INFLOW - PROPORTIONATE SHARE	100,262.00	100,262.00		
CAPITAL IMPROV RESERVE FUND	-	-			DEFERRED INFLOW - ASSUMPTIONS	167,140.00	167,140.00		
CAPITAL IMPROV. INVESTMENTS	-	-			DEFERRED INFLOW FROM PROPERTY TAXES	3,128,409.00	3,128,409.00		
TOTAL SPECIAL FUNDS	1,552,684.84	1,552,684.84			TOTAL DEFERRED INFLOWS	3,410,669.00	3,410,669.00		
OTHER ASSETS					CONTRIBUTIONS				
PRE-PAID INSURANCE	44,559.33	91,858.99			INVESTMENTS IN TRANSIT SYS-LAF	24,682.75	24,682.75		
PRE-PAID EXPENSES	138,176.83	116,501.11			FED GOVERN CAP GRANT SEC 3 (5309)	23,056,883.82	23,056,883.82		
PRE-PAID HEALTH INSURANCE	-	-			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	43,879,641.65		
TOTAL OTHER ASSETS	182,736.16	208,360.10			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	425,367.00	425,367.00			STATE CAP GRANT SEC 5	601,488.98	601,488.98		
DEFERRED OUTFLOW - PROPORTIONATE SHARE	185,471.00	185,471.00			CONTRIBUTIONS NON GOVERNMENTAL	-	-		
DEFERRED OUTFLOW - EXPECTED AND ACTUAL EXPERIENCE	84,242.00	84,242.00			ACCUMULATED EARNINGS/LOSSES	(36,894,240.18)	(38,090,829.34)		
DEFERRED OUTFLOW - EXPECTED AND ACTUAL INV EAR	482,122.00	482,122.00			TOTAL CONTRIBUTIONS	34,748,479.78	33,551,890.62		
DEFERRED OUTFLOW - CHANGE IN ASSUMPTION	529,136.00	529,136.00			TOTAL ASSETS	43,666,085.63	41,957,397.11		
TOTAL DEFERRED OUTFLOWS	1,706,338.00	1,706,338.00			TOTAL LIABILITIES & CONTRIBUTIONS	43,666,085.63	41,957,397.11		

