BOARD MEETING

Agenda
119 Henderson Ct., Delaware, Ohio 43015
April 16th, 2025
5:30 PM

Virtual Meeting available at: *https://www.gotomeet.me/DCTConferenceRoom with Access Code: 938-603-205*
Or by phone at: 1 (646) 749-3122 with Access Code: 938-603-205

1) **Pledge**

2) **Roll Call – 5:30 PM** (25-04-01)

3) **Consent Agenda** (25-04-02)
   a) Agenda for the April 16th, 2025;
   b) Approval of the record of the March 19th, 2025 Board Meeting;

4) **Operations Committee Report:**
   a) Operations Committee Report (April 7th, 2025)

5) **Financial Status:**
   a) Finance Committee Report (April 8th, 2025)
   b) Financial Status as of February 28th, 2025

6) **Project Updates:**
   a) Grant Programs Update;

7) **New Business**
   a) Approval of a Planning Internship position with MORPC (25-04-03);
   b) Wage/Comp Policy update – update to policy to include internships (25-04-04);
   c) Contract with DACC for transportation services (25-04-05);
   d) Approval for contract with Rea & Associates, Inc., Finance and Hinkle Report (25-04-06);
   e) Updated DBE Policy (25-04-07);
   f) Approval authorizing the Executive Director to pursue FTA Grants (25-04-08);
   g) Approval for Construction Contract with Columbus Glass and Mirror (25-04-09);
   h) Approval of new contract rates with Delaware County Department of Job & Family Services (25-04-10)

8) **Open Comment**

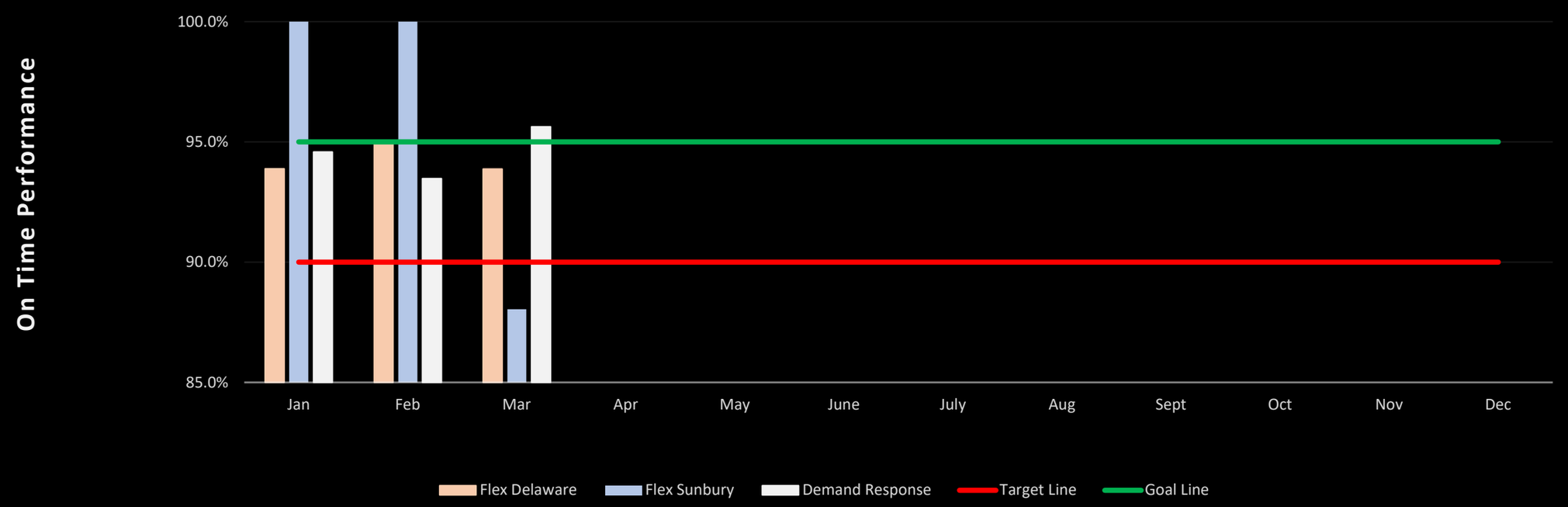
Adjourn – Next scheduled meeting on May 21st, 2025

2025 Projections & Ridership

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Operating Week Days	22	20	21	22	21	21	22	21	21	23	19	22	
Operating Saturdays	4	4	5	4	5	4	4	5	4	4	5	4	
Total Ridership													
2024 Ridership	11,872	11,603	11,443	12,239	12,626	11,177	13,187	13,808	13,279	15,687	13,863	13,756	154,540
Projected Ridership	*16,202*	*14,818*	*15,755*	*16,438*	*15,981*	*15,736*	*17,486*	*16,981*	*16,736*	*18,468*	*16,651*	*18,842*	*200,094*
2025 Ridership	15,238	15,765	16,610	0	0	0	0	0	0	0	0	0	47,613
Percent Change	28.35%	35.87%	45.15%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-69.19%
Projected Service Hours & Operators Needed													
Service Hours Needed	5401	4939	5252	5479	5327	5245	5829	5660	5579	6156	5550	6281	66698
Available Operator Hours	5334	4926	5166	5328	5352	5360	5328	5352	5360	5296	5416	5328	63548
Difference	-66.67	-13.33	-86.17	-150.88	24.95	115.12	-500.22	-308.38	-218.22	-859.55	-134.38	-952.22	
FTE Operators Needed	-0.38	-0.08	-0.51	-0.86	0.15	0.69	-2.84	-1.84	-1.30	-4.67	-0.88	-5.41	
FLEX Delaware (Includes Saturday Service)													
2024 Total Ridership	9,663	9,387	8,987	9,399	9,326	7,926	10,874	11,367	11,094	12,905	11,492	11,662	124,082
2025 Ridership	12,948	13,221	14,311										40,480
Percent Change	34.00%	40.84%	59.24%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-67.38%
Flex Delaware Saturday													
2024 Ridership							821	1,135	1,003	877	1,158	981	5,975
2025 Ridership	926	1,107	1,330										3,363
Percent Change							-100%	-100%	-100%	-100%	-100%	-100%	-44%
FLEX Sunbury													
2024 Ridership										39	57	49	145
2025 Ridership	84	115	105										304
Percent Change										-100%	-100%	-100%	110%
Demand Response													
2024 Ridership	2,209	2,127	2,283	2,261	2,435	1,997	2,230	2,441	2,147	2,586	2,170	1,971	26,857
2025 Ridership	2,164	2,050	2,194										6,408
Percent Change	-2.04%	-3.62%	-3.90%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-76.14%
Special Trips													
2024 Special Trips	0	89	173	579	865	1,254	83	0	38	157	144	74	3,456
2025 Special Trips	42	379	0										421
Percent Change		325.84%											-87.82%

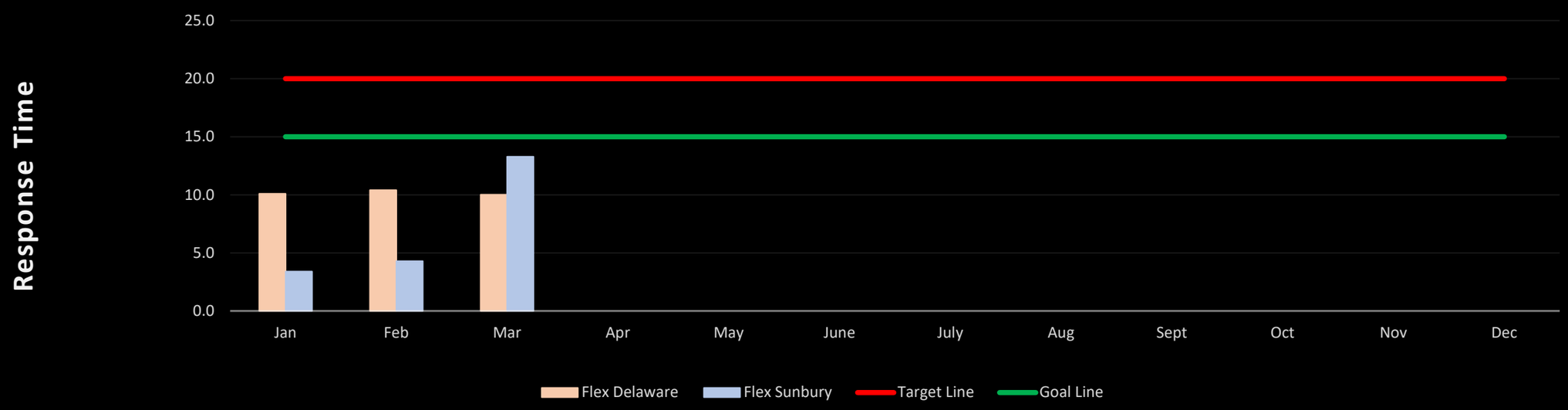
On Time Performance - Target 90% or Greater

Service	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Flex Delaware	93.9%	94.9%	93.9%										94.2%
Flex Sunbury	100.0%	100.0%	88.0%										96.0%
Demand Response	94.6%	93.5%	95.6%										94.6%



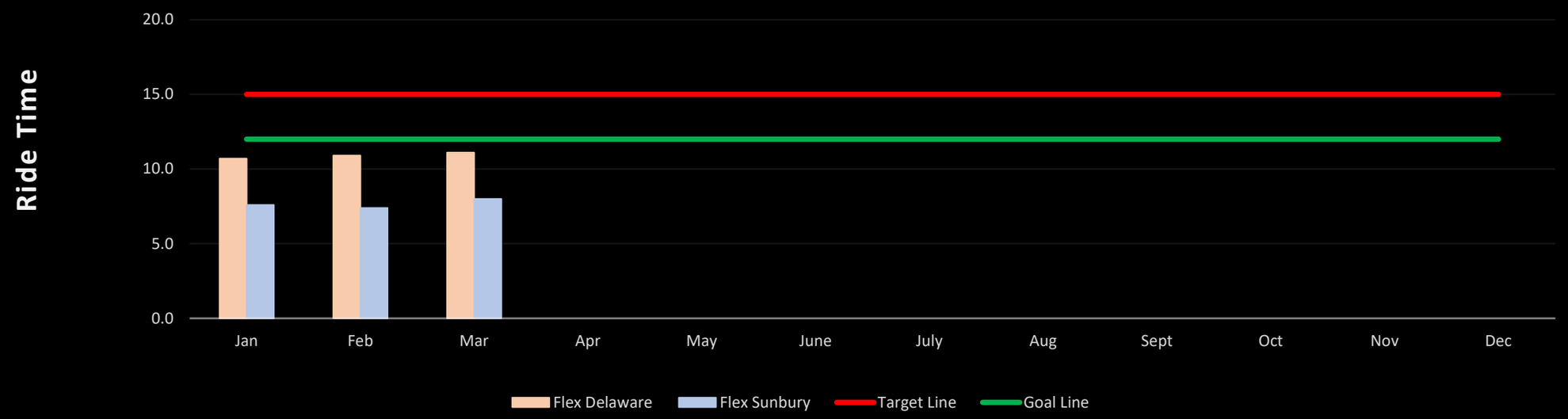
Response Time - Target 20 Minutes or Less

