

**GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION  
BOARD MEETING NO. 691**

**DATE:** July 24, 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. 691 held on July 24, 2024 (pg.1)
  - 3.2. Review and Approval of Minutes of Meeting No. 690 held on June 26, 2024 (pg.3)
4. Old Business
  - 4.1 Approval from the Board for CEO Bryan Smith to sign off on the destruction list (Exhibit 1 pg.7)
  - 4.2 Update on Semester Passes
5. New Business
  - 5.1. Discussion on the 2024 Financial Audit (Exhibit 2 pg.16)
  - 5.2. Approval of the updated Title VI Plan (Exhibit 3 pg.22)
  - 5.3. Approval of contract with Purdue Center for Regional Development for the Lilly Endowment Grant (Exhibit 4 pg.64)
  - 5.4. Inform Board about the TOD Grant and SMART Grant CityBus has applied for.
  - 5.5. Approval of Resolution Authorizing an application to be Made for Federal Funds for FY2024 (Exhibit 5 pg.85)
  - 5.6. Approval for CityBus to use the design build process for our Hydrogen Fuel Station as allowed under IN Code 5-30.
  - 5.7. Consideration of claims list numbering 39712 through 39813, in the amount of \$606,375.60 (pg.87)
  - 5.8. Consideration of payroll for June 1, 2024, through June 31, 2024, in the amount of \$835,644.11 (pg.90)
6. Board and Staff Reports
  - 6.1. Chief Executive Officer Report (pg.91)

7. Public Comments

7.1. 3 minutes per speaker

8. Adjournment

8.1. Next meeting is Wednesday, August 28, 2024, at 5:00PM in the Conference Room at 1250 Canal Road Lafayette, IN. 47904.

**GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION  
BOARD MEETING NO. 690  
MEETING MINUTES**

**DATE:** June 26, 2024

**Present:  
Board** Mike Gibson, Secretary  
James Blanco  
Ben Murray  
Angel Valentin  
Joel Wright

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

**Guests:** Elizabeth Streeter

Secretary, Mike Gibson, called the meeting No. 690 to order at 5:00PM in the GLPTC Board Room, 1250 Canal Road.

**COMMUNICATIONS & ANNOUNCEMENTS**

1. Mr. Bryan Smith requested to add action item 5.7 to the agenda. This will add an addendum to the claims list. This is claim number 39711 for American Paving & Asphalt for \$136,300 making the new claims total \$1,394,319.31.

**PUBLIC COMMENT**

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

1. Mr. Benjamin Murray made the motion to approve the agenda of Meeting No. 690 held on June 26, 2024, with the addition of the addendum 5.7. Mr. Angel Valentine seconded the motion. Motion carried by a vote of 5 ayes and 0 nays.
2. Mr. Joel Wright made the motion to approve the minutes of Meeting No. 689 held on May 22, 2024. Mr. Benjamin Murray seconded the motion. Motion carried by a vote of 5 ayes and 0 nays.

Mr. James Blanco pointed out a scribe error in the May 2024 minutes that will be adjusted.

## **OLD BUSINESS**

1. Mr. Bryan Smith let the Board Members know that the CityBus Lobbying RFP has been posted and will be accepting proposals until July 16<sup>th</sup>. Mr. Smith is hopeful he will have a firm to bring to the Board for approval at the July Board Meeting.

## **NEW BUSINESS**

1. Mr. James Blanco made the motion to approve the CTE Contract Change. Mr. Joel Wright seconded the motion. Motion carried by a vote of 5 ayes and 0 nays.

Mr. Bryan Smith recalled that the Board voted to end our work with Linde and change our scope of work with CTE, the agency we hired to help with the Hydrogen Fuel Cell Project, to assist us with creating our Hydrogen Fuel Cell Scope of Work and RFP.

2. Approval for CEO Mr. Bryan Smith to sign the destruction list was tabled and will be discussed at the July Board Meeting.

3. Mr. Angel Valentin made the motion to approve Henriott to be the new Broker for CityBus. Mr. Benjamin Murray seconded the motion. Motion carried by a vote of 5 ayes and 0 nays.

Mr. Bryan Smith mentioned CityBus received 4 bids, one being considered not responsive. Henriott came in with the lowest price and agreed to a three-year contract with two one-year renewal contracts.

4. Mr. Joel Wright made the motion to approve the renewal of TripSpark Streets. Mr. Benjamin Murray seconded the motion. Motion carried by a vote of 5 ayes and 0 nays.

Mr. Bryan Smith mentioned this is a sole-source purchase, where TripSpark is the only business that provides these services we will be renewing.

5. The Board considered approval of claims list numbering 39639 through 39710, in the amount of \$1,258,019.31. Mr. Mike Gibson made the motion to approve the claims. Mr. Benjamin Murray seconded the motion. Motion carried by a vote of 5 ayes and 0 nays.

6. The Board considered approval of payroll for May 1, 2024, through May 31, 2024, in the amount of \$ 1,296,365.50. Mr. Mike made the motion to approve payroll. Mr. Benjamin Murray seconded the motion. Motion carried by a vote of 5 ayes and 0 nays.

Mr. Angel Valentin inquired about on the increase in gross wages for the 5/31/2024 pay date. Mr. Bryan Smith let the Board know we had a new operator class start the end of May which is the cause for the increase in wages.

7. Mr. Mike Gibson made the motion to approve the addendum to the claims list adding claim number 39711, American Paving & Asphalt, for a total of \$136,300.00, making the new claims total \$1,394,319.31. Mr. Benjamin Murray seconded the motion. Motion carried by a vote of 5 ayes and 0 nays.

Mr. Joel Wright inquired on the location of the repaving. Mr. Smith informed the Board this is repaving by the fueling stations and back lot.

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

1. Mr. Bryan Smith mentioned the negotiation team has had one meeting so far and all the conversations thus far have gone very well. They will be meeting again July 8<sup>th</sup> to continue their negotiations.
2. CityBus is still in communication with Purdue University and presented them with a five-year contract. We are now waiting for their response and to set up our next time to meet and discuss.
3. CityBus is working with Build America Center on two grant prospects. One grant is for transit-oriented development planning and the other to start a regional accelerator to assist local entities, including CityBus, to apply for TIFIA loans. We will be working to get a letter of agreement from the APC, per grant requirements.
4. We are currently working with Purdue Research Foundations and both cities on a Toyota Mobility Foundation grant on connected infrastructure. This would include signal priority for buses.
5. We have asked RLS to help with a fare study, alongside working on the Comprehensive Operations Analysis, to help with a future possible fare increase.
6. CityBus has “Express Service” service agreements with apartment complexes throughout town, allowing quicker bus service from apartments to the center of campus. We are continuing to work with other apartments we currently do not hold service agreements with to see if this is something they would be interested in providing for their renters.

## **PUBLIC COMMENTS**

1. Mr. Angel Valentin inquired about the new apartments going up and whether we knew some would be master leased by the university. Mr. Smith let him know this is something we are aware of and something we will discuss when the time comes.
2. Mr. Joel Wright inquired about the advertisement on our buses and why they seem to be lacking in advertisements. Mr. Smith let the Board know our advertisement revenue is doing wonderful, and some buses may look more blank than before because we did remove the “cloud” wrapping some buses had. This will create a cleaner white look on the buses. Mr. Bryan Smith did mention we have a cap rate of 50% for wrapped buses but are not at the 50% rate now.
3. Mr. Angel Valentin inquired about the order of new bus signs going up. Mr. Bryan Smith let the board know we currently do not have an exact order on how they

will be put up. We are keeping logistics and the COA in mind when thinking of what Bus Stop Signs to replace first.

## ADJOURNMENT

With there being no further business to be transacted, Mr. James Blanco made the motion to adjourn. Mr. Joel Wright seconded the motion. Motion carried by a vote of 5 ayes and 0 nays. The next regular Board Meeting is scheduled for Wednesday, July 24, 2024, at 5:00PM in the GLPTC Board Room, 1250 Canal Road Lafayette, IN. 47904. The Board Meeting adjourned at 5:32PM.



---

Mr. Mike Gibson, Secretary  
CityBus Board of Directors

07/10/2024

---

Date:



**NOTICE OF DESTRUCTION OF COUNTY / LOCAL GOVERNMENT RECORDS IN ACCORDANCE WITH AN APPROVED RETENTION SCHEDULE**

State Form 44905 (R10 / 4-23)

**INDIANA ARCHIVES AND RECORDS ADMINISTRATION  
COUNTY / LOCAL RECORDS MANAGEMENT**  
402 West Washington Street, Room W472  
Indianapolis, Indiana 46204  
Telephone: 317-232-3380  
E-mail: [cty@iara.in.gov](mailto:cty@iara.in.gov)

*This form is to be used only for documenting the destruction of records as scheduled on an approved county / local records retention schedule.*

*For requests to dispose of records not listed on a retention schedule use State Form 30505. For requests to transfer records scheduled as PERMANENT to a local historical entity instead of maintaining them in the originating office or transferring them to the Indiana Archives, use State Form 57236.*

- INSTRUCTIONS:**
1. Complete ALL Contact and Record Series Information fields. Record Series Number is REQUIRED for all records listed.
    - a. If you do not know the Record Series Number, contact IARA's County / Local Records Management section for more information.
    - b. If the records do not have a Record Series Number, use State Form 30505 as described above.
  2. Destroy records in accordance with the listed Record Series Number and complete the Destruction Information fields on this form.
  3. Send one (1) copy of the completed form to the secretary of your County Commission of Public Records for inclusion in the minutes of the next meeting and retain one (1) for your records.

CONTACT INFORMATION			
Name of office Greater Lafayette Public Transportation Corporation		County Tippecanoe	
Address (number and street) 1250 Canal Rd		City Lafayette	ZIP code 47904
Name of contact person Shelby Yeaman	Telephone number (765) 420-2941	E-mail address syeaman@gocitybus.com	

RECORD SERIES INFORMATION			
RECORD SERIES TITLE OF RECORDS TO BE DESTROYED	DATE RANGE OF RECORDS (m / yyyy to m / yyyy)	RECORD SERIES NUMBER (REQUIRED)	VOLUME (number of boxes, rolls, etc.)
2007 Monthly & Year end folders	1/2007 to 12/2007	Gen 10-11	1 box
2007 Payroll	1/2007 to 12/2007	Gen 10-11	1 box
2008 Monthly	1/2008 to 12/2008	Gen 10-11	2 boxes
2008 Time sheets & Payroll	1/2008 to 12/2008	Gen 10-11	1 box
2008 Accounts Payable & Misc Contracts	1/2008 to 12/2008	Gen 10-11	4 boxes
2010-2012 Accounts Receivable & Voc Rehab	1/2010 to 12/2012	Gen 10-11	1 box
2011 & 2012 GFI Reports	1/2011 to 12/2012	Gen 10-10	1 box
2005-2009 Vacation & trip sheets	1/2005 to 12/2009	Gen 10-27	1 box
2012, 2013 & 2014 P & L, Budget, YE Inventory	1/2012 to 12/2014	Gen 10-26	1 box
2009 Month end & Year end	1/2009 to 12/2009	Gen 10-11	2 boxes
2000-2009 Health Ins coverage, proposals, claims	1/2000 to 12/2009	Gen 10-11	1 box
2013 GFI reports	1/2013 to 12/2013	Gen 10-10	2 boxes

DESTRUCTION INFORMATION		
These records were destroyed according to a retention schedule approved for use by the Indiana Oversight Committee on Public Records.		
Signature of official destroying records		Date signed (month, day, year)
Printed name of official destroying records	Position	Date records destroyed (month, day, year)



**NOTICE OF DESTRUCTION OF COUNTY / LOCAL GOVERNMENT RECORDS IN ACCORDANCE WITH AN APPROVED RETENTION SCHEDULE**

State Form 44905 (R10 / 4-23)

**INDIANA ARCHIVES AND RECORDS ADMINISTRATION  
COUNTY / LOCAL RECORDS MANAGEMENT**  
402 West Washington Street, Room W472  
Indianapolis, Indiana 46204  
Telephone: 317-232-3380  
E-mail: [cty@iara.in.gov](mailto:cty@iara.in.gov)

***This form is to be used only for documenting the destruction of records as scheduled on an approved county / local records retention schedule.***

*For requests to dispose of records not listed on a retention schedule use State Form 30505. For requests to transfer records scheduled as PERMANENT to a local historical entity instead of maintaining them in the originating office or transferring them to the Indiana Archives, use State Form 57236.*

- INSTRUCTIONS:**
1. Complete ALL Contact and Record Series Information fields. Record Series Number is REQUIRED for all records listed.
    - a. If you do not know the Record Series Number, contact IARA's County / Local Records Management section for more information.
    - b. If the records do not have a Record Series Number, use State Form 30505 as described above.
  2. Destroy records in accordance with the listed Record Series Number and complete the Destruction Information fields on this form.
  3. Send one (1) copy of the completed form to the secretary of your County Commission of Public Records for inclusion in the minutes of the next meeting and retain one (1) for your records.

CONTACT INFORMATION			
Name of office Greater Lafayette Public Transportation Corporation		County Tippecanoe	
Address (number and street) 1250 Canal Rd		City Lafayette	ZIP code 47904
Name of contact person Shelby Yeaman		Telephone number (765) 420-2941	E-mail address syeaman@gocitybus.com

RECORD SERIES INFORMATION			
RECORD SERIES TITLE OF RECORDS TO BE DESTROYED	DATE RANGE OF RECORDS (m / yyyy to m / yyyy)	RECORD SERIES NUMBER (REQUIRED)	VOLUME (number of boxes, rolls, etc.)
2009 Accounts Payable	1/2009 to 12/2009	Gen 10-11	4 boxes
2009 ADP Payroll	1/2009 to 12/2009	Gen 10-11	2 binders
2015-2017 Procurement	1/2015 to 12/2017	Gen 10-11	1 box
2013 Gillig	1/2013 to 12/2013	Gen 10-25	1 box
2014-15 GFI Reports	1/2014 to 12/2015	Gen 10-10	1 box
2009 Payroll-bus time sheets	1/2009 to 12/2009	Gen 10-11	1 box
2010 Payroll & tax returns	1/2010 to 12/2010	Gen 15-02	1 box
1998-2008 PERF	1/1998 to 12/2008	Gen 10-27	1 box
2005-2006 Ins & Bus liability	1/2005 to 12/2006	Gen 10-11	1 box
2005-2006 Accounts Receivable	1/2005 to 12/2006	Gen 10-10	1 box
2007-2010 Work orders & PM & Head Start bus	1/2007 to 12/2010	Gen 10-11	4 boxes
retired buses (3000's) & Access buses 434-441	1/2007 to 12/2010	Gen 10-11	1 box

DESTRUCTION INFORMATION		
These records were destroyed according to a retention schedule approved for use by the Indiana Oversight Committee on Public Records.		
Signature of official destroying records		Date signed (month, day, year)
Printed name of official destroying records	Position	Date records destroyed (month, day, year)





**NOTICE OF DESTRUCTION OF COUNTY / LOCAL GOVERNMENT RECORDS IN ACCORDANCE WITH AN APPROVED RETENTION SCHEDULE**

State Form 44905 (R10 / 4-23)

INDIANA ARCHIVES AND RECORDS ADMINISTRATION  
 COUNTY / LOCAL RECORDS MANAGEMENT  
 402 West Washington Street, Room W472  
 Indianapolis, Indiana 46204  
 Telephone: 317-232-3380  
 E-mail: [cty@iara.in.gov](mailto:cty@iara.in.gov)

***This form is to be used only for documenting the destruction of records as scheduled on an approved county / local records retention schedule.***

For requests to dispose of records not listed on a retention schedule use State Form 30505. For requests to transfer records scheduled as PERMANENT to a local historical entity instead of maintaining them in the originating office or transferring them to the Indiana Archives, use State Form 57236.

- INSTRUCTIONS:**
1. Complete ALL Contact and Record Series Information fields. Record Series Number is REQUIRED for all records listed.
    - a. If you do not know the Record Series Number, contact IARA's County / Local Records Management section for more information.
    - b. If the records do not have a Record Series Number, use State Form 30505 as described above.
  2. Destroy records in accordance with the listed Record Series Number and complete the Destruction Information fields on this form.
  3. Send one (1) copy of the completed form to the secretary of your County Commission of Public Records for inclusion in the minutes of the next meeting and retain one (1) for your records.

CONTACT INFORMATION			
Name of office Greater Lafayette Public Transportation Corporation			County Tippecanoe
Address (number and street) 1250 Canal Rd		City Lafayette	ZIP code 47904
Name of contact person Shelby Yeaman	Telephone number (765) 420-2941	E-mail address syeaman@gocitybus.com	

RECORD SERIES INFORMATION			
RECORD SERIES TITLE OF RECORDS TO BE DESTROYED	DATE RANGE OF RECORDS (m / yyyy to m / yyyy)	RECORD SERIES NUMBER (REQUIRED)	VOLUME (number of boxes, rolls, etc.)
1976-1996 Tax revenue	01/1976 to 12/1996	Gen 15-02	1 box
1991-2004 State Reports	01/1991 to 12/2004	Gen 10-25	1 box
2003-2005 Budget	01/2003 to 12/2005	Gen 10-26	1 box
1990's general ledgers	1/1990 to 12/1999	Gen 10-11	1 box
2016 Payroll (duplicate)	1/2016 to 12/2016	Gen 10-11	1 box
2007 Apr-Dec month end	4/2007 to 12/2007	Gen 10-11	1 box
2005-06 sign in sheets/pay sheets/invoices/budget	01/2005 to 12/2006	Gen 10-11	1 box
2005 Payroll sign in sheets, United Way Sheets	01/2005 to 12/2005	Gen 10-11	1 box
1970's General Ledgers	1/1970 to 12/1979	Gen 10-11	1 box
1996-97 Bus auto liability insurance	1/1996 to 12/1997	Gen 10-11	1 box
2004-2010 Bus auto liability insurance	1/2004 to 12/2010	Gen 10-11	1 box
1975-1999 Workman Comp & Prem./deuctible	01/1975 to 12/1999	Gen 10-33	1 box

DESTRUCTION INFORMATION		
These records were destroyed according to a retention schedule approved for use by the Indiana Oversight Committee on Public Records.		
Signature of official destroying records		Date signed (month, day, year)
Printed name of official destroying records	Position	Date records destroyed (month, day, year)



**NOTICE OF DESTRUCTION OF COUNTY / LOCAL GOVERNMENT RECORDS IN ACCORDANCE WITH AN APPROVED RETENTION SCHEDULE**  
 State Form 44905 (R10 / 4-23)

**INDIANA ARCHIVES AND RECORDS ADMINISTRATION  
 COUNTY / LOCAL RECORDS MANAGEMENT**  
 402 West Washington Street, Room W472  
 Indianapolis, Indiana 46204  
 Telephone: 317-232-3380  
 E-mail: [cty@iara.in.gov](mailto:cty@iara.in.gov)

***This form is to be used only for documenting the destruction of records as scheduled on an approved county / local records retention schedule.***

*For requests to dispose of records not listed on a retention schedule use State Form 30505. For requests to transfer records scheduled as PERMANENT to a local historical entity instead of maintaining them in the originating office or transferring them to the Indiana Archives, use State Form 57236.*

- INSTRUCTIONS:**
1. Complete ALL Contact and Record Series Information fields. Record Series Number is REQUIRED for all records listed.
    - a. If you do not know the Record Series Number, contact IARA's County / Local Records Management section for more information.
    - b. If the records do not have a Record Series Number, use State Form 30505 as described above.
  2. Destroy records in accordance with the listed Record Series Number and complete the Destruction Information fields on this form.
  3. Send one (1) copy of the completed form to the secretary of your County Commission of Public Records for inclusion in the minutes of the next meeting and retain one (1) for your records.

**CONTACT INFORMATION**

Name of office Greater Lafayette Public Transportation Corporation		County Tippecanoe	
Address (number and street) 1250 Canal Rd		City Lafayette	ZIP code 47904
Name of contact person Shelby Yeaman	Telephone number (765) 420-2941	E-mail address syeaman@gocitybus.com	

**RECORD SERIES INFORMATION**

RECORD SERIES TITLE OF RECORDS TO BE DESTROYED	DATE RANGE OF RECORDS (m / yyyy to m / yyyy)	RECORD SERIES NUMBER (REQUIRED)	VOLUME (number of boxes, rolls, etc.)
2003-2007 Workman Comp & Prem./deuctible	1/2003 to 12/2007	Gen 10-33	1 box
2006 Payroll & claims	1/2006 to 12/2006	Gen 10-11	1 box
1988-1997 Audit Financial (annual)	1/1988 to 12/1997	Gen 20-04	1 box
2003-2005 Payroll reports	1/2003 to 12/2005	Gen 10-11	1 box
2006-2008 Payroll reports	1/2006 to 12/2008	Gen 10-11	1 box
2011 Accounts Receivable	1/2011 to 12/2011	Gen 10-11	1 box
2011 Accounts Payable	1/2011 to 12/2011	Gen 10-11	4 boxes
2011 Month End folders, Year End & insurance	1/2011 to 12/2011	Gen 10-11	1 box
2006-2011 Triennial Review	1/2006 to 12/2011	Gen 10-11	1 box
2009-2011 Bus procurement	1/2009 to 12/2011	Gen 10-11	1 box
2009-2010 Payroll	1/2009 to 12/2010	Gen 10-11	1 box
2012 Run list	1/2012 to 12/2012	Gen 10-11	1 box

**DESTRUCTION INFORMATION**

These records were destroyed according to a retention schedule approved for use by the Indiana Oversight Committee on Public Records.		
Signature of official destroying records		Date signed (month, day, year)
Printed name of official destroying records	Position	Date records destroyed (month, day, year)



**NOTICE OF DESTRUCTION OF COUNTY / LOCAL GOVERNMENT RECORDS IN ACCORDANCE WITH AN APPROVED RETENTION SCHEDULE**  
 State Form 44905 (R10 / 4-23)

INDIANA ARCHIVES AND RECORDS ADMINISTRATION  
 COUNTY / LOCAL RECORDS MANAGEMENT  
 402 West Washington Street, Room W472  
 Indianapolis, Indiana 46204  
 Telephone: 317-232-3380  
 E-mail: [cty@iara.in.gov](mailto:cty@iara.in.gov)

*This form is to be used only for documenting the destruction of records as scheduled on an approved county / local records retention schedule.*

*For requests to dispose of records not listed on a retention schedule use State Form 30505. For requests to transfer records scheduled as PERMANENT to a local historical entity instead of maintaining them in the originating office or transferring them to the Indiana Archives, use State Form 57236.*

- INSTRUCTIONS:**
1. Complete ALL Contact and Record Series Information fields. Record Series Number is REQUIRED for all records listed.
    - a. If you do not know the Record Series Number, contact IARA's County / Local Records Management section for more information.
    - b. If the records do not have a Record Series Number, use State Form 30505 as described above.
  2. Destroy records in accordance with the listed Record Series Number and complete the Destruction Information fields on this form.
  3. Send one (1) copy of the completed form to the secretary of your County Commission of Public Records for inclusion in the minutes of the next meeting and retain one (1) for your records.

CONTACT INFORMATION			
Name of office Greater Lafayette Public Transportation Corporation		County Tippecanoe	
Address (number and street) 1250 Canal Rd		City Lafayette	ZIP code 47904
Name of contact person Shelby Yeaman	Telephone number (765) 420-2941	E-mail address syeaman@gocitybus.com	

RECORD SERIES INFORMATION			
RECORD SERIES TITLE OF RECORDS TO BE DESTROYED	DATE RANGE OF RECORDS (m / yyyy to m / yyyy)	RECORD SERIES NUMBER (REQUIRED)	VOLUME (number of boxes, rolls, etc.)
2016 Insurance Applications	1/2016 to 12/2016	Gen 10-11	1 box
2006 Payroll sheets	1/2006 to 12/2006	Gen 10-11	1 box
2009-2010 Insurance Policies	1/2009 to 12/2010	Gen 10-11	1 box
2010 Month end folders (Nov/Dec)	1/2010 to 12/2010	Gen 10-11	1 box
2010-2011 Fuel Bids	1/2010 to 12/2011	Gen 10-25	1 box
2006-2011 Gillig bus procurement	1/2006 to 12/2011	Gen 10-11	1 box
2007-10 work orders, Trolley, 700, staff cars	1/2007 to 12/2010	Gen 10-11	1 box
2010 Accounts Payable	1/2010 to 12/2010	Gen 10-11	4 boxes
2009-2010 Payroll	1/2009 to 12/2010	Gen 10-11	1 box
2011 & Prior Misc finance/PR expense/Ins budget	1/2011 to 12/2011	Gen 10-11	1 box
1990's - 2005 Commercials/news/audio's	1/1990 to 12/2005	Gen 10-41	1 box
2005 Workman Comp policies	1/2005 to 12/2005	Gen 10-33	1 box

DESTRUCTION INFORMATION		
These records were destroyed according to a retention schedule approved for use by the Indiana Oversight Committee on Public Records.		
Signature of official destroying records		Date signed (month, day, year)
Printed name of official destroying records	Position	Date records destroyed (month, day, year)



**NOTICE OF DESTRUCTION OF COUNTY / LOCAL GOVERNMENT RECORDS IN ACCORDANCE WITH AN APPROVED RETENTION SCHEDULE**

State Form 44905 (R10 / 4-23)

INDIANA ARCHIVES AND RECORDS ADMINISTRATION  
 COUNTY / LOCAL RECORDS MANAGEMENT  
 402 West Washington Street, Room W472  
 Indianapolis, Indiana 46204  
 Telephone: 317-232-3380  
 E-mail: [ctv@iara.in.gov](mailto:ctv@iara.in.gov)

***This form is to be used only for documenting the destruction of records as scheduled on an approved county / local records retention schedule.***

*For requests to dispose of records not listed on a retention schedule use State Form 30505. For requests to transfer records scheduled as PERMANENT to a local historical entity instead of maintaining them in the originating office or transferring them to the Indiana Archives, use State Form 57236.*

- INSTRUCTIONS:**
1. Complete ALL Contact and Record Series Information fields. Record Series Number is REQUIRED for all records listed.
    - a. If you do not know the Record Series Number, contact IARA's County / Local Records Management section for more information.
    - b. If the records do not have a Record Series Number, use State Form 30505 as described above.
  2. Destroy records in accordance with the listed Record Series Number and complete the Destruction Information fields on this form.
  3. Send one (1) copy of the completed form to the secretary of your County Commission of Public Records for inclusion in the minutes of the next meeting and retain one (1) for your records.

CONTACT INFORMATION			
Name of office Greater Lafayette Public Transportation Corporation		County Tippecanoe	
Address (number and street) 1250 Canal Rd		City Lafayette	ZIP code 47904
Name of contact person Shelby Yeaman	Telephone number (765) 420-2941	E-mail address syeaman@gocitybus.com	

RECORD SERIES INFORMATION			
RECORD SERIES TITLE OF RECORDS TO BE DESTROYED	DATE RANGE OF RECORDS (m / yyyy to m / yyyy)	RECORD SERIES NUMBER (REQUIRED)	VOLUME (number of boxes, rolls, etc.)
2010 & Prior taxes	1/2010 to 12/2010	Gen 10-11	1 box
2011 & Prior DBE & 1512 reporting	1/2011 to 12/2011	Gen 10-25	1 box
2005 & Prior FTA QRTLY Report	1/2005 to 12/2005	Gen 10-25	1 box
2011 & Prior Budget	1/2011 to 12/2011	Gen 10-26	1 box
Jan 2014-June 2014 GFI Reports	1/2014 to 6/2014	Gen 10-10	1 box
2013 Payroll	1/2013 to 12/2013	Gen 10-11	1 box
2013 Accounts Payable	1/2013 to 12/2013	Gen 10-11	4 boxes
2013 Accounts Payable	1/2013 to 12/2013	Gen 10-11	1 box
2010 1st & 2nd QRT ADP reports	1/2010 to 12/2010	Gen 10-11	1 box
2003-2011 Fuel Bids	1/2003 to 12/2011	Gen 10-25	1 box
2008-2010 Bldg & Auto Ins bids	1/2008 to 12/2010	Gen 10-11	1 box
2009-2011 Procurement	1/2009 to 12/2011	Gen 10-11	1 box

DESTRUCTION INFORMATION		
These records were destroyed according to a retention schedule approved for use by the Indiana Oversight Committee on Public Records.		
Signature of official destroying records		Date signed (month, day, year)
Printed name of official destroying records	Position	Date records destroyed (month, day, year)



**NOTICE OF DESTRUCTION OF COUNTY / LOCAL GOVERNMENT RECORDS IN ACCORDANCE WITH AN APPROVED RETENTION SCHEDULE**  
 State Form 44905 (R10 / 4-23)

**INDIANA ARCHIVES AND RECORDS ADMINISTRATION  
 COUNTY / LOCAL RECORDS MANAGEMENT**  
 402 West Washington Street, Room W472  
 Indianapolis, Indiana 46204  
 Telephone: 317-232-3380  
 E-mail: [cty@iara.in.gov](mailto:cty@iara.in.gov)

*This form is to be used only for documenting the destruction of records as scheduled on an approved county / local records retention schedule.*

*For requests to dispose of records not listed on a retention schedule use State Form 30505. For requests to transfer records scheduled as PERMANENT to a local historical entity instead of maintaining them in the originating office or transferring them to the Indiana Archives, use State Form 57236.*

- INSTRUCTIONS:**
1. Complete ALL Contact and Record Series Information fields. Record Series Number is REQUIRED for all records listed.
    - a. If you do not know the Record Series Number, contact IARA's County / Local Records Management section for more information.
    - b. If the records do not have a Record Series Number, use State Form 30505 as described above.
  2. Destroy records in accordance with the listed Record Series Number and complete the Destruction Information fields on this form.
  3. Send one (1) copy of the completed form to the secretary of your County Commission of Public Records for inclusion in the minutes of the next meeting and retain one (1) for your records.