Apr 2024

EXPENDITURES TO DATE AND REMAINING BUDGET

GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION

Budget to date 33.3%

	BUDGET FY2024	Budget to Date	Expenditures to Date	Expenditures to Date %	Remaining Budget
PERSONNEL					
Operator Wages	6,869,884	2,289,961	2,109,930	30.7%	4,759,955
Administrative Wages	2,099,054	699,685	595,455	28.4%	1,503,599
Maintenance Wages	920,315	306,772	287,615	31.3%	632,700
FICA	756,528	252,176	219,096	29.0%	537,432
PERF	1,170,568	390,189	330,224	28.2%	840,344
Life & Health Insurance	2,330,241	776,747	495,429	21.3%	1,834,812
Unemployment Insurance	70,000	23,333	17,783	25.4%	52,217
Work Comp Insurance	135,303	45,101	40,282	29.8%	95,021
Uniform Rental and Cleaning	50,000	16,667	14,361	28.7%	35,639
Tool Allowance/Fringe Benefits	114,568	38,189	25,386	22.2%	89,182
Affordable Care Act Fees	-	-	-	0.0%	-
	14,516,461	4,838,820	4,135,560	28.5%	10,380,901
COMMODITIES					
Diesel Fuel	310,492	103,497	61,206	19.7%	249,286
Natural Gas Fuel	570,738	190,246	142,425	25.0%	428,313
Gasoline	22,953	7,651	7,400	32.2%	15,553
Oil & Antifreeze	43,886	14,629	10,507	23.9%	33,379
Repair Parts, Revenue Vehicles	300,000	100,000	40,959	13.7%	259,041
Repair Parts, Fixed Equipment	10,000	3,333	-	0.0%	10,000
Tires and Batteries	14,326	4,775	2,156	15.1%	12,170
Cleaning Supplies	20,469	6,823	12,190	59.6%	8,279
Building Materials	26,892	8,964	747	2.8%	26,144
Postage & Freight	8,066	2,689	840	10.4%	7,226
Office Supplies	22,469	7,490	12,038	53.6%	10,431
Other Materials, General Business	95,937	31,979	33,889	35.3%	62,048
Other Materials, Billable	320	107	-	0.0%	320
Other Materials, Maintenance	2,437	812	(900)	-36.9%	3,337
	1,448,983	482,994	323,457	22.3%	1,125,527
SERVICES & CHARGES					
Attorney & Audit	150,000	50,000	13,122	8.7%	136,879
Contract Maintenance	531,762	177,254	149,835	28.2%	381,927
Custodial Services	69,885	23,295	9,568	13.7%	60,317
Contractual Services	550,000	183,333	114,903	20.9%	435,097
Utilities, Telephone	4,684	1,561	5,730	122.3%	(1,046)
Utility Expense, Electric	75,000	25,000	7,191	9.6%	67,809
Utility Expense, Water & Sewage	35,219	11,740	11,051	31.4%	24,168
Utilities, Natural Gas Heat	68,372	22,791	12,490	18.3%	55,882
Advertising & Promotions	150,000	50,000	24,393	16.3%	125,607
Exterior Advertising	10,000	3,333	-	0.0%	10,000
Printing	30,000	10,000	20,176	67.3%	9,824
Advertising Fees (Legal Ads)	3,000	1,000	1	0.0%	2,999
Dues & Subscriptions	56,027	18,676	6,392	11.4%	49,635
Travel & Meeting Expenses	66,347	22,116	26,604	40.1%	39,743
Premium on PL & PD	600,000	200,000	191,335	31.9%	408,665
Payouts PL & PD	150,000	50,000	48,000	32.0%	102,000
Recovery/physical Damage		-	-	0.0%	-
Other Corporate Ins	94,523	31,508	2,500	2.6%	92,023
Vehicle Registration	1,000	333	75	7.5%	925
Interest - Short Term	-	-	-	0.0%	-
Bad Debt Expense	5,000	1,667	-	0.0%	5,000
Misc. Expense	7,292	2,431	3,351	46.0%	3,941
Cash (over)/short		-	-	0.0%	-
	2,658,111	886,037	646,716	24.3%	2,011,396
TOTAL OPERATING EXPENSES	18,623,556	6,207,852	5,105,732	27.4%	13,517,823