Service	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Flex Delaware	10.1	10.4	10.0										10.2
Flex Sunbury	3.4	4.3	13.3										7.0



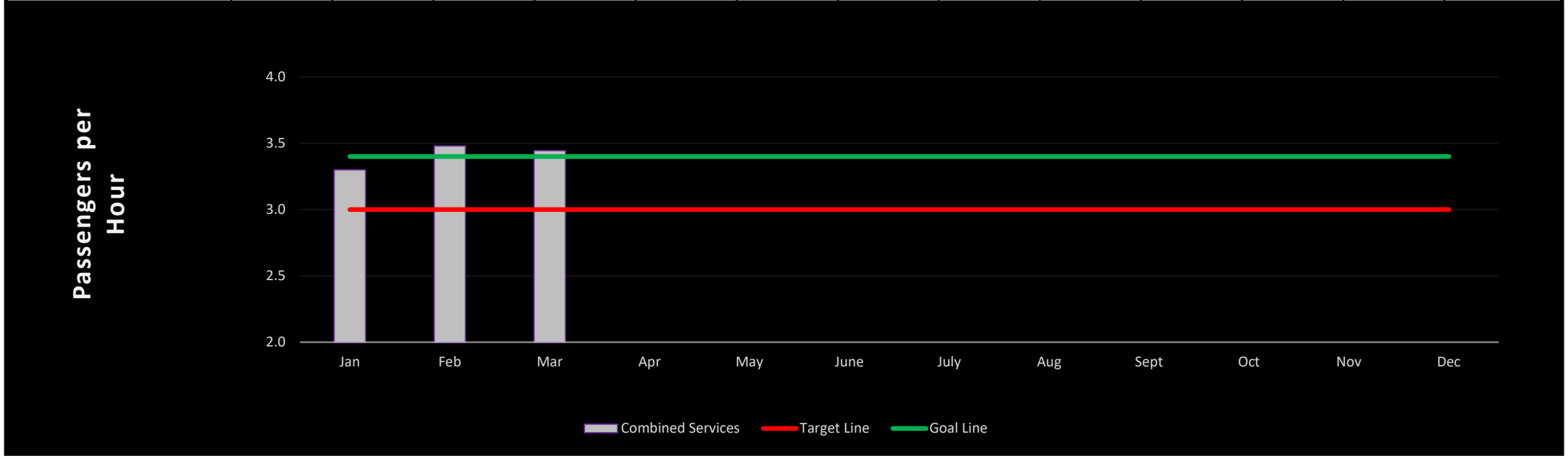
Ride Time - Target 15 Minutes or Less

Service	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Flex Delaware	10.7	10.9	11.1										10.9
Flex Sunbury	7.6	7.4	8.0										7.7



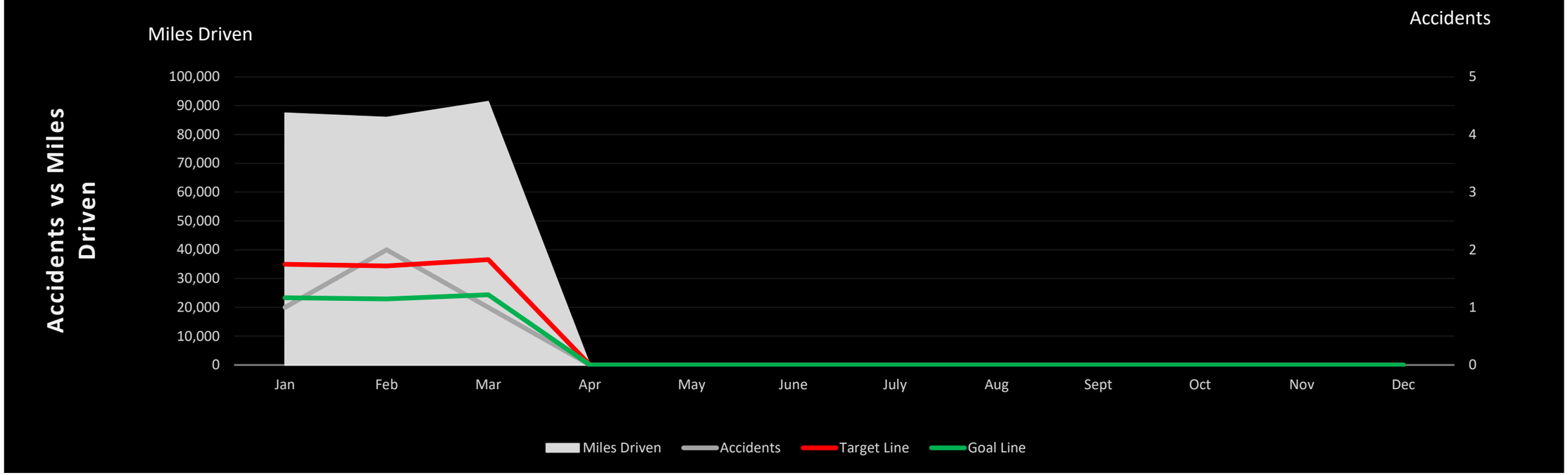
Passengers per Hour - Target 3.0 or More

Service	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
All Services	3.3	3.5	3.4										3.4



At Fault Accidents vs Miles Driven Ratio

Category	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
At Fault Accidents	1	2	1										4.00
Miles Driven	87,479	85,940	91,455										264,874
Target Ratio	1.75	1.72	1.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Goal Ratio	1.17	1.15	1.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		



Vehicle Usage & Reliability - Target 80% or Less

Category	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Average
Vehicles	36	36	36										36.0
Out of Service Average	2.60	1.16	3.79										2.52
Peak Usage	21.19	22.79	20.81										21.596667
Total Usage/Out	23.79	23.95	24.6	0	0	0	0	0	0	0	0	0	6.0
Average Usage Ratio	66.08%	66.53%	68.33%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Road Calls	1	2	5										3

Passenger Satisfaction - Rating of 4 or Higher

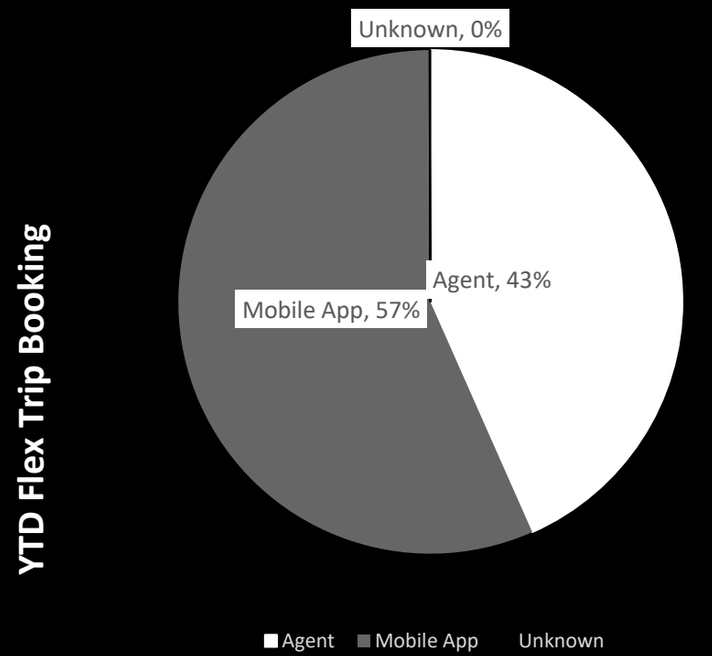
Category	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Average
App Rating	4.9	4.9	4.9										4.9
Complaints	1	0	0										0.3

App Rating Breakdown

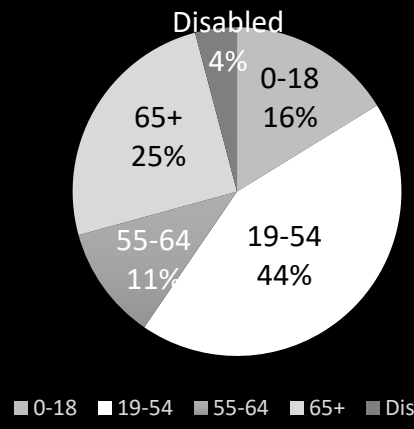
Rating	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
5 Star	2474	2886	2979										8339
4 Star	46	17	46										109
3 Star	11	9	12										32
2 Star	7	1	2										10
1 Star	9	15	9										33
Total	2547	2928	3048	0	0	0	0	0	0	0	0		8523

Flex Trip Booking Method

Category	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Agent	6655	6696	6875										20226
Mobile App	8146	8625	9611										26382
Unknown	12	6	8										26
Total	14813	15327	16494	0	0	0	0	0	0	0	0		46634
Rider App Installs	302	355	287	0	0	0	0	0	0	0	0	0	

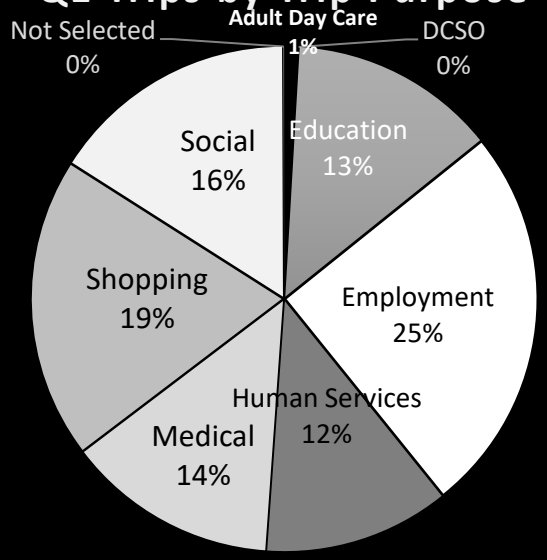


Q1 Trips by Demographic



Age Group	Flex	Demand Response	Total
0-18	5,402	285	5,687
19-54	13,722	1,458	15,180
55-64	3,166	754	3,920
65+	6,659	2,156	8,815
Disabled	1,201	241	1,442

Q1 Trips by Trip Purpose



Trip Purpose	Flex	Demand Response	Total
Adult Day Care	86	342	428
DCSO	0	6	6
Education	6,038	245	6,283
Employment	10,470	1,315	11,785
Human Services	5,257	370	5,627
Medical	2,927	3,463	6,390
Shopping	8,913	215	9,128
Social	7,065	452	7,517
Not Selected	27	0	27

DELAWARE COUNTY TRANSIT

FINANCE REPORT

For the month ending

February 28, 2025

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FINANCE NARRATIVE
FOR MONTH ENDED FEBRUARY 28, 2025

REVENUES

DCT's revenues for the month of February were approximately $63,000 above estimates. This is, at least partially, a result of charging operating expenses to the ODOT UTP grant for the months of January and February.