CONTACT INFORMATION			
Name of office Greater Lafayette Public Transportation Corporation			County Tippecanoe
Address (number and street) 1250 Canal Rd		City Lafayette	ZIP code 47904
Name of contact person Shelby Yeaman	Telephone number (765) 420-2941	E-mail address syeaman@gocitybus.com	

RECORD SERIES INFORMATION			
RECORD SERIES TITLE OF RECORDS TO BE DESTROYED	DATE RANGE OF RECORDS (m / yyyy to m / yyyy)	RECORD SERIES NUMBER (REQUIRED)	VOLUME (number of boxes, rolls, etc.)
2009-2011 Procurement, CAD/AVL system/contract	1/2009 to 12/2011	Gen 10-11	1 box
2015 GFI Report & token accountability	1/2015 to 12/2015	Gen 10-10	1 box
2011-2013 Payroll & Tax returns	1/2011 to 12/2013	Gen 10-11	1 box
2013 Month end/year end/fixed asset disposals	1/2013 to 12/2013	Gen 10-11	1 box
2012 Accounts Payable	1/2012 to 12/2012	Gen 10-11	4 box
2012 Month end & Year end & Fuel bids	1/2012 to 12/2012	Gen 10-10 / 10-25	1 box
2010 Month end	1/2010 to 12/2010	Gen 10-11	1 box
2004 Fuel bids	1/2004 to 12/2004	Gen 10-25	1 box
2009-2013 Bank reconciliation	1/2009 to 12/2013	Gen 10-11	1 box
2005 & 2014 Bank reconciliation	1/2005 to 12/2014	Gen 10-11	1 box
2012-2014 Accounts Receivable/invoices/documentation	1/2012 to 12/2014	Gen 10-10	1 box
2009-2012 Proposals	1/2009 to 12/2012	Gen 10-25	1 box

DESTRUCTION INFORMATION		
These records were destroyed according to a retention schedule approved for use by the Indiana Oversight Committee on Public Records.		
Signature of official destroying records		Date signed (month, day, year)
Printed name of official destroying records	Position	Date records destroyed (month, day, year)



**NOTICE OF DESTRUCTION OF COUNTY / LOCAL GOVERNMENT RECORDS IN ACCORDANCE WITH AN APPROVED RETENTION SCHEDULE**

State Form 44905 (R10 / 4-23)

INDIANA ARCHIVES AND RECORDS ADMINISTRATION  
 COUNTY / LOCAL RECORDS MANAGEMENT  
 402 West Washington Street, Room W472  
 Indianapolis, Indiana 46204  
 Telephone: 317-232-3380  
 E-mail: [cty@iara.in.gov](mailto:cty@iara.in.gov)

*This form is to be used only for documenting the destruction of records as scheduled on an approved county / local records retention schedule.*

*For requests to dispose of records not listed on a retention schedule use State Form 30505. For requests to transfer records scheduled as PERMANENT to a local historical entity instead of maintaining them in the originating office or transferring them to the Indiana Archives, use State Form 57236.*

- INSTRUCTIONS:**
1. Complete ALL Contact and Record Series Information fields. Record Series Number is **REQUIRED** for all records listed.
    - a. If you do not know the Record Series Number, contact IARA's County / Local Records Management section for more information.
    - b. If the records do not have a Record Series Number, use State Form 30505 as described above.
  2. Destroy records in accordance with the listed Record Series Number and complete the Destruction Information fields on this form.
  3. Send one (1) copy of the completed form to the secretary of your County Commission of Public Records for inclusion in the minutes of the next meeting and retain one (1) for your records.

CONTACT INFORMATION			
Name of office Greater Lafayette Public Transportation Corporation			County Tippecanoe
Address (number and street) 1250 Canal Rd		City Lafayette	ZIP code 47904
Name of contact person Shelby Yeaman		Telephone number (765) 420-2941	E-mail address syeaman@gocitybus.com

RECORD SERIES INFORMATION			
RECORD SERIES TITLE OF RECORDS TO BE DESTROYED	DATE RANGE OF RECORDS (m / yyyy to m / yyyy)	RECORD SERIES NUMBER (REQUIRED)	VOLUME (number of boxes, rolls, etc.)
2015 GFI Report & Token accountability	1/2015 to 12/2015	Gen 10-10	1 box
2000-2010 FTA grant application	1/2000 to 12/2010	Gen 10-25	1 box
1996 IN90X228 grant	1/1996 to 12/1996	Gen 10-25	1 box
1998 FSR	1/1998 to 12/1998	Gen 20-04	1 box
2002 INDOT grant files	1/2002 to 12/2002	Gen 10-25	1 box
1998-2000 Echo draws	1/1998 to 12/2000	Gen 10-10	1 box
2006-2021 defect cards	1/2006 to 12/2021	Gen 10-04	100 boxes
2012-2014 Insurance bids & binders	1/2012 to 12/2014	Gen 10-24	1 box
1978-1983 cash receipts	1/1978 to 12/1983	Gen 10-10	1 box
2005 A-Z terminated employees	1/2005 to 12/2005	Gen 10-11	1 box
1970's - 1994 check registers & general ledgers	1/1970 to 12/1994	Gen 10-11	25 binders
1999 Payroll	1/1999 to 12/1999	Gen 10-11	1 box

DESTRUCTION INFORMATION		
These records were destroyed according to a retention schedule approved for use by the Indiana Oversight Committee on Public Records.		
Signature of official destroying records		Date signed (month, day, year)
Printed name of official destroying records	Position	Date records destroyed (month, day, year)



**NOTICE OF DESTRUCTION OF COUNTY / LOCAL GOVERNMENT RECORDS IN ACCORDANCE WITH AN APPROVED RETENTION SCHEDULE**

State Form 44905 (R10 / 4-23)

INDIANA ARCHIVES AND RECORDS ADMINISTRATION  
 COUNTY / LOCAL RECORDS MANAGEMENT  
 402 West Washington Street, Room W472  
 Indianapolis, Indiana 46204  
 Telephone: 317-232-3380  
 E-mail: [clty@iara.in.gov](mailto:clty@iara.in.gov)

*This form is to be used only for documenting the destruction of records as scheduled on an approved county / local records retention schedule.*

*For requests to dispose of records not listed on a retention schedule use State Form 30505. For requests to transfer records scheduled as PERMANENT to a local historical entity instead of maintaining them in the originating office or transferring them to the Indiana Archives, use State Form 57236.*

- INSTRUCTIONS:**
1. Complete ALL Contact and Record Series Information fields. Record Series Number is REQUIRED for all records listed.
    - a. If you do not know the Record Series Number, contact IARA's County / Local Records Management section for more information.
    - b. If the records do not have a Record Series Number, use State Form 30505 as described above.
  2. Destroy records in accordance with the listed Record Series Number and complete the Destruction Information fields on this form.
  3. Send one (1) copy of the completed form to the secretary of your County Commission of Public Records for inclusion in the minutes of the next meeting and retain one (1) for your records.

CONTACT INFORMATION			
Name of office Greater Lafayette Public Transportation Corporation			County Tippecanoe
Address (number and street) 1250 Canal Rd		City Lafayette	ZIP code 47904
Name of contact person Shelby Yeaman	Telephone number (765) 420-2941	E-mail address syeaman@gocitybus.com	

RECORD SERIES INFORMATION			
RECORD SERIES TITLE OF RECORDS TO BE DESTROYED	DATE RANGE OF RECORDS (m / yyyy to m / yyyy)	RECORD SERIES NUMBER (REQUIRED)	VOLUME (number of boxes, rolls, etc.)
2000 month end & journal entries	1/2000 to 12/2000	Gen 10-10	1 box
1990-1996 Payroll books & worksheets	1/1990 to 12/1996	Gen 10-11	3 boxes
1980-1986 Payroll Books	1/1980 to 12/1986	Gen 10-11	1 box
1970-1989 Payroll summaries	1/1970 to 12/1989	Gen 10-11	1 box
2011-2015 Work orders 3000's-4000's	1/2011 to 12/2015	Gen 10-04	1 box
2008-2011 Fuel sheets	1/2008 to 12/2011	Gen 10-25	1 box
2007-2015 work orders (700's-1200's) & retired buses (700-1200)	1/2007 to 12/2015	Gen 10-04	5 boxes
1989-1991 Loss run statements	1/1989 to 12/1991	Gen 10-11	1 box
2004 Accounts Payable	1/2004 to 12/2004	Gen 10-11	4 boxes
2006-2008 Cash Reconciliation Binders	1/2006 to 12/2008	Gen 10-10	3 binders
2003-2010 FTA Echo Payment requests	1/2003 to 12/2010	Gen 10-10	3 binders
	to		

DESTRUCTION INFORMATION		
These records were destroyed according to a retention schedule approved for use by the Indiana Oversight Committee on Public Records.		
Signature of official destroying records		Date signed (month, day, year)
Printed name of official destroying records	Position	Date records destroyed (month, day, year)

Board of Directors  
Greater Lafayette Public Transportation Corporation  
Lafayette, Indiana

Professional standards require that we communicate certain matters to keep you adequately informed about matters related to the financial statement audit that are, in our professional judgment, significant and relevant to your responsibilities in overseeing the financial reporting process. We communicate such matters in this report.

#### **AUDITOR'S RESPONSIBILITY UNDER AUDITING STANDARDS GENERALLY ACCEPTED IN THE UNITED STATES OF AMERICA**

Our responsibility is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. The audit of the financial statements does not relieve you of your responsibilities and does not relieve management of their responsibilities. Refer to our engagement letter with the Greater Lafayette Public Transportation Corporation ("CityBus") for further information on the responsibilities of management and of Crowe LLP.

#### **AUDITOR'S RESPONSIBILITY UNDER GOVERNMENT AUDITING STANDARDS**

As part of obtaining reasonable assurance about whether the CityBus' financial statements are free of material misstatement, we performed tests of the CityBus' compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts or disclosures. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

#### **COMMUNICATIONS REGARDING OUR INDEPENDENCE FROM CITYBUS**

Auditing standards generally accepted in the United States of America require independence for all audits, and we confirm that we are independent auditors with respect to the CityBus under the independence requirements established by the American Institute of Certified Public Accountants.

Additionally, we wish to communicate that we have the following relationships with CityBus that do not impair our independence but which, in our professional judgment, may reasonably be thought to bear on our independence and that we gave significant consideration to in reaching the conclusion that our independence has not been impaired.



Relationship	Safeguards
<p><b>Non-Audit Services:</b> We were engaged to perform the following non-audit services during your last fiscal year:</p> <ul style="list-style-type: none"> <li>• Assistance with preparation of your financial statements</li> <li>• Assistance with preparation of your Schedule of Expenditures of Federal Awards</li> <li>• Assistance with preparation of the Data Collection Form</li> </ul>	<p>We believe your management is capable of evaluating and taking responsibility for their management decisions regarding our services, and we did not assume the role of an employee or of management of CityBus in performing and reporting on our services.</p>

**PLANNED SCOPE AND TIMING OF THE AUDIT**

We are to communicate an overview of the planned scope and timing of the audit. Accordingly, the following matters regarding the planned scope and timing of the audit were discussed with you throughout the audit.

- How we proposed to address the significant risks of material misstatement, whether due to fraud or error.
- Our approach to internal control relevant to the audit.
- The concept of materiality in planning and executing the audit, focusing on the factors considered rather than on specific thresholds or amounts.
- The nature and extent of specialized skills or knowledge needed to plan and evaluate the results of the audit, including the use of an auditor's expert.
- Where the CityBus has an internal audit function, the extent to which the auditor will use the work of internal audit, and how the external and internal auditors can best work together.
- Your views and knowledge of matters you consider warrant our attention during the audit, as well as your views on:
  - The allocation of responsibilities between you and management.
  - The CityBus' objectives and strategies, and the related business risks that may result in material misstatements.
  - Significant communications between the CityBus and regulators.
  - Other matters you believe are relevant to the audit of the financial statements.

**SIGNIFICANT ACCOUNTING POLICIES AND MANAGEMENT JUDGMENTS AND ACCOUNTING ESTIMATES**

Significant Accounting Policies: The Board of Directors should be informed of the initial selection of and changes in significant accounting policies or their application. Also, the Board of Directors should be aware of methods used to account for significant unusual transactions and the effect of significant accounting policies in controversial or emerging areas where there is a lack of authoritative consensus. We believe management has the primary responsibility to inform the Board of Directors about such matters. To assist the Board of Directors in its oversight role, we direct you to Note 1 of the financial statements where recent accounting pronouncements adopted are disclosed and the effect of adopting those pronouncements on the CityBus' financial statements.

Management Judgments and Accounting Estimates: Further, accounting estimates are an integral part of the financial statements prepared by management and are based upon management's current judgments. These judgments are based upon knowledge and experience about past and current events and assumptions about future events. Certain estimates are particularly sensitive because of their significance and because of the possibility that future events affecting them may differ markedly from management's current judgments and may be subject to significant change in the near term.

The following describes the significant accounting estimates reflected in the CityBus' year-end financial statements, the process used by management in formulating these particularly sensitive accounting estimates and the primary basis for our conclusions regarding the reasonableness of those estimates.

Significant Accounting Estimate	Process Used by Management	Basis for Our Conclusions
Allowance for Doubtful Accounts and Bad Debt Expense	The allowance for doubtful accounts was determined by management by a process involving consideration of past experiences, current aging information, contacts with the customers, and other available data including environmental factors such as industry, geographical, economic and political factors.	We tested this accounting estimate by reviewing, on a test basis, the information listed.
Useful Lives of Capital Assets	Management has determined the economic useful lives of capital assets based on past history of similar types of assets, future plans as to their use, and other factors that impact their economic value to CityBus.	We tested the propriety of information underlying management's estimates.
Pension and Postretirement Obligations	Amounts reported for pension and postretirement obligations require management to use estimates that may be subject to significant change in the near term. These estimates are based on projection of the weighted average discount rate, rate of increase in future compensation levels, and weighted average expected long-term rate of return on pension assets.	We reviewed the reasonableness of these estimates and assumptions.

**AUDITOR'S JUDGMENTS ABOUT QUALITATIVE ASPECTS OF SIGNIFICANT ACCOUNTING PRACTICES**

We are to discuss with you our comments about the following matters related to the CityBus' accounting policies and financial statement disclosures. Accordingly, these matters will be discussed during our meeting with you.

- The appropriateness of the accounting policies to the particular circumstances of the CityBus, considering the need to balance the cost of providing information with the likely benefit to users of CityBus' financial statements.
- The overall neutrality, consistency, and clarity of the disclosures in the financial statements.
- The effect of the timing of transactions in relation to the period in which they are recorded.
- The potential effect on the financial statements of significant risks and exposures, and uncertainties that are disclosed in the financial statements.
- The extent to which the financial statements are affected by unusual transactions including nonrecurring amounts recognized during the period, and the extent to which such transactions are separately disclosed in the financial statements.
- The issues involved, and related judgments made, in formulating particularly sensitive financial statement disclosures.
- The factors affecting asset and liability carrying values, including CityBus' basis for determining useful lives assigned to tangible and intangible assets.

- The selective correction of misstatements, for example, correcting misstatements with the effect of increasing reported earnings, but not those that have the effect of decreasing reported earnings.

**CORRECTED AND UNCORRECTED MISSTATEMENTS**

Corrected Misstatements: We are to inform you of material corrected misstatements that were brought to the attention of management as a result of our audit procedures.

- An audit adjustment was posted that decreased accounts payable and construction in progress by approximately \$376,000. This was related to installment payments for new buses that were improperly recorded in 2023 even though there was no service or asset received until 2024. There was no impact on change in net position from this adjustment.
- An audit adjustment was posted to correct an erroneous property tax receivable and cash journal entry, which resulted in an increase in cash of approximately \$225,000, an increase in property tax receivable of approximately \$340,000, a decrease in deferred inflows of resources of approximately \$147,000, and an increase in property tax revenue of approximately \$418,000.

Uncorrected Misstatements: We are to inform you of uncorrected misstatements that were aggregated by us during the current engagement and pertaining to the latest and prior period(s) presented that were determined by management to be immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Uncorrected misstatements or matters underlying the uncorrected misstatements could potentially cause future-period financial statements to be materially misstated, even if it was concluded that the uncorrected misstatements are immaterial to the financial statements under audit. For your consideration, we have distinguished misstatements between known misstatements and likely misstatements.

There were no such misstatements.

**OTHER COMMUNICATIONS**

Communication Item	Results
<p><b>Other Information Included in an Annual Report</b>                      Information may be prepared by management that accompanies or includes the financial statements. To assist your consideration of this information, you should know that we are required by audit standards to read such information and consider whether a material inconsistency exists between the other information and the financial statements. We are also to remain alert for indications that:</p> <ul style="list-style-type: none"> <li>• Material inconsistency exists between the other information and the auditor’s knowledge obtained in the audit; or</li> <li>• A material misstatement of fact exists, or the other information is otherwise misleading.</li> </ul> <p>If we identify a material inconsistency between the other information and the financial statements, we are to seek a resolution of the matter.</p>	<p>We understand that management has not prepared other information to accompany the audited financial statements.</p>

Communication Item	Results
<p><b>Significant Difficulties Encountered During the Audit</b>                      We are to inform you of any significant difficulties encountered in dealing with management related to the performance of the audit.</p>	<p>There were no significant difficulties encountered in dealing with management related to the performance of the audit.</p>
<p><b>Disagreements with Management</b>                      We are to discuss with you any disagreements with management, whether or not satisfactorily resolved, about matters that individually or in the aggregate could be significant to the CityBus' financial statements or the auditor's report.</p>	<p>During our audit, there were no such disagreements with management.</p>
<p><b>Difficulties or Contentious Matters</b>                      We are required to discuss with the Those Charged with Governance any difficulties or contentious matters for which we consulted outside of the engagement team.</p>	<p>During the audit, there were no such issues for which we consulted outside the engagement team.</p>
<p><b>Circumstances that Affect the Form and Content of the Auditor's Report</b>                      We are to discuss with you any circumstances that affect the form and content of the auditor's report, if any.</p>	<p>There are no such circumstances that affect the form and content of the auditor's report.</p>
<p><b>Consultations with Other Accountants</b>                      If management consulted with other accountants about auditing and accounting matters, we are to inform you of such consultation, if we are aware of it, and provide our views on the significant matters that were the subject of such consultation.</p>	<p>We are not aware of any instances where management consulted with other accountants about auditing or accounting matters since no other accountants contacted us, which they are required to do by Statement on Auditing Standards No. 50, before they provide written or oral advice.</p>
<p><b>Representations the Auditor Is Requesting from Management</b>                      We are to provide you with a copy of management's requested written representations to us.</p>	<p>We direct your attention to a copy of the letter of management's representation to us provided separately.</p>
<p><b>Significant Issues Discussed, or Subject to Correspondence, With Management</b>                      We are to communicate to you any significant issues that were discussed or were the subject of correspondence with management.</p>	<p>There were no such significant issues discussed, or subject to correspondence, with management.</p>
<p><b>Significant Related Party Findings or Issues</b>                      We are to communicate to you significant findings or issues arising during the audit in connection with the CityBus' related parties.</p>	<p>There were no such findings or issues that are, in our judgment, significant and relevant to you regarding your oversight of the financial reporting process.</p>
<p><b>Other Findings or Issues We Find Relevant or Significant</b>                      We are to communicate to you other findings or issues, if any, arising during the audit that are, in our professional judgment, significant and relevant to you regarding your oversight of the financial reporting process.</p>	<p>There were no such other findings or issues that are, in our judgment, significant and relevant to you regarding your oversight of the financial reporting process.</p>

We are pleased to serve CityBus as its independent auditors and look forward to our continued relationship. We provide the above information to assist you in performing your oversight responsibilities and would be pleased to discuss this letter or any matters further, should you desire. This letter is intended solely for the information and use of the Board of Directors and, if appropriate, management, and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink that reads "Crowe LLP". The letters are cursive and fluid.

Crowe LLP

Indianapolis, Indiana  
June 17, 2024



CITYBUS FAMILY OF COMMUNITY SERVICES

*Wherever life takes you!*

# Title VI Program

## 2024 – 2027

1250 CANAL RD. | LAFAYETTE, INDIANA 47904 | (765) 423-2666 | FAX (765) 742-4729

[www.gocitybus.com](http://www.gocitybus.com)

**GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION**

## Overview

The Greater Lafayette Public Transportation Corporation (GLPTC) d/b/a CityBus Title VI Program was developed in cooperation with the Area Plan Commission (APC) of Tippecanoe County, the Metropolitan Planning Organization (MPO) serving GLPTC's service area. Both GLPTC and APC are recipients of Federal Transit Administration (FTA) funding. However, since the APC is not an implementing agency, the establishment of transit service policy is the sole responsibility of GLPTC. Both agencies' planning functions are well coordinated. GLPTC provides the APC with planning needs and the APC in turn provides GLPTC with technical assistance.

## 1. Public Outreach & Involvement Activities

See Appendix A for a summary of information dissemination activities coordinated by APC. GLPTC has undertaken the following activities since the submission of the 2021 program update (Note: due to staffing limitations and the long-lasting impact of the COVID-19 pandemic, the agency has had limited outreach and involvement activities.):

### 2023

- Participated in the Green Expo focused on engaging low income and underserved populations.
- Conducted service information session regarding ACCESS paratransit service with Tippecanoe Senior Services.
- Participated in Greater Lafayette Commerce's Business Expo focused on engaging local employers to support our services with their employees.
- Participated in Touch-A-Truck event focused on engaging low-income families and underserved populations.

### 2022

- Participated in the Stand Down for Veterans focused on engaging veterans.
- Participated in the 4H Fair focused on engaging low income and underserved populations.
- Participated in OUTfest focused on engaging the LGBTQ+ community.
- Participated in the Latino Festival focused on engaging the Latino community.
- Participated in the Boiler Bash focused on engaging Purdue students.
- Participated in the Ivy Tech Career Fair and Ivy Tech Preferred Partner Day events focused on engaging Ivy Tech students.
- Conducted service information session regarding ACCESS paratransit service with Indiana Veterans' Home.

- Participated in the Community Health Block Party focused on engaging low-income families and underserved populations.
- Participated in the Tippecanoe County Youth Services event focused on engaging low-income families and underserved populations.
- Participated in the Green Expo focused on engaging low-income families and underserved populations.
- Outreach Coordinator position vacated October 2022.

## 2021

- Extended service to Tippecanoe County Community Corrections.
- Investigated bus stop access and created a way of prioritization for improving stops with a specific focus on low-income locations.
- Conducted transit training for non-traditional students at Purdue University.
- Hosted a truck or treat event promoting our microtransit service at a low-income apartment complex.
- Hired new Outreach Coordinator who started on December 2021.
- New Outreach Coordinator reached out to local agencies and community organizations who serve our residents with low incomes and predominantly minority neighborhoods.
- New Outreach Coordinator is evaluating our service and outreach to ensure we have a positive impact on minority populations and neighborhoods as well as those with limited English proficiency.
- Bus services promoted to riders via Purdue University's Asian American and Asian Resource and Cultural Center, Native American Educational and Cultural Center, and Purdue Black Cultural Center.

## 2. Language Assistance for Persons with Limited English Proficiency (LEP)

See Appendix B, “Improving Access for People with LEP, Implementation Plan.”

## 3. Procedures for Tracking & Investigating Title VI Complaints

See Appendix A, “Title VI Internal Review Process for Service Delivery and Capital Programs.” (The content in Appendix A has not been modified since the 2009 program update.)



#### **4. Title VI Investigations, Complaints, or Lawsuits**

Since the prior submission there have been no lawsuits or complaints against GLPTC involving discrimination with respect to transit service or benefits. See Appendix C for a letter from the Executive Director of the APC describing review of files for any active lawsuits, complaints, and compliance reviews since the last submission.

#### **5. Public Notices of Compliance with Title VI**

GLTPC informs the public of their protections under Title VI with information and compliance statements on the agency's web site at <https://www.gocitybus.com/about/title-vi>. These statements include the process for filing a Title VI discrimination complaint.

Additionally, signs in vehicles and facilities inform passengers of GLPTC's commitment to providing Title VI-compliant service. This information invites passengers to contact the agency for information about our non-discrimination policies and information concerning filing a complaint. Examples of notices can be found in Appendix D.

#### **6. Service Standards & Policies**

GLPTC evaluates each mode of transit service it provides to the community on a regular basis to ensure compliance with 49 CFR Section 21.5. These service standards include vehicle headways, on-time performance, service availability and distribution, vehicle assignment, and equitable distribution of transit amenities by service quadrant. See Appendix E for further detail.

## APPENDIX A

### Title VI Internal Review Process for Service Delivery and Capital Programs

Greater Lafayette Public Transportation Corporation (“GLPTC”) has adopted the following procedure and process for the purpose of carrying out Title VI of the Civil Rights Act of 1964. The purpose is to ensure that no person shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance from the Federal Transportation Administration (FTA).

#### I. Responsible Persons

The following GLPTC personnel are responsible for administration of the process and have ultimate responsibility to recommend decisions to the board of directors:

- a. Bryan D. Smith: Chief Executive Officer
- b. Ron Peters: Operations Manager
- c. Bryan T. Walck: Manager of Customer Experience

The following Area Plan Commission (APC) personnel are responsible to provide technical assistance and to monitor Title VI activities in GLPTC’s planning and programming process:

- a. Ryan O’Gara, Executive Director
- b. Tim Stroshine, Assistant Director of Transportation
- c. Doug Poad, Senior Transportation Planner

#### II. Internal Review Process for Service Delivery and Capital Programs

- a. Overview: The Area Plan Commission of Tippecanoe County provides technical assistance with GLPTC’s planning needs. APC has continuously made best efforts to monitor Title VI activities in GLPTC’s planning and programming process. All transit projects programmed in the Transportation Improvement Program are discussed at the Citizens Participation Committee. The Technical Transportation and Administrative Committees also review them before action or adoption. Minority participation is encouraged and welcomed at all of the Committees and decision-making meetings.

Should a complaint arise concerning possible discrimination in regard to transit planning, the APC has established a process to address the concerns. The step-by-step process is outlined in the next section.

b. **Monitoring of Title VI Activities:** The APC monitors activities by either reviewing or researching pertinent information. When GLPTC notifies the APC of any proposed route modification, additions, deletion, extensions, or service changes, APC reviews the information. Using 2020 Census block maps, APC staff determines which changes potentially affect higher than average concentrations of minority populations. Should the proposed changes relate to any areas of minority concentrations, the APC notifies GLPTC's CEO.

When GLPTC requests specific information concerning Title VI, the APC makes best efforts to research the requested information. Should any new information be received at APC, the staff will contact GLPTC's CEO and forward it.

APC staff maintains maps for each minority category according to U.S. Census data. On each map, those census blocks having a higher than average minority population are highlighted. Overlaid on this information are the bus routes and a quarter mile walking distance area. This information is on file at GLPTC for future use.

c. **Information Dissemination:** GLPTC has several mechanisms for communicating with minority population groups. Normally, information concerning transportation planning is presented by the APC to the Citizens Participation Committee. Meeting notices are forwarded to representatives of various organizations and neighborhood associations in the area. While specific groups are sent notices, the general public is also invited. Notices of the meetings are sent to all the local media, posted in the County Office Building and at GLPTC's CityBus Center, and sent to various municipal departments and agencies. For final public hearings, legal ads are printed in the local newspaper.