April 2024

Route	RouteName	Passengers	Total Miles	Total Hours	P/Mi	%DIFF FROM 23	P/Hrs	%DIFF FROM 23
1A	Market Square	22,248	14,142.16	1,056.33	1.57	▲ 25.55%	21.06	■ 6.88%
1B	Salisbury	36,627	10,215.59	862.50	3.59	■ 8.17%	42.47	▲ 20.44%
2A	Schuyler Ave	5,565	3,855.90	309.98	1.44	■ -3.06%	17.95	■ 7.11%
2B	Union St	6,384	3,852.57	344.91	1.66	■ 7.22%	18.51	■ 10.85%
3	Lafayette Square	11,990	11,185.52	774.67	1.07	■ 9.13%	15.48	■ 13.45%
4A	Tippecanoe Mall	12,410	6,512.21	623.84	1.91	▲ 22.74%	19.89	■ 8.22%
4B	Purdue West	89,589	11,961.35	893.14	7.49	▲ 62.54%	100.31	■ 2.71%
5	Happy Hollow	19,623	8,628.35	576.40	2.27	▲ 17.36%	34.04	▲ 15.11%
6A	Fourth St	17,043	12,030.52	747.10	1.42	■ 13.71%	22.81	■ 8.69%
6B	South 9th	6,552	4,736.69	339.35	1.38	▲ 35.00%	19.31	■ 6.96%
7	South St	16,654	9,508.41	789.40	1.75	■ -4.35%	21.10	■ 6.09%
8	Klondike Express	9,800	7,259.78	486.84	1.35	■ -11.62%	20.13	■ 8.91%
9	Park East	3,702	4,629.41	312.95	0.80	▲ 36.81%	11.83	■ 10.36%
10	Northwestern	27,812	7,697.15	644.20	3.61	■ 12.28%	43.17	■ 14.91%
23	Connector	25,121	9,351.06	777.83	2.69	■ -5.75%	32.30	▲ 77.96%
Others	Others	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sub Total:		311,120	125,566.67	9,539.44	2.48	▲ 20.36%	32.61	■ 13.41%
13	Silver Loop	52,350	5,017.80	699.90	10.43	■ -7.00%	74.80	■ 8.52%
14	Black Loop	3,357	1,236.34	131.64	2.72	N/A	25.50	N/A
15	Tower Acres	32,170	5,557.65	722.40	5.79	■ 2.33%	44.53	■ -2.90%
20	South Campus Loop	1,502	1,881.10	241.24	0.80	N/A	6.23	N/A
28	Gold Loop	22,701	4,025.34	499.39	5.64	■ 10.70%	45.46	■ -8.32%
Sub Total:		112,080	17,718.23	2,294.57	6.33	■ 7.05%	48.85	■ -3.25%
21A	Lark & Alight	26,308	6,862.13	514.73	3.83	▲ 19.68%	51.11	■ 4.91%
24	Redpoint	8,421	4,578.42	260.71	1.84	▲ 72.16%	32.30	■ -7.89%
35	Lindberg Express	29,304	8,660.54	700.09	3.38	▼ -42.07%	41.86	■ 11.42%
Sub Total:		64,033	20,101.09	1,475.53	3.19	■ -13.48%	43.40	■ 5.24%
MB Total:		487,233	163,386	13,310	2.98	■ 7.53%	36.61	■ 7.19%
DR	ACCESS/FLEX	3,363	15,357	1,171	0.22	■ 3.54%	2.87	■ -1.20%
Demand Response Total:		3,363	15,357	1,171	0.22	■ 3.54%	2.87	■ 7.10%
Grand Total:		490,596	178,743	14,480	2.74	■ 8.05%	33.88	■ 8.03%

April 2024

Route	RouteName	Passengers
1A	Market Square	22,248
1B	Salisbury	36,627
2A	Schuyler Ave	5,565
2B	Union St	6,384
3	Lafayette Square	11,990
4A	Tippecanoe Mall	12,410
4B	Purdue West	89,589
5	Happy Hollow	19,623
6A	Fourth St	17,043
6B	South 9th	6,552
7	South St	16,654
8	Klondike Express	9,800
9	Park East	3,702
10	Northwestern	27,812
23	Connector	25,121
Others	Others	N/A
Sub Total:		311,120

13	Silver Loop	52,350
14	Black Loop	3,357
15	Tower Acres	32,170
20	South Campus Loop	1,502
28	Gold Loop	22,701
Sub Total:		112,080

21A	Lark & Alight	26,308
24	Redpoint	8,421
35	Lindberg Express	29,304
Sub Total:		64,033
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MB Total:		487,233
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DR	ACCESS/FLEX	3,363
Demand Response Total:		3,363

Grand Total:		490,596
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April 2023

	RouteName	Passengers
1A	Market Square	16,521
1B	Salisbury	31,306
2A	Schuyler Ave	5,297
2B	Union St	5,491
3	Lafayette Square	9,517
4A	Tippecanoe Mall	9,461
4B	Purdue West	53,049
5	Happy Hollow	13,853
6A	Fourth St	13,885
6B	South 9th	4,364
7	South St	16,145
8	Klondike Express	8,869
9	Park East	2,427
10	Northwestern	22,867
23	Connector	14,654
Others	Others	N/A
Sub Total:		227,706