EXPENSES

DCT's expenses for the month of February are under budget by just under $87,000. Once again, this is a result of labor and benefits expenses being under budget for the month. Services and materials and supplies have also been running under budget for the month.

BALANCE SHEET

Our balance sheet is in line with where DCT was last year and nearly $600,000 higher than it was for this time in 2024.

GRANTS

The FTA ARPA grant is while the FTA CRRSAA grant still has nearly $700,000 remaining. Our FTA grant for the 5307 operating funds, as well as funds for the eight vehicles we bought in 2024 and the 5310 maintenance funds for 2024 has been submitted and is awaiting FTA review.

STAR ACCOUNT

As with last month, while we wait for our grants to be available for drawdown, our STAR account is lower than it was at the end of January (by approximately $300,000). It will likely remain at or below this level until we are able to receive funds for the 2024 bus purchase.

DELAWARE COUNTY TRANSIT

Profit and Loss

February 2025

	TOTAL				
	FEB 2025	JAN 2025 (PP)	FEB 2024 (PY)	JAN - FEB, 2025 (YTD)	JAN - FEB, 2024 (PY YTD)
Income					
400 PASSENGER FARES	0.00	0.00	0.00	0.00	0.00
401 PASSENGER - PAID FARES	0.00	0.00	0.00	0.00	0.00
401.07 DR - General Public	8,281.40	9,042.60	6,405.20	17,324.00	13,776.00
401.20 FLEX Fares					
401.201 FLEX-Del Base Fare	17,697.05	11,828.12	10,214.24	29,525.17	18,438.29
401.202 FLEX-Discount Fare		4,924.00	3,658.00	4,924.00	8,575.84
401.210 FLEX - Sunbury Fare	137.00	122.00		259.00	
Total 401.20 FLEX Fares	**17,834.05**	**16,874.12**	**13,872.24**	**34,708.17**	**27,014.13**
Total 401 PASSENGER - PAID FARES	**26,115.45**	**25,916.72**	**20,277.44**	**52,032.17**	**40,790.13**
402 ORGANIZATION - PAID FARES					
402.01 GP Fare Subsidy	39,885.00	39,540.00	32,415.00	79,425.00	66,240.00
402.05 Contract Client Transport	28,224.80	29,375.50	31,096.20	57,600.30	63,632.80
Total 402 ORGANIZATION - PAID FARES	**68,109.80**	**68,915.50**	**63,511.20**	**137,025.30**	**129,872.80**
Total 400 PASSENGER FARES	**94,225.25**	**94,832.22**	**83,788.64**	**189,057.47**	**170,662.93**
406 AUX TRANSIT REVENUES	200.00	173.97		373.97	
407 NON-TRANSPORTATION REVENUES					
407.04 Investment Income	20,266.99	22,898.33	24,067.34	43,165.32	49,845.42
407.98 Insurance Reimbursement			946.58		946.58
407.99 Other Non-Transport. Revenue	58.97	147.93	43.87	206.90	89.48
Total 407 NON-TRANSPORTATION REVENUES	**20,325.96**	**23,046.26**	**25,057.79**	**43,372.22**	**50,881.48**
411 STATE CASH GRANTS					
411.01 Operating Assistance	193,266.00		214,584.00	193,266.00	214,584.00
Total 411 STATE CASH GRANTS	**193,266.00**		**214,584.00**	**193,266.00**	**214,584.00**
413 FEDERAL CASH GRANTS					
413.10 Section 5307					
413.11 5307 Operating Assistance			0.00		0.00
413.11A 5307 ARP Act Operating Assistance		129,627.00	91,517.00	129,627.00	182,576.00
413.11B 5307 CRRSAA Operating Assistance	94,597.00	98,669.00		193,266.00	65,487.00
Total 413.11 5307 Operating Assistance	**94,597.00**	**228,296.00**	**91,517.00**	**322,893.00**	**248,063.00**
413.17 FTA Planning			31,005.00		31,005.00
413.19 5307 Equipment $ (Non-Cap)	0.00	0.00		0.00	
Total 413.10 Section 5307	**94,597.00**	**228,296.00**	**122,522.00**	**322,893.00**	**279,068.00**
413.30 Section 5310					
413.33 5310 Preventive Maintenance			0.00		0.00
413.37 5310 Mobility Mgt.	27,047.00	29,862.00	0.00	56,909.00	0.00
Total 413.30 Section 5310	**27,047.00**	**29,862.00**	**0.00**	**56,909.00**	**0.00**
Total 413 FEDERAL CASH GRANTS	**121,644.00**	**258,158.00**	**122,522.00**	**379,802.00**	**279,068.00**
Total Income	**$429,661.21**	**$376,210.45**	**$445,952.43**	**$805,871.66**	**$715,196.41**
GROSS PROFIT	**$429,661.21**	**$376,210.45**	**$445,952.43**	**$805,871.66**	**$715,196.41**
Expenses					
501 LABOR					
501.01 Operator’s Salaries and Wages	128,379.37	134,013.52	94,725.63	262,392.89	191,618.30

	TOTAL				
	FEB 2025	JAN 2025 (PP)	FEB 2024 (PY)	JAN - FEB, 2025 (YTD)	JAN - FEB, 2024 (PY YTD)
501.02 Other Salaries and Wages	119,248.47	116,331.32	96,480.80	235,579.79	186,914.77
Total 501 LABOR	**247,627.84**	**250,344.84**	**191,206.43**	**497,972.68**	**378,533.07**
502 FRINGE BENEFITS					
502.02 OPERS - DCTB Share	34,601.01	34,883.40	26,904.74	69,484.41	52,613.55
502.03 Health/Dental/Vision/Life Ins.	46,211.95	46,337.72	39,728.86	92,549.67	76,713.81
502.04 Workers Comp.		8,828.18	0.00	8,828.18	6,668.17
502.05 Medicare - DCTB Share	3,756.26	4,273.66	2,872.26	8,029.92	5,906.24
502.09 Sick Leave	9,445.92	11,216.42	8,261.41	20,662.34	17,952.13
502.10 Holiday Leave	3,794.18	13,290.47	1,908.39	17,084.65	15,061.31
502.11 Vacation Leave	6,692.29	29,743.25	5,043.93	36,435.54	12,895.15
502.14 Cell Phone Allowance	3,313.87	3,748.25	2,866.49	7,062.12	4,430.99
Total 502 FRINGE BENEFITS	**107,815.48**	**152,321.35**	**87,586.08**	**260,136.83**	**192,241.35**
503 SERVICES					
503.03 Prof and Tech Service	14,991.33	17,394.06	50,287.00	32,385.39	54,952.48
503.05 Contract Maint Service	2,650.15	350.78	5,087.00	3,000.93	10,132.84
503.99 Other Services	1,188.23	6,720.60	10.68	7,908.83	209.78
Total 503 SERVICES	**18,829.71**	**24,465.44**	**55,384.68**	**43,295.15**	**65,295.10**
504 MATERIALS AND SUPPLIES					
504.01 Fuel and Lube	25,741.31	24,656.48	21,760.65	50,397.79	21,760.65
504.02 Tires and Tubes	262.00			262.00	2,880.00
504.99 Other Supplies	7,923.75	12,135.40	16,058.23	20,059.15	26,694.35
Total 504 MATERIALS AND SUPPLIES	**33,927.06**	**36,791.88**	**37,818.88**	**70,718.94**	**51,335.00**
505 UTILITIES					
505.02 Utilities other than Propulsion	6,833.78	6,326.08	4,633.39	13,159.86	9,548.81
Total 505 UTILITIES	**6,833.78**	**6,326.08**	**4,633.39**	**13,159.86**	**9,548.81**
506 CASUALTY AND LIABILITY COST					
506.03 Premiums-Liability and Property	11,717.49	11,717.49	10,087.33	23,434.98	20,174.66
Total 506 CASUALTY AND LIABILITY COST	**11,717.49**	**11,717.49**	**10,087.33**	**23,434.98**	**20,174.66**
509 MISCELLANEOUS EXPENSE					
509.01 Dues and Subscriptions	340.00	1,587.49	41.12	1,927.49	236.12
509.02 Travel and Meetings	0.00	1,478.93	425.51	1,478.93	514.18
509.08 Advertising & Promotion Media	16.12	148.05	332.66	164.17	505.46
509.99 Other Miscellaneous Expense	393.94	4,857.59	1,314.72	5,251.53	1,821.98
Total 509 MISCELLANEOUS EXPENSE	**750.06**	**8,072.06**	**2,114.01**	**8,822.12**	**3,077.74**
Total Expenses	**$427,501.42**	**$490,039.14**	**$388,830.80**	**$917,540.56**	**$720,205.73**
NET OPERATING INCOME	**$2,159.79**	**$ -113,828.69**	**$57,121.63**	**$ -111,668.90**	**$ -5,009.32**
Other Expenses					
63000 Depreciation Expense					
63200 Depr. Facilities & Structures	7,737.02	7,737.02	7,737.02	15,474.04	15,474.04
63300 Depr. Revenue Vehicles	23,190.89	23,190.89	40,370.94	46,381.78	80,741.88
63400 Depr. Furnishings & Equipment	3,055.76	3,055.76	3,905.76	6,111.52	7,811.52
63500 Depr. Transit Enhancements	318.47	318.47	0.00	636.94	0.00
Total 63000 Depreciation Expense	**34,302.14**	**34,302.14**	**52,013.72**	**68,604.28**	**104,027.44**
Total Other Expenses	**$34,302.14**	**$34,302.14**	**$52,013.72**	**$68,604.28**	**$104,027.44**
NET OTHER INCOME	**$ -34,302.14**	**$ -34,302.14**	**$ -52,013.72**	**$ -68,604.28**	**$ -104,027.44**
NET INCOME	**$ -32,142.35**	**$ -148,130.83**	**$5,107.91**	**$ -180,273.18**	**$ -109,036.76**