When developing the Transportation Improvement Program (TIP), minority organizations (Asian American Network of Indiana, Black Cultural Center, International Center, Latino Coalition of Tippecanoe County, NAACP, and OLA-La Flor) are notified at various times throughout the process. The first announcement states that the APC is developing a TIP. After all local and state projects are submitted, a summary of the proposed projects is forwarded. Finally, a third contact is made inviting them to the APC Policy Committee meeting where the TIP will be discussed and adopted. In all notices, meeting dates are given when important decisions are made.

When developing the Coordinated Human Services plan an extensive list of human service/social service agencies is contacted, many of who serve low-income, elderly, minority, and LEP populations. The list of involved organizations is available in the plan document, available online at:

<https://www.tippecanoe.in.gov/DocumentCenter/View/36586/2022-2026-CHSTP-Adopted-Plan>.

d. **Minority Participation in the Decision-Making Process:** The primary point of input in the decision-making process is through GLPTC directly. GLPTC staff document all public comments received and make the comments available to management and board members in the decision-making process. Comments are received in the form of written letters, e-mail, documented phone calls, and comments made at public meetings and hearings. As mentioned, minority population groups are invited to be involved in any or all of these activities, including participation in APC transit-related planning meetings.

### **III. Process for Discrimination Complaint Resolution**

Should a complaint arise concerning possible discrimination in regard to transit planning or service delivery, GLPTC and the Area Plan Commission of Tippecanoe County have established the following process:

- 1) The Complainant(s) must submit a written statement to the Executive Director of the Area Plan Commission explaining, as fully as possible, the facts. Within five (5) working days the Executive Director shall notify GLPTC in writing that a discrimination complaint has been filed, with a copy to the complainant.
- 2) GLPTC shall have twenty (20) days from receipt of the written notice to file a written response to the Executive Director of the APC with a response to the complainant if desired. In the case of a written complaint received directly by GLPTC from the complainant, GLPTC shall have twenty (20) days from receipt of the complaint to send the complaint along with a written response to the Executive Director of APC with a response to the complainant if desired.

- 3) After receiving the complaint and response, the Executive Director will review the facts and circumstances pertaining to the alleged discrimination. A decision will be submitted to both parties in writing by the Executive Director within twenty (20) working days after any response was or should have been filed. If the Executive Director feels the complainant(s) has not submitted sufficient information, he or she may request additional information through a set of interrogatories or recorded interviews before reaching a final decision. In a situation where the Executive Director decides to interview the parties involved, additional time to submit a decision will be allowed.
- 4) The decision by the Executive Director shall state the reasons for his or her decision.
- 5) If the complainant(s) or GLPTC disagree with the decision, either may appeal to the Executive Committee of the APC within thirty (30) days after the Executive Director's decision was delivered. The Executive Committee, after receiving the appeal, shall set a hearing within thirty (30) working days after receipt of the appeal. The Executive Committee may request additional information or evidence if they feel that the information submitted is not sufficient to render a decision. The Executive Committee shall render their decision in writing with reasons therefore within twenty (20) working days of the end of the hearing.
- 6) After the decision, both parties will be informed of the decision and that they may appeal the decision to the Federal Transit Administration (FTA) or the United States Department of Transportation (DOT) within thirty (30) days after the Executive Committee of the Area Plan Commission has rendered its decision.



## Title VI Civil Rights Complaint Form

### Section 1

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Telephone Numbers:

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Other: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Accessible Format Requirements?

Large Print: Yes \_\_\_\_\_ No \_\_\_\_\_ Audio Tape: Yes \_\_\_\_\_ No \_\_\_\_\_

TDD: Yes \_\_\_\_\_ No \_\_\_\_\_ Other: \_\_\_\_\_

The Federal Transit Administration (FTA) Office of Civil Rights is responsible for civil rights compliance and monitoring, which includes ensuring that providers of public transportation properly abide by Title VI of the Civil Rights Act of 1964, Executive Order 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low Income Populations", and the Department of Transportation's Guidance to Recipients on Special Language Services to Limited English Proficient (LEP) Beneficiaries.

**Section 2**

Are you filing this complaint on your own behalf? Yes \_\_\_\_\_ No \_\_\_\_\_  
(If you answered "yes" to this question, go to Section III)

If not, please supply the name and relationship of the person for whom you are complaining:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Please explain why you have filed for a third party. \_\_\_\_\_

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party. Yes \_\_\_\_\_ No \_\_\_\_\_.

**Section 3**

Have you previously filed a Title VI complaint with GLPTC/CityBus? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what was your GLPTC/CityBus Complaint No? \_\_\_\_\_

(Note: This information is needed for administration purposes; we will assign the same complaint number to the new complaint.)

Have you filed this complaint with any of the following agencies?  
Yes \_\_\_\_\_ No \_\_\_\_\_

(If you answered yes, who did you file the complaint with?)

Federal Transit Administration: \_\_\_\_\_ U. S. Department of Transportation: \_\_\_\_\_

Indiana Dept. of Transportation: \_\_\_\_\_ Department of Justice: \_\_\_\_\_

Equal Employment Opportunity Commission: \_\_\_\_\_ Area Plan Commission of Tippecanoe County: \_\_\_\_\_

Have you filed a lawsuit regarding this complaint? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide a copy of the complaint form. (Note: This above information is helpful for administrative tracking purposes. However, if litigation is pending regarding the same issues, we defer to the decision of the Court.

**Section 4**

Complaint is against: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Attached is a blank sheet of paper to describe your complaint. Please use additional sheets if necessary.**

**Section 5**

Please sign here: \_\_\_\_\_

Date: \_\_\_\_\_

**(Note: We cannot accept your complaint without a signature)**

Please mail or return your completed form to:

CityBus of Greater Lafayette  
Manager of Customer Experience  
1250 Canal Rd  
Lafayette, IN 47904





## APPENDIX B

### Improving Access for People with Limited English Proficiency (LEP)

#### Four-Factor Analysis

Greater Lafayette Public Transportation Corporation (“GLPTC”) has conducted this analysis to meet requirements under Title VI of the Civil Rights Act of 1964, which seeks to improve access to services for persons with Limited English Proficiency (LEP). The purpose is to ensure that no person shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance from the FTA.

#### Analysis Using Four-Factor Framework

GLPTC has conducted the following analysis using the Four-Factors identified in the DOT LEP Guidance:

#### I. **Factor 1: The number and proportion of LEP persons served or encountered in the eligible service population**

##### Task 1, Step 1: Examine prior experiences with LEP individuals.

GLPTC serves a diverse community. Purdue University brings people from all over the world to Lafayette-West Lafayette. Our community has experienced growing Latino and Chinese populations in the last decade. GLPTC transit operators and customer service staff report daily interactions with LEP persons, particularly persons speaking Chinese or Spanish as their primary language. In most cases, the information needed from GLPTC relate to use of transit services including requests for route and schedule information, fare information, transfers, etc. English-speaking family members are often—but not always—available to help with translation when needed.

##### Task 1, Step 2: Become familiar with data from the U.S. Census.

The 2020 Census describes the languages spoken in Tippecanoe County and estimates the number speaking each language as follows:

Language	Number of speakers
English only	157,509
Spanish	7,935
Chinese	5,960
Indo-European	3,736
Other Asian/Pac Island	2,380

The most significant non-English language populations speak Spanish and Chinese. More detailed information is available in the American Community Survey, U.S. Census Bureau, 2020 (see Appendix B.1).

Task 1, Step 2A: Identify the geographic boundaries of the area that your agency serves.

GLPTC's service area is defined by the city limits of Lafayette and West Lafayette, plus a suburban territory extending three miles beyond the city limits into Tippecanoe County. Appendix B.2 includes a map showing the boundary of GLPTC's taxing district and census tracts included.

Task 1, Step 2B: Obtain Census data on the LEP population in your service area.

The U.S. Census 2020 American Community Survey reveals about 6% of those living in Tippecanoe County do not speak English well. These persons meet the definition of persons with Limited English Proficiency and are the population targeted by this LEP implementation Plan. Of LEP persons, 37% speak Chinese, 34% speak Spanish, 13% speak other Asian/Pacific Island languages, and 11% speak Indo-European languages. (See Appendix B.1.)

Task 1, Step 2C: Analyze the data you have collected.

The adult population for Tippecanoe County is 184,909 persons. Based on the percentages of LEP persons identified in step 2B, the following assumptions are made:

- 10,463 persons are identified with limited English Proficiency.
- Among those speaking Chinese, 3,840 are not proficient with English.
- Among Spanish-speaking persons, 3,563 are not proficient with English.
- 1,313 persons speaking other Asian/Pacific Island languages are not English proficient.
- 1,168 persons speaking Indo-European languages are not English proficient.

It is worth noting that the margins of error are quite high in the 2020 Census, likely due to data collection challenges during the COVID-19 pandemic. For example, the margin of error for Spanish-speaking LEP people is plus or minus 28%, and the error margin for Chinese-speaking LEP is plus or minus 40% (See Appendix B.1).

It is advantageous for our purposes to use the most liberal estimation, so that we are erring on the side of compliance with civil rights law. Therefore, this implementation plan will define the LEP population as:

- 3,563 persons speaking Spanish.
- 3,840 persons speaking Chinese

According to the Purdue University [Data Digest](#) a total of 8,907 international students are enrolled at the West Lafayette campus. This segment constitutes 18% of the academic population. International student enrollment dipped for the 2020-21 academic year, likely due to complications from the COVID-19 pandemic but are trending back up in following academic years. The report does not indicate level of English proficiency amongst international Purdue students.

Task 1, Step 2D: Identify any concentrations of LEP persons within your service area.

A map showing concentrations of Hispanic/Latino population adjacent to transit routes is included in Appendix B.2. Concentrations of LEP persons speaking Spanish are in the north, east, and south sides of Lafayette.

The largest concentration of LEP persons speaking Asian/Pacific Island languages is in West Lafayette. Purdue University, located in West Lafayette, reports a concentration of LEP individuals in the Purdue west area of campus and the Chauncey Hill area adjacent to campus. A map showing concentrations of Asian population adjacent to transit routes is included in Appendix B.2.

Task 1, Step 3: Consult state and local sources of data.

Indiana Department of Education statistics describe enrollments of Asian and Hispanic populations as follows:

**Lafayette School Corporation Total Enrollment: 7,780 students**

	PERCENT
Asian	0.5%
Hispanic	27%
English language learners	12%

**West Lafayette Community Schools Total Enrollment: 2,316 students**

	PERCENT
Asian	22%
Hispanic	7%
English language learners	6%

This information supports the assumption that Spanish-speaking LEPs are more likely to live in Lafayette and Asian/Pacific Island-speaking LEPs exist in greater numbers in West Lafayette.

Task 1, Step 4: Community organizations that serve LEP persons.

GLPTC has current associations with Lafayette School Corporation, West Lafayette School Corporation, Purdue University, Ivy Tech Community College, Lafayette Adult Resource Academy, local city governments, Wabash Center, Bauer Community Resource Center, Lafayette Urban Ministries, Excel Center, and the Latino Center for Wellness and Education, all of which provide service for persons speaking limited English. We are continuing to grow and foster our partnerships with these and additional organizations.

Task 1, Step 4A: Identify community organizations.

LEP persons are served by many organizations in the community and on the Purdue University campus. See list in Appendix B.3.

Task 1, Step 4B: Contact relevant community organizations.

The following organizations are the most involved in serving LEP persons in the Greater Lafayette Community. GLPTC has a cooperative relationship with each of these organizations, and many of the organizations listed have assisted in prior Title VI related community involvement and outreach initiatives.

- Lafayette Adult Resource Academy
  - LARA provides a range of educational opportunities for adults and out of school youth, including classes leading to a high school credential, preparation for college, workforce certifications, and English as a Second Language.
- Lafayette School Corporation
- The Asian American and Asian Resource and Cultural Center (AAARCC)
  - AAARCC is an active cultural center at Purdue University. The organization provides services and resources on campus and in the community.
- Purdue University Latino Cultural Center
  - The LCC seeks to enhance diversity through education and programming at Purdue. The LCC serves as an educational and cultural foundation for all students, faculty, and staff members.
- St. Boniface Catholic Church
  - St. Boniface provides spiritual and religious services to LEP populations. The parish also hosts a number of annual festivals and regular events.
- Lafayette Urban Ministries
  - LUM is an organization of more than 40 churches that serves as a social safety net for Lafayette's needy children and families.

GLPTC will conduct community outreach through focus groups, targeted surveying, and regular attendance of community events sponsored by the above organizations. While all the organizations listed serve LEP persons year-round, many of these organizations program their activities and events to occur during the academic school year. In order to maximize the effectiveness of outreach efforts, GLPTC will contact each organization at the beginning of the Purdue University and the Lafayette School Corporation academic school year.

GLPTC will request feedback regarding current transportation and language assistance services in an attempt to identify areas in need of improvement.

## II. **Factor 2: The frequency with which LEP individuals come into contact with your programs, activities, and services**

### Task 2, Step 1: Review the relevant programs, activities, and services you provide.

LEP individuals inquire about, use, and are affected by the services that GLPTC provides on a daily basis. Operational services include fixed route service, ADA paratransit service, and Purdue campus loop shuttles. LEP individuals also come into contact with GLPTC by calling our customer service call center, the administrative office, and the dispatch center, as well as using the web site.

### Task 2, Step 2: Review information obtained from community organizations.

GLPTC will review and analyze all data collected from community organizations.

### Task 2, Step 3: Consult directly with LEP persons.

GLPTC will conduct a survey of organizations.

## III. **Factor 3: The importance to LEP persons of your program, activities, and services**

### Task 3, Step 1: Identify your agency's most critical services.

Using public transportation is important to LEP persons as indicated from survey results and focus groups. GLPTC's most critical services are:

- Fixed route services
- ACCESS paratransit services

If Limited English is a barrier to using these services, then the consequences for the individual are serious, including limited access to obtain health care, education, or employment. Critical information from GLPTC which can affect access includes:

- Route and schedule information
- Fare and payment information
- Information about how to ride
- Real-time bus location information
- Communication related to transit planning
- Information about ACCESS paratransit services

Task 3, Step 2: Review input from community organizations and LEP persons.

Concentrations of Chinese-speaking riders use GLPTC fixed route routes in West Lafayette, including 1B, 4B, and 5. Concentrations of Spanish-speaking riders in West Lafayette use route 8. Lafayette-side routes 1A, 3, and 4A have high concentrations of Spanish-speaking riders.

#### **IV. Factor 4: The resources available to the recipient and costs**

Task 4, Step 1: Inventory language assistance measures currently being provided, along with associated costs.

GLPTC has provided the following language assistance measures to date:

- Translation services from a bilingual (Spanish-speaking) bus operator when needed. Bus operator has also worked at community events.
- Over 100 languages are available for translation through the Google Translate plugin on the entire GLPTC website.
- On demand over the phone translation services are available through LTC Language Solutions for all customer service, administrative, and dispatch staff

The cost of these measures has been less than \$1,500 annually.

Task 4, Step 2: Determine what, if any additional services are needed to provide meaningful access.

Due to the small size of our agency and limited resources, GLPTC has previously focused its language measures on extending access for persons speaking Spanish. The following information has been translated into Spanish:

- Route and schedule information
- Fare and payment information
- Information about how to ride
- Title VI notices in all CityBus facilities

Additional translation is needed for information about ACCESS paratransit services and route planning information. Further, based on the results of 2020 Census, GLPTC should provide Chinese translations for these materials.



Finally, issues related to LEP persons should be included in the training of Bus Operators as well as call center and administrative staff.

Task 4, Step 3: Analyze your budget.

Like most public agencies, GLPTC's budget is constrained by several factors, and staff resources are also limited. GLPTC has devoted limited resources in the printing and advertising/promotional budgets to LEP implementation measures.

Task 4, Step 4: Consider cost effective practices for providing language services.

GLTPC collaborates with the community organizations identified in Task 1 to provide cost effective practices. GLPTC partners with these organizations to provide:

- Help with translation of printed and online information.
- Distribution channels for printed information.
- Translation assistance for LEP persons.
- Educational and outreach opportunities to help improve access for LEP persons.

In addition, GLPTC should research and pursue language assistance products and translation services developed and paid for by local, regional, or state government agencies.

## Improving Access for People with Limited English Proficiency (LEP)

### Plan for Implementation

Greater Lafayette Public Transportation Corporation (“GLPTC”) has adopted the following implementation plan to meet requirements under Title VI of the Civil Rights Act of 1964, which seeks to improve access to services for persons with Limited English Proficiency (LEP). The purpose is to ensure that no person shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance from the FTA.

#### Plan for Implementation

### I. Identifying LEP individuals who need language assistance

Research and field work completed in the four-factor analysis indicates that Chinese- and Spanish-speaking LEP persons reside in GLPTC’s service area. Future research endeavors are expected to yield similar results. Of the total county population (184,909), 6% are identified as LEP persons, 4% speaking Spanish and 3% speaking Chinese.

### II. Language assistance measures

The following resources will be used to provide language assistance:

Oral and written language:

- LTC Language Solutions is a local (Indianapolis) provider of translation and interpretation services. LTC interpreters work in a variety of settings and can provide language assistance in person or by phone. The company charges a per-minute fee for its services. LTC submits detailed information about the services GLPTC consumes on a monthly basis, including the number of minutes and the languages interpreted.

When a phone call from a Spanish-speaking LEP customer is received, or when the customer comes into the customer service or administrative offices in person, customer service staff should use LTC Language Solutions. (Advanced training for use of LTC is required.)

It may be difficult for a non-bilingual bus operator to provide assistance to an LEP person who boards the vehicle and requests information. In such circumstances, the bus operator could ask if another passenger on the bus could serve as a translator, or the driver could provide the phone number for customer service (742-7433) for translation assistance.

It is important for GLPTC to ensure the competency of interpreters and translation services. GLPTC will review competency as part of its triennial Title VI Program Update by undertaking these steps:

- GLPTC will ask the interpreter or translator to demonstrate that he or she can communicate or translate information accurately in English and the other language.
- GLPTC will train the interpreter or translator in specialized terms and concepts associated with GLPTC's policies and activities.
- GLPTC will instruct the interpreter or translator that he or she should not deviate into a role as counselor, legal advisor, or any other role aside from interpreting or translation.
- GLPTC will ask the interpreter or translator to attest that he or she does not have a conflict of interest on the issues that they would be providing interpretation services.

### **III. Training staff**

GLPTC employees, staff, and management staff are likely to come into contact with LEP persons. These include bus operators, dispatchers, street supervisors, customer service personnel, receptionists, and management.

Training on GLPTC's responsibility to serve LEP persons is implemented by the following means:

- Orientation and initial training for new bus operators, and ongoing training, will include information on serving LEP persons, with retraining at least one time per year.

- Dispatchers, street supervisors, customer service personnel, receptionists, and management staff will take part in ongoing training, with at least one training session per year on the topic of serving LEP persons.

#### **IV. Providing notice to LEP persons**

GLPTC incorporates a variety of methods to communicate with transit users and the public. These include signs inside of vehicles and the downtown transfer center, website, social media (translation function built into most platforms), customer service phone line, news releases, advertising, community meetings, and participation in local events. GLPTC will use these methods to notify LEP persons of the availability of language assistance, and when applicable, to notify customers of the availability of translated documents.

Every summer prior to the fall semester, GLPTC will distribute updated public information. In the future, the agency will include notice in Spanish and Mandarin that translation and interpretation services are available to passengers who contact GLPTC by phone, email, or through social media.

#### **V. Monitoring and Updating the LEP Plan**

Ongoing outreach efforts will include a process to obtain feedback on GLPTC's language assistance measures. Monitoring of the program will be assigned to the Outreach/Community Relations Coordinator. Specific tasks will include quarterly contact with the organizations to measure results and discuss needs of LEP persons. These efforts will reveal any changes to the implementation plan that may be necessary, including any noticeable changes in demographics of the LEP population or the availability of new resources.

Based on the feedback received, GLPTC may make incremental changes to the type of written and oral language assistance provided. Evaluation may result in expansion of language assistance measures that are effective, or the modification or elimination of measures which are not effective.

If service is expanded into areas with high concentrations of LEP persons, GLPTC should consider modifying the implementation plan as needed in order to ensure meaningful access by previously un-served LEP persons.

**APPENDIX B.1**

LANGUAGE SPOKEN AT HOME FOR THE POPULATION 5 YEARS AND OVER		United States <sup>®</sup> <b>Census</b> Bureau
<b>Note:</b> The table shown may have been modified by user selections. Some information may be missing.		
<b>DATA NOTES</b>		
TABLE ID:	C16001	
SURVEY/PROGRAM:	American Community Survey	
VINTAGE:	2019	
DATASET:	ACSDT1Y2019	
PRODUCT:	ACS 1-Year Estimates Detailed Tables	
UNIVERSE:	Population 5 years and over	
FTP URL:	None	
API URL:	<a href="https://api.census.gov/data/2019/acs/acs1">https://api.census.gov/data/2019/acs/acs1</a>	
<b>USER SELECTIONS</b>		
GEOS	Tippecanoe County, Indiana	
EXCLUDED COLUMNS	None	
APPLIED FILTERS	None	
APPLIED SORTS	None	
PIVOT & GROUPING	None	
WEB ADDRESS	<a href="https://data.census.gov/cedsci/table?q=language&amp;g=0500000US18157&amp;tid=ACSDT1Y2019.C16001">https://data.census.gov/cedsci/table?q=language&amp;g=0500000US18157&amp;tid=ACSDT1Y2019.C16001</a>	
TABLE NOTES	<p>Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, it is the Census Bureau's Population Estimates Program that produces and disseminates the official estimates of the population for the nation, states, counties, cities, and towns and estimates of housing units for states and counties.</p> <p>Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Technical Documentation section.</p> <p>Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.</p> <p>Source: U.S. Census Bureau, 2019 American Community Survey 1-Year Estimates</p> <p>Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see ACS Technical Documentation). The effect of nonsampling error is not represented in these tables.</p> <p>In 2016, changes were made to the languages and language categories presented in tables B16001, C16001, and B16002. For more information, see: 2016 Language Data User note.</p> <p>The 2019 American Community Survey (ACS) data generally reflect the September 2018 Office of Management and Budget (OMB) delineations of metropolitan and micropolitan statistical areas. In certain instances the names, codes, and boundaries of the principal cities shown in ACS tables may differ from the OMB delineations due to differences in the effective dates of the geographic entities.</p> <p>Estimates of urban and rural populations, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2010 data. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization.</p>	

	<p>Explanation of Symbols: * An "****" entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.</p> <p>* An "-" entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution, or the margin of error associated with a median was larger than the median itself.</p> <p>* An "L" following a median estimate means the median falls in the lowest interval of an open-ended distribution.</p> <p>* An "U" following a median estimate means the median falls in the upper interval of an open-ended distribution.</p> <p>* An "****" entry in the margin of error column indicates that the median falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate.</p> <p>* An "*****" entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.</p> <p>* An "N" entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.</p> <p>* An "(x)" means that the estimate is not applicable or not available.</p>
COLUMN NOTES	None

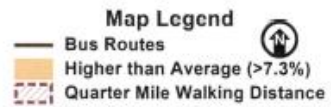
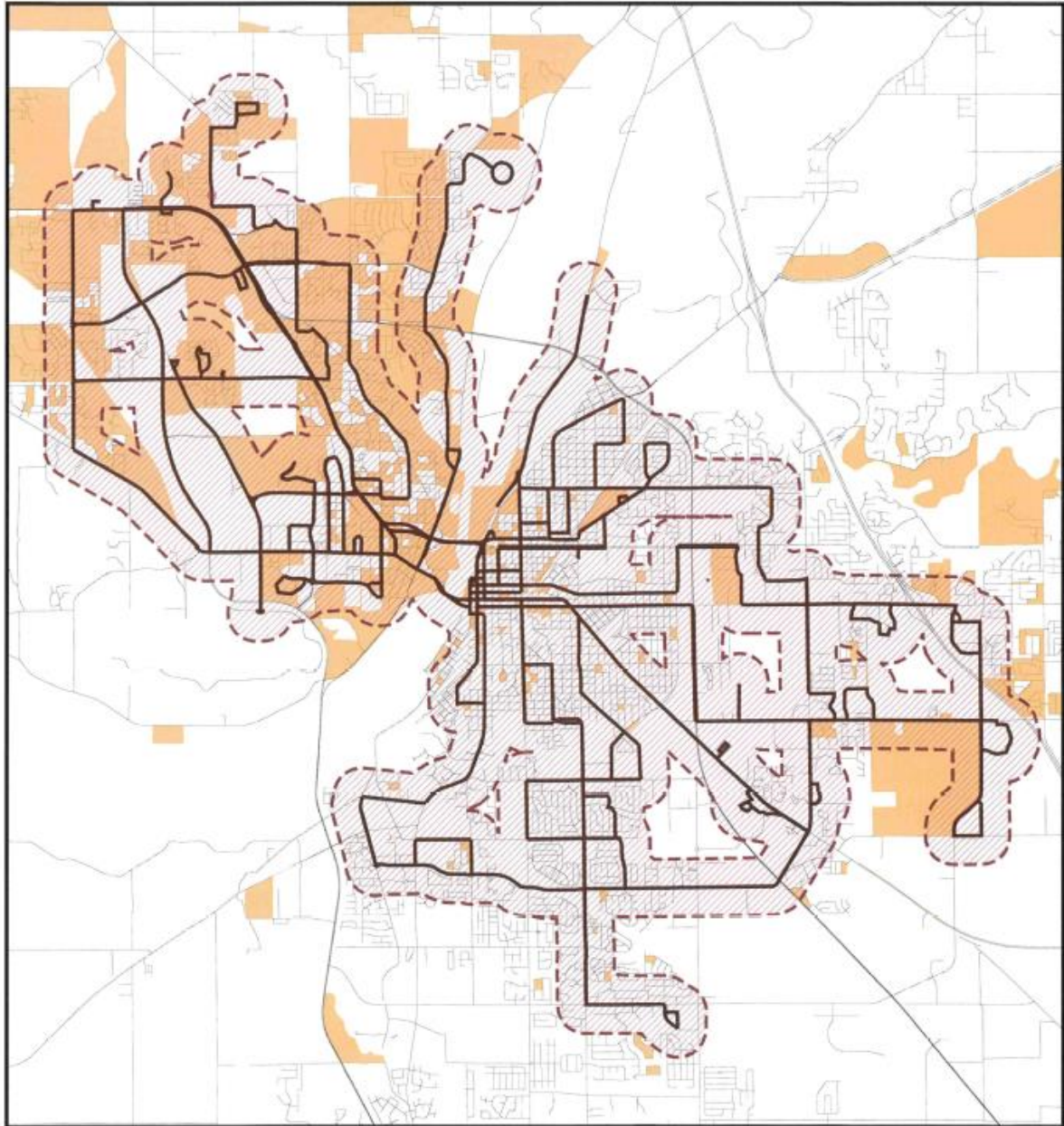
	Tippecanoe County, Indiana	
Label	Estimate	Margin of Error
Total:	184,909	±824
Speak only English	157,509	±3,839
Spanish:	7,935	±1,927
Speak English "very well"	4,372	±1,213
Speak English less than "very well"	3,563	±1,387
French, Haitian, or Cajun:	548	±459
Speak English "very well"	491	±444
Speak English less than "very well"	57	±94
German or other West Germanic languages:	910	±509
Speak English "very well"	838	±505
Speak English less than "very well"	72	±120
Russian, Polish, or other Slavic languages:	1,888	±2,112
Speak English "very well"	1,496	±1,639
Speak English less than "very well"	392	±495
Other Indo-European languages:	3,736	±982
Speak English "very well"	3,089	±893
Speak English less than "very well"	647	±368
Korean:	1,360	±787
Speak English "very well"	937	±634
Speak English less than "very well"	423	±425
Chinese (incl. Mandarin, Cantonese):	5,960	±1,574
Speak English "very well"	2,120	±943
Speak English less than "very well"	3,840	±1,518
Vietnamese:	767	±795
Speak English "very well"	508	±552
Speak English less than "very well"	259	±277
Tagalog (incl. Filipino):	141	±175
Speak English "very well"	141	±175
Speak English less than "very well"	0	±201

Tippecanoe County, Indiana		
Label	Estimate	Margin of Error
Other Asian and Pacific Island languages:	2,380	±1,103
Speak English "very well"	1,749	±957
Speak English less than "very well"	631	±422
Arabic:	897	±546
Speak English "very well"	733	±444
Speak English less than "very well"	164	±192
Other and unspecified languages:	878	±587
Speak English "very well"	463	±327
Speak English less than "very well"	415	±507