13	Silver Loop	50,206
15	Tower Acres	34,723
17	Ross Ade	3,925
28	Gold Loop	25,828
Sub Total:		114,681

21A	Lark & Alight	22,457
24	Redpoint	5,543
35	Lindberg Express	45,763
Sub Total:		73,763

MB Total:		416,150
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DR	ACCESS/FLEX	3,178
Demand Response Total:		3,178

Grand Total:		419,328
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OPERATIONS REPORT

Apr-24

	2024 MONTH	2023 MONTH	2024 YTD	2023 YTD
MILES	178,743	165,079	674,562	651,861
PAID HOURS	17,551	13,370	69,764	57,254

	2024	2023	YTD 2024	YTD 2023	% DIFF MO	% DIFF YTD
ACCIDENTS	4	5	18	16	-20.00%	12.50%
PER 100,000 MILES	2.24	3.03	2.67	2.45	-26.12%	8.71%
PREVENTABLE	2	2	10	9	0.00%	11.11%
PER 100,000 MILES	1.12	1.21	1.48	1.38	-7.64%	7.37%
NON-PREVENTABLE	2	3	2	8	-33.33%	-75.00%
PER 100,000 MILES	1.12	1.82	0.30	1.23	-38.43%	-75.84%
OVERTIME IN HOURS	3,483	3,936	12,178	14,102	-11.50%	-13.65%
% OF OVERTIME HOURS	19.8%	29.4%	17.5%	24.6%	-32.58%	-29.13%
SAFETY MEETINGS	1	1	4	4		

NO PAY HOURS: 555.96

**ROADCALLS
2024**

	Apr-24	Apr-23	% DIFF
MECHANICAL	4	3	▼ 44.44%
OTHER	0	0	#DIV/0!
DELAYS	0	0	#DIV/0!
TOTAL-MONTH	4	3	▼ 44.44%
TOTAL-YTD	40	5	▲ 160.00%

BUS#	LOCATION	PROBLEM	TIME	DATE	MECH OR OTHER
1804		Hyd Hose		4/15/2024	M
1802		Water Pump		4/18/2024	M
3214		Fuel Pump		4/19/2024	M
1707		Hyd Line		4/29/2024	M

DIESEL COST COMPARISON FOR 2023 (CURRENT YEAR VS LAST YEAR)

Month	Total Gallons 2024	Total Gallons 2023	% Difference	Avg Cost Gallon 2024	Avg Cost Gallon 2023	Differnet per Gallon
JAN	4,613	5,492	▼ -16.01%	\$4.0800	\$3.4600	▼ \$0.6200
FEB	5,749	7,746	▼ -25.78%	\$6.0500	\$2.9800	= \$3.0700
MAR	3,415	459	▲ 644.01%	\$2.7600	\$2.9800	▼ -\$0.2200
APR	5,736	4,682	▼ 22.51%	\$4.2300	\$4.1800	▼ \$0.0500
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	19,513	18,379	▼ 6.17%	\$17.1200	\$13.6000	= \$3.5200

CNG ACCESS BUSES

Month	Total DGE Used 2024	Total DGE Used 2023	% Difference
JAN	980	1,765	▼ -44.4759%
FEB	1,167	1,775	▼ -34.2535%
MAR	1,738	2,311	= -24.7945%
APR	1,928	2,211	▲ -12.7996%
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	5,813	8,062	= -27.8963%

CNG Fixed Routes

Month	Total DGE Used 2024	Total DGE Used 2023	% Difference
JAN	36,520	32,405	= 12.6987%
FEB	40,356	32,677	▲ 23.4997%
MAR	38,553	37,727	▼ 2.1894%
APR	39,537	39,888	▼ -0.8800%
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	154,966	142,697	= 8.5979%