DELAWARE COUNTY TRANSIT

Budget vs. Actuals: FY 2025 Budget - FY25 P&L

February 2025

	FEB 2025				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income								
400 PASSENGER FARES	0.00		0.00		$0.00	$0.00	$0.00	0.00%
401 PASSENGER - PAID FARES	0.00		0.00		$0.00	$0.00	$0.00	0.00%
401.07 DR - General Public	8,281.40	7,848.08	433.32	105.52 %	$8,281.40	$7,848.08	$433.32	105.52 %
401.20 FLEX Fares		14,941.17	-14,941.17		$0.00	$14,941.17	$ -14,941.17	0.00%
401.201 FLEX-Del Base Fare	17,697.05		17,697.05		$17,697.05	$0.00	$17,697.05	0.00%
401.202 FLEX-Discount Fare					$0.00	$0.00	$0.00	0.00%
401.210 FLEX - Sunbury Fare	137.00		137.00		$137.00	$0.00	$137.00	0.00%
Total 401.20 FLEX Fares	**17,834.05**	**14,941.17**	**2,892.88**	**119.36 %**	**$17,834.05**	**$14,941.17**	**$2,892.88**	**119.36 %**
Total 401 PASSENGER - PAID FARES	**26,115.45**	**22,789.25**	**3,326.20**	**114.60 %**	**$26,115.45**	**$22,789.25**	**$3,326.20**	**114.60 %**
402 ORGANIZATION - PAID FARES					$0.00	$0.00	$0.00	0.00%
402.01 GP Fare Subsidy	39,885.00	35,514.00	4,371.00	112.31 %	$39,885.00	$35,514.00	$4,371.00	112.31 %
402.05 Contract Client Transport	28,224.80	32,333.33	-4,108.53	87.29 %	$28,224.80	$32,333.33	$ -4,108.53	87.29 %
Total 402 ORGANIZATION - PAID FARES	**68,109.80**	**67,847.33**	**262.47**	**100.39 %**	**$68,109.80**	**$67,847.33**	**$262.47**	**100.39 %**
Total 400 PASSENGER FARES	**94,225.25**	**90,636.58**	**3,588.67**	**103.96 %**	**$94,225.25**	**$90,636.58**	**$3,588.67**	**103.96 %**
406 AUX TRANSIT REVENUES	200.00		200.00		$200.00	$0.00	$200.00	0.00%
407 NON-TRANSPORTATION REVENUES					$0.00	$0.00	$0.00	0.00%
407.04 Investment Income	20,266.99	26,250.00	-5,983.01	77.21 %	$20,266.99	$26,250.00	$ -5,983.01	77.21 %
407.99 Other Non-Transport. Revenue	58.97		58.97		$58.97	$0.00	$58.97	0.00%
Total 407 NON-TRANSPORTATION REVENUES	**20,325.96**	**26,250.00**	**-5,924.04**	**77.43 %**	**$20,325.96**	**$26,250.00**	**$ -5,924.04**	**77.43 %**
409 LOCAL CASH GRANTS					$0.00	$0.00	$0.00	0.00%
409.01 General Operating Assistance		0.00	0.00		$0.00	$0.00	$0.00	0.00%
Total 409 LOCAL CASH GRANTS		**0.00**	**0.00**		**$0.00**	**$0.00**	**$0.00**	**0.00%**
411 STATE CASH GRANTS					$0.00	$0.00	$0.00	0.00%
411.01 Operating Assistance	193,266.00	35,278.67	157,987.33	547.83 %	$193,266.00	$35,278.67	$157,987.33	547.83 %
411.05 E&D Assistance		3,414.58	-3,414.58		$0.00	$3,414.58	$ -3,414.58	0.00%
411.06 ODOT OTP2 State Funds		16,666.67	-16,666.67		$0.00	$16,666.67	$ -16,666.67	0.00%
411.07 Other ODOT Assistance		11,666.67	-11,666.67		$0.00	$11,666.67	$ -11,666.67	0.00%
Total 411 STATE CASH GRANTS	**193,266.00**	**67,026.59**	**126,239.41**	**288.34 %**	**$193,266.00**	**$67,026.59**	**$126,239.41**	**288.34 %**
413 FEDERAL CASH GRANTS					$0.00	$0.00	$0.00	0.00%
413.10 Section 5307					$0.00	$0.00	$0.00	0.00%
413.11 5307 Operating Assistance		50,790.58	-50,790.58		$0.00	$50,790.58	$ -50,790.58	0.00%
413.11A 5307 ARP Act Operating Assistance		0.00	0.00		$0.00	$0.00	$0.00	0.00%
413.11B 5307 CRRSAA Operating Assistance	94,597.00	73,000.75	21,596.25	129.58 %	$94,597.00	$73,000.75	$21,596.25	129.58 %
Total 413.11 5307 Operating Assistance	**94,597.00**	**123,791.33**	**-29,194.33**	**76.42 %**	**$94,597.00**	**$123,791.33**	**$ -29,194.33**	**76.42 %**
413.19 5307 Equipment $ (Non-Cap)	0.00		0.00		$0.00	$0.00	$0.00	0.00%
Total 413.10 Section 5307	**94,597.00**	**123,791.33**	**-29,194.33**	**76.42 %**	**$94,597.00**	**$123,791.33**	**$ -29,194.33**	**76.42 %**
413.30 Section 5310					$0.00	$0.00	$0.00	0.00%
413.33 5310 Preventive Maintenance		15,572.33	-15,572.33		$0.00	$15,572.33	$ -15,572.33	0.00%
413.37 5310 Mobility Mgt.	27,047.00	33,134.75	-6,087.75	81.63 %	$27,047.00	$33,134.75	$ -6,087.75	81.63 %
Total 413.30 Section 5310	**27,047.00**	**48,707.08**	**-21,660.08**	**55.53 %**	**$27,047.00**	**$48,707.08**	**$ -21,660.08**	**55.53 %**
Total 413 FEDERAL CASH GRANTS	**121,644.00**	**172,498.41**	**-50,854.41**	**70.52 %**	**$121,644.00**	**$172,498.41**	**$ -50,854.41**	**70.52 %**
Total Income	**$429,661.21**	**$356,411.58**	**$73,249.63**	**120.55 %**	**$429,661.21**	**$356,411.58**	**$73,249.63**	**120.55 %**
GROSS PROFIT	**$429,661.21**	**$356,411.58**	**$73,249.63**	**120.55 %**	**$429,661.21**	**$356,411.58**	**$73,249.63**	**120.55 %**
Expenses								
501 LABOR					$0.00	$0.00	$0.00	0.00%
501.01 Operator’s Salaries and Wages	128,379.37	144,281.17	-15,901.80	88.98 %	$128,379.37	$144,281.17	$ -15,901.80	88.98 %
501.02 Other Salaries and Wages	119,248.47	118,719.00	529.47	100.45 %	$119,248.47	$118,719.00	$529.47	100.45 %

	FEB 2025				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 501 LABOR	**247,627.84**	**263,000.17**	**-15,372.33**	**94.16 %**	**$247,627.84**	**$263,000.17**	**$ -15,372.33**	**94.16 %**
502 FRINGE BENEFITS					$0.00	$0.00	$0.00	0.00%
502.02 OPERS - DCTB Share	34,601.01	42,029.92	-7,428.91	82.32 %	$34,601.01	$42,029.92	$ -7,428.91	82.32 %
502.03 Health/Dental/Vision/Life Ins.	46,211.95	55,320.33	-9,108.38	83.54 %	$46,211.95	$55,320.33	$ -9,108.38	83.54 %
502.04 Workers Comp.		0.00	0.00		$0.00	$0.00	$0.00	0.00%
502.05 Medicare - DCTB Share	3,756.26	4,412.42	-656.16	85.13 %	$3,756.26	$4,412.42	$ -656.16	85.13 %
502.09 Sick Leave	9,445.92	12,172.08	-2,726.16	77.60 %	$9,445.92	$12,172.08	$ -2,726.16	77.60 %
502.10 Holiday Leave	3,794.18	15,215.17	-11,420.99	24.94 %	$3,794.18	$15,215.17	$ -11,420.99	24.94 %
502.11 Vacation Leave	6,692.29	17,002.75	-10,310.46	39.36 %	$6,692.29	$17,002.75	$ -10,310.46	39.36 %
502.14 Cell Phone Allowance	3,313.87	4,555.00	-1,241.13	72.75 %	$3,313.87	$4,555.00	$ -1,241.13	72.75 %
Total 502 FRINGE BENEFITS	**107,815.48**	**150,707.67**	**-42,892.19**	**71.54 %**	**$107,815.48**	**$150,707.67**	**$ -42,892.19**	**71.54 %**
503 SERVICES					$0.00	$0.00	$0.00	0.00%
503.03 Prof and Tech Service	14,991.33	23,750.00	-8,758.67	63.12 %	$14,991.33	$23,750.00	$ -8,758.67	63.12 %
503.05 Contract Maint Service	2,650.15	5,416.67	-2,766.52	48.93 %	$2,650.15	$5,416.67	$ -2,766.52	48.93 %
503.99 Other Services	1,188.23	8,333.33	-7,145.10	14.26 %	$1,188.23	$8,333.33	$ -7,145.10	14.26 %
Total 503 SERVICES	**18,829.71**	**37,500.00**	**-18,670.29**	**50.21 %**	**$18,829.71**	**$37,500.00**	**$ -18,670.29**	**50.21 %**
504 MATERIALS AND SUPPLIES					$0.00	$0.00	$0.00	0.00%
504.01 Fuel and Lube	25,741.31	25,000.00	741.31	102.97 %	$25,741.31	$25,000.00	$741.31	102.97 %
504.02 Tires and Tubes	262.00	2,500.00	-2,238.00	10.48 %	$262.00	$2,500.00	$ -2,238.00	10.48 %
504.99 Other Supplies	7,923.75	20,416.67	-12,492.92	38.81 %	$7,923.75	$20,416.67	$ -12,492.92	38.81 %
Total 504 MATERIALS AND SUPPLIES	**33,927.06**	**47,916.67**	**-13,989.61**	**70.80 %**	**$33,927.06**	**$47,916.67**	**$ -13,989.61**	**70.80 %**
505 UTILITIES					$0.00	$0.00	$0.00	0.00%
505.02 Utilities other than Propulsion	6,833.78	4,375.00	2,458.78	156.20 %	$6,833.78	$4,375.00	$2,458.78	156.20 %
Total 505 UTILITIES	**6,833.78**	**4,375.00**	**2,458.78**	**156.20 %**	**$6,833.78**	**$4,375.00**	**$2,458.78**	**156.20 %**
506 CASUALTY AND LIABILITY COST					$0.00	$0.00	$0.00	0.00%
506.03 Premiums-Liability and Property	11,717.49	8,333.33	3,384.16	140.61 %	$11,717.49	$8,333.33	$3,384.16	140.61 %
Total 506 CASUALTY AND LIABILITY COST	**11,717.49**	**8,333.33**	**3,384.16**	**140.61 %**	**$11,717.49**	**$8,333.33**	**$3,384.16**	**140.61 %**
509 MISCELLANEOUS EXPENSE					$0.00	$0.00	$0.00	0.00%
509.01 Dues and Subscriptions	340.00	737.50	-397.50	46.10 %	$340.00	$737.50	$ -397.50	46.10 %
509.02 Travel and Meetings	0.00	852.08	-852.08	0.00 %	$0.00	$852.08	$ -852.08	0.00 %
509.08 Advertising & Promotion Media	16.12	625.00	-608.88	2.58 %	$16.12	$625.00	$ -608.88	2.58 %
509.99 Other Miscellaneous Expense	393.94	285.42	108.52	138.02 %	$393.94	$285.42	$108.52	138.02 %
Total 509 MISCELLANEOUS EXPENSE	**750.06**	**2,500.00**	**-1,749.94**	**30.00 %**	**$750.06**	**$2,500.00**	**$ -1,749.94**	**30.00 %**
Total Expenses	**$427,501.42**	**$514,332.84**	**$ -86,831.42**	**83.12 %**	**$427,501.42**	**$514,332.84**	**$ -86,831.42**	**83.12 %**
NET OPERATING INCOME	**$2,159.79**	**$ -157,921.26**	**$160,081.05**	**-1.37 %**	**$2,159.79**	**$ -157,921.26**	**$160,081.05**	**-1.37 %**
Other Expenses								
63000 Depreciation Expense					$0.00	$0.00	$0.00	0.00%
63200 Depr. Facilities & Structures	7,737.02	7,737.00	0.02	100.00 %	$7,737.02	$7,737.00	$0.02	100.00 %
63300 Depr. Revenue Vehicles	23,190.89	28,917.58	-5,726.69	80.20 %	$23,190.89	$28,917.58	$ -5,726.69	80.20 %
63400 Depr. Furnishings & Equipment	3,055.76	3,336.33	-280.57	91.59 %	$3,055.76	$3,336.33	$ -280.57	91.59 %
63500 Depr. Transit Enhancements	318.47	212.33	106.14	149.99 %	$318.47	$212.33	$106.14	149.99 %
Total 63000 Depreciation Expense	**34,302.14**	**40,203.24**	**-5,901.10**	**85.32 %**	**$34,302.14**	**$40,203.24**	**$ -5,901.10**	**85.32 %**
Total Other Expenses	**$34,302.14**	**$40,203.24**	**$ -5,901.10**	**85.32 %**	**$34,302.14**	**$40,203.24**	**$ -5,901.10**	**85.32 %**
NET OTHER INCOME	**$ -34,302.14**	**$ -40,203.24**	**$5,901.10**	**85.32 %**	**$ -34,302.14**	**$ -40,203.24**	**$5,901.10**	**85.32 %**
NET INCOME	**$ -32,142.35**	**$ -198,124.50**	**$165,982.15**	**16.22 %**	**$ -32,142.35**	**$ -198,124.50**	**$165,982.15**	**16.22 %**