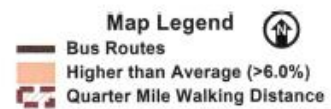
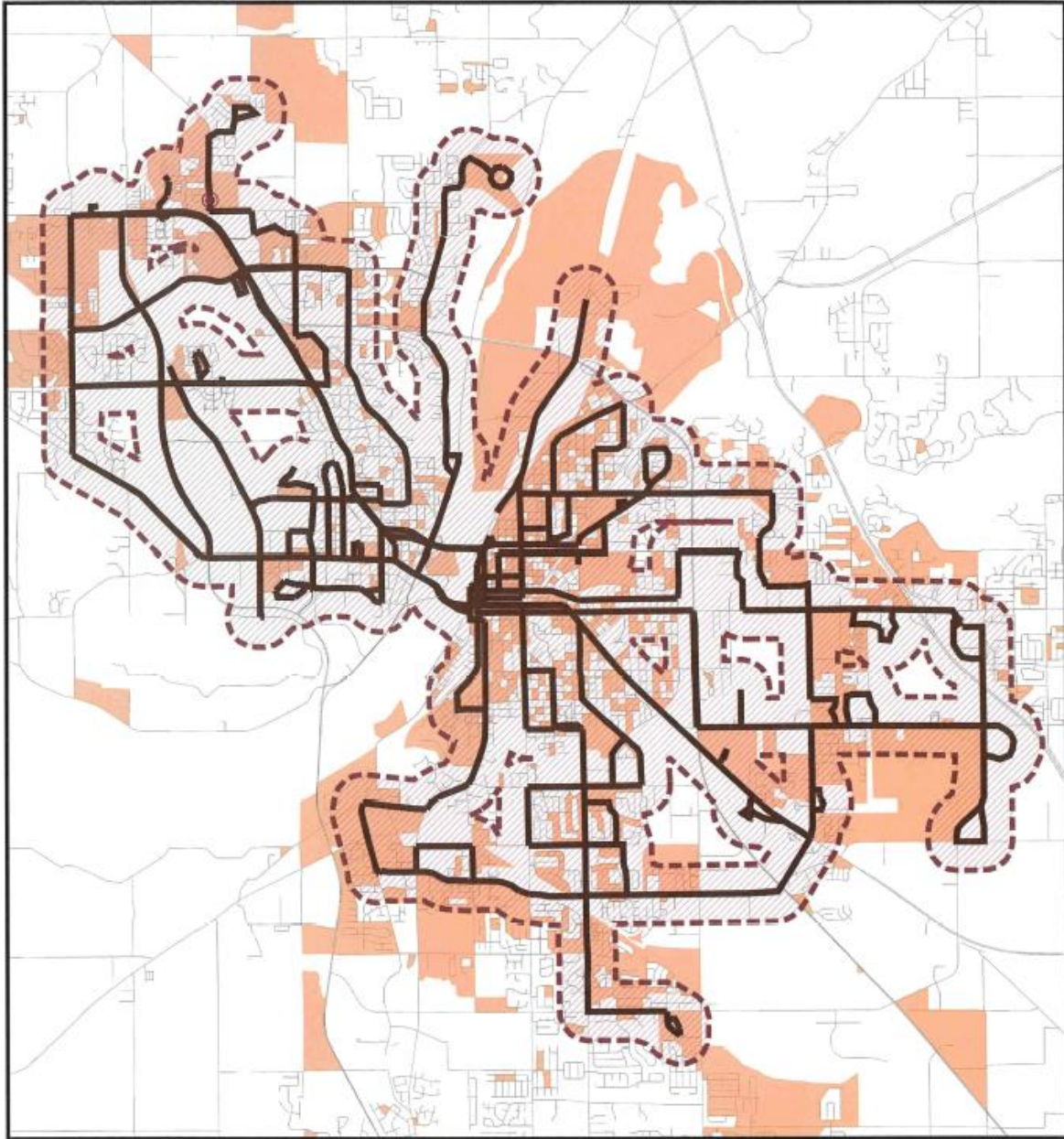


**APPENDIX B.2**

*2020 Census Blocks Having a Higher-Than-Average  
Percentage of Asians  
Compared to CityBus Routes and 1/4 mile Walking Distance Area*

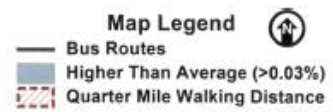
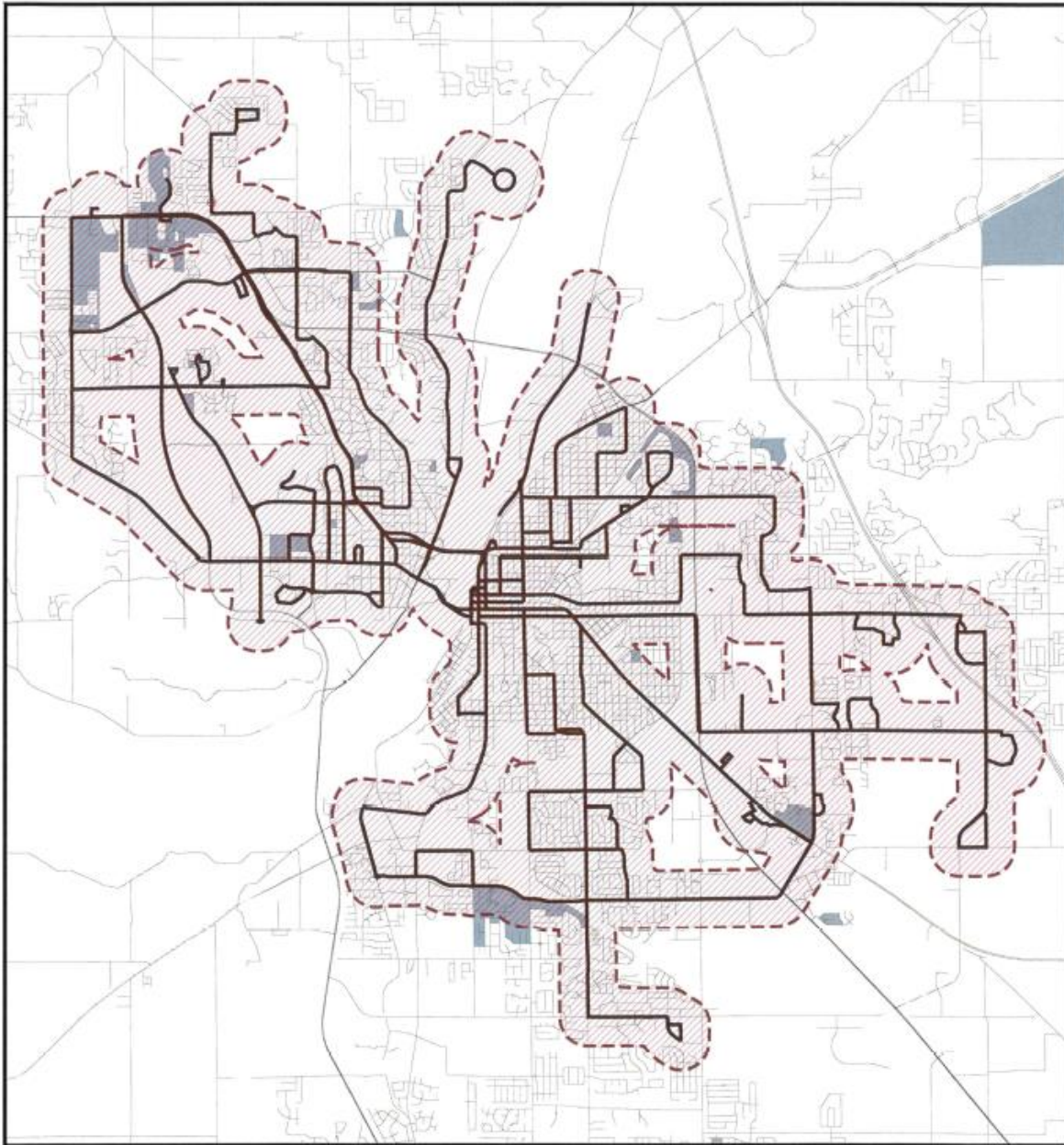


*2020 Census Blocks Having a Higher-Than-Average  
Percentage of Black or African Americans  
Compared to CityBus Routes and 1/4 mile Walking Distance Area*

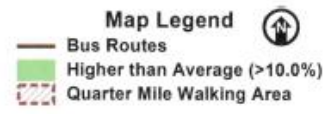
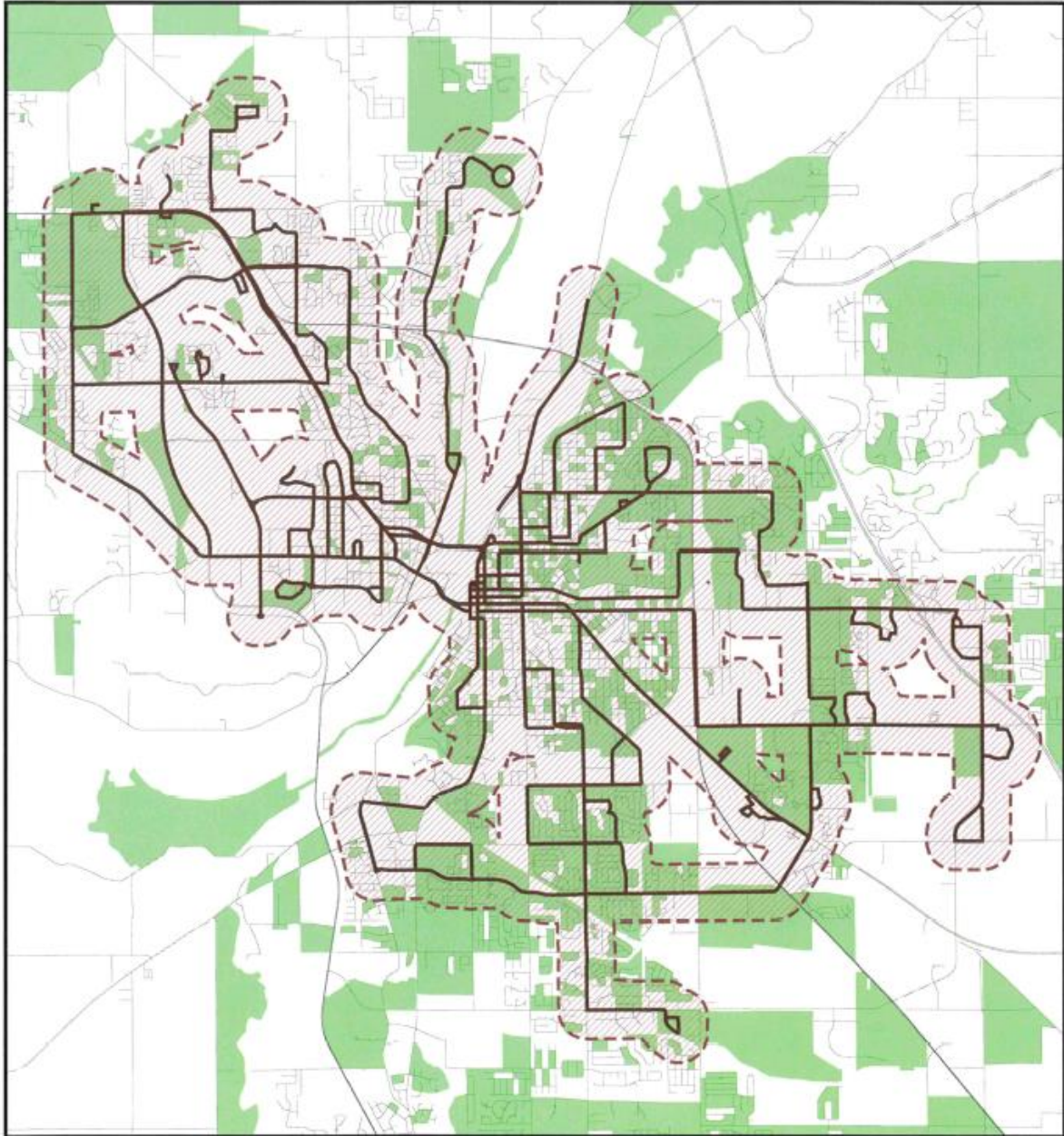




*2020 Census Blocks Having a Higher-Than-Average  
Percentage of Native Hawaiian and Other Pacific Islanders  
Compared to CityBus Routes and 1/4 mile Walking Distance Area*

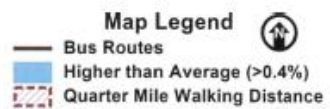
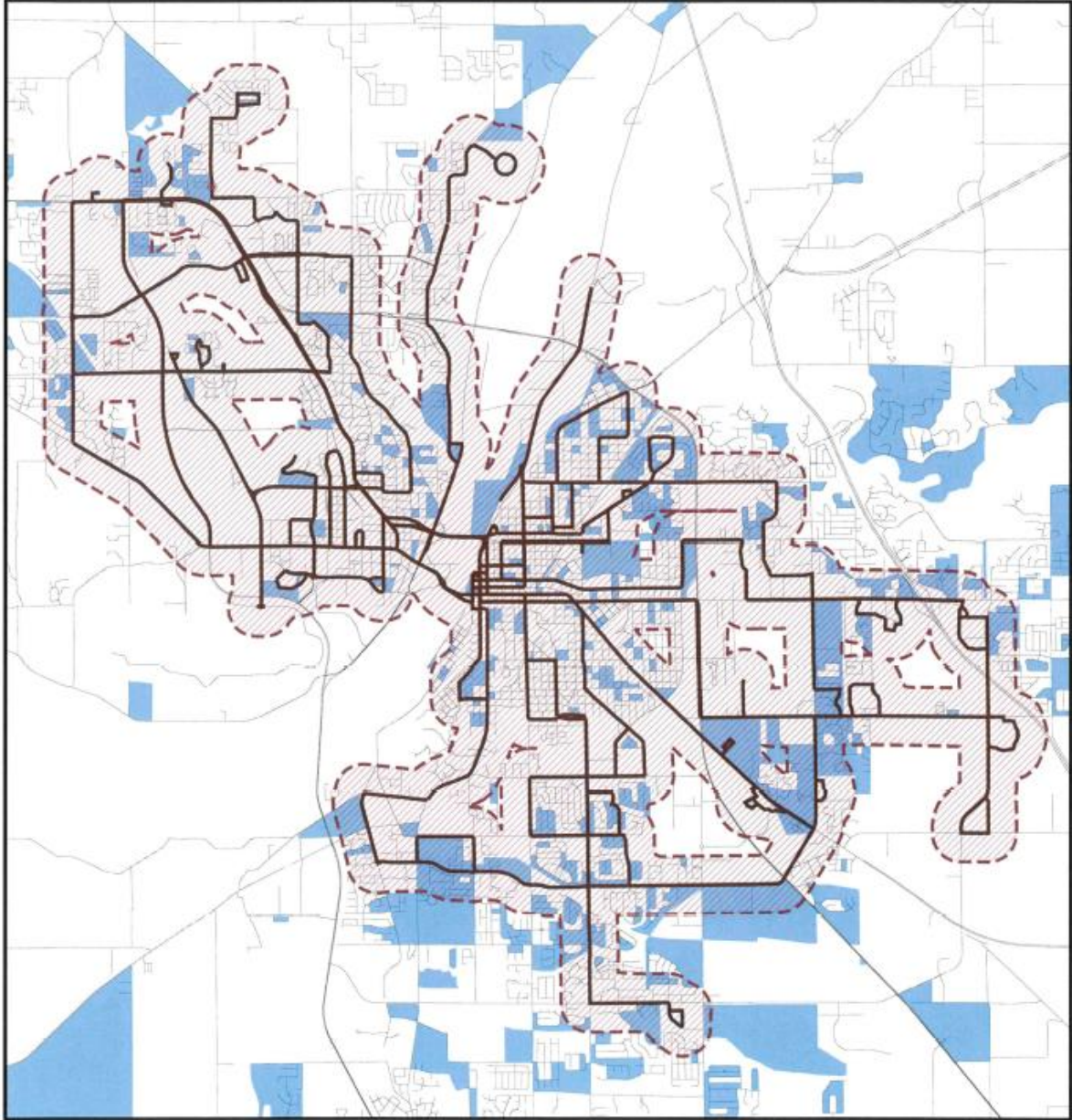


*2020 Census Blocks Having a Higher-Than-Average  
Percentage of Hispanic or Latino  
Compared to CityBus Routes and 1/4 mile Walking Distance Area*

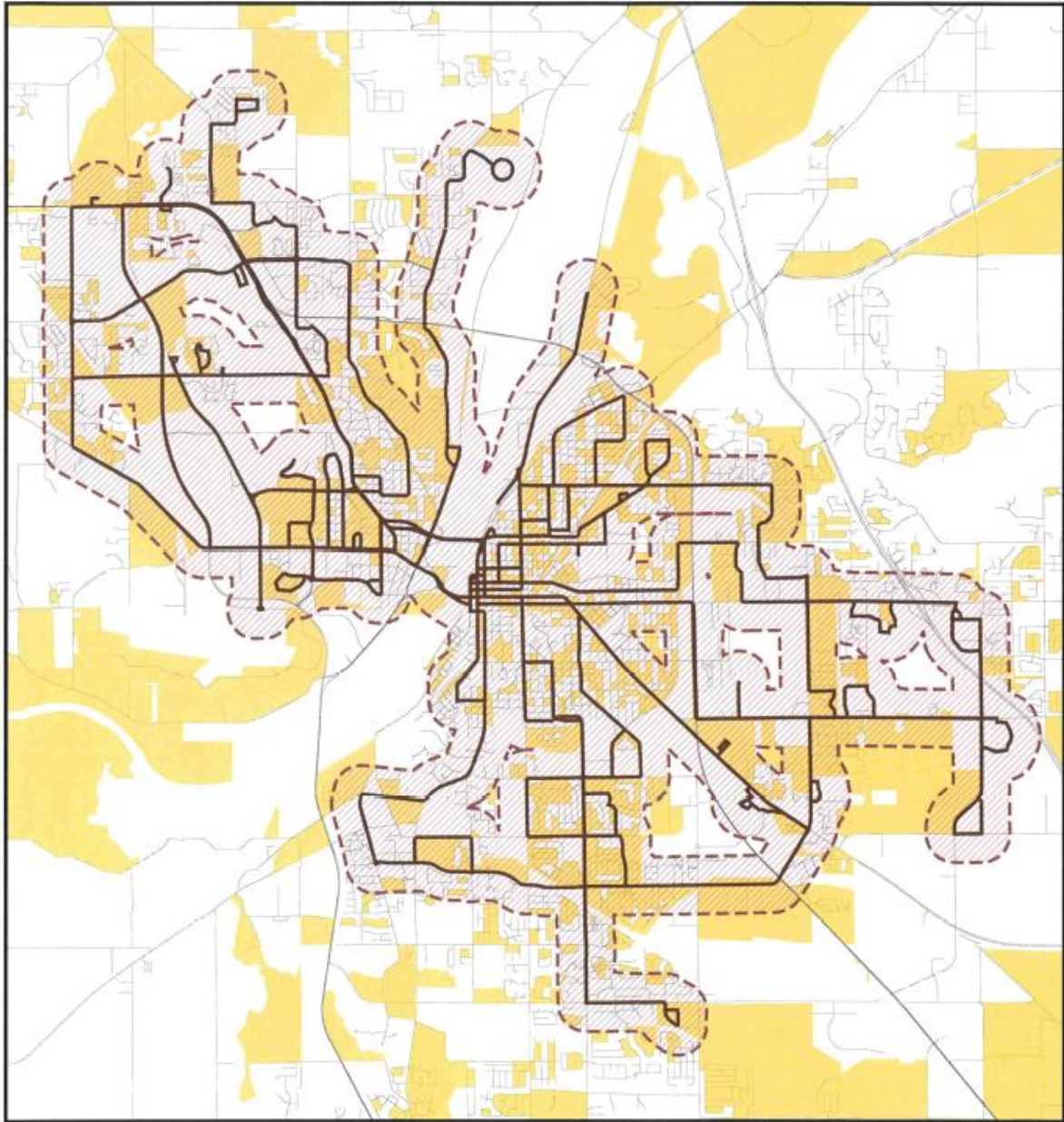





*2020 Census Blocks Having a Higher-Than-Average  
Percentage of American Indian and Alaska Native  
Compared to CityBus Routes and 1/4 mile Walking Distance Area*



*2020 Census Blocks Having a Higher-Than-Average  
Percentage of Two or More Races  
Compared to CityBus Routes and 1/4 mile Walking Distance Area*



- Map Legend** 
- Bus Routes
  - Higher than Average (>8.9%)
  - - - Quarter Mile Walking Area



APPENDIX B.3

Name	Address	City	Stat Zip	Phone	E-mail
Area IV Agency	660 N 36th Street	Lafayette	IN 47905	(765) 447-7683	<a href="mailto:ejames@areainvagency.org">ejames@areainvagency.org</a>
Bauer Family Resources	330 Fountain Street	Lafayette	IN 47901	(765) 742-5046	
Greater Lafayette Immigrant Allies					
Iglesia Bautista Esperanza Independie	504 N 28th Street	Lafayette	IN 47904	(765) 446-0601	
Indiana Commission on Hispanic/Latin	100 N Senate Avenue, Rox	Indianapolis	IN 46204	(317) 232-2624	<a href="mailto:Agonzalez@iccc.in.gov">Agonzalez@iccc.in.gov</a>
Indiana Legal Services	8 N 3rd Street Suite 102	Lafayette	IN 47901	(765) 423-5327	
International Center	523 Russell St.	West Lafayette	IN 47906	(765) 743-4353	<a href="mailto:info@intlctr.org">info@intlctr.org</a>
Ivy Tech Latino Student Union	3101 S Creasy Lane	Lafayette	IN 47905	(765) 269-5000	
Jalisco Groceries	3315 McCarty Lane	Lafayette	IN 47905	(765) 446-8488	
La Chiquita	1440 Sagamore Pkwy.	Lafayette	IN 47905	(765) 448-6248	
La Fiesta Produce Market	608 Sagamore Pkwy N	Lafayette	IN 47905	(765) 448-4576	
La Plaza Tienda Mexicana	2108 Veterans Memorial P	Lafayette	IN 47909	(765) 471-1800	
La Tapatia Supermarket	3100 Cincinnati Street	Lafayette	IN 47904	(765) 446-0317	
Lafayette Adult Resource Academy	1100 Elizabeth St.	Lafayette	IN 47904	(765) 476-2920	<a href="mailto:laraoffice@lara.lafayette.in">laraoffice@lara.lafayette.in</a>
Latino Center for Wellness and Educa	2000 Elmwood Avenue/PC	Lafayette	IN 47902		<a href="mailto:thelatinocenter@gmail.com">thelatinocenter@gmail.com</a>
Primera Iglesia Bautista Hispana	328 Beck Lane	Lafayette	IN 47909	(765) 471-0451	
Purdue Latino Faculty and Staff Assoc	610 Purdue Mall	West Lafayette	IN 47906	(765) 494-4600	
Purdue Latino Graduate Student Orga	426 Waldron Street	West Lafayette	IN 47906	(765) 407-0027	<a href="mailto:jverducz@purdue.edu">jverducz@purdue.edu</a>
Purdue Latino Student Union	426 Waldron Street	West Lafayette	IN 47906		<a href="mailto:lsu@purdue.edu">lsu@purdue.edu</a>
Purdue University Latino Cultural Cent	426 Waldron Street	West Lafayette	IN 47906	(765) 494-2530	<a href="mailto:latinocc@purdue.edu">latinocc@purdue.edu</a>
Riggs Community Health Center-Hartf	1716 Hartford Street	Lafayette	IN 47904	(765) 742-1567	<a href="mailto:info@riggshealth.com">info@riggshealth.com</a>
Riggs Community Health Center-Sout	2316 South Street	Lafayette	IN 47904	(765) 742-1567	<a href="mailto:info@riggshealth.com">info@riggshealth.com</a>
St. Boniface Catholic Church	318 N 9th Street	Lafayette	IN 47904	(765) 742-2107	
St. Lawrence Catholic Church	1916 Meharry Street	Lafayette	IN 47904	(765) 742-5063	
United Businesses Serving the Comm	P. O. Box 4832, 711 N. 36th	Lafayette	IN 47905	(765) 446-8086	<a href="mailto:ubsc@verizon.net">ubsc@verizon.net</a>
United Way of Greater Lafayette	1114 State Street	Lafayette	IN 47905	(765) 742-9077	<a href="mailto:unitedway@uwlafayette.org">unitedway@uwlafayette.org</a>
Wabash Center	2000 Greenbush St.	Lafayette	IN 47904	(765) 423-5531	<a href="mailto:info@wabashcenter.com">info@wabashcenter.com</a>
YWCA of Greater Lafayette	605 N 6th Street	Lafayette	IN 47901	(765) 742-0075	<a href="mailto:communications@ywcalafate">communications@ywcalafate</a>

Name	Address	City	State	Zip	Phone	E-mail
Ara IV Agency	660 N 36th Street	Lafayette	IN	47905	(755) 447-7683	<a href="mailto:araines@areivagency.org">araines@areivagency.org</a>
Asia Global Market	2400 Yeager Road	West Lafayette	IN	47906	(755) 463-4114	
Bauer Family Resources	330 Fountain Street	Lafayette	IN	47901	(755) 742-5046	
Better World Market	402 Brown Street	West Lafayette	IN	47906	(755) 464-6818	
Greater Lafayette Immigrant Allies						
Hana Market	3457 Bethel Drive A	West Lafayette	IN	47906	(755) 463-7434	
Indiana Legal Services	8 N 3rd Street Suite 102	Lafayette	IN	47901	(755) 423-5327	
International Center	523 Russell St.	West Lafayette	IN	47906	(755) 743-4353	<a href="mailto:info@inict.org">info@inict.org</a>
Ivy Tech Asian Student Intercultural Association	3101 S Greasy Lane	Lafayette	IN	47905	(755) 526-5000	
Lafayette Adult Resource Academy	1100 Elizabeth St.	Lafayette	IN	47904	(755) 476-2920	<a href="mailto:lraoffice@lra.lafayette.in.us">lraoffice@lra.lafayette.in.us</a>
Lafayette Housing Authority	2601 Greenbush Street	Lafayette	IN	47904	(755) 771-1300	<a href="mailto:info@lra.lafayette.in.gov">info@lra.lafayette.in.gov</a>
Lafayette Urban Ministry	420 N 4th Street	Lafayette	IN	47901	(755) 423-2691	<a href="mailto:lum@lumserve.org">lum@lumserve.org</a>
Legal Aid Corporation	300 Main Street Suite 1	Lafayette	IN	47901	(755) 742-1068	
Purdue Afghan Students Association	610 Purdue Mall	West Lafayette	IN	47906		<a href="mailto:asaspurdue2014@gmail.com">asaspurdue2014@gmail.com</a>
Purdue Asian American and Asian Graduate Student Purdue Campus		West Lafayette	IN	47906		<a href="mailto:psar@purdue.edu">psar@purdue.edu</a>
Purdue Asian American and Asian Resource and Cu 915 5th Street		West Lafayette	IN	47906	(755) 496-0488	<a href="mailto:aaarcc@purdue.edu">aaarcc@purdue.edu</a>
Purdue Asian American Association	Krach Leadership Center 2nd Fl. 1 West Lafayette	West Lafayette	IN	47906		<a href="mailto:asianamericanassociation.purdue@gmail.com">asianamericanassociation.purdue@gmail.com</a>
Purdue Asian Student Union Board	Purdue Campus	West Lafayette	IN	47906		<a href="mailto:purdueasu@gmail.com">purdueasu@gmail.com</a>
Purdue Bangladeshi Students Association	610 Purdue Mall	West Lafayette	IN	47906	(755) 772-5343	<a href="mailto:bdsa@purdue.edu">bdsa@purdue.edu</a>
Purdue Chinese Student and Scholar Association	Stewart Center Box 616	West Lafayette	IN	47907	(755) 554-5047	<a href="mailto:suopoon@oucusa.org">suopoon@oucusa.org</a>
Purdue Hong Kong Students Association	2777 Eille Lane Apt 304	West Lafayette	IN	47906	(206) 556-6872	<a href="mailto:hknug@purdue.edu">hknug@purdue.edu</a>
Purdue International Students and Scholars	610 Purdue Mall	West Lafayette	IN	47906	(755) 494-4600	<a href="mailto:iss@purdue.edu">iss@purdue.edu</a>
Purdue Japan Student Association	Purdue Campus	West Lafayette	IN	47906		<a href="mailto:purdue.japanstj@gmail.com">purdue.japanstj@gmail.com</a>
Purdue Korean American Association	Purdue Campus	West Lafayette	IN	47906		<a href="mailto:kasa@purdue.edu">kasa@purdue.edu</a>
Purdue Korean Association	3425 Grissom Lane Apt 2310	West Lafayette	IN	47906	(755) 701-7512	<a href="mailto:yeo18@purdue.edu">yeo18@purdue.edu</a>
Purdue Korean Cultural Club	Purdue Campus	West Lafayette	IN	47906		<a href="mailto:kim103@purdue.edu">kim103@purdue.edu</a>
Purdue Lebanese International Organization	Purdue Campus	West Lafayette	IN	47906		<a href="mailto:llo@purdue.edu">llo@purdue.edu</a>
Purdue Malaysian Students Association	128 Memorial Mall/Stewart Center 1 West Lafayette	West Lafayette	IN	47906		<a href="mailto:purnisa.org@gmail.com">purnisa.org@gmail.com</a>
Purdue Pakistani Students Association	Purdue Campus	West Lafayette	IN	47906	(755) 714-4637	<a href="mailto:syed25@purdue.edu">syed25@purdue.edu</a>
Purdue Sri Lankan Student Association	465 Northwestern Avenue	West Lafayette	IN	47907		<a href="mailto:slsr@purdue@gmail.com">slsr@purdue@gmail.com</a>
Purdue Undergraduate Chinese Association	128 Memorial Mall/Stewart Center 1 West Lafayette	West Lafayette	IN	47907	(515) 661-1213	<a href="mailto:suupoc@oucusa.org">suupoc@oucusa.org</a>
Riggs Community Health Center-Hartford	1716 Hartford Street	Lafayette	IN	47904	(755) 742-1567	<a href="mailto:info@righhealth.com">info@righhealth.com</a>
Riggs Community Health Center-South	2316 South Street	Lafayette	IN	47904	(755) 742-1567	<a href="mailto:info@righhealth.com">info@righhealth.com</a>
United Way of Greater Lafayette	1114 State Street	Lafayette	IN	47905	(755) 742-9077	<a href="mailto:unitedway@unl.lafayette.org">unitedway@unl.lafayette.org</a>
Wasash Center	2000 Greenbush St.	Lafayette	IN	47904	(755) 423-5531 ext. 301	<a href="mailto:lrc@wasashcenter.com">lrc@wasashcenter.com</a>
YWCA of Greater Lafayette	605 N 6th Street	Lafayette	IN	47901	(755) 742-0075	<a href="mailto:communications@ywcawestlafayette.org">communications@ywcawestlafayette.org</a>



**APPENDIX C**



Planning for Tippecanoe County, Lafayette, West Lafayette  
Battle Ground, Clarks Hill, and Dayton

Ryan P. O’Gara, AICP, Executive Director

Area Plan Commission of Tippecanoe County, Indiana

July 11, 2024

Bryan Walck  
Manager of Customer Experience  
CityBus  
1250 Canal Road  
Lafayette, IN 47904

Dear Bryan:

Per your request, please know that the Area Plan Commission of Tippecanoe County has not received or been made aware of any formal complaints of any kind pertaining to CityBus, and/or its services, operation, or administration, relative to Title VI civil rights issues or otherwise, during the reporting period beginning with January 1, 2022 to present.