DELAWARE COUNTY TRANSIT

Budget vs. Actuals: FY 2025 Budget - FY25 P&L

January - February, 2025

	JAN 2025				FEB 2025				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income												
400 PASSENGER FARES	0.00		0.00		0.00		0.00		$0.00	$0.00	$0.00	0.00%
401 PASSENGER - PAID FARES	0.00		0.00		0.00		0.00		$0.00	$0.00	$0.00	0.00%
401.07 DR - General Public	9,042.60	7,848.08	1,194.52	115.22 %	8,281.40	7,848.08	433.32	105.52 %	$17,324.00	$15,696.16	$1,627.84	110.37 %
401.20 FLEX Fares		14,941.17	-14,941.17			14,941.17	-14,941.17		$0.00	$29,882.34	$ -29,882.34	0.00%
401.201 FLEX-Del Base Fare	11,828.12		11,828.12		17,697.05		17,697.05		$29,525.17	$0.00	$29,525.17	0.00%
401.202 FLEX-Discount Fare	4,924.00		4,924.00						$4,924.00	$0.00	$4,924.00	0.00%
401.210 FLEX - Sunbury Fare	122.00		122.00		137.00		137.00		$259.00	$0.00	$259.00	0.00%
Total 401.20 FLEX Fares	**16,874.12**	**14,941.17**	**1,932.95**	**112.94 %**	**17,834.05**	**14,941.17**	**2,892.88**	**119.36 %**	**$34,708.17**	**$29,882.34**	**$4,825.83**	**116.15 %**
Total 401 PASSENGER - PAID FARES	**25,916.72**	**22,789.25**	**3,127.47**	**113.72 %**	**26,115.45**	**22,789.25**	**3,326.20**	**114.60 %**	**$52,032.17**	**$45,578.50**	**$6,453.67**	**114.16 %**
402 ORGANIZATION - PAID FARES									$0.00	$0.00	$0.00	0.00%
402.01 GP Fare Subsidy	39,540.00	35,514.00	4,026.00	111.34 %	39,885.00	35,514.00	4,371.00	112.31 %	$79,425.00	$71,028.00	$8,397.00	111.82 %
402.05 Contract Client Transport	29,375.50	32,333.33	-2,957.83	90.85 %	28,224.80	32,333.33	-4,108.53	87.29 %	$57,600.30	$64,666.66	$ -7,066.36	89.07 %
Total 402 ORGANIZATION - PAID FARES	**68,915.50**	**67,847.33**	**1,068.17**	**101.57 %**	**68,109.80**	**67,847.33**	**262.47**	**100.39 %**	**$137,025.30**	**$135,694.66**	**$1,330.64**	**100.98 %**
Total 400 PASSENGER FARES	**94,832.22**	**90,636.58**	**4,195.64**	**104.63 %**	**94,225.25**	**90,636.58**	**3,588.67**	**103.96 %**	**$189,057.47**	**$181,273.16**	**$7,784.31**	**104.29 %**
406 AUX TRANSIT REVENUES	173.97		173.97		200.00		200.00		$373.97	$0.00	$373.97	0.00%
407 NON-TRANSPORTATION REVENUES									$0.00	$0.00	$0.00	0.00%
407.04 Investment Income	22,898.33	26,250.00	-3,351.67	87.23 %	20,266.99	26,250.00	-5,983.01	77.21 %	$43,165.32	$52,500.00	$ -9,334.68	82.22 %
407.99 Other Non-Transport. Revenue	147.93		147.93		58.97		58.97		$206.90	$0.00	$206.90	0.00%
Total 407 NON-TRANSPORTATION REVENUES	**23,046.26**	**26,250.00**	**-3,203.74**	**87.80 %**	**20,325.96**	**26,250.00**	**-5,924.04**	**77.43 %**	**$43,372.22**	**$52,500.00**	**$ -9,127.78**	**82.61 %**
409 LOCAL CASH GRANTS									$0.00	$0.00	$0.00	0.00%
409.01 General Operating Assistance		0.00	0.00			0.00	0.00		$0.00	$0.00	$0.00	0.00%
Total 409 LOCAL CASH GRANTS		**0.00**	**0.00**			**0.00**	**0.00**		**$0.00**	**$0.00**	**$0.00**	**0.00%**
411 STATE CASH GRANTS									$0.00	$0.00	$0.00	0.00%
411.01 Operating Assistance		35,278.67	-35,278.67		193,266.00	35,278.67	157,987.33	547.83 %	$193,266.00	$70,557.34	$122,708.66	273.91 %
411.05 E&D Assistance		3,414.58	-3,414.58			3,414.58	-3,414.58		$0.00	$6,829.16	$ -6,829.16	0.00%
411.06 ODOT OTP2 State Funds		16,666.67	-16,666.67			16,666.67	-16,666.67		$0.00	$33,333.34	$ -33,333.34	0.00%
411.07 Other ODOT Assistance		11,666.67	-11,666.67			11,666.67	-11,666.67		$0.00	$23,333.34	$ -23,333.34	0.00%
Total 411 STATE CASH GRANTS		**67,026.59**	**-67,026.59**		**193,266.00**	**67,026.59**	**126,239.41**	**288.34 %**	**$193,266.00**	**$134,053.18**	**$59,212.82**	**144.17 %**
413 FEDERAL CASH GRANTS									$0.00	$0.00	$0.00	0.00%
413.10 Section 5307									$0.00	$0.00	$0.00	0.00%
413.11 5307 Operating Assistance		50,790.58	-50,790.58			50,790.58	-50,790.58		$0.00	$101,581.16	$ -101,581.16	0.00%
413.11A 5307 ARP Act Operating Assistance	129,627.00	129,627.00	0.00	100.00 %		0.00	0.00		$129,627.00	$129,627.00	$0.00	100.00 %
413.11B 5307 CRRSAA Operating Assistance	98,669.00	73,000.75	25,668.25	135.16 %	94,597.00	73,000.75	21,596.25	129.58 %	$193,266.00	$146,001.50	$47,264.50	132.37 %
Total 413.11 5307 Operating Assistance	**228,296.00**	**253,418.33**	**-25,122.33**	**90.09 %**	**94,597.00**	**123,791.33**	**-29,194.33**	**76.42 %**	**$322,893.00**	**$377,209.66**	**$ -54,316.66**	**85.60 %**
413.19 5307 Equipment $ (Non-Cap)	0.00		0.00		0.00		0.00		$0.00	$0.00	$0.00	0.00%
Total 413.10 Section 5307	**228,296.00**	**253,418.33**	**-25,122.33**	**90.09 %**	**94,597.00**	**123,791.33**	**-29,194.33**	**76.42 %**	**$322,893.00**	**$377,209.66**	**$ -54,316.66**	**85.60 %**
413.30 Section 5310									$0.00	$0.00	$0.00	0.00%
413.33 5310 Preventive Maintenance		15,572.33	-15,572.33			15,572.33	-15,572.33		$0.00	$31,144.66	$ -31,144.66	0.00%
413.37 5310 Mobility Mgt.	29,862.00	33,134.75	-3,272.75	90.12 %	27,047.00	33,134.75	-6,087.75	81.63 %	$56,909.00	$66,269.50	$ -9,360.50	85.88 %
Total 413.30 Section 5310	**29,862.00**	**48,707.08**	**-18,845.08**	**61.31 %**	**27,047.00**	**48,707.08**	**-21,660.08**	**55.53 %**	**$56,909.00**	**$97,414.16**	**$ -40,505.16**	**58.42 %**
Total 413 FEDERAL CASH GRANTS	**258,158.00**	**302,125.41**	**-43,967.41**	**85.45 %**	**121,644.00**	**172,498.41**	**-50,854.41**	**70.52 %**	**$379,802.00**	**$474,623.82**	**$ -94,821.82**	**80.02 %**
Total Income	**$376,210.45**	**$486,038.58**	**$ -109,828.13**	**77.40 %**	**$429,661.21**	**$356,411.58**	**$73,249.63**	**120.55 %**	**$805,871.66**	**$842,450.16**	**$ -36,578.50**	**95.66 %**
GROSS PROFIT	**$376,210.45**	**$486,038.58**	**$ -109,828.13**	**77.40 %**	**$429,661.21**	**$356,411.58**	**$73,249.63**	**120.55 %**	**$805,871.66**	**$842,450.16**	**$ -36,578.50**	**95.66 %**
Expenses												
501 LABOR									$0.00	$0.00	$0.00	0.00%
501.01 Operator's Salaries and Wages	134,013.52	144,281.17	-10,267.65	92.88 %	128,379.37	144,281.17	-15,901.80	88.98 %	$262,392.89	$288,562.34	$ -26,169.45	90.93 %
501.02 Other Salaries and Wages	116,331.32	118,719.00	-2,387.68	97.99 %	119,248.47	118,719.00	529.47	100.45 %	$235,579.79	$237,438.00	$ -1,858.21	99.22 %
Total 501 LABOR	**250,344.84**	**263,000.17**	**-12,655.33**	**95.19 %**	**247,627.84**	**263,000.17**	**-15,372.33**	**94.16 %**	**$497,972.68**	**$526,000.34**	**$ -28,027.66**	**94.67 %**
502 FRINGE BENEFITS									$0.00	$0.00	$0.00	0.00%
502.02 OPERS - DCTB Share	34,883.40	42,029.92	-7,146.52	83.00 %	34,601.01	42,029.92	-7,428.91	82.32 %	$69,484.41	$84,059.84	$ -14,575.43	82.66 %
502.03 Health/Dental/Vision/Life Ins.	46,337.72	55,320.33	-8,982.61	83.76 %	46,211.95	55,320.33	-9,108.38	83.54 %	$92,549.67	$110,640.66	$ -18,090.99	83.65 %
502.04 Workers Comp.	8,828.18	13,693.75	-4,865.57	64.47 %		0.00	0.00		$8,828.18	$13,693.75	$ -4,865.57	64.47 %
502.05 Medicare - DCTB Share	4,273.66	4,412.42	-138.76	96.86 %	3,756.26	4,412.42	-656.16	85.13 %	$8,029.92	$8,824.84	$ -794.92	90.99 %
502.09 Sick Leave	11,216.42	12,172.08	-955.66	92.15 %	9,445.92	12,172.08	-2,726.16	77.60 %	$20,662.34	$24,344.16	$ -3,681.82	84.88 %
502.10 Holiday Leave	13,290.47	15,215.17	-1,924.70	87.35 %	3,794.18	15,215.17	-11,420.99	24.94 %	$17,084.65	$30,430.34	$ -13,345.69	56.14 %
502.11 Vacation Leave	29,743.25	17,002.75	12,740.50	174.93 %	6,692.29	17,002.75	-10,310.46	39.36 %	$36,435.54	$34,005.50	$2,430.04	107.15 %
502.14 Cell Phone Allowance	3,748.25	4,555.00	-806.75	82.29 %	3,313.87	4,555.00	-1,241.13	72.75 %	$7,062.12	$9,110.00	$ -2,047.88	77.52 %
Total 502 FRINGE BENEFITS	**152,321.35**	**164,401.42**	**-12,080.07**	**92.65 %**	**107,815.48**	**150,707.67**	**-42,892.19**	**71.54 %**	**$260,136.83**	**$315,109.09**	**$ -54,972.26**	**82.55 %**
503 SERVICES									$0.00	$0.00	$0.00	0.00%
503.03 Prof and Tech Service	17,394.06	23,750.00	-6,355.94	73.24 %	14,991.33	23,750.00	-8,758.67	63.12 %	$32,385.39	$47,500.00	$ -15,114.61	68.18 %
503.05 Contract Maint Service	350.78	5,416.67	-5,065.89	6.48 %	2,650.15	5,416.67	-2,766.52	48.93 %	$3,000.93	$10,833.34	$ -7,832.41	27.70 %
503.99 Other Services	6,720.60	8,333.33	-1,612.73	80.65 %	1,188.23	8,333.33	-7,145.10	14.26 %	$7,908.83	$16,666.66	$ -8,757.83	47.45 %
Total 503 SERVICES	**24,465.44**	**37,500.00**	**-13,034.56**	**65.24 %**	**18,829.71**	**37,500.00**	**-18,670.29**	**50.21 %**	**$43,295.15**	**$75,000.00**	**$ -31,704.85**	**57.73 %**
504 MATERIALS AND SUPPLIES									$0.00	$0.00	$0.00	0.00%
504.01 Fuel and Lube	24,656.48	25,000.00	-343.52	98.63 %	25,741.31	25,000.00	741.31	102.97 %	$50,397.79	$50,000.00	$397.79	100.80 %
504.02 Tires and Tubes		2,500.00	-2,500.00		262.00	2,500.00	-2,238.00	10.48 %	$262.00	$5,000.00	$ -4,738.00	5.24 %
504.99 Other Supplies	12,135.40	20,416.67	-8,281.27	59.44 %	7,923.75	20,416.67	-12,492.92	38.81 %	$20,059.15	$40,833.34	$ -20,774.19	49.12 %
Total 504 MATERIALS AND SUPPLIES	**36,791.88**	**47,916.67**	**-11,124.79**	**76.78 %**	**33,927.06**	**47,916.67**	**-13,989.61**	**70.80 %**	**$70,718.94**	**$95,833.34**	**$ -25,114.40**	**73.79 %**
505 UTILITIES									$0.00	$0.00	$0.00	0.00%
505.02 Utilities other than Propulsion	6,326.08	4,375.00	1,951.08	144.60 %	6,833.78	4,375.00	2,458.78	156.20 %	$13,159.86	$8,750.00	$4,409.86	150.40 %
Total 505 UTILITIES	**6,326.08**	**4,375.00**	**1,951.08**	**144.60 %**	**6,833.78**	**4,375.00**	**2,458.78**	**156.20 %**	**$13,159.86**	**$8,750.00**	**$4,409.86**	**150.40 %**
506 CASUALTY AND LIABILITY COST									$0.00	$0.00	$0.00	0.00%
506.03 Premiums-Liability and Property	11,717.49	8,333.33	3,384.16	140.61 %	11,717.49	8,333.33	3,384.16	140.61 %	$23,434.98	$16,666.66	$6,768.32	140.61 %
Total 506 CASUALTY AND LIABILITY COST	**11,717.49**	**8,333.33**	**3,384.16**	**140.61 %**	**11,717.49**	**8,333.33**	**3,384.16**	**140.61 %**	**$23,434.98**	**$16,666.66**	**$6,768.32**	**140.61 %**
509 MISCELLANEOUS EXPENSE									$0.00	$0.00	$0.00	0.00%
509.01 Dues and Subscriptions	1,587.49	737.50	849.99	215.25 %	340.00	737.50	-397.50	46.10 %	$1,927.49	$1,475.00	$452.49	130.68 %

	JAN 2025				FEB 2025				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
509.02 Travel and Meetings	1,478.93	852.08	626.85	173.57 %	0.00	852.08	-852.08	0.00 %	$1,478.93	$1,704.16	$ -225.23	86.78 %
509.08 Advertising & Promotion Media	148.05	625.00	-476.95	23.69 %	16.12	625.00	-608.88	2.58 %	$164.17	$1,250.00	$ -1,085.83	13.13 %
509.99 Other Miscellaneous Expense	4,857.59	285.42	4,572.17	1,701.91 %	393.94	285.42	108.52	138.02 %	$5,251.53	$570.84	$4,680.69	919.97 %
Total 509 MISCELLANEOUS EXPENSE	**8,072.06**	**2,500.00**	**5,572.06**	**322.88 %**	**750.06**	**2,500.00**	**-1,749.94**	**30.00 %**	**$8,822.12**	**$5,000.00**	**$3,822.12**	**176.44 %**
Total Expenses	**$490,039.14**	**$528,026.59**	**$ -37,987.45**	**92.81 %**	**$427,501.42**	**$514,332.84**	**$ -86,831.42**	**83.12 %**	**$917,540.56**	**$1,042,359.43**	**$ -124,818.87**	**88.03 %**
NET OPERATING INCOME	**$ -113,828.69**	**$ -41,988.01**	**$ -71,840.68**	**271.10 %**	**$2,159.79**	**$ -157,921.26**	**$160,081.05**	**-1.37 %**	**$ -111,668.90**	**$ -199,909.27**	**$88,240.37**	**55.86 %**
Other Expenses												
63000 Depreciation Expense									$0.00	$0.00	$0.00	0.00%
63200 Depr. Facilities & Structures	7,737.02	7,737.00	0.02	100.00 %	7,737.02	7,737.00	0.02	100.00 %	$15,474.04	$15,474.00	$0.04	100.00 %
63300 Depr. Revenue Vehicles	23,190.89	28,917.58	-5,726.69	80.20 %	23,190.89	28,917.58	-5,726.69	80.20 %	$46,381.78	$57,835.16	$ -11,453.38	80.20 %
63400 Depr. Furnishings & Equipment	3,055.76	3,336.33	-280.57	91.59 %	3,055.76	3,336.33	-280.57	91.59 %	$6,111.52	$6,672.66	$ -561.14	91.59 %
63500 Depr. Transit Enhancements	318.47	212.33	106.14	149.99 %	318.47	212.33	106.14	149.99 %	$636.94	$424.66	$212.28	149.99 %
Total 63000 Depreciation Expense	**34,302.14**	**40,203.24**	**-5,901.10**	**85.32 %**	**34,302.14**	**40,203.24**	**-5,901.10**	**85.32 %**	**$68,604.28**	**$80,406.48**	**$ -11,802.20**	**85.32 %**
Total Other Expenses	**$34,302.14**	**$40,203.24**	**$ -5,901.10**	**85.32 %**	**$34,302.14**	**$40,203.24**	**$ -5,901.10**	**85.32 %**	**$68,604.28**	**$80,406.48**	**$ -11,802.20**	**85.32 %**
NET OTHER INCOME	**$ -34,302.14**	**$ -40,203.24**	**$5,901.10**	**85.32 %**	**$ -34,302.14**	**$ -40,203.24**	**$5,901.10**	**85.32 %**	**$ -68,604.28**	**$ -80,406.48**	**$11,802.20**	**85.32 %**
NET INCOME	**$ -148,130.83**	**$ -82,191.25**	**$ -65,939.58**	**180.23 %**	**$ -32,142.35**	**$ -198,124.50**	**$165,982.15**	**16.22 %**	**$ -180,273.18**	**$ -280,315.75**	**$100,042.57**	**64.31 %**

DELAWARE COUNTY TRANSIT

Income by Customer Summary YTD

February 2025

	INCOME		EXPENSES		NET INCOME	
	FEB 2025	JAN - FEB, 2025 (YTD)	FEB 2025	JAN - FEB, 2025 (YTD)	FEB 2025	JAN - FEB, 2025 (YTD)
Delaware Public Health District	360.00	360.00			$360.00	$360.00
Dept. of Job and Family Services	22,701.30	43,713.30			$22,701.30	$43,713.30
Farebox	26,515.45	52,606.14			$26,515.45	$52,606.14
Friction Metals		79.40			$0.00	$79.40
FTA	27,047.00	56,909.00			$27,047.00	$56,909.00
FTA - ARP Act		129,627.00			$0.00	$129,627.00
FTA - CRRSAA	94,597.00	193,266.00			$94,597.00	$193,266.00
ODOT	193,266.00	193,266.00			$193,266.00	$193,266.00
Source Point	41,119.00	83,173.50			$41,119.00	$83,173.50
Veterans Services	3,929.50	9,370.00			$3,929.50	$9,370.00
Willow Brook		408.50			$0.00	$408.50
TOTAL	**$409,535.25**	**$762,778.84**	**$0.00**	**$0.00**	**$409,535.25**	**$762,778.84**