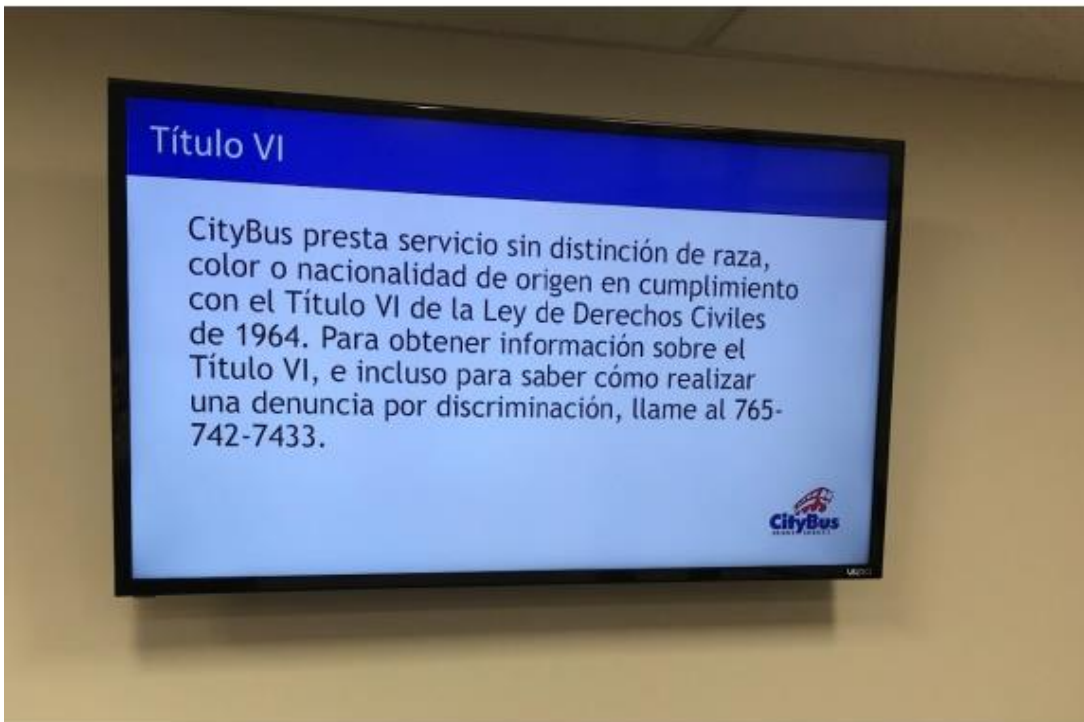
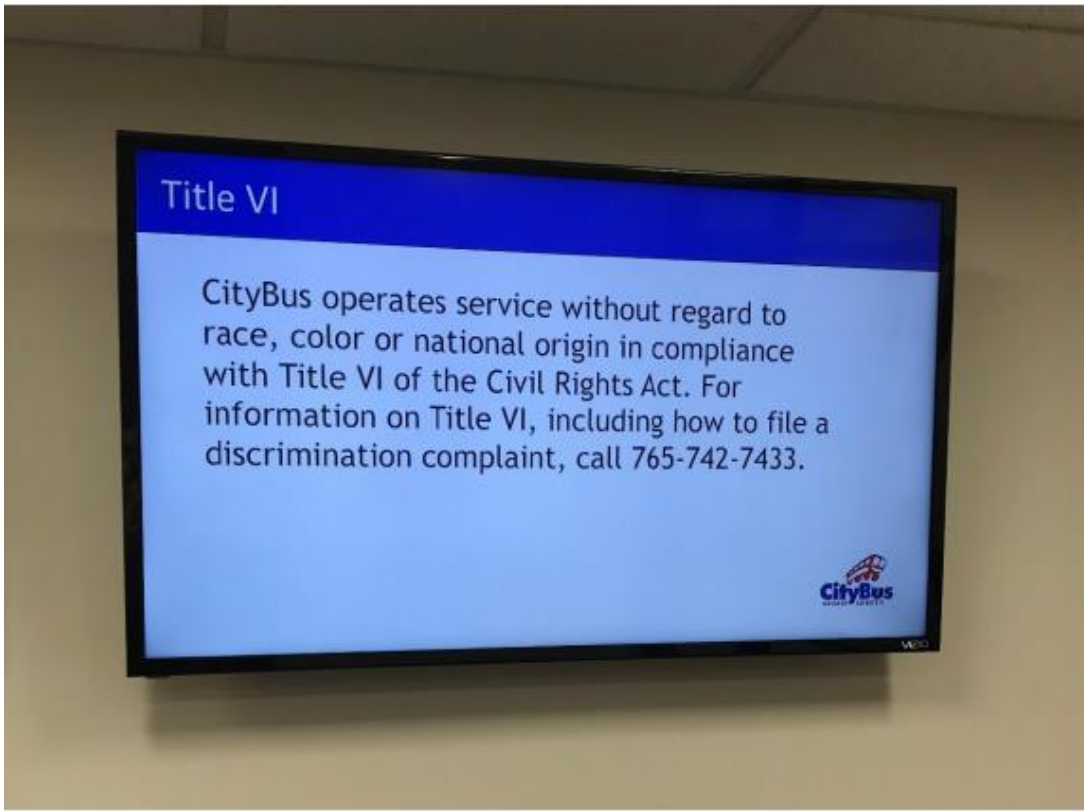
Please let me know if you have any questions or need any additional information.

Sincerely,

Ryan P. O’Gara, AICP  
Executive Director



**APPENDIX D**





## Title VI Civil Rights

CityBus operates all services and programs without regard to race, color, and national origin in compliance with Title VI of the Civil Rights Act of 1964.

### Notification of Protection under Title VI

As a recipient of financial assistance from the Federal Transit Administration (FTA), Greater Lafayette Public Transportation Corporation (GLPTC), doing business as "CityBus," is required to notify the public of the protections against discrimination afforded to them by Title VI of the Civil Rights Act of 1964.

### Compliance Statement

CityBus assures that no person shall on the grounds of race, color, national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance. CityBus further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

The Tippecanoe County Area Plan Commission and CityBus' Development Manager are responsible for initiating and monitoring Title VI activities, preparing required reports and other responsibilities as required by Title VI.

### For Additional Information/Complaints

For additional information about CityBus' non-discrimination obligations under Title VI, or to file a Title VI Discrimination Complaint, please send your written request or complaint to:

CityBus Development Manager, CityBus, P.O. Box 500, Lafayette, IN 47902.

Executive Director, Tippecanoe County Area Plan Commission, 20 N. 3rd St., Lafayette, IN 47901.

### Process for Resolution of Title VI Complaints

Should a complaint arise concerning possible discrimination in regard to transit planning or service delivery, GLPTC and the Area Plan Commission of Tippecanoe County (APC) have established the following process:

The Complainant(s) must submit a written statement to the Executive Director of the Area Plan Commission explaining, as fully as possible, the facts. Within five (5) working days the Executive Director shall notify GLPTC in writing that a discrimination complaint has been filed, with a copy to the complainant. Alternatively, the complainant may complete the Title VI Complaint Form ([available here in Word format](#)) and file it directly with GLPTC.

GLPTC shall have twenty (20) days from receipt of the written notice to file a written response to the Executive Director of the APC with a response to the complainant if desired. In the case of a written complaint received directly by GLPTC from the complainant, GLPTC shall have twenty (20) days from receipt of the complaint to send the complaint along with a written response to the Executive Director of APC with a response to the complainant if desired.

After receiving the complaint and response, the Executive Director will review the facts and circumstances pertaining to the alleged discrimination. A decision will be submitted to both parties in writing by the Executive Director within twenty (20) working days after any response was or should have been filed. If the Executive Director feels the complainant(s) has not submitted sufficient information, he or she may request additional information through a set of interrogatories or recorded interviews before reaching a final decision. In a situation where the Executive Director decides to interview the parties involved, additional time to submit a decision will be allowed.

The decision by the Executive Director shall state the reasons for his or her decision.

If the complainant(s) or GLPTC disagree with the decision, either may appeal to the Executive Committee of the APC within thirty (30) days after the Executive Director's decision was delivered. The Executive Committee, after receiving the appeal, shall set a hearing within thirty (30) working days after receipt of the appeal. The Executive Committee may request additional information or evidence if they feel that the information submitted is not sufficient to render a decision. The Executive Committee shall render their decision in writing with reasons therefor within twenty (20) working days of the end of the hearing.

After the decision, both parties will be informed of the decision and that they may appeal the decision to the Federal Transit Administration (FTA) or the United States Department of Transportation within thirty (30) days after the Executive Committee of the Area Plan Commission has rendered its decision.

## APPENDIX E

### System-Wide Service Standards and Policies

#### Background

The Federal Transit Administration (FTA) requires that all fixed route providers of public transportation, to comply with the provisions of Title VI, must develop quantitative standards for the following elements of service.

- Vehicle load: ratio of passengers to the number of seats on the bus
- Vehicle headways: amount of time between two buses traveling in the same direction on the same route
- On-time performance: measure of runs completed on schedule
- Service availability: measure of the distribution of routes within the service area.

The FTA also requires that all fixed route providers develop qualitative policies for the following elements of service:

- Vehicle assignment
- Transit amenities

#### CityBus Quantitative Standards

##### Vehicle Load

CityBus's services operate in a range of urban, campus, and suburban areas with varying levels of passenger demand. The type of vehicle used varies based upon fleet availability and passenger demand. The table below considers the area served and vehicle type in establishing the load factor for various CityBus services:

##### Urban and Suburban Service (18', 35', 40' Buses)

Bus Length	Number of Seats	Load Factor	Maximum Passengers
18' (paratransit)	10 standard	1.20	12
	3 ADA	1.00	3
35'	37	2.00	74
40'	41	2.00	82

### On/Near/Thru Campus Services (18', 40', 60' Buses)

Bus Length	Number of Seats	Load Factor	Maximum Passengers
18' (paratransit)	10 standard 3 ADA	1.20 1.00	12 3
40'	41	2.50	103
60'	42	2.80	118

### Vehicle Headways

Route scheduling and headway selection involve the consideration of a number of factors including ridership intensity, traffic patterns and congestion, the location and density of transit-dependent population and activities, land use, and transportation planning.

- Fixed Route

A thirty-minute headway is the minimum standard for fixed route service in most areas for weekday service. More frequent headways, including 5-, 10-, and 15-minute headways, are operated in high-density fixed route operations on/near/thru campus during peak hours.

- Demand Response

Passenger delivery from point to point is dependent on total demand on the paratransit system. A sixty-minute headway is the minimum standard for demand response service from curb to curb seven days a week.

### On-time Performance

CityBus's on-time performance objective is 90 percent or greater. CityBus currently monitors on-time performance through reports generated by GPS-based information technology. Additionally, routes may be surveyed for analysis to determine remedies for delays, especially for detours due to road closures.

- Fixed Route

A fixed route vehicle is considered on time if it departs a scheduled time point zero minutes early and no more than five (5) minutes late.

- Demand Response

A demand response vehicle is considered on time if it arrives at a point of service fifteen minutes before or after the scheduled pick-up time.

### Service Availability

- Fixed Route

CityBus will endeavor to distribute transit service so that 75 percent of all residents in the service area are within ¼ mile walk of fixed route bus service.

- Demand Response

CityBus will provide curb-to-curb service to all clients who apply and are approved for the paratransit program. Paratransit buses will deviate up to  $\frac{3}{4}$  of a mile from a fixed route corridor to provide service to paratransit clients.

### **Vehicle Assignment**

Assignment of vehicles to routes will take into account the following factors:

- Ridership demand
- Availability of buses
- Accessibility of streets and roadways; e.g., width, tightness of turns
- Rotation of buses among higher and lower density routes to enhance vehicle performance.
- All buses on all routes are equipped with wheelchair ramps or lifts, air conditioning and heating, and a video security system.

### **Transit Amenities**

Installation of transit amenities (shelters, seating, landing pads, signage, real time information boards) is based on route and stop characteristics such as route ridership and individual stop boardings, safety, ADA accessibility, land use, input from property owners, and other factors.

**COST REIMBURSEMENT RESEARCH SUBAWARD AGREEMENT  
PURDUE UNIVERSITY  
WEST LAFAYETTE, INDIANA 47907**

**AGREEMENT NO. 41001257-098**

**Subagreement under Prime Agreement No. 2023 3235**

**Prime Sponsor: Lilly Endowment Inc.**

**Greater Lafayette Public Transportation Corporation** (hereinafter referred to as the “Subrecipient”) agrees to furnish all deliverables to **Purdue University** (hereinafter referred to as “University”) and to perform all services set forth in the attached Schedule for the consideration stated therein. The rights and obligations of the parties to this Agreement shall be subject to and governed by the Schedule and General Provisions.

**SCHEDULE**

**ARTICLE I. STATEMENT OF WORK**

The Subrecipient shall perform the work related to the ‘Wabash Heartland Campus and Community Collaboration’ project in accordance with the Statement of Work, incorporated and hereby made a part of this Agreement as **Attachment A**.

**ARTICLE II. PERIOD OF PERFORMANCE**

The Budget Period starts 12/01/2023 and ends 12/31/2028.

**ARTICLE III. DELIVERABLE ITEMS**

Deliverables are as specified in Subrecipient's Statement of Work, as described in designated **Attachment A**.

**ARTICLE IV. FINANCIAL OBLIGATION AND PAYMENT**

The amount funded this action will not exceed **\$190,000** in U.S. currency, payable in advance upon execution of this Agreement and receipt of a valid invoice in accordance with the Budget submitted to University, incorporated and hereby made a part of this Agreement as **Attachment A**. University is not obligated to make any additional, supplemental, continuation, renewal, or other award for the same or any other purpose.

Subrecipient will submit an invoice to University’s Administrative/Fiscal contact listed in ARTICLE IX, COMMUNICATIONS of this Agreement. The Invoice must include a certification as to the truth and accuracy of the invoice. Each invoice must include the Agreement number assigned by University.

Both parties agree University reserves the right to request additional documentation in order to satisfy its requirements to the Prime Sponsor.

Subrecipient is required to provide cost sharing for this project in the amount of **\$180,000.00** in Non-Fund monies. Fund awards are to be used solely for the authorized purposes specified by this Agreement. Cost sharing must be reported quarterly with certification as to truth and accuracy and include the Agreement number assigned by University.

In the event that any payments to the Subrecipient are subsequently disallowed as items of cost of this Agreement, the Subrecipient agrees to repay University, on demand, the amount of any such disallowed



items. However, Subrecipient retains the right to establish the allowability of any such item of cost under this Agreement.

Each invoice must be accompanied by a brief technical report, and: (i) be sequentially numbered; (ii) indicate the date(s) of performance by the Subrecipient; (iii) state the Agreement Number, the title of the project and the name of University Principal Investigator; (iv) itemize costs in detail, in accordance with the budget; (v) include both current costs and cumulative costs; (vi) include the Subrecipient certification, with authorized official's signature, that costs are appropriate and accurate and that payment has not yet been received; and (vii) be supported by a general ledger report originating directly from the Subrecipient's financial record keeping system. University may request supporting documentation in certain categories prior to or subsequent to approving the invoice. Supporting documentation includes, but is not limited to, travel receipts, purchase orders, invoices for services or supplies, or time records.

**ARTICLE V. ALLOWABLE COST AND PAYMENT**

Funds provided and expenses incurred under this Agreement must be accounted for in a separate account and used only for the purposes specified in this Agreement. **Attachment A** is an estimate of the costs to be incurred by Subrecipient. Costs incurred are subject to the restrictions on the expenditure of Prime Sponsor funds as stated in **Attachment B**.

**ARTICLE VI: AUDIT, RECORDS, AND SITE VISITS**

University may request the Subrecipient to have an audit conducted, at University's expense, of the project and submitted to University within 90 days of the end of the period of performance. If requested the audit shall be conducted by an independent certified public accounting firm. In any event, the Subrecipient agrees to comply with the sponsoring organization's audit requirements.

Upon reasonable request by University to the Subrecipient, the Subrecipient's facilities or such part thereof as may be engaged in the performance of this Agreement, and any related project financial records, documents, papers and other records pertinent to this Agreement shall be subject to inspection and audit. Any related project financial records, documents, papers and other records pertinent to this Agreement shall be retained for a period of three (3) years from the date of submission of the final invoice expenditure report. Records pertaining to audits, appeals, litigation or settlement of claims arising out of performance of this Agreement shall also be retained until such actions or claims have been settled.

**ARTICLE VII. INDEPENDENT CONTRACTOR**

Subrecipient shall be an independent contractor and no employees or staff of Subrecipient shall be entitled to any benefits applicable to employees of University. Neither party is authorized or empowered to act as an agent for the other for any purpose and shall not, on behalf of the other, enter into any contract, warranty, or representation as to any matter. Neither party shall be bound by the acts or conduct of the other party.

**ARTICLE VIII. GENERAL PROVISIONS**

This Agreement was made to University under Lilly Endowment Inc. Prime Agreement No. 2023 3235 ("Prime Agreement"). All applicable requirements, regulations and provisions of this Prime Agreement are hereby incorporated into this Agreement as **Attachment B**.

**ARTICLE IX. COMMUNICATIONS**

**A. Purdue University**

Technical Matters:

Roberto Gallardo  
 Purdue University  
 610 Purdue Mall  
 West Lafayette, IN 47907

Administrative/Fiscal Matters:

Marcie Britton  
 Purdue University  
 Sponsored Program Services  
 2550 Northwestern Ave. Suite 1900

Phone: (765) 494-7273  
 E-mail: [robertog@purdue.edu](mailto:robertog@purdue.edu)

West Lafayette IN 47906  
 Phone: 765-496-3513  
 Fax: 765-494-1360  
 E-mail: [subaward@groups.purdue.edu](mailto:subaward@groups.purdue.edu)

**B. Greater Lafayette Public Transportation Corporation**

Technical Matters:

Bryan Smith  
 1250 Canal Rd  
 Lafayette, IN 47904  
 Phone: (765) 423-2666  
 Fax:  
 E-mail: [BSMITH@GOCITYBUS.COM](mailto:BSMITH@GOCITYBUS.COM)

Administrative/Fiscal Matters:

Bryan Smith  
 1250 Canal Rd  
 Lafayette, IN 47904  
 Phone: (765) 423-2666  
 Fax:  
 E-mail: [BSMITH@GOCITYBUS.COM](mailto:BSMITH@GOCITYBUS.COM)

**ARTICLE X. TERMINATION**

This Agreement may be terminated by either party providing the other party receives written notice thirty (30) days prior to the effective date of termination. If the termination is initiated by University, University shall reimburse Subrecipient for all costs and noncancellable commitments incurred within the budget specified in Article IV above prior to the effective date of such termination.

In the event of default by Subrecipient of its obligations under this Agreement, or if termination is initiated by Subrecipient, Subrecipient shall be entitled to an equitable reimbursement for all allowable costs incurred prior to the effective date of termination after evaluation of work completed to such date, and deliverables provided in accordance with Article III above.

**ARTICLE XI. REPORTS**

Final Fiscal Report - Subrecipient will submit to University upon termination date of this Agreement, a final statement of disbursements by budget category for the period covered by this Agreement. This report will reflect any unexpended funds and will be certified correct by the Chief Financial Officer, or his designee, of Subrecipient.

Audit Report - Subrecipient agrees to provide University with report(s) and certification(s) as required in accordance with Article VI.

Technical Report - Subrecipient agrees to submit to University a monthly Technical Report. Subrecipient agrees to submit to University, no later than **12/31/2028**, Agreement a Final Technical Report.

Other Reports - Subrecipient further agrees, upon request, to provide any reporting requirements necessary to satisfy University's requirements under the Prime Agreement.

Cost Share Report – Subrecipient will submit to University Cost Share Reports quarterly and upon the termination date of this Agreement as required in Article IV of this Agreement.

**ARTICLE XII WORK INVOLVING HUMAN SUBJECTS OR VERTEBRATE ANIMALS**

Subrecipient agrees that any non-exempt human and/or vertebrate animal research protocol conducted under this Agreement shall be reviewed and approved by its Institutional Review Board (IRB) and/or its Institutional Animal Care and Use Committee (IACUC), as applicable and that it will maintain current and duly approved research protocols for all periods of the Agreement involving human and/or vertebrate animal research. Subrecipient certifies that its IRB and/or IACUC are in full compliance with applicable state and federal laws and regulations. Subrecipient certifies that any submitted IRB / IACUC approval represents a valid, approved protocol that is entirely consistent with the Project associated with this Agreement. In no event shall Subrecipient invoice or be reimbursed for any human or vertebrate animals related expenses incurred in a period where any applicable IRB / IACUC approval is not properly in place.

**(Select Applicable Options)**

No Human Subjects or Vertebrate Animals

---

Human Subjects

University requires verification of IRB approval be sent to the Administrative Contact as follows:

IRB approval is not required for the following reason:

---

Vertebrate Animals

University requires verification of IACUC approval be sent to the Administrative Contact as follows:

IACUC approval is not required for the following reason:

---

**Human Subjects Data  
(Select Applicable Option)**

Not Applicable

---

Human Subjects Data will not be addressed in this Agreement

---

Human Subjects Data will be exchanged under this Agreement (check all that apply):

From Subrecipient to University

From University to Subrecipient

University will set forth the terms of the exchange of Human Subjects Data:

---

**ARTICLE XIII. NONDISCRIMINATION AND AFFIRMATIVE ACTION**

University and Subrecipient agree that no person shall on the grounds of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran be excluded from participation under the terms of this Agreement.

**ARTICLE XIV. DEBARMENT AND SUSPENSION**

Subrecipient certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal agency.

**ARTICLE XV. DRUG FREE WORKPLACE**

By signature to this Agreement, Subrecipient certifies that it will comply with the United States Drug Free Workplace Act of 1988 and its implementing regulations.

**ARTICLE XVI. POLICIES AND PROCEDURES**

Subrecipient agrees to administer this Agreement in accordance with its established policies and procedures, unless these policies are in violation of this Agreement or the Greater Lafayette Public Transportation Corporation Prime Agreement. In the event Subrecipient's policies and procedures are not in accordance with this Agreement or the Lafayette Public Transportation Corporation Prime Agreement. Subrecipient agrees to follow the most restrictive terms.

**ARTICLE XVII. DISCLAIMER OF WARRANTY**

Unless indicated otherwise in the Prime Agreement, University will receive research project results, reports, data, and deliverables "as is" without warranty of any kind, either express or implied, including without limitation the implied warranties of merchantability and fitness for a particular purpose. Subrecipient is not liable for any direct, indirect, consequential, special or other damages suffered by University as a result of University's use of project results, reports, data, or deliverables.

**ARTICLE XVIII. LOBBYING**

By signature to this Agreement, Subrecipient certifies that it is in compliance with the requirements of Title 31, USC, Section 1352 which limits the use of appropriated funds to influence certain federal contracting and financial transactions.

**ARTICLE XIX. MODIFICATION**

University may issue non-substantive changes to the Period of Performance and budget unilaterally. Unilateral modification shall be considered valid 14 days after receipt unless otherwise indicated by Subrecipient. This provision does not preclude accomplishment of the same by an amendment or other contractual mechanism agreed upon by the parties. Any other change in the terms and conditions of this Agreement must be made in writing and signed by authorized representatives of the parties.

**ARTICLE XX. DISPUTES**

The parties shall attempt to resolve disputes through good faith negotiations. Any dispute arising under or related to this Agreement shall be resolved to the maximum possible extent through informal dispute resolution.

**ARTICLE XXI. GOVERNING LAW**

This Agreement shall be governed, construed and enforced for all purposes in accordance with the laws of Indiana, without regard to such laws governing choice of law.

**ARTICLE XXII. COPYRIGHT**

Subrecipient grants to University an irrevocable, royalty-free, non-transferable, non-exclusive right and license to use, reproduce, make derivative works, display, publish, and perform any copyrights or copyrighted material (including any computer software and its documentation and/or databases) developed under this Agreement for the purpose of education and research, and to the extent required to meet University's obligations under its Prime Agreement.

**ARTICLE XXIII. DATA RIGHTS**

Subrecipient grants to University the right to use data created in the performance of this Agreement for the purpose of education and research, and to the extent required to meet University's obligations under its Prime Agreement.

**ARTICLE XXIV PATENTS / INTELLECTUAL PROPERTY**

Ownership of intellectual property generated under this Agreement shall follow inventorship, which will be determined according to appropriate U.S. inventorship laws.

**ARTICLE XXV USE OF NAME**

Neither party shall use the name of the other party, nor the name of any faculty member, employee, or student of the other party, in connection with any product, service, promotion, news release, or other publicity without the prior written permission of the other party and, if an individual's name be concerned, of that individual.

**ARTICLE XXVI SECOND TIER SUBAWARDS**

Subrecipient may not issue any subawards under this Agreement without the express prior written consent of University.

**ARTICLE XXVII EXPORT CONTROLS**

It is understood that University is subject to United States laws and regulations controlling the export of technical data, computer software, laboratory prototypes and other commodities, and that its obligations hereunder are contingent on compliance with applicable U.S. export laws and regulations (including the International Traffic in Arms Regulations (ITAR) and Export Administration Regulations (EAR)). In the event that subrecipient intends to provide any technical information, computer software, laboratory prototypes, or other items controlled under the applicable U.S. export control laws, the subrecipient shall first notify University of its intent to provide such export-controlled items or information and shall not transfer the export-controlled items or information until University's Authorized Representative agrees in writing to accept. Prior to the transfer of any export-controlled items or information recipient shall conspicuously designate such items or information as "Export Controlled" and identify the applicable export control category under the United States Munitions List (ITAR) or ECCN under the Commerce Control List (EAR). The transfer of any such items may require a license or authorization from the cognizant agency of the United States Government, and/or may require written assurances by the receiving party that it shall not re-export such items to certain foreign destinations and/or to certain recipients without prior approval of the cognizant government agency, and/or may require the involved individuals and entities comply with certain conditions. University cannot guarantee that such licenses will be granted.

**Greater Lafayette Public Transportation Corporation**

**Purdue University**

By: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Typed Name

Nathan Bowers  
\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Title

Contract Analyst  
\_\_\_\_\_  
Title

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ATTACHMENT A



Melinda Grismer  
 1341 Northwestern Ave.  
 West Lafayette, IN. 47906

Re: Project Budget, Budget Justification, and Statement of Work

Dear Ms. Grismer

CityBus proposed to provide the following statement of work for the Wabash Heartland College and Community project.

CityBus will provide through its CityVan program, vanpool vehicles for eligible project participants. CityBus has contracted with Commute by Enterprise to provide CityVan services to Tippecanoe County and the surrounding counties. Commute will provide the vehicles, the website, and the administrative services associated with the program.

The budget for this project was developed as follows:

A standard minivan or equivalent will be \$1400/month plus the cost of fuel. CityBus will subsidize this cost with \$600/month, leaving \$800/month plus the cost of fuel to be paid. A 12 or 15-passenger van would be slightly more. The CityBus subsidies will be paid out of Section 5307 federal funds.

The project budget will support the \$800/month and the fuel is split by each vanpool participant.

It is anticipated that it will take as much as a year for the first van pools to be formed, and the subsidy from the project is suggested to last for three years.

There is an estimated \$370,000 cost to this project, of which CityBus will provide \$180,000 in match, and is planning \$190,000 in grant funds. This will provide support for approximately 6 or 7 vanpools during the life of the program, depending on how quickly they form.

Sincerely,

*Bryan D. Smith*

Bryan D. Smith

1250 CANAL RD. | LAFAYETTE, INDIANA 47904-1830 | (765) 423-2666 | FAX (765) 742-4729

[www.gocitybus.com](http://www.gocitybus.com)

GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION

ATTACHMENT B



**Lilly Endowment Inc.**

A private foundation since 1937

Exhibit 4

November 16, 2023

Purdue Research Foundation  
Attn: Dr. Mung Chiang, President  
Purdue University  
610 Purdue Mall  
West Lafayette, IN 47907-2040

Re: Grant No. 2023 3235

Purpose: Initiative to enhance communities near Indiana's colleges and universities

Dear Dr. Chiang:

It is a pleasure to inform you that Lilly Endowment Inc. (Endowment) has awarded a grant of \$25,000,000 to the Purdue Research Foundation for the above-referenced purpose.

Enclosed is a digital copy of a "Proposal To Enter Into Grant Agreement" (Agreement) with respect to this grant. Please execute the Agreement electronically as indicated through DocuSign and it will be returned to us automatically through the DocuSign portal. If your organization is headquartered in Indiana, the returned Agreement with your electronic signature will be effective. Please download and retain a copy for your files. If your organization is headquartered outside Indiana, the Agreement will be effective once countersigned electronically by the Endowment. In that case, you will receive a digital countersigned copy from us through DocuSign after you have signed and you should download and retain a copy of that fully executed document for your files. The document will be deleted from your DocuSign account, typically within a few days after delivery to you.

Please note on page 1 of the Agreement the schedule of reporting dates for program and financial reports. We require that these reports be received at the Endowment by the dates specified. You should refer to paragraph 8 of Article II of the Agreement for additional requirements with respect to program and financial reports, including requirements relating to specific forms and guidelines that may be supplied by the Endowment. To assist you in preparing reports to the Endowment, also enclosed digitally is a sample financial report format. Please refer to paragraph 5 of Article II if you anticipate budget changes.

If someone other than you will be responsible for completing the required reports, please forward to that person a copy of the Agreement indicating the report due dates and procedures for budget revisions. All reports should be addressed to my attention as well as any annual financial statements or other materials required under the Agreement. Please refer to the grant number in any correspondence about the grant.

You will note in paragraph 14 of Article II of the Agreement that the Endowment must give prior approval to any press announcement you make concerning this grant.

I would be pleased to respond to any questions you may have about the administration of this grant. Please do not hesitate to contact me.

Sincerely,

DocuSigned by:  
  
2C735B0C022449B...  
**Jennett M. Hill**  
President

cc: Dr. Jenna Rickus



Lilly Endowment Inc.

A private foundation since 1937

**PROPOSAL TO ENTER INTO  
GRANT AGREEMENT**

Lilly Endowment Inc. (the "Endowment"), is pleased to propose the grant described below, subject to the following General Conditions and any Special Conditions or other Special Terms:

**ARTICLE I  
DESCRIPTION OF GRANT**

Grantee (name and address): Purdue Research Foundation  
610 Purdue Mall  
West Lafayette, IN 47907-2040  
ATTN: Dr. Mung Chiang

Grant Number: 2023 3235 \*

Amount of Grant: \$25,000,000

Grant Period: December 1, 2023 - December 31, 2028  
(This is the period during which the Grantee must expend or dedicate the grant funds as required in the Grant Agreement. At the end of the Grant Period, grant funds not expended or dedicated as required in the Grant Agreement are subject to reversion unless the Endowment has extended the Grant Period in writing.)

Purpose of the Grant: Initiative to enhance communities near Indiana's colleges and universities

**Tentative payment schedule:**

\$25,000,000 - December, 2023

**REPORTING SCHEDULE**

<b><u>Period Covered</u></b>	<b><u>Program Reports Due Date</u></b>	<b><u>Financial Reports Due Date</u></b>
12/01/2023 - 05/31/2024	June 30, 2024	June 30, 2024
06/01/2024 - 11/30/2024	December 31, 2024	December 31, 2024
12/01/2024 - 05/31/2025	June 30, 2025	June 30, 2025
06/01/2025 - 11/30/2025	December 31, 2025	December 31, 2025
12/01/2025 - 05/31/2026	June 30, 2026	June 30, 2026
06/01/2026 - 11/30/2026	December 31, 2026	December 31, 2026
12/01/2026 - 05/31/2027	June 30, 2027	June 30, 2027
06/01/2027 - 11/30/2027	December 31, 2027	December 31, 2027
12/01/2027 - 05/31/2028	June 30, 2028	June 30, 2028
06/01/2028 - 12/31/2028	January 31, 2029	January 31, 2029

\* Please refer to this Grant Number when making inquiries or reporting on this grant.

- 2 -

**ARTICLE II**  
**GENERAL CONDITIONS**

The Grantee accepts and agrees to comply with the following General Conditions:

1. **PURPOSE.** The grant shall be used solely for the purpose specified in Article I of this Grant Agreement (the "Agreement") and shall be so designated on the Grantee's records.
2. **PROGRAM MONITORING AND EVALUATION; RESPONSIBILITY FOR GRANT-FUNDED ACTIVITIES.** The Endowment may, at its expense, monitor and conduct an evaluation of operations under this grant, which may include visits by representatives of the Endowment to observe the Grantee's procedures and operations in connection with this grant and to discuss the grant with the Grantee's personnel. Notwithstanding any monitoring or evaluation by the Endowment, the Endowment has no responsibility for activities conducted or supported with funding provided under this grant.
3. **ACCOUNTING RECORDS AND FINANCIAL REVIEW.** The method of recording receipts and disbursements related to this grant on the accounting records of the Grantee is outlined in Article II, Section 4, below. Vouchers consisting of bills, invoices, cancelled checks, receipts, etc., which document the disbursement of funds for this grant, shall be retained by the Grantee for at least two years after final disbursement of the grant and may be examined by Endowment representatives on reasonable notice during regular business hours. Copies of such documents shall be furnished to the Endowment at its request and expense. The Endowment may, at its expense and on reasonable notice to the Grantee, inspect, audit, or copy the Grantee's records pertaining to this grant.
4. **ACCOUNTING AND FINANCIAL REQUIREMENTS.**
  - a. If the purpose of this grant is for general and/or operating support, no special requirements are specified for the method of recording receipts and disbursements on the accounting records of the Grantee for this grant.
  - b. If the purpose of this grant is to support a project (any purpose other than for general and/or operating support, including a grant for a special program or event, for endowment purposes, or for a capital acquisition or improvement), the use of grant funds is restricted solely to the purpose of the grant and should be so designated on Grantee accounting and financial records.

Under no circumstances may grant funds be expended, borrowed (inter-fund), pledged or transferred for reasons unassociated with the stated purpose of this grant. For purposes of controlling and reporting on the receipt and disbursement of grant funds, Grantee accounting records should be structured so that such transactions are easily and readily identifiable.

5. **BUDGET.** If there is a budget for this grant, it has been attached. The Grantee may reallocate budgeted items only as follows:
  - a. Grants of \$100,000 or less – Total reallocations among budgeted line items up to 10% of the grant amount may be made without prior notice to the Endowment. In addition, reallocations to any new line item(s) up to 5% of the grant amount may be made without prior notice to the Endowment. Please note any new line item(s) must be aligned with the stated grant purpose. Such permitted reallocations must be noted on the Grantee's financial report covering the relevant period.
  - b. Grants of more than \$100,000 and up to \$1,000,000 – Total reallocations among budgeted line items up to the lesser of (i) 10% of the grant amount or (ii) \$25,000 may be made without prior notice to the Endowment. In addition, total reallocations to any new line item(s) up to the lesser of (i) 5% of the grant amount or (ii) \$12,500 may be made without prior notice to the Endowment. Please note any new line item(s) must be aligned with the stated grant purpose. Such permitted reallocations must be noted on the Grantee's financial report covering the relevant period.

- 3 -

- c. Grants of more than \$1,000,000 – Total reallocations among budgeted line items up to the lesser of (i) 10% of the grant amount or (ii) \$250,000 may be made without prior notice to the Endowment. In addition, total reallocations to new line item(s) up to the lesser of (i) 5% of the grant amount or (ii) \$125,000 may be made without prior notice to the Endowment. Please note any new line item(s) must be aligned with the stated grant purpose. Such permitted reallocations must be noted on the Grantee’s financial report covering the relevant period.

Changes in the budget in excess of the foregoing mentioned limits may not be made without prior written approval of the Endowment.

6. PAYMENT SCHEDULE. The schedule of grant payments is a preliminary estimate of the timing and amount of cash remittances to the Grantee that will meet satisfactorily the requirements of the grant. The Endowment, however, on its own initiative or at the request of the Grantee, may modify scheduled dates and payment amounts and will so notify the Grantee when and if such changes seem to be indicated. If there are matching or other conditions related to this grant (as noted under Special Conditions, Article II, Section 19), the Endowment will not be required to disburse related payments until the end of the fourth full calendar quarter after the quarter in which the conditions are satisfied in accordance with this Agreement unless the Special Conditions otherwise provide.

7. SELECTION OF RECIPIENTS. The Grantee shall have the exclusive right to select the individuals to whom and the organizations to which the Grantee can disburse grant funds. This provision shall prevail over all other provisions of this Agreement. Under Special Conditions the Endowment may provide that the Grantee in the exercise of its right of selection shall observe certain criteria, such as the independence of project evaluators; educational or other qualifications of persons who will perform certain duties in connection with this grant; and characteristics of organizations which shall be relied upon to achieve the charitable purposes of this grant. In all cases, these criteria are intended to maximize the charitable benefits to be derived from this grant, shall be construed and applied to achieve that result, and are not intended to identify or cause the Grantee to select any particular individual or organization. The Endowment disclaims participation in the above described selection process.

8. REPORTING. In accordance with the schedule on page 1 (or as otherwise required herein), the Grantee shall furnish to the Endowment written reports on both the progress of the program supported by the grant and the financial management of the grant funds. These reports must be signed by an appropriate officer of the Grantee.

- a. Program reports – Program reports and associated appendices should describe the key activities the Grantee proposed to conduct in its grant proposal and its progress on any performance indicators, goals and outcomes set forth in the grant proposal. If specific program report guidelines are supplied by the Endowment, all such guidelines should be used by the Grantee in the preparation and submission of its program reports.
- b. Financial reports - The format of the financial reports must be consistent with that of the attached budget, if any, and show a comparison of actual to budgeted expenditures. If a financial report format is supplied by the Endowment, it should be used by the Grantee in the preparation and submission of its financial reports.

The Grantee shall furnish to the Endowment as soon as available a copy of the Grantee’s annual financial statements for each year which is included partially or wholly within the Grant Period or as otherwise specified in the Special Conditions section of this Agreement. These statements should include a balance sheet, income and expense statement, and any footnotes or supporting schedules that will permit a satisfactory determination of the financial condition of the Grantee.

The Grantee also is required, upon request by the Endowment, to submit additional program reports or financial reports with respect to the grant if the information in any report is not accurate or complete or if there is any indication that (i) the grant funds or (ii) with respect to a grant for endowment or capital purposes, the principal, income, or capital acquisition or improvement funded with the grant has been used for any purpose that would result in liability for tax under Internal Revenue Code ("Code") section 4945. (All references to the Code include the corresponding provisions of any subsequent federal tax laws.)

If accurate and complete reports are not furnished to the Endowment on or before the dates reflected in the schedule on page 1 (or other required dates) and the Endowment agrees to an extension of such dates, the Endowment will not be required to disburse related payments until the end of the fourth full calendar quarter after the quarter in which such delinquent reports are furnished.

With respect to grants for endowment purposes or to make a capital acquisition or improvement, the Grantee shall furnish to the Endowment reports (in addition to any other reports listed in the schedule on page 1) regarding use of the principal and the income (if any) of the grant funds, or use of the capital item supported with the grant funds, for the tax year in which any such funds are paid and for the immediately succeeding two tax years. Such reports must be received by the Endowment within 75 days after the end of the relevant tax year.

9. EXEMPT AND FOUNDATION STATUS. The Grantee has furnished information to the Endowment respecting the Grantee's status under Code sections 170(b)(1)(A), 501(c) and 509(a). In addition, the Grantee represents that it is not an organization described in Code section 4942(g)(4)(A) (which describes certain Type III supporting organizations, certain controlled entities, and other restricted organizations identified by the Secretary of the Treasury). The Grantee shall give immediate notice to the Endowment of every change in the Grantee's status. In the event of a change in such status, the Endowment may postpone disbursement of or cancel the unpaid portion of the grant.

10. REVERSION OF GRANT. If the purpose of this grant is to finance a specific project or to provide general and/or operating support for a specific period, any portion of the grant unexpended at the completion of the project or at the end of the period shall be repaid to the Endowment within 30 days unless the Endowment, in its sole discretion and in writing, has agreed to another use of the unexpended funds or extended the period.

11. CANCELLATION OF GRANT. If the Grantee fails, within 30 days after notice from the Endowment, to perform any of its duties under the Agreement, the Endowment may at any subsequent time by notice to the Grantee postpone, cancel, or postpone and thereafter cancel payment of the undisbursed portion of the grant.

12. WITHDRAWAL OF GRANT. After entering into a grant agreement, it is possible that circumstances will arise which will persuade the Endowment that an unpaid grant should not be disbursed. If that should happen with respect to this grant, the Endowment acknowledges that the Grantee, nevertheless, would then be entitled to full reimbursement for reasonable expenses connected with the grant and already paid by the Grantee or for which it became legally responsible before notification of the Endowment's decision. Accordingly, the Endowment may at any time, with or without cause, cancel the unpaid portion of this grant by notice to the Grantee. As soon as possible after such notice, the Grantee shall furnish a complete list of such expenses, and the Endowment thereupon shall pay to the Grantee an amount equal to the total of those expenses (not to exceed the unpaid portion of the grant). After making such payment, the Endowment shall have no further obligation to the Grantee, its officers, agents or representatives.

13. COUNSELING. Occasionally the Endowment makes available to a Grantee counseling or other assistance from a member of the Endowment's staff or from one of its consultants. In every case, the Grantee is entirely free to decline or avail itself of this assistance and to accept or disregard in whole or part the recommendations offered. Neither the Endowment nor the person offering assistance to the Grantee shall have any liability to the Grantee, its officers, agents or representatives because of reliance on such assistance or adoption of such recommendations.

- 5 -

14. PUBLICITY AND USE OF GRANT-FUNDED PUBLICATIONS. If the Grantee wishes to issue a news release or other public announcement concerning this grant, the text of the proposed release or announcement must be submitted to the Endowment for review. No release or announcement shall be made without the Endowment's approval. In addition, unless otherwise agreed in writing by the Endowment, the Grantee shall not refer to or use (nor authorize others to refer to or use) the Endowment's name, logo, or other identifying information in connection with any activity, program, project, event, production, publication, intellectual property, building, facility, equipment, property, or location. Notwithstanding the foregoing, the Grantee may acknowledge the Endowment along with other contributors in its annual and periodic reports, event programs (such as exhibit brochures and theatre playbills), and similar temporary publications, provided that such acknowledgement is in the same style, font, and format as acknowledgements of similar contributors and the Endowment is identified by its full name (Lilly Endowment Inc.).

The Grantee grants to the Endowment a nonexclusive, irrevocable, fully transferable, worldwide license to publish excerpts, reasonable in length, of any documents or materials created as part of a project funded with this grant for public dissemination by the Grantee in any medium or format (including print, video, audio, digital, or otherwise). The Endowment may exercise such license in any medium or format but only in furtherance of the Endowment's noncommercial purposes, such as publication in the Endowment's annual, periodic, or special reports, its web site, or its brochures, guidelines, requests for proposals, or other program materials. Payment by the Endowment to the Grantee of any portion of the grant funds shall constitute full payment to the Grantee for this license to publish excerpts, and no additional royalties shall be payable to the Grantee.

If the documents or materials were not prepared by an employee of the Grantee within the scope of employment or if the Grantee otherwise is not the owner of the documents or materials, the Grantee, if requested by the Endowment, shall pursue reasonable efforts to obtain from the author or authors (or other owners) of such documents or materials written permission for the Endowment to publish excerpts as specified above, without additional cost or expense to the Endowment.

15. ADDITIONAL SUPPORT. By making this grant, the Endowment assumes no obligation to provide other or future support for the Grantee.

16. NOTICES. Notices under this Agreement shall be in writing and shall be deemed to be given only when delivered or mailed by registered or certified mail (unless otherwise agreed to in writing by the recipient) as follows:

To the Endowment:	Lilly Endowment Inc. Attention: Treasurer's Office Post Office Box 88068 Indianapolis, Indiana 46208-0068
-------------------	--

To the Grantee:	As provided on the first page of this Agreement unless otherwise specified here by the Grantee:
-----------------	--

- 6 -

17. TERM OF AGREEMENT AND WAIVER. The term of this Agreement shall begin with its execution by all of the parties (including any required countersignature by the Endowment) and shall continue for such period of time as necessary for each party to comply with and complete all of its obligations hereunder (whether before, during, or after the Grant Period), including without limitation the Grantee's record retention and reporting obligations to the Endowment and duties under any Special Conditions to this Agreement. No waiver of any right under this Agreement shall be effective unless set forth in a notice from the party possessing such right to the other party, and the exercise by either party of any right or remedy under this Agreement shall not thereafter prevent that party from exercising any other right or remedy.

18. INDIANA LAW. The law of the State of Indiana exclusively shall govern and apply to all legal proceedings pertaining to this Agreement, or otherwise concerning the subject matter of the Agreement, and under no circumstance shall reference be made to the law of any other jurisdiction for any purpose. This Agreement shall be deemed to be entered into and formed in Indiana and shall become effective when (i) the Endowment receives a copy of this instrument bearing the Grantee's acceptance at the Endowment's offices in Indianapolis, Indiana, and (ii) in the case of a grantee that is headquartered outside the State of Indiana, the Endowment countersigns the Agreement at its offices in Indianapolis, Indiana. All legal proceedings pertaining to this Agreement, or otherwise concerning the subject matter of the Agreement, shall be heard exclusively in the state or federal courts with subject matter jurisdiction sitting in Indiana. By execution of this Agreement, the Grantee submits to the personal jurisdiction and venue of such courts for such purposes.

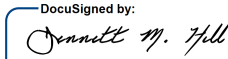
19. SPECIAL CONDITIONS AND SPECIAL TERMS. The Grantee accepts and agrees to comply with the Special Conditions, if any, attached to this Agreement, which are incorporated and made part of the Agreement by this reference. In addition, any applicable grant, initiative, or program guidelines, invitations, or similar directives with respect to the grant (collectively, "Special Terms") that were issued prior to or contemporaneously with this Agreement are hereby incorporated and made part of the Agreement by this reference. Conflicts among any Special Conditions, General Conditions, other terms of the Agreement, or Special Terms shall be governed first by the Special Conditions, next by the General Conditions, next by the other terms of the Agreement, and finally by the Special Terms.

[Signatures on following page.]

**EXECUTION**

This proposal to enter into the foregoing Agreement was executed by Lilly Endowment Inc., at Indianapolis, Indiana, on November 16, 2023.

Lilly Endowment Inc.

By   
2C735B0C022449B...  
Jennett M. Hill

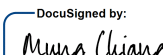
Title President

**GRANTEE'S ACCEPTANCE**

By execution of this Agreement, the undersigned represents and affirms that he or she holds the office or position indicated and that he or she has full right and power, and has been duly and legally authorized, to act on behalf of the Grantee in executing and entering into the Agreement. The Grantee accepts the above-described grant on the terms and conditions set forth in this Agreement and agrees to perform the responsibilities imposed on it under the Agreement. Executed by the Grantee at

West Lafayette IN on 12/14/2023.  
(City, State)

Purdue Research Foundation

By   
CCA93F4238A2473...

Title President Purdue university

**COUNTERSIGNATURE  
AND  
EFFECTIVE DATE AND PLACE  
OF  
GRANT AGREEMENT**

If the Grantee is headquartered outside the State of Indiana, the Agreement must be countersigned by Lilly Endowment Inc. After signing the above, all copies of this Agreement must be returned to the Endowment; a countersigned original copy will be returned to the Grantee.

A copy of this Agreement, executed by the Grantee, was received and countersigned by the Endowment and became effective at its office in Indianapolis, Indiana.

Lilly Endowment Inc.

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



-8-

**LILLY ENDOWMENT INC.**  
**SPECIAL CONDITIONS**  
**TO**  
**PURDUE RESEARCH FOUNDATION**  
**GRANT #2023 3235**

Set forth below are Special Conditions applicable to the above-numbered grant described in the Agreement between Lilly Endowment Inc. and the Grantee identified in that Agreement:

1. Grant funds, and any income or appreciation earned thereon, may be expended only for charitable, educational, religious, scientific or literary purposes described in Internal Revenue Code (Code) section 170(c)(2)(B).
2. The Grantee will expend the grant funds to accomplish projects and activities described in the proposal submitted to the Endowment by the Grantee on August 30, 2023 (the Proposal), only to the extent that such projects and activities further Code section 170(c)(2)(B) purposes. The Grantee shall not make any material change to the design, materials, scope, budget or character of such projects and activities without the Endowment's prior written consent.
3. Grant funds may not be expended in a manner that would constitute i) inurement "to the benefit of any private shareholder or individual," as described in Code section 501(c)(3), or ii) organization or operation of the Grantee "for the benefit of private interests," as described in Treasury Regulations section 1.501(c)(3)-1(d)(1).
4. To the extent not inconsistent with the original Agreement or these Special Conditions, the terms and conditions of the Proposal are incorporated by reference and made a part of the Agreement. In the event of any conflict or inconsistency in the terms or conditions of the Proposal and either the original Agreement or these Special Conditions, the original Agreement and the Special Conditions shall control.

**Purdue Research Foundation****BUDGET****Grant No. 2023 3235**

Personnel	\$	5,287,458
Other Direct Costs		
Benton Feasibility Study		101,850
Carroll County Pre-K/Childcare Ctr.		570,000
Clinton County-Cradle2Career		500,000
Tippecanoe-Alorica		1,000,000
Ivy Tech Childcare		165,000
Short Course Dev./Incentives/Implementation		1,500,000
Childcare Summit Event		1,000,000
Supplies		191,207
Assessment		500,000
Evaluation		500,000
Purdue Airport Terminal		4,000,000
Wabash River Enhancement		5,000,000
Fountain County Wabash River Trails		500,000
Warren County Wabash River Trails		500,000
CityVan		190,000
PCRD Consulting		70,000
Chmura Software		126,758
Placer AI Software		20,000
Post Summit Projects		1,000,000
Travel		5,000
Indirect Costs		<u>2,272,727</u>
<b>GRANT TOTAL</b>	<b>\$</b>	<b><u><u>25,000,000</u></u></b>

## FINANCIAL REPORT FORMAT

*When Grant is Funding 100% of Approved Budget*

Example

Name of Grantee  
 Grant #0000 0000  
 (Specify reporting period)

Budget Categories	Approved Budget	Expenditures		Budget Less Cumulative
		For Period	Cumulative	
(Please list items from approved grant budget.)	\$	\$	\$	\$
<b>TOTALS</b>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>

### CASH SUMMARY

Total Grant Payments Received  
 Cumulative Expenditures (per above)  
 Cash Balance

\$

\_\_\_\_\_  
 (Name)  
 Grant Administrator

\_\_\_\_\_  
 (Name)  
 Finance: V.P./Controller

**Note:** Please include any additional information you feel is helpful to Lilly Endowment Inc. in reviewing this report. Report is available electronically upon request.

**(SEE INSTRUCTIONS ON FOLLOWING PAGE)**

*Instructions for Financial Reporting on Lilly Endowment Grants  
When Grant is Funding 100% of Approved Budget*

**Budget Categories:** Using the categories from the approved budget attached to your grant agreement, list the various line items from that budget in this column.

**Approved Budget:** Copy figures from the total column (not the “year” column) of your approved budget that was attached to your grant agreement.

**For Period:** These are actual expenses spent (not merely encumbered) in each line item during the period for which you are currently reporting.

**Cumulative:** The "Cumulative" column shows how much has been spent in each line item from the beginning of the grant period through the period for which you are currently reporting. (Note: "Cumulative" should equal the sum of the expenses for the current reporting period plus the "Cumulative" from the previous report.)

**Budget Less Cumulative:** This will be the “Approved Budget” amount minus the “Cumulative” amount for each expense category. This will show the total amount of budgeted expenses still unspent.

### **CASH SUMMARY**

**Total Grant Payments Received** is the total amount of grant payments received from Lilly Endowment for this grant from the beginning of the grant period through the period for which you are currently reporting.

**Cumulative Expenditures** is the sum of all expenditures through the period for which you are currently reporting (copy figure from total of “Cumulative” column).

**Cash Balance** is “Total Grant Payments Received” minus “Cumulative Expenditures”.

**Grant Administrator:** Person with grant oversight responsibility (project director, principal investigator, executive director, etc.).

**GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION**  
**RESOLUTION #24-04**

---

**RESOLUTION AUTHORIZING AN APPLICATION TO BE MADE FOR  
FEDERAL FUNDS FOR 2024**

WHEREAS, the Secretary of Transportation is authorized to make grants for mass transportation projects under several sections of the Urban Mass Transportation Act of 1964, as amended through the US Department of Transportation (USDOT), and such funds have been made available to the Indiana Department of Transportation for award to applicants for operating and capital projects for 2024;

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of project costs;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION:

1. That Bryan D. Smith, Chief Executive Officer, is authorized to execute and file an application behalf of the corporation with the Indiana Department of Transportation, to aid in the financing of 2024 operating and capital projects pursuant to USDOT funding.
2. That Bryan D. Smith, Chief Executive Officer, is authorized to execute and file with such applications an assurance or any other document required by the U.S. Department of Transportation and Indiana Department of Transportation.
3. That Bryan D. Smith, Chief Executive Officer, is authorized to execute grant contract agreements on behalf of the corporation.
4. That Bryan D. Smith, Chief Executive Officer, will notify the Board at the next regular Board of Directors meeting of grant applications made for USDOT funding.
5. The Board ratifies all applications made prior to the passage of this resolution.

The designation is effective immediately and shall continue until specifically revoked. Any and all resolutions which conflict with this resolution are hereby rescinded. Adopted by the Board of Directors of Greater Lafayette Public Transportation Corporation this 24<sup>th</sup> Day of July 2024.

---

Ms. Julie Ginn  
Chairman of the Board of Directors  
Greater Lafayette Public Transportation Corporation

ATTEST:

---

Mr. Michael L. Gibson  
Secretary of the Board of Directors  
Greater Lafayette Public Transportation Corporation

Vote: \_\_\_\_\_ Ayes    \_\_\_\_\_ Nays

July 24, 2024

I hereby certify that the attached is a true and complete copy of a resolution adopted by the Board of Greater Lafayette Public Transportation Corporation of Lafayette, Indiana, at a regular meeting on July 24, 2024, and that public notice of said meeting was given pursuant to and in full compliance with the laws of the State of Indiana.