DELAWARE COUNTY TRANSIT

Expenses by Vendor Summary

February 2025

	TOTAL	
	FEB 2025	JAN - FEB, 2025 (YTD)
AB Health Solutions, LLC	225.00	375.00
Accent	1,007.25	2,014.50
Accurate Mechanical, Inc	696.00	696.00
AEP	3,376.34	6,229.34
Amazon	1,709.05	3,712.43
ARCPoint Labs	669.60	1,611.42
BOB SUMEREL TIRE	3,807.88	3,807.88
Breezeline	1,366.13	2,732.26
Brendan Talty		39.59
BYERS FORD		74.99
CITY OF DELAWARE Utility Office	274.97	497.74
Colonial Life	116.42	232.84
COLUMBIA GAS	886.90	1,841.68
CRYSTAL JAMES	72.15	72.15
DataServ		9,600.00
DCTB Depreciation	34,302.14	68,604.28
Delaware County Engineer	657.64	657.64
DELAWARE COUNTY HR	55,130.44	120,104.22
Delaware Floor Company		1,091.59
Doug Jurden	39.59	39.59
Ellen Ebe		18.00
FINET	461.13	795.55
Fishel Downey Albrecht & Riepenhoff LLP	330.00	330.00
Government Finance Officers Association	150.00	150.00
GRANT BIAS		35.65
ImperialDade/Janton 1280	99.31	99.31
Interstate Billing Service		1,767.00
Intuit		434.52
Joe Dalton	100.00	139.59
John Bush	119.00	119.00
KATHY LAUGHLIN	118.51	118.51
Kimmel	290.52	551.55
Leon Murphy		39.59
LinkedIn Corporation		3,460.00
MedPro Waste Disposal, LLC	89.75	179.50
MIATI Embroidery	687.60	1,040.78
NAPA Auto Parts	1,634.49	5,056.97
National PELRA		1,213.00
NEORide	9,443.91	14,977.27
Ohio Business Systems, Inc.	109.21	221.58
Ohio Government Finance Officers Association	190.00	250.00
OHIO PUBLIC TRANSIT ASSOC.		1,312.50
OHIO TRANSIT RISK POOL	11,717.49	23,434.98
Ohio Wesleyan University	16.12	114.17

	TOTAL	
	FEB 2025	JAN - FEB, 2025 (YTD)
OPERS	34,601.01	69,484.41
PAYROLL	265,900.45	568,908.04
PRECISION ALIGNMENT	209.95	349.45
Proforma	609.75	609.75
RICHWOOD BANK	496.00	576.00
Richwood Credit Card	1,173.57	6,191.83
RUMPKE	180.98	360.97
SuperFleet MasterCard Program	25,741.31	50,397.79
TERMINAL SUPPLY	175.20	311.84
TESCO		3,450.78
THE DELAWARE GAZETTE Subscription		195.00
THE HARDWARE EXCHANGE	28.88	135.79
Tina Clark	40.52	40.52
Tonesha Collins	100.00	135.63
UKG Inc	288.00	288.00
VERIZON WIRELESS	2,297.52	4,595.00
WATERFORD SIGNS		154.00
YOST TECH OF MID OHIO	265.88	265.88
Not Specified	-200.00	-200.00
TOTAL	**$461,803.56**	**$986,144.84**

DELAWARE COUNTY TRANSIT

Balance Sheet

As of February 28, 2025

	TOTAL		
	AS OF FEB 28, 2025	AS OF JAN 31, 2025 (PP)	AS OF FEB 29, 2024 (PY)
ASSETS			
Current Assets			
Bank Accounts			
10000 Checking - Regular	-71,829.88	-29,672.99	-15,144.54
10001 Checking - Payroll	22,033.68	43,021.31	30,582.21
10002 Petty Cash	50.00	50.00	50.00
10003 STAR Ohio	5,902,654.87	5,882,387.88	5,546,891.15
10004 Insured Cash Sweep	376,578.96	622,547.52	251,023.59
Total Bank Accounts	**$6,229,487.63**	**$6,518,333.72**	**$5,813,402.41**
Accounts Receivable			
11000 Accounts Receivable	683,539.41	368,352.16	1,526,355.26
Total Accounts Receivable	**$683,539.41**	**$368,352.16**	**$1,526,355.26**
Other Current Assets			
11001 YE Receivables	0.00	0.00	0.00
13000 Prepaids	0.00	0.00	0.00
13100 Prepaid OTRP	24,844.31	36,561.80	22,507.42
Total 13000 Prepaids	**24,844.31**	**36,561.80**	**22,507.42**
Total Other Current Assets	**$24,844.31**	**$36,561.80**	**$22,507.42**
Total Current Assets	**$6,937,871.35**	**$6,923,247.68**	**$7,362,265.09**
Fixed Assets			
15000 Fixed Assets	32,256.55	30,503.71	0.00
15100 Land	325,507.52	325,507.52	325,507.52
15200 Facilities & Structures	2,859,068.31	2,859,068.31	2,859,068.31
15300 Revenue Vehicles	5,029,643.80	5,029,643.80	3,637,851.80
15400 Furnishings & Equipment	433,689.01	418,246.03	369,446.03
15500 Transit Enhancements	44,686.92	44,686.92	44,686.92
Total 15000 Fixed Assets	**8,724,852.11**	**8,707,656.29**	**7,236,560.58**
16000 Accumulated Depreciation			
16200 AD - Facilites & Structures	-704,349.22	-696,612.20	-603,767.96
16300 AD - Revenue Vehicles	-2,192,420.47	-2,169,229.58	-1,856,578.80
16400 AD - Furnishings & Equipment	-278,702.80	-275,647.04	-237,277.92
16500 AD - Transit Enhancements	-48,190.09	-47,871.62	-44,686.92
Total 16000 Accumulated Depreciation	**-3,223,662.58**	**-3,189,360.44**	**-2,742,311.60**
17000 WIP - Work in Process			
17200 WIP - Facilaties & Structures	0.00	0.00	0.00
17400 WIP - Furnishings & Equipment	0.00	0.00	0.00
Total 17000 WIP - Work in Process	**0.00**	**0.00**	**0.00**
Total Fixed Assets	**$5,501,189.53**	**$5,518,295.85**	**$4,494,248.98**
Other Assets			
14010 Net Pension Asset	57,875.00	57,875.00	57,875.00
14015 Net OPEB Asset	0.00	0.00	0.00
14020 Defered Outflows - Pension	1,574,616.00	1,574,616.00	1,574,616.00

	TOTAL		
	AS OF FEB 28, 2025	AS OF JAN 31, 2025 (PP)	AS OF FEB 29, 2024 (PY)
14025 Defered Outflows - OPEB	219,036.00	219,036.00	219,036.00
Total Other Assets	**$1,851,527.00**	**$1,851,527.00**	**$1,851,527.00**
TOTAL ASSETS	**$14,290,587.88**	**$14,293,070.53**	**$13,708,041.07**
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 Accounts Payable	44,612.11	35,562.10	49,327.76
Total Accounts Payable	**$44,612.11**	**$35,562.10**	**$49,327.76**
Other Current Liabilities			
20001 YE Payables	0.00	0.00	0.00
23000 Accrued Leave Payable			
23001 Accrued Sick Leave	40,763.70	40,763.70	40,763.70
23002 Accrued Vacation	131,180.75	131,180.75	131,180.75
23003 Accrued Holiday Pay	46,112.42	46,112.42	46,112.42
Total 23000 Accrued Leave Payable	**218,056.87**	**218,056.87**	**218,056.87**
24000 Bi-Weekly Payroll Liabilities			
24002 Employer Net Pay	96,993.25	83,712.57	66,200.39
24003 Employer Medicare	1,867.12	1,573.12	1,252.62
24004 Employer SS	0.00	0.00	0.00
Total 24000 Bi-Weekly Payroll Liabilities	**98,860.37**	**85,285.69**	**67,453.01**
25000 Payroll Withholdings	0.00	0.00	0.00
25001 Deferred Comp W/H	1,571.78	1,571.78	1,107.00
25002 OPERS Employee W/H	13,024.37	11,176.81	9,010.09
25003 Medicare Employee W/H	1,867.08	1,573.08	1,252.58
25004 Federal Tax W/H	10,530.25	6,716.03	6,283.13
25005 Ohio Tax W/H	2,769.51	2,180.14	1,722.40
25006 City Tax W/H	2,406.87	2,033.23	1,600.58
25007 School Tax W/H	370.45	254.23	218.76
25008 Court Order W/H	589.06	589.06	0.00
25009 Employee SS	0.00	0.00	0.00
Total 25000 Payroll Withholdings	**33,129.37**	**26,094.36**	**21,194.54**
26000 Unearned Funds			
26030 Local Funds Unearned	0.00	0.00	0.00
Total 26000 Unearned Funds	**0.00**	**0.00**	**0.00**
Ohio Department of Taxation Payable	0.00	0.00	0.00
Total Other Current Liabilities	**$350,046.61**	**$329,436.92**	**$306,704.42**
Total Current Liabilities	**$394,658.72**	**$364,999.02**	**$356,032.18**
Long-Term Liabilities			
27010 Net Pension Liability	3,369,633.00	3,369,633.00	3,369,633.00
27015 Net OPEB Liability	71,469.00	71,469.00	71,469.00
27020 Defered Inflows - Pension	21,869.00	21,869.00	21,869.00
27025 Defered Inflows - OPEB	23,572.00	23,572.00	23,572.00
Total Long-Term Liabilities	**$3,486,543.00**	**$3,486,543.00**	**$3,486,543.00**
Total Liabilities	**$3,881,201.72**	**$3,851,542.02**	**$3,842,575.18**
Equity			
30000 Opening Balance Equity	2,578,254.26	2,578,254.26	2,578,254.26

	TOTAL		
	AS OF FEB 28, 2025	AS OF JAN 31, 2025 (PP)	AS OF FEB 29, 2024 (PY)
31000 Equity Contributions			
31001 Federal Equity Contributions	3,407,462.00	3,407,462.00	3,395,457.00
31002 State Equity Contributions	1,579,046.00	1,579,046.00	1,579,046.00
31003 Local Equity Contributions	76,601.00	76,601.00	76,601.00
Total 31000 Equity Contributions	**5,063,109.00**	**5,063,109.00**	**5,051,104.00**
32000 Retained Earnings	4,636,797.04	4,636,797.04	4,033,645.35
33000 GASB 68 Pension Equity	-703,183.96	-703,183.96	-703,183.96
34000 GASB 75 OPEB Equity	-985,317.00	-985,317.00	-985,317.00
Net Income	-180,273.18	-148,130.83	-109,036.76
Total Equity	**$10,409,386.16**	**$10,441,528.51**	**$9,865,465.89**
TOTAL LIABILITIES AND EQUITY	**$14,290,587.88**	**$14,293,070.53**	**$13,708,041.07**