---

Mr. Michael L. Gibson  
Secretary of the Board of Directors  
Greater Lafayette Public Transportation Corporation

**CITY BUS --- CLAIMS LISTING FOR  
JUNE 27, 2024 THROUGH JULY 24, 2024**

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

<b>CLAIM#</b>	<b>VENDOR NAME</b>	<b>CLAIM REASON</b>	<b>AMOUNT</b>
39712	MICROSOFT	CONTRACTUAL SERVICE	\$401.18
39713	EBAY	FREIGHT	\$17.24
39714	T-MOBILE	UTILITIES	\$1,110.89
39715	GOOGLE	CONTRACTUAL SERVICE	\$366.51
39716	CITY OF W. LAFAYETTE	UTILITIES	\$129.40
39717	CITY OF LAFAYETTE	UTILITIES	\$1,963.19
39718	FRONTIER	UTILITIES	\$377.31
39719	CITY OF LAFAYETTE	UTILITIES	\$386.25
39720 **	A & R MECHANICAL CONTRACTORS	CAPITAL ITEMS	\$22,824.81
39721	A TO Z SHEET METAL	SUPPLIES	\$160.00
39722	ADDECO	TEMP EMPLOYEES	\$11,268.60
39723	ALL STAR SECURITY SYSTEMS	CONTRACTUAL SERVICE	\$720.00
39724	AVAIL TECHNOLOGIES	CONTRACTUAL SERVICE	\$7,929.00
39725	BALL EGGLESTON	ATTORNEY FEES	\$1,679.00
39726 **	BEST ONE TIRE SVC	CAPITAL ITEMS	\$2,098.16
39727	BETTER MERCHANTS	ADVERTISING/PROMOTIONAL	\$8,607.56
39728	BRENNECO FIRE PROTECTION	CONTRACTUAL SERVICE	\$3,170.77
39729	BUSINESS SYSTEM SOLUTIONS	CONTRACTUAL SERVICE	\$12,802.63
39730 **	CENTER FOR TRANSPORTATION & THE ENVIRONMEN	CAPITAL ITEMS	\$24,000.00
39731 **	CHASTAIN & ASSOCIATES	CAPITAL ITEMS	\$724.50
39732	CHOSNEK, ED	CHILD CARE	\$371.59
39733	CINTAS	UNIFORMS - LEASED	\$1,005.80
39734	CROWE LLP	AUDIT FEES	\$23,940.00
39735	DISA GLOBAL SOLUTIONS	CONTRACTUAL SERVICE	\$2,146.03
39736	EVERSIDE HEALTH	INSURANCE	\$8,815.14
39737	FERRELLGAS	INVENTORY	\$68.93
39738	FRANCISCAN EAP	CONTRACTUAL SERVICE	\$4,357.08
39739	FRANCISCAN WORKING WELL	CONTRACTUAL SERVICE	\$715.00
39740	FRANKLIN PEST SOLUTIONS	CONTRACTUAL SERVICE	\$154.00
39741	GILLIG	INVENTORY	3,607.19
39742	GREAT AMERICAN SUPPLY	SUPPLIES	\$79.38
39743	JIMS GARAGE	CONTRACTUAL SERVICE	\$585.00
39744	JUNCTION HOUSE	CONTRACTUAL SERVICE	\$1,400.00
39745	KEVIN VAN GORDER JANITORIAL	CONTRACTUAL SERVICE	\$4,784.00
39746 **	KIRK AUTOMOTIVE	CAPITAL ITEMS	\$7,748.65
39747	LH INDUSTRIAL SUPPLIES	SUPPLIES	\$1,870.36
39748 **	LINK MANAGEMENT	CAPITAL ITEMS	\$437.50
39749 **	LONG ELECTRIC	CAPITAL ITEMS	\$1,354.94
39750	MIDWEST TRANSIT EQUIPMENT	INVENTORY	\$1,052.68
39751 **	MULHAUPTS	CAPITAL ITEMS	\$5,664.29
39752	NEORIDE	CONTRACTUAL SERVICE	\$1,960.00
39753	OFFICE H2O	CONTRACTUAL SERVICE	\$199.00
39754	PARADIGM CONSULTING	CONTRACTUAL SERVICE	\$2,850.00
39755 **	PHIL'S AUTOMOTIVE MACHINE SHIP	CAPITAL ITEMS	\$2,840.92
39756	PLYMATE	CONTRACTUAL SERVICE	\$196.56
39757	ROCC	CONTRACTUAL SERVICE	\$935.00
39758	SAFE HIRING SOLUTIONS	CONTRACTUAL SERVICE	\$870.05
39759 **	SCHEID DIESEL SVC	CAPITAL ITEMS	\$5,876.00
39760	SPECTRIO	CONTRACTUAL SERVICE	\$145.05

**CITY BUS --- CLAIMS LISTING FOR  
JUNE 27, 2024 THROUGH JULY 24, 2024**

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

<b>CLAIM#</b>	<b>VENDOR NAME</b>	<b>CLAIM REASON</b>	<b>AMOUNT</b>
39761	TEC PROFESSIONS	SUPPLIES	\$145.36
39762 **	THE AFTERMARKET PARTS CO	CAPITAL ITEMS	\$1,354.31
39763 **	THERMO KING MIDWEST	CAPITAL ITEMS	\$1,972.14
39764	UNITED REFRIGERATION	INVENTORY	\$954.80
39765	WINTEK	CONTRACTUAL SERVICE	\$1,036.00
39766	AL WARREN OIL CO	INVENTORY	\$4,964.45
39767	DUKE ENERGY	UTILITIES	\$7,775.68
39768	ACCIDENT FUND	INSURANCE	\$10,070.40
39771	PRINCIPAL	INSURANCE	\$17,887.75
39772	STAPLES	SUPPLIES	\$769.30
39773	SWITZER, SAMANTHA	TUITION REIMBURSEMENT	\$1,245.00
39774	HILL, RICKY	MISC REIMBURSEMENT	15.52
39775 **	FAIRMOUNT DOOR CORPORATION	CAPITAL ITEMS	\$3,462.50
39776 **	A & R MECHANICAL CONTRACTORS	CAPITAL ITEMS	\$1,692.50
39777 **	LINK MANAGEMENT	CAPITAL ITEMS	\$1,812.50
39778	CINTAS	UNIFORMS - LEASED	\$1,989.12
39779	TRIPSPARK	CONTRACTUAL SERVICE	\$10,539.62
39780	NEWTON OIL	INVENTORY	\$16,211.46
39781 **	VEILLEUX CONCRETE	CAPITAL ITEMS	\$2,500.00
39782	MIDWEST TRANSIT EQUIPMENT	INVENTORY	\$7,180.53
39783	STARR, AUTEN & MILLER	ATTORNEY FEES	\$185.00
39784	THE AFTERMARKET PARTS	INVENTORY	\$3,384.41
39785	FRANKLIN PEST CONTROL	CONTRACTUAL SERVICE	\$154.00
39786 **	ANGI ENERGY	CAPITAL ITEMS	\$5,151.74
39787	BALL EGGLESTON	ATTORNEY FEES	\$1,357.00
39788 **	BEST ONE TIRE SVC	CAPITAL ITEMS	\$2,103.16
39789	BETTER MERCHANTS	ADVERTISING/PROMOTIONAL	\$4,820.53
39790	CUMMINS SALES & SVC	INVENTORY	\$566.39
39791	HERITAGE CRYSTAL CLEAN	INVENTORY	\$4,750.69
39792	LH INDUSTRIAL SUPPLIES	SUPPLIES	\$390.95
39793	LAFAYETTE AUTO SUPPLIES	INVENTORY	\$554.72
39794	LAFAYETTE ELECTRONIC SUPPLY	SUPPLIES	\$20.90
39795 **	MIULHAUPTS INC	CAPITAL ITEMS	\$563.00
39796	OFFICE H2O	CONTRACTUAL SERVICE	\$1,050.00
39797	BUSINESS SYSTEM SOLUTIONS	CONTRACTUAL SERVICE	\$7,612.57
39798	CENTER POINT ENERGY	UTILITIES	\$217.53
39799	COMCAST	UTILITIES	\$353.35
39800	CITY OF LAFAYETTE	UTILITIES	\$212.59
39801	IN DEPT OF WORKFORCE DEVELOPMENT	SUTA	\$9.53
39802	CENTER POINT ENERGY	UTILITIES	\$4,303.72
39803	SUPERFLEET	CREDIT CARD - GASOLINE	\$3,299.01
39804	REPUBLIC SERVICE	CONTRACTUAL SERVICE	\$166.40
39805	CONSTELLATION	UTILITIES	\$16,314.68
39806	VERIZON WIRELESS	UTILITIES	\$243.95
39807	LEVEL365	UTILITIES	\$991.64
39808	UNITED HEALTHCARE	INSURANCE	\$9.60
39809	LEVEL365	UTILITIES	\$994.14
39810	GOOGLE	CONTRACTUAL SERVICE	\$248.26



**CITY BUS --- CLAIMS LISTING FOR  
JUNE 27, 2024 THROUGH JULY 24, 2024**

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

<b>CLAIM#</b>	<b>VENDOR NAME</b>	<b>CLAIM REASON</b>	<b>AMOUNT</b>
39811	CITY OF LAFAYETTE	UTILITIES	\$1,500.50
39812	CITY OF W. LAFAYETTE	CHILDCARE	\$129.40
<b>TOTAL:</b>			<b>\$280,346.08</b>

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

39769	UNITED HEALTHCARE	INSURANCE	\$121,646.68
39770	TRIPSPARK/TRAPEZE	CONTRACTUAL SERVICE	\$83,275.00
39813	UNITED HEALTHCARE	INSURANCE	\$121,107.84
<b>TOTAL:</b>			<b>\$326,029.52</b>

**CLAIMS TOTAL: \$606,375.60**

**Payroll Total for****Jun-24****\$****835,644.11**

<b>Summary</b>	Pay Date 6/14/2024	Pay Date 6/28/2024	Board Members	Grand Total
Gross Wages	\$296,106.39	\$309,670.59	\$200.00	\$605,976.98
Employer Taxes	\$22,105.14	\$23,062.24		\$45,167.38
Employer Fringe Benefits	\$89,316.38	\$95,183.37		\$184,499.75
<b>Total Payroll</b>	<b>\$407,527.91</b>	<b>\$427,916.20</b>	<b>\$200.00</b>	<b>\$835,644.11</b>

<b>Employer Details</b>	Pay Date 6/14/2024	Pay Date 6/28/2024	Total
<b>Employer Taxes:</b>			
FICA/Medicare	\$21,763.53	\$22,780.91	\$44,544.44
SUTA	\$341.61	\$281.33	\$622.94
	<b>\$22,105.14</b>	<b>\$23,062.24</b>	<b>\$45,167.38</b>
<b>Employer Fringe Benefits:</b>			
PERF Contributions	\$32,034.34	\$33,697.04	\$65,731.38
Health/Dental/Vision/Life	\$55,236.54	\$59,339.44	\$114,575.98
HAS Contributions	\$0.00	\$0.00	\$0.00
Other Fringes	\$2,045.50	\$2,146.89	\$4,192.39
	<b>\$89,316.38</b>	<b>\$95,183.37</b>	<b>\$184,499.75</b>

# CEO REPORT TO GLPTC BOARD OF DIRECTORS

MEETING DATE: JULY 24, 2024

## CEO

Congratulations to staff on \$10.5M Low No grant! CityBus is fortunate to have a great team that pulled together to complete the application even with staffing shortages. This grant secures the funding needed for the alternate fueling station path we are taking.

Speaking of a hydrogen fueling station, our consultant, CTE, has recommended that we use the design-build procurement method for construction. This is due to the fact that the expertise in station design resides mostly within the industry that supplies the hydrogen, so using a single firm to design and build it means a more streamlined construction process once the design is complete. This is allowed under Indiana law, but does require that the Board authorize staff to use this method.

Our Title VI plan is in the packet for approval. This plan is substantially similar to the previous one, as major changes only occur after the decennial census. The Area Plan Commission has agreed to continue to work with us on ensuring compliance with Title VI. One note, this plan was due to FTA on February 1, 2024 and I missed the due date. We have informed the FTA it will be forthcoming, and we have updated our processes so we don't miss it in the future.

One other oversight was an annual approval for me to apply for federal and state grants. We last approved one in January of 2023. I am requesting approval for the remainder of 2024, and ratification of our applications for Low-No, a SMART grant, and a TOD grant that we have made prior to the Board meeting. This has also been part of the process update to ensure we don't miss it in the future.

We received three proposals for legislative services; Faegre-Drinker, Barnes & Thornberg, and IceMiller. All three were well-qualified, so selection came down to price. I am recommending award to Faegre-Drinker. They have also been engaged by CityLink and Bloomington Transit and I am confident they will be a good fit for CityBus.

## FINANCE

- Focused on grant management this month. Obligated three federal grants. Once approved by FTA, the grants can be drawdown.
- Grant records re-organized; ready for a \$1M drawdown.
- A big win to receive the second stage hydrogen bus grant. The team worked together to submit two more competitive grants.
- Worked with HR to setup the process for short term leave benefit recording.

- Supported negotiation effort with the BU, and with Purdue
- Assistant Controller position filled.
- Getting ready to work on 2025 annual budget.

## **HUMAN RESOURCES**

- Completed hiring process for Assistant Controller
- Launched FMLA Source.
- Began the transition to our new benefits broker.
- Participated in union negotiations.

## **MAINTENANCE**

- New Access van radio equipment installation underway.
- 7003 body work close to completion from major accident.

## **OPERATIONS**

- Newest Dispatcher is finished with her training and doing well going solo.
- Traveled with the Operator Trainers to Indy on 7/13/2024 to learn the new layout for training new hires on the new expected way getting through the CDL skills course.
- On 7/22/24, our 6 Operator Trainees will finish their class and we will welcome them onto the road as new Operators.

## **CUSTOMER EXPERIENCE**

- The Comprehensive Operations Analysis (COA) with RLS & Associates, Inc. is ongoing. RLS is working on a high-level fare study as part of their efforts for the agency.
- Working to secure a contractor to install new bus stop signage and poles at approximately 750 locations throughout the service area.
- Partnering with The Arts Federation (TAF) to launch a bus shelter art collaboration to beautify select shelters throughout the service area. The anticipated date for art installations and dedication will be June 2025.

- Coordinating the implementation of both HopThru and Masabi contracts. Bringing these new technologies to our customers will improve overall experience as well as improve accuracy and efficiency for staff.
- Continuing to work with Purdue University to prepare for SY2024-25 service on campus and prepare for changes related to the new service agreement.
- 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.

## **SAFETY**

- Completed an Evacuation and Emergency Planning class for Eastern Michigan University. This is part of an OSHA curriculum.
- Completed the Safety Management System for Transit class offered by the Transportation Safety Institute (FTA/DOT.) The 3-day course provided instruction on the Safety Management System requirements mandated by the Federal Transit Administration, including all 4 safety pillars included in the PTASP. This course counts towards completion of the Public Transportation Safety Certification Training Program.
- Drafting an outline for the formation of a subcommittee to study operator assault. The subcommittee will conduct 1 meeting per month for a 6-month period to assign a risk rating to potential operator assault locally. This will include members of the Safety Committee as well as other operators.
  - Topics will include current practices, actions informed by current practice study, the physical environment, items that can be implemented immediately, and recommendations for possible future mitigations.
  - Effort will be made to pull in subject matter experts as appropriate to broaden the discussion.
- Conducting a complete review of our current Agency Safety Plan and will provide recommendations for edits/additions. This will take some time and will culminate in a final draft for Board approval in October.
- Continuing to organize community stakeholders toward cooperation in enhancing safety/security at the CityBus Center. All participants are engaged and are expressing interest in partnership. Scheduling challenges in arranging the next meeting should be overcome shortly.

## **TRAINING**

- Completed an ELDT/Simulator Training Course from the Indiana Local Technical Assistance Program housed at Purdue University. The course outlined the Entry Level Driver Training (ELDT) regulations set by the Federal Motor Carrier Safety Administration (FMCSA), provided instruction on teaching, and included teaching/training time in their driving simulator.
- Staying abreast of information related to Entry level Driver Training regulations. Passing that info to Ron.
- Staying abreast of the near-term changes to the Commercial Drivers License Skills Testing. The Indiana BMV is updating the Skills test to fall in line with American Association of Motor Vehicle Administrators (AAMVA) recommendations. This will add some skills training to our process. Additionally, all those testing will now be required to follow a checklist as they inspect the bus. These changes are scheduled to go into effect on 8/12/2024.

#### **INFORMATION TECHNOLOGY**

- TripSpark was on-site 6/24 to assist with the install and configuration of the new MyDrive mobile data computer and ancillary devices in the three new New Flyer buses. The first 2400 series bus is being put into service 7/15.

June 2024  
**PROFIT AND LOSS STATEMENT**  
 GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION

OPERATING REVENUE	Jun-24	Jun-23	%DIFF/MO	YTD2024	YTD2023	%DIFF	BUDGETED
PASSENGER FARES	\$ 130,748.09	\$ 110,986.45	17.81%	\$ 1,625,047.07	\$ 1,671,345.67	-2.77%	\$ 2,993,912
ADVERTISING INCOME	27,916.67	24,195.17	15.38%	93,000.02	89,038.61	4.45%	239,728
INTEREST INCOME	21,402.08	22,169.80	-3.46%	176,309.84	120,774.79	45.98%	23,048
MISC. INCOME	9,520.37	14,635.89	-34.95%	41,550.71	47,204.33	-11.98%	200,000
	\$ 189,587.21	\$ 171,987.31	10.23%	\$ 1,935,907.64	\$ 1,928,363.40	0.39%	\$ 3,456,688

REVENUE MILES	136,303	139,429	-2.24%	814,657	772,752	5.42%
REVENUE HOURS	10,465	10,868	-3.71%	65,070	61,856	5.20%

OPERATING EXPENSE	Jun-24	Jun-23	%DIFF/MO	YTD2024	YTD2023	%DIFF	BUDGETED	BALANCE	CPM/M	CPM/Y
<b>PERSONNEL</b>										
OPERATOR WAGES	\$ 500,901.97	\$ 411,198.28	21.82%	\$ 3,011,278.00	\$ 3,226,920.56	-6.68%	\$ 6,869,884	\$ (3,858,606)	3.67	3.70
ADMINISTRATIVE WAGES	172,780.32	129,952.47	32.96%	1,059,823.61	762,356.42	39.02%	2,099,054	\$ (1,039,231)	1.27	1.30
MAINTENANCE WAGES	83,099.16	55,843.53	48.81%	435,460.70	405,475.31	7.40%	920,315	\$ (484,854)	0.61	0.53
FICA TAX	62,048.57	45,235.73	37.17%	331,828.98	325,486.19	1.95%	756,528	\$ (424,699)	0.46	0.41
PERF	84,197.07	67,189.99	25.31%	494,835.54	463,881.65	6.67%	1,170,568	\$ (675,732)	0.62	0.61
LIFE & HEALTH INSURANCE	185,565.07	105,808.85	75.38%	796,653.74	720,894.22	10.51%	2,330,241	\$ (1,533,587)	1.36	0.98
UNEMPLOYMENT INSURANCE	731.37	617.04	18.53%	18,854.07	22,783.97	-17.25%	70,000	\$ (51,146)	0.01	0.02
WORK COMP INSURANCE	10,070.40	16,853.00	-40.25%	60,422.40	69,256.50	-12.76%	135,303	\$ (74,881)	0.07	0.07
UNIFORMS	1,497.14	1,890.25	-20.80%	19,043.08	13,375.25	42.38%	50,000	\$ (30,957)	0.01	0.02
FRINGE BENEFITS	7,773.63	23,207.39	-66.50%	43,675.59	64,596.53	-32.39%	114,568	\$ (70,892)	0.06	0.05
	1,108,664.70	857,796.53	29.25%	6,271,875.71	6,075,026.60	3.24%	14,516,461	\$ (8,244,585)		

<b>COMMODITIES</b>										
DIESEL FUEL	410.81	8,523.62	-95.18%	71,585.66	93,201.65	-23.19%	310,492	\$ (238,906)	0.00	0.09
CNG FUEL	23,443.69	22,802.78	2.81%	194,347.07	204,682.49	-5.05%	570,738	\$ (376,391)	0.17	0.24
GASOLINE	3,017.89	2,021.67	49.28%	13,668.51	10,155.66	34.59%	22,953	\$ (9,285)	0.02	0.02
LUBRICANTS		3,717.23	-66.72%	15,475.94	20,388.33	-24.09%	43,886	\$ (28,410)	0.01	0.02
REPAIR PARTS--STOCK	9,553.53	11,627.77	-17.84%	82,808.16	118,880.50	-30.34%	300,000	\$ (217,192)	0.07	0.10
REPAIR PARTS--FIXED EQUIP	-	128.51	-100.00%	-	154.59	-100.00%	10,000	\$ (10,000)	0.00	0.00
TIRES & BATTERIES	455.53	271.45	67.81%	5,980.78	6,655.32	-10.14%	14,326	\$ (8,345)	0.00	0.01
CLEANING SUPPLIES	1,734.41	1,207.50	43.64%	16,542.33	9,509.30	73.96%	20,469	\$ (3,926)	0.01	0.02
BUILDING MATERIALS	-	-	0.00%	747.30	12,493.19	-94.02%	26,892	\$ (26,144)	0.00	0.00
POSTAGE & FREIGHT	105.14	259.38	-59.46%	1,211.60	3,747.16	-67.67%	8,066	\$ (6,854)	0.00	0.00
OFFICE SUPPLIES	1,738.15	953.24	82.34%	16,124.24	10,438.34	54.47%	22,469	\$ (6,344)	0.01	0.02
MAT & SUPP--NOT BILL.	7,310.78	11,003.65	-33.56%	45,816.00	44,570.15	2.80%	95,937	\$ (50,121)	0.05	0.06
MAT & SUPPLIES--BILLABLE	-	71.60	-100.00%	-	148.81	-100.00%	320	\$ (320)	0.00	0.00
MAT & SUPPLIES--MAINT	1,597.36	432.19	269.60%	697.36	1,132.19	-38.41%	2,437	\$ (1,740)	0.01	0.00
	50,604.32	63,020.59	-19.70%	465,004.95	536,157.68	-13.27%	1,448,983	\$ (983,979)		

<b>SERVICES &amp; CHARGES</b>										
ATTORNEY & AUDIT FEES	25,482.00	1,920.50	1226.84%	66,532.50	43,237.00	53.88%	150,000	\$ (83,468)	0.19	0.08
CONTRACT MAINTENANCE	26,234.95	24,479.89	7.17%	222,801.85	208,488.15	6.87%	531,762	\$ (308,960)	0.19	0.27
CUSTODIAL SERVICES	-	8,400.00	-100.00%	23,920.00	20,880.00	14.56%	69,885	\$ (45,965)	0.00	0.03
CONTRACTUAL SERVICES	81,877.50	37,667.76	117.37%	217,022.08	181,043.82	19.87%	550,000	\$ (332,978)	0.60	0.27
UTILITIES--TELEPHONE	2,369.71	500.84	373.15%	8,477.09	2,230.26	280.09%	4,684	\$ 3,794	0.02	0.01
UTILITIES--ELECTRIC	3,632.10	631.42	475.23%	14,288.51	30,075.70	-52.49%	75,000	\$ (60,711)	0.03	0.02
UTILITIES--WATER & SEWAGE	2,562.03	2,282.60	12.24%	15,751.97	16,770.90	-6.08%	35,219	\$ (19,467)	0.02	0.02
UTILITIES--GAS HEAT	1,409.04	6,051.04	-76.71%	15,778.45	32,558.03	-51.54%	68,372	\$ (52,593)	0.01	0.02
ADVERTISING & PROMOTION	4,965.58	3,055.16	62.53%	37,965.95	33,489.28	13.37%	150,000	\$ (112,034)	0.04	0.05
EXTERIOR ADVERTISING	-	-	0.00%	-	9,029.58	-100.00%	10,000	\$ (10,000)	0.00	0.00
PRINTING	260.00	-	0.00%	20,435.65	853.53	2294.25%	30,000	\$ (9,564)	0.00	0.03
ADVERTISING FEES	-	154.71	-100.00%	24.92	335.97	-92.58%	3,000	\$ (2,975)	0.00	0.00
DUES & SUBSCRIPTIONS	686.09	18,283.99	-96.25%	7,248.29	26,679.73	-72.83%	56,207	\$ (48,779)	0.01	0.01
TRAVEL & MEETINGS	2,735.08	1,974.53	38.52%	34,762.18	31,593.78	10.03%	66,347	\$ (31,585)	0.02	0.04
PREMIUM PL & PD INSURANCE	45,667.67	38,632.97	18.21%	291,600.68	233,277.57	25.00%	600,000	\$ (308,399)	0.34	0.36
PAYOUTS--PL & PD INS.	12,000.00	12,000.00	0.00%	72,000.00	57,333.32	25.58%	150,000	\$ (78,000)	0.09	0.09
RECOVERY/PHYSICAL DAMAGE	(4,660.33)	(166.66)	2696.31%	(4,660.33)	(31,437.16)	-85.18%	-	\$ (4,660)	-0.03	-0.01
OTHER CORPORATE INS.	-	200.00	-100.00%	2,500.00	45,011.00	-94.45%	94,523	\$ (92,023)	0.00	0.00
VEHICLE REGISTRATION	9.50	-	0.00%	84.50	-	0.00%	1,000	\$ (916)	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	1,435.98	711.39	101.86%	5,518.75	3,472.51	58.93%	-	\$ 5,519	0.01	0.01
ACA TAXES & FEES	-	-	0.00%	-	-	0.00%	-	\$ -	0.00	0.00
CASH (OVER)/SHORT	-	-	0.00%	-	-	0.00%	-	\$ -	0.00	0.00
	206,666.90	156,780.14	31.82%	1,052,053.04	963,118.24	9.23%	2,650,819	\$ (1,598,766)		

<b>TOTAL EXPENSES</b>	\$ 1,365,935.92	\$ 1,077,597.26	26.76%	\$ 7,788,933.70	\$ 7,574,302.52	2.83%	\$ 18,616,264	\$ (10,827,330)	10.02	9.56
-----------------------	-----------------	-----------------	--------	-----------------	-----------------	-------	---------------	-----------------	-------	------

OTHER INCOME	Jun-24	Jun-23	%DIFF/MO	YTD2024	YTD2023	%DIFF	BUDGETED
COUNTY PROPERTY TAX	\$ 229,421.50	\$ 1,005,023.40	-77.17%	\$ 1,376,529.00	\$ 1,865,823.73	-26.22%	\$ 3,254,501
LOCAL INCOME TAX	67,915.58	71,613.48	-5.16%	531,183.48	455,408.33	16.64%	772,697
STATE OPERATING GRANT	362,804.75	-	0.00%	2,176,828.50	-	0.00%	4,353,657
FEDERAL OPERATING GRANT	-	-	0.00%	-	-	0.00%	5,302,721
CARES ACT OPERATING GRANT	-	-	0.00%	-	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	69,028.00	1408.92%	-
STATE/LOCAL CONTRIBUTION	-	-	0.00%	-	-	0.00%	-
<b>TOTAL OTHER INCOME</b>	\$ 660,141.83	\$ 1,076,636.88	-38.68%	\$ 5,126,115.98	\$ 2,957,592.56	73.32%	\$ 13,683,576

OTHER EXPENSES	Jun-24	Jun-23	YTD2024	YTD2023
(GAIN)/LOSS--ASSET DISPOSAL	\$ -	\$ -	\$ (517.92)	\$ -
INTERGOVERNMENTAL FUNDS XFE	\$ -	\$ -	\$ -	\$ -
DEPRECIATION EXPENSE	298,506.57	277,928.38	1,779,141.29	1,685,684.88
<b>TOTAL OTHER EXPENSES</b>	\$ 298,506.57	\$ 277,928.38	\$ 1,778,623.37	\$ 1,685,684.88

	Jun-24	Jun-23	YTD2024	YTD2023
<b>NET PROFIT/(LOSS)</b>	\$ (814,713.45)	\$ (106,901.45)	\$ (2,505,533.45)	\$ (4,374,031.44)

## REVENUE COMPARISON

June 2024

	June 2024	June 2023	% DIFF	YTD2024	YTD2023	YTD2024
<b>NON-CONTRACT REVENUE</b>						
CASH FARES	\$ 16,372.56	\$ 16,431.19	-0.36%	\$ 97,865.07	\$ 95,210.12	2.79%
TOKENS	1,477.50	1,151.50	28.31%	9,901.00	9,131.50	8.43%
REGULAR PASS	12,880.00	13,167.50	-2.18%	71,008.00	76,448.50	-7.12%
DAY PASS	3,376.00	3,130.00	7.86%	18,158.00	18,234.00	-0.42%
ELDERLY/DISABLED	2,528.00	1,972.22	28.18%	14,614.00	12,820.22	13.99%
YOUTH PASS	-	-	0.00%	(28.00)	-	0.00%
<b>TOTAL NON-CONTRACT</b>	<b>\$ 36,634.06</b>	<b>\$ 35,852.41</b>	<b>2.18%</b>	<b>\$ 211,518.07</b>	<b>\$ 211,844.34</b>	<b>-0.15%</b>
<b>TOTAL WITH ACCESS</b>	<b>\$ 44,149.09</b>	<b>\$ 43,890.28</b>	<b>0.59%</b>	<b>\$ 251,860.07</b>	<b>\$ 251,273.10</b>	<b>0.23%</b>
<b>CONTRACT REVENUE</b>						
CAMPUS	\$ -	\$ -	0.00%	\$ 850,759.00	\$ 1,007,806.94	-15.58%
IVY TECH	-	-	0.00%	-	-	0.00%
WLSC	-	-	0.00%	-	-	0.00%
APARTMENTS	86,599.00	67,096.17	29.07%	522,428.00	412,265.63	26.72%
WABASH NATIONAL	-	-	0.00%	-	-	0.00%
TRIPPERS	-	-	0.00%	-	-	0.00%
SUPPLEMENTAL SVC.	-	-	0.00%	-	-	0.00%
<b>TOTAL CONTRACT</b>	<b>\$ 86,599.00</b>	<b>\$ 67,096.17</b>	<b>29.07%</b>	<b>\$ 1,373,187.00</b>	<b>\$ 1,420,072.57</b>	<b>-3.30%</b>
<b>AUXILIARY REVENUE</b>						
EXTERIOR ADVER.	\$ 27,916.67	\$ 24,195.17	15.38%	\$ 93,000.02	\$ 89,038.61	4.45%
MISC / CONCESSIONS	9,520.37	14,635.89	-34.95%	41,550.71	47,204.33	-11.98%
<b>TOTAL AUXILIARY</b>	<b>\$ 37,437.04</b>	<b>\$ 38,831.06</b>	<b>-3.59%</b>	<b>\$ 134,550.73</b>	<b>\$ 136,242.94</b>	<b>-1.24%</b>
<b>INTEREST REVENUE</b>						
INTEREST	\$ 21,402.08	\$ 22,169.80	-3.46%	\$ 176,309.84	\$ 120,774.79	45.98%
	<b>\$ 21,402.08</b>	<b>\$ 22,169.80</b>	<b>-3.46%</b>	<b>\$ 176,309.84</b>	<b>\$ 120,774.79</b>	<b>45.98%</b>
<b>TOTAL REVENUE WITHOUT ACCESS</b>						
	June 2024	June 2023	% DIFF	YTD2024	YTD2023	YTD2024
NON-CONTRACT	\$ 36,634.06	\$ 35,852.41	2.18%	\$ 211,518.07	\$ 211,844.34	-0.15%
CONTRACT	86,599.00	67,096.17	29.07%	1,373,187.00	1,420,072.57	-3.30%
AUXILIARY	37,437.04	38,831.06	-3.59%	134,550.73	136,242.94	-1.24%
INTEREST	21,402.08	22,169.80	-3.46%	176,309.84	120,774.79	45.98%
	<b>\$ 182,072.18</b>	<b>\$ 163,949.44</b>	<b>11.05%</b>	<b>\$ 1,895,565.64</b>	<b>\$ 1,888,934.64</b>	<b>0.35%</b>
<b>TOTAL REVENUE WITH ACCESS</b>						
	June 2024	June 2023	% DIFF	YTD2024	YTD2023	YTD2024
ALL SOURCES	\$ 182,072.18	\$ 163,949.44	11.05%	\$ 1,895,565.64	\$ 1,888,934.64	0.35%
ACCESS	7,515.03	8,037.87	-6.50%	40,342.00	39,428.76	2.32%
<b>TOTAL REVENUE</b>	<b>\$ 189,587.21</b>	<b>\$ 171,987.31</b>	<b>10.23%</b>	<b>\$ 1,935,907.64</b>	<b>\$ 1,928,363.40</b>	<b>0.39%</b>



## 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	
<b>CASH &amp; CASH ITEMS</b>					<b>PAYABLES</b>				
CASH IN BANK-GENERAL FUND	7,771,587.59	2,070,373.43			TRADE PAYABLES	-	-		
CASH IN PAYROLL ACCOUNT-GEN FD	520,769.33	473,256.80			ACCOUNTS PAYABLE	914,837.42	37,030.44		
LEVY EXCESS FUND	-	-			ACCOUNTS PAYABLE - CNG UTILITIES	177,610.05	219,874.80		
WORKING FUNDS	-	-			<b>TOTAL PAYABLES</b>	<b>1,092,447.47</b>	<b>256,905.24</b>		
UNITED HEALTHCARE HRA IMPREST-GEN FD	-	-			<b>ACCRUED PAYROLL LIABILITIES</b>				
HEALTHCARE IMPREST-GEN FD	-	-			ACCRUED WAGES PAYABLE	149,072.23	144,811.45		
RAINY DAY FUND	256,256.66	256,256.66			ACCR COMPENSATED ABSENCES PAYABLE	269,723.32	269,723.32		
<b>TOTAL CASH &amp; CASH ITEMS</b>	<b>8,548,613.58</b>	<b>2,799,886.89</b>			DEDUCTIONS-AUTO	-	-		
<b>RECEIVABLES</b>					UNION DUES WITHHELD	1,872.70	1,957.80		
ACCOUNTS RECEIVABLE	133,289.70	86,520.85			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	1,000,160.04			DEDUCTION-HEALTH INSURANCE	11,414.68	(17,265.34)		
A/R-TICKET VENDING MACHINE COLLECTIONS	5,471.00	2,696.00			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	375.00		
A/R TAX DRAW-COUNTY/LOCAL	-	(585,545.05)			DEDUCTION-CABLE	-	-		
A/R GRANTS-STATE	-	2,176,828.50			DEDUCTION-PERF EE	3,026.00	3,652.93		
A/R PLANNING ASSISTANCE-FTA	-	-			DEDUCTION-SUPPORT	-	-		
A/R OPERATING ASSISTANCE-STATE	-	-			DEDUCTION-EE LOANS	350.08	333.66		
A/R FEDERAL TAX CREDITS	328,395.00	167,598.50			DEDUCTION-BOSTON MUTUAL	121.68	121.68		
PROPERTY TAX RECEIVABLE	3,128,409.00	3,275,322.00			DEFERRED COMPENSATION	1,302.11	2,040.51		
<b>TOTAL RECEIVABLES</b>	<b>4,863,422.72</b>	<b>6,123,580.84</b>			ACCRUED PERF PAYABLE ER	5,889.53	18,589.12		
<b>MATERIALS &amp; SUPPLIES INVENTORY</b>					<b>TOTAL PAYROLL LIABILITIES</b>	<b>444,339.75</b>	<b>424,864.44</b>		
BUS PARTS INVENTORY	334,269.73	322,776.06			<b>ACCRUED TAX LIABILITIES</b>				
PARTS INVENTORY-CLEARING ACCT	-	-			FIT TAXES	40,556.32	40,855.36		
DIESEL & GASOLINE INVENTORY	17,151.23	23,392.62			FICA/MEDICARE	-	-		
OIL, LUBE, ANTIFREEZE INVENTORY	87,470.97	101,703.26			STATE TAX	-	-		
TIRES, TUBES, BATTERIES INVENTORY	2,564.86	4,373.10			STATE UNEMPLOYMENT TAX	-	-		
FACILITIES PARTS INVENTORY	29,997.08	29,997.08			COUNTY TAX	-	-		
<b>TOTAL MATERIALS &amp; SUPPLIES INVENTORY</b>	<b>471,453.87</b>	<b>482,242.12</b>			<b>TOTAL TAX LIABILITIES</b>	<b>40,556.32</b>	<b>40,855.36</b>		
<b>TANGIBLE PROPERTY TRANSIT OPS</b>					<b>SHORT TERM DEBT</b>				
REVENUE EQUIPMENT	28,172,233.66	28,313,897.62			SHORT TERM DEBT	-	-		
SUPPORT VEHICLES	582,095.86	582,095.86			AUTO INSURANCE PAYOUT LIABILITY	-	79,702.82		
BUILDING & STRUCTURE	19,532,013.68	19,718,906.85			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	801,483.34			<b>TOTAL SHORT TERM DEBT</b>	<b>10,000.00</b>	<b>89,702.82</b>		
OFFICE EQUIPMENT & FURNISHINGS	391,044.90	398,884.37			<b>OTHER CURRENT LIABILITIES</b>				
CONSTR. IN PROGRESS-SHOP	32,539.95	65,981.48			UNREDEEMED TOKENS	-	-		
CONSTR. IN PROGRESS - HYDROGEN	39,500.00	146,000.00			UNREDEEMED REGULAR PASSES	-	-		
CONSTR. IN PROGRESS - PROJECTS	705,968.47	3,176,852.94			UNREDEEMED DAY PASSES	-	-		
CONSTR. IN PROGRESS - SHELTERS	308,105.14	358,488.07			UNREDEEMED E & D PASSES	-	-		
LAND	926,471.26	926,471.26			UNREDEEMED SEMESTER PASSES	-	-		
<b>TOTAL PROPERTY COST</b>	<b>53,552,506.77</b>	<b>56,670,564.29</b>			UNREDEEMED LOOP PASSES	-	-		
<b>ACC DEPR-REVENUE EQUIPMENT</b>	<b>(15,324,585.92)</b>	<b>(16,536,811.22)</b>			DEFERRED REVENUE-COUNTY/LOCAL	-	-		
ACC DEPR-SUPPORT VEHICLES	(464,998.58)	(482,904.84)			DEFERRED REVENUE-ADVERTISING & PAINTED TRANSIT	4,583.31	(916.71)		
ACC DEPR-BUILDING & STRUCTURE	(8,977,499.76)	(9,374,572.53)			FEDERAL TAX PAYABLE	-	-		
ACC DEPR-EQUIPMENT SHOP & GARAGE	(473,826.31)	(503,542.69)			UNREDEEMED 50 FARESAVERS	-	-		
ACC DEPR-REVENUE COLLECTION FAREBOX	(1,609,762.07)	(1,640,246.03)			UNREDEEMED PASS STUDENT	-	-		
ACC DEPR-COMMUNICATIONS EQUIPMENT	(137,275.11)	(203,254.95)			UNREDEEMED REVENUE	-	-		
ACC DEPR-OFFICE EQUIPMENT & FURNISHINGS	(223,722.56)	(248,961.42)			UNREDEEMED TVM CHG/STRD VALUE CARDS	8,358.00	8,606.00		
ACC DEPR-CONSTR IN PROGRESS-WLAF	-	-			NET PENSION LIABILITY	3,906,652.00	4,369,315.00		
ACC DEPR-CONSTR IN PROGRESS-LAF	-	-			<b>TOTAL OTHER CURRENT LIABILITIES</b>	<b>3,919,593.31</b>	<b>4,377,004.29</b>		
<b>TOTAL ACCUMULATED DEPRECIATION</b>	<b>(27,211,670.31)</b>	<b>(28,990,293.68)</b>			<b>LONG-TERM DEBT</b>				
<b>TOTAL PROPERTY LESS DEPRECIATION</b>	<b>26,340,836.46</b>	<b>27,680,270.61</b>			BANK OF AMERICA LONG-TERM PAYABLE-CNG	-	-		
<b>SPECIAL FUNDS</b>					<b>TOTAL LONG-TERM DEBT</b>	<b>-</b>	<b>-</b>		
SPECIAL FUNDS	-	-			<b>ESTIMATED LIABILITIES</b>				
BONDS & INTEREST CASH ACCT	-	-			FTA EST RES FOR ENCUMBRANCES	-	-		
INVESTMENTS-BON & INTEREST FUND	-	-			<b>TOTAL ESTIMATED LIABILITIES</b>	<b>-</b>	<b>-</b>		
ACA MLR PREMIUM REBATE	-	-			<b>DEFERRED CREDITS</b>				
BUS AUTO INS CASH FUND	400,000.00	400,000.00			DEFERRED CR - MYERS PED BRIDGE PROJECT	-	-		
PAYROLL ACCRUAL	-	-			<b>TOTAL DEFERRED CREDITS</b>	<b>-</b>	<b>-</b>		
DIRECTOR & OFFICERS SPEC CASH	74,870.36	74,870.36			<b>DEFERRED INFLOWS</b>				
ELTF DEDUCTIBLE FUNDS	15,000.00	15,000.00			DEFERRED INFLOW - EXPECTED AND ACTUAL EXPERIENCE	14,858.00	-		
INVESTMENTS	-	-			DEFERRED INFLOW - EXPECTED AND ACTUAL INV EARNINGS	-	-		
CUMULATIVE CAPITAL FUND	1,062,814.48	1,326,180.14			DEFERRED INFLOW - PROPORTIONATE SHARE	100,262.00	46,402.00		
CAPITAL IMPROV RESERVE FUND	-	-			DEFERRED INFLOW - ASSUMPTIONS	167,140.00	-		
CAPITAL IMPROV. INVESTMENTS	-	-			DEFERRED INFLOW FROM PROPERTY TAXES	3,128,409.00	3,275,322.00		
<b>TOTAL SPECIAL FUNDS</b>	<b>1,552,684.84</b>	<b>1,816,050.50</b>			<b>TOTAL DEFERRED INFLOWS</b>	<b>3,410,669.00</b>	<b>3,321,724.00</b>		
<b>OTHER ASSETS</b>					<b>CONTRIBUTIONS</b>				
PRE-PAID INSURANCE	44,559.33	523.65			INVESTMENTS IN TRANSIT SYS-LAF	24,682.75	24,682.75		
PRE-PAID EXPENSES	138,176.83	78,413.25			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		
<b>TOTAL OTHER ASSETS</b>	<b>182,736.16</b>	<b>78,936.90</b>			STATE CAP GRANT CONTRIBUTION	788,343.85	788,343.85		
<b>DEFERRED OUTFLOWS</b>					STATE CAP GRANT SEC 9	657,682.35	657,682.35		
DEFERRED OUTFLOW - PERF EMPLOYER CONTRIBUTIONS	425,367.00	449,398.00			STATE CAP GRANT SEC 5	601,488.98	601,488.98		
DEFERRED OUTFLOW - PROPORTIONATE SHARE	185,471.00	130,443.00			CONTRIBUTIONS NON GOVERNMENTAL	-	-		
DEFERRED OUTFLOW - EXPECTED AND ACTUAL EXPERIENCE	84,242.00	89,395.00			ACCUMULATED EARNINGS/LOSSES	(36,894,240.18)	(39,263,846.25)		
DEFERRED OUTFLOW - EXPECTED AND ACTUAL INV EAR	482,122.00	1,001,459.00			<b>TOTAL CONTRIBUTIONS</b>	<b>34,748,479.78</b>	<b>32,378,873.71</b>		
DEFERRED OUTFLOW - CHANGE IN ASSUMPTION	529,136.00	238,267.00			<b>TOTAL LIABILITIES &amp; CONTRIBUTIONS</b>	<b>43,666,085.63</b>	<b>40,889,929.86</b>		
<b>TOTAL DEFERRED OUTFLOWS</b>	<b>1,706,338.00</b>	<b>1,908,962.00</b>							
<b>TOTAL ASSETS</b>	<b>43,666,085.63</b>	<b>40,889,929.86</b>							

June 2024

**EXPENDITURES TO DATE AND REMAINING BUDGET**  
 GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION

Budget to date 50.0%

	<b>BUDGET FY2024</b>	<b>Budget to Date</b>	<b>Expenditures to Date</b>	<b>Expenditures to Date %</b>	<b>Remaining Budget</b>
<b>PERSONNEL</b>					
Operator Wages	6,869,884	3,434,942	3,011,278	43.8%	3,858,606
Administrative Wages	2,099,054	1,049,527	1,059,824	50.5%	1,039,231
Maintenance Wages	920,315	460,157	435,461	47.3%	484,854
FICA	756,528	378,264	331,829	43.9%	424,699
PERF	1,170,568	585,284	494,836	42.3%	675,732
Life & Health Insurance	2,330,241	1,165,121	796,654	34.2%	1,533,587
Unemployment Insurance	70,000	35,000	18,854	26.9%	51,146
Work Comp Insurance	135,303	67,652	60,422	44.7%	74,881
Uniform Rental and Cleaning	50,000	25,000	19,043	38.1%	30,957
Tool Allowance/Fringe Benefits	114,568	57,284	43,676	38.1%	70,892
Affordable Care Act Fees	-	-	-	0.0%	-
	<b>14,516,461</b>	<b>7,258,231</b>	<b>6,271,876</b>	<b>43.2%</b>	<b>8,244,585</b>
<b>COMMODITIES</b>					
Diesel Fuel	310,492	155,246	71,586	23.1%	238,906
Natural Gas Fuel	570,738	285,369	194,347	34.1%	376,391
Gasoline	22,953	11,477	13,669	59.5%	9,285
Oil & Antifreeze	43,886	21,943	15,476	35.3%	28,410
Repair Parts, Revenue Vehicles	300,000	150,000	82,808	27.6%	217,192
Repair Parts, Fixed Equipment	10,000	5,000	-	0.0%	10,000
Tires and Batteries	14,326	7,163	5,981	41.7%	8,345
Cleaning Supplies	20,469	10,234	16,542	80.8%	3,926
Building Materials	26,892	13,446	747	2.8%	26,144
Postage & Freight	8,066	4,033	1,212	15.0%	6,854
Office Supplies	22,469	11,234	16,124	71.8%	6,344
Other Materials, General Business	95,937	47,969	45,816	47.8%	50,121
Other Materials, Billable	320	160	-	0.0%	320
Other Materials, Maintenance	2,437	1,219	697	28.6%	1,740
	<b>1,448,983</b>	<b>724,492</b>	<b>465,005</b>	<b>32.1%</b>	<b>983,979</b>
<b>SERVICES &amp; CHARGES</b>					
Attorney & Audit	150,000	75,000	66,533	44.4%	83,468
Contract Maintenance	531,762	265,881	222,802	41.9%	308,960
Custodial Services	69,885	34,943	23,920	34.2%	45,965
Contractual Services	550,000	275,000	217,022	39.5%	332,978
Utilities, Telephone	4,684	2,342	8,477	181.0%	(3,794)
Utility Expense, Electric	75,000	37,500	14,289	19.1%	60,711
Utility Expense, Water & Sewage	35,219	17,609	15,752	44.7%	19,467
Utilities, Natural Gas Heat	68,372	34,186	15,778	23.1%	52,593
Advertising & Promotions	150,000	75,000	37,966	25.3%	112,034
Exterior Advertising	10,000	5,000	-	0.0%	10,000
Printing	30,000	15,000	20,436	68.1%	9,564
Advertising Fees (Legal Ads)	3,000	1,500	25	0.8%	2,975
Dues & Subscriptions	56,027	28,014	7,248	12.9%	48,779
Travel & Meeting Expenses	66,347	33,173	34,762	52.4%	31,585
Premium on PL & PD	600,000	300,000	291,601	48.6%	308,399
Payouts PL & PD	150,000	75,000	72,000	48.0%	78,000
Recovery/physical Damage		-	(4,660)	0.0%	4,660
Other Corporate Ins	94,523	47,262	2,500	2.6%	92,023
Vehicle Registration	1,000	500	85	8.5%	916
Interest - Short Term	-	-	-	0.0%	-
Bad Debt Expense	5,000	2,500	-	0.0%	5,000
Misc. Expense	7,292	3,646	5,519	75.7%	1,774
Cash (over)/short		-	-	0.0%	-
	<b>2,658,111</b>	<b>1,329,056</b>	<b>1,052,053</b>	<b>39.6%</b>	<b>1,606,058</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>18,623,556</b>	<b>9,311,778</b>	<b>7,788,934</b>	<b>41.8%</b>	<b>10,834,622</b>

June 2024

Route	RouteName	Passengers	Total Miles	Total Hours	P/Mi	%DIFF FROM 23	P/Hrs	%DIFF FROM 23
1A	Market Square	21,758	13,736.56	1,033.10	1.58	12.06%	21.06	-3.39%
1B	Salisbury	24,568	9,810.00	826.90	2.50	1.55%	29.71	5.93%
2A	Schuyler Ave	7,180	3,574.13	288.48	2.01	8.58%	24.89	-8.76%
2B	Union St	6,664	3,592.23	321.81	1.86	29.10%	20.71	-5.09%
3	Lafayette Square	9,223	10,668.01	750.25	0.86	2.08%	12.29	-0.81%
4A	Tippecanoe Mall	14,053	6,279.15	603.55	2.24	11.80%	23.28	-1.56%
4B	Purdue West	33,078	11,083.96	821.92	2.98	12.28%	40.24	-8.67%
5	Happy Hollow	6,345	3,657.52	232.33	1.73	76.78%	27.31	-11.81%
6A	Fourth St	15,177	11,585.35	726.66	1.31	-2.09%	20.89	-10.63%
6B	South 9th	3,569	4,522.30	317.94	0.79	20.84%	11.23	-1.77%
7	South St	15,423	9,123.15	763.31	1.69	-4.88%	20.21	-4.48%
8	Klondike Express	17,567	7,076.99	470.71	2.48	55.73%	37.32	-1.71%
9	Park East	2,597	4,317.38	295.85	0.60	-34.80%	8.78	-8.36%
10	Northwestern	6,472	3,517.44	289.87	1.84	-4.45%	22.33	-11.09%
23	Connector	9,159	7,003.30	578.24	1.31	25.44%	15.84	7.83%
Others	Others	300	N/A	N/A	N/A	N/A	N/A	N/A
<b>Sub Total:</b>		<b>193,133</b>	<b>109,547.47</b>	<b>8,320.92</b>	<b>1.76</b>	<b>9.93%</b>	<b>23.21</b>	<b>-3.67%</b>
13	Silver Loop	-	-	-	-	0.00%	-	-
14	Black Loop	-	-	-	-	0.00%	-	-
15	Tower Acres	-	-	-	-	0.00%	-	-
20	South Campus	-	-	-	-	0.00%	-	-
28	Gold Loop	-	-	-	-	0.00%	-	-
<b>Sub Total:</b>								
21A	Lark & Alight	-	-	-	-	0.00%	-	-
24	Redpoint	-	-	-	-	0.00%	-	-
35	Lindberg Express	-	-	-	-	0.00%	-	-
<b>Sub Total:</b>								
<b>MB Total:</b>		<b>193,133</b>	<b>109,547</b>	<b>8,321</b>	<b>1.76</b>	<b>9.93%</b>	<b>23.21</b>	<b>12.21%</b>
DR	ACCESS/FLEX	2,962	14,225	1,051				
<b>Demand Response Total:</b>		<b>2,962</b>	<b>14,225</b>	<b>1,051</b>	<b>0.21</b>	<b>-2.77%</b>	<b>2.82</b>	<b>5.56%</b>
<b>Grand Total:</b>		<b>196,095</b>	<b>123,773</b>	<b>9,372</b>	<b>1.58</b>	<b>10.50%</b>	<b>20.92</b>	<b>13.62%</b>

June 2024

Route	RouteName	Passengers
1A	Market Square	21,758
1B	Salisbury	24,568
2A	Schuyler Ave	7,180
2B	Union St	6,664
3	Lafayette Square	9,223
4A	Tippecanoe Mall	14,053
4B	Purdue West	33,078
5	Happy Hollow	6,345
6A	Fourth St	15,177
6B	South 9th	3,569
7	South St	15,423
8	Klondike Express	17,567
9	Park East	2,597
10	Northwestern	6,472
23	Connector	9,159
Others	Others	300
<b>Sub Total:</b>		<b>193,133</b>

13	Silver Loop	-
14	Black Loop	-
15	Tower Acres	-
20	South Campus	-
28	Gold Loop	-
<b>Sub Total:</b>		<b>-</b>

21A	Lark & Alight	-
24	Redpoint	-
35	Lindberg Express	-
<b>Sub Total:</b>		<b>-</b>

<b>MB Total:</b>		<b>193,133</b>
------------------	--	----------------

DR	ACCESS/FLEX	2,962
<b>Demand Response Total:</b>		<b>2,962</b>

<b>Grand Total:</b>		<b>196,095</b>
---------------------	--	----------------

June 2023

	RouteName	Passengers
1A	Market Square	19,860
1B	Salisbury	24,755
2A	Schuyler Ave	7,136
2B	Union St	5,550
3	Lafayette Square	8,989
4A	Tippecanoe Mall	12,878
4B	Purdue West	32,284
5	Happy Hollow	4,198
6A	Fourth St	14,243
6B	South 9th	2,855
7	South St	16,646
8	Klondike Express	9,972
9	Park East	4,382
10	Northwestern	8,120
23	Connector	6,812
Others	Others	-
<b>Sub Total:</b>		<b>178,680</b>

13	Silver Loop	-
15	Tower Acres	-
17	Ross Ade	-
28	Gold Loop	-
<b>Sub Total:</b>		<b>-</b>

21A	Lark & Alight	-
24	Redpoint	-
35	Lindberg Express	-
<b>Sub Total:</b>		<b>-</b>

<b>MB Total:</b>		<b>178,680</b>
------------------	--	----------------

DR	ACCESS/FLEX	3,325
<b>Demand Response Total:</b>		<b>3,325</b>

<b>Grand Total:</b>		<b>182,005</b>
---------------------	--	----------------

# OPERATIONS REPORT

Jun-24

	2024 MONTH	2023 MONTH	2024 YTD	2023 YTD
<b>MILES</b>	123,773	126,944	934,638	918,234
<b>PAID HOURS</b>	15,103	23,686	107,838	91,808

	2024	2023	YTD 2024	YTD 2023	% DIFF MO	% DIFF YTD
<b>ACCIDENTS</b>	1	7	14	24	▼ -85.71%	▬ -41.67%
<b>PER 100,000 MILES</b>	0.81	5.51	1.50	2.61	▼ -85.35%	▬ -42.69%
<b>PREVENTABLE</b>	1	5	9	14	▼ -80.00%	▬ -35.71%
<b>PER 100,000 MILES</b>	0.81	3.94	0.96	1.52	▼ -79.49%	▬ -36.84%
<b>NON-PREVENTABLE</b>	0	2	5	10	▼ -100.00%	▬ -50.00%
<b>PER 100,000 MILES</b>	0.00	1.58	0.53	1.09	▼ -100.00%	▬ -50.88%
<b>OVERTIME IN HOURS</b>	806	1,297	16,090	17,944	▬ -37.85%	▲ -10.33%
<b>% OF OVERTIME HOURS</b>	5.3%	5.5%	14.9%	19.5%	▲ -2.53%	▲ -23.66%
<b>SAFETY MEETINGS</b>	1	1	6	6		

NO PAY HOURS: 394.1

**ROADCALLS  
2024**

	Jun-24	Jun-23	% DIFF
MECHANICAL	2	4	▲ 12.50%
OTHER	0	1	▼ 0.00%
DELAYS	0	0	#DIV/0!
TOTAL-MONTH	2	5	▬ 8.00%
TOTAL-YTD	22	25	▼ 3.52%

BUS#	LOCATION	PROBLEM	TIME	DATE	MECH OR OTHER
4012		Coolant Line		6/7/2024	M
1705		Alternator		6/7/2024	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	Different 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	2,492	2,918	▼ -14.60%	\$4.2400	\$2.5980	▼ \$1.6420
JUN	2,492	2,629	▼ -5.21%	\$4.2400	\$2.5980	▼ \$1.6420
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	24,497	23,926	▼ 2.39%	\$25.6000	\$18.7960	▲ \$6.8040

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	1,754	2,342	▬ -25.1067%
JUN	1,552	2,507	▼ -38.0933%
JUL			#DIV/0!
AUG			#DIV/0!
SEP			#DIV/0!
OCT			#DIV/0!
NOV			#DIV/0!
DEC			#DIV/0!
TOTAL	9,119	12,911	▬ -29.3703%

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	33,336	34,780	▼ -4.1518%
JUN	32,867	28,740	▬ 14.3598%
JUL			#DIV/0!
AUG			#DIV/0!
SEP			#DIV/0!
OCT			#DIV/0!
NOV			#DIV/0!
DEC			#DIV/0!
TOTAL	221,169	206,217	▬ 7.2506%