DELAWARE COUNTY TRANSIT

Statement of Cash Flows

February 2025

	TOTAL
OPERATING ACTIVITIES	
Net Income	-32,142.35
Adjustments to reconcile Net Income to Net Cash provided by operations:	
11000 Accounts Receivable	-315,187.25
13100 Prepaids:Prepaid OTRP	11,717.49
20000 Accounts Payable	9,050.01
24002 Bi-Weekly Payroll Liabilities:Employer Net Pay	13,280.68
24003 Bi-Weekly Payroll Liabilities:Employer Medicare	294.00
25001 Payroll Withholdings:Deferred Comp W/H	0.00
25002 Payroll Withholdings:OPERS Employee W/H	1,847.56
25003 Payroll Withholdings:Medicare Employee W/H	294.00
25004 Payroll Withholdings:Federal Tax W/H	3,814.22
25005 Payroll Withholdings:Ohio Tax W/H	589.37
25006 Payroll Withholdings:City Tax W/H	373.64
25007 Payroll Withholdings:School Tax W/H	116.22
25008 Payroll Withholdings:Court Order W/H	0.00
Ohio Department of Taxation Payable	0.00
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	**-273,810.06**
Net cash provided by operating activities	**$ -305,952.41**
INVESTING ACTIVITIES	
15000 Fixed Assets	-1,752.84
15400 Fixed Assets:Furnishings & Equipment	-15,442.98
16200 Accumulated Depreciation:AD - Facilites & Structures	7,737.02
16300 Accumulated Depreciation:AD - Revenue Vehicles	23,190.89
16400 Accumulated Depreciation:AD - Furnishings & Equipment	3,055.76
16500 Accumulated Depreciation:AD - Transit Enhancements	318.47
Net cash provided by investing activities	**$17,106.32**
NET CASH INCREASE FOR PERIOD	**$ -288,846.09**
Cash at beginning of period	6,518,333.72
CASH AT END OF PERIOD	**$6,229,487.63**

DELAWARE COUNTY TRANSIT
GRANTS SUMMARY
as of February 2025

ACTIVE GRANTS

GRANT NAME	GRANT SOURCE	GRANT TYPE	GRANT FREQUENCY	GRANT PURPOSE	PID	STIP	Award #	AMOUNT AWARDED	TDC's	AMOUNT EXPENDED	AMOUNT REMAINING	PERCNTG. REMAINING	GRANT END DATE	Estimated Usage by Year						
														2025	2026	2027	2028	2029	2030	2031
ARPA	FTA	Operating - one-time	One-time	Gen. Oper+1%	n/a	n/a	OH-2022-006	5,099,700	-	5,099,700	-	0%	9/30/2029	$ 129,627						
CRRSSA	FTA	Operating - one-time	One-time	Gen. Oper+1%	n/a	n/a	OH-2022-008	2,822,218	-	2,134,089	688,129	24%	N/A	$ 881,395						
OTP2	FTA/ODOT	Capital - Competitive	One-Time	Planning	115539	21-24 Amend #5	OH-2023-012	500,000	100,000	$ 266,067	$ 233,933	47%	N/A	$ 133,933	$ 100,000					
UTP/SUB	ODOT	Formula	Recurring	General Operating	118099		TUTP-4099-GRF-251	423,344		$ 193,266	$ 230,078	54%		$ 423,344						
5311	ODOT	Operating - Competitive	Recurring	Sunbury FLEX Op Exp			RPTF-4099-025-251	315,000	-	$ -	$ 315,000	100%	N/A	$ 50,000	$ 265,000					
5310	FTA/MORPC	Operating - Competitive	Recurring	Mobility Mgmt	118044	21-24 Amend #10	OH-2023-012	$ 604,242	-	553,554	$ 50,688	8%	N/A	$ 107,597						
									TOTAL REMAINING		***1,517,828***									

ALLOCATED OPERATING GRANTS (Not yet Active)

5310	FTA/MORPC	Operating - Competitive	Recurring	Maintenance			Application not yet approved	$ 186,868	-	$ -	$ 186,868	100%	N/A	$ 186,868						
5310	FTA/MORPC	Operating - Competitive	Recurring	Maintenance			Application not yet filed	$ 148,690	-	$ -	$ 148,690	100%	N/A	$ -	$ 148,690					
5310	FTA/MORPC	Operating - Competitive	Recurring	Mobility Mgmt			Application not yet approved	$ 198,809	-	$ -	$ 198,809	100%	N/A	$ 198,809						
5307	FTA	Operating - Formula	Recurring	Gen. Oper. FFY 2024	118099	24-27 Orig.	Application not yet approved	$ 609,487	-	-	$ 609,487	100%	N/A	$ 609,487						
									TOTAL REMAINING		***1,143,854***									

ALLOCATED CAPITAL GRANTS (Not yet Active)

OTP2	FTA/ODOT	Capital - Competitive	One-Time	(8) Replace Bus	111784	24-27 Orig.	OH-2023-012	953,352		-	953,352	100%	N/A	$ 953,352						
OWMP	FTA/ODOT	Capital - Competitive	One-Time	(3) Replace Bus	Not Yet ID	24-27 Orig.	Application not yet approved	467,187	62,292	-	467,187	100%	N/A	$ 467,187						
OWMP	FTA/ODOT	Capital - Competitive	One-Time	(3) Expand Bus	Not Yet ID	24-27 Orig.	Application not yet approved	467,187	93,438	-	467,187	100%	N/A	$ 467,187						
OTP2	FTA/ODOT	Capital - Competitive	One-Time	Workforce Planning	Not Yet ID	24-27 Orig.	Application not yet filed	140,000		-	140,000	100%	N/A	$ 140,000						
									TOTAL REMAINING		***953,352***									
									GRAND TOTAL REMAINING		***3,615,034***									

DELAWARE COUNTY TRANSIT BOARD
AN EQUAL OPPORTUNITY EMPLOYER

Job Title:	Planning Intern	**Department:**	Delaware County Transit
Position Type:	Part-Time (Internship) Non-bargaining unit Classified Per ORC 124.01	**Address:**	119 Henderson Court Delaware, OH 43015
Typical Work Schedule:	2-3 days a week	**Pay Range:**	Refer to DCT Wage & Comp Policy
Contact Information:	740-363-3355	**FLSA:**	Hourly, Non-exempt
How to apply:	https://www.delcotransit.com/about/employment-opportunities/		

Position Overview

Delaware County Transit is seeking a motivated and detail-oriented Planning Intern to join our team. This part-time position will provide an opportunity to gain hands-on experience in transportation planning and development, while contributing to the ongoing growth and improvement of transit services in Delaware County. The ideal candidate will assist with planning efforts, data analysis, research, and various planning projects related to public transportation.

Job Description

ESSENTIAL JOB FUNCTIONS:

Data Collection & Analysis:

- Gather and analyze transportation data, including ridership statistics, demographic information, and traffic patterns.
- Assist in maintaining data sets and databases related to transit planning efforts.

Research & Report Preparation:

- Conduct research on industry best practices, emerging trends in public transit, and relevant policies.
- Prepare written reports, presentations, and summaries of planning-related findings for internal use and public presentation.

Transit Planning Support:

- Assist in the design and development of new and existing services.
- Help evaluate the effectiveness of current transit services and recommend improvements based on data analysis.

Public Outreach & Engagement:

- Support the planning team in conducting surveys, focus groups, or public meetings to gather community input on transit services.
- Assist in preparing materials for public outreach activities and meetings.

Project Coordination:

- Help manage timelines and deliverables for various planning projects.
- Assist in organizing meetings, tracking progress, and maintaining documentation related to ongoing projects.

Collaboration & Communication:

- Work closely with internal departments and external partners to ensure the success of planning initiatives.
- Communicate effectively with stakeholders and the public regarding planning efforts.

NON-ESSENTIAL JOB FUNCTIONS:

Performs related Essential/Non-Essential functions as required.

I. JOB REQUIREMENTS:

Equipment:

Computer and Software:

- Microsoft Office Suite (Excel, Word, PowerPoint).
- GIS (Geographic Information Systems) software.
- Data analysis and visualization tools.

Survey and Data Collection Tools:

- Online survey platforms (e.g., SurveyMonkey, Google Forms).
- Survey tools or mobile data collection devices for field research (if applicable).

Communication Tools:

- Email and communication software (e.g., Outlook, Slack).
- Virtual meeting platforms (e.g., Google Meet, Zoom, Microsoft Teams) for team coordination or public meetings.

General Office Equipment:

- Phone, printer, and scanner for communication and document preparation.

Critical Skills/Expertise:

Analytical Skills:

- Ability to analyze large sets of transportation data, identify trends, and draw actionable conclusions.
- Proficiency in data visualization techniques to present findings in a clear, understandable manner.

Research Skills:

- Ability to conduct independent research and synthesize information from various sources.
- Knowledge of transportation planning concepts and familiarity with the transportation industry.

Communication Skills:

- Strong written and verbal communication skills to prepare reports and present information effectively.
- Experience or ability to create clear and engaging materials for public outreach, such as presentations, newsletters, and survey forms.

Attention to Detail:

- Ability to maintain accurate records and documentation.
- Careful attention to detail in data entry, reporting, and project management tasks.

Project Management:

- Organizational skills to assist with managing multiple planning projects simultaneously.
- Ability to track deadlines, prioritize tasks, and coordinate project timelines effectively.

Team Collaboration:

- Ability to work well in a team environment and communicate effectively with colleagues and external stakeholders.
- Willingness to take direction while also showing initiative in supporting planning projects.

Technical Proficiency:

- Familiarity with Geographic Information Systems (GIS) and other planning software for spatial analysis.
- Experience with basic statistical analysis or planning tools is preferred.

Problem-Solving:

- Ability to identify challenges within transportation planning efforts and suggest creative solutions.
- Critical thinking skills to help improve transit operations or meet specific planning goals.

Customer Service & Public Engagement:

- Comfortable interacting with the public and gathering community input through surveys and meetings.
- Empathy and a customer-focused mindset when addressing public concerns and ensuring the community's voice is represented in planning efforts.

II. DIFFICULTY OF WORK:

Work consists of moderately complex, varied, non-standardized tasks requiring technical skills and application of numerous laws, rules, regulations, and procedures. Guidelines are generally accepted but not always clearly applicable. This position requires a working knowledge of governmental accounting principles and practices; especially fund accounting. Comprehensive knowledge of computers and various software applications is necessary to enable the employee to quickly and efficiently apply themselves to the position. Judgment is needed to select the most pertinent guideline and interpreting precedent. Work is of substantial intricacy.

III. RESPONSIBILITY:

Supervisor provides general guidance allowing the individual the ability to plan the procedures and methods to attain objectives. Work is reviewed in process and/or upon completion for technical adequacy and conformance with practice and policy. Errors in work may cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information, which may result in misstatement of county funds and balances, misuse and/or loss of public money.

IV. PERSONAL WORK RELATIONSHIPS:

Contact is with co-workers, employees from public and private sector organizations and the public. The purpose of these contacts is to guide and direct, check on progress of work assigned, coordinating services, and job development/referrals, make recommendations and handle questions about department, programs and client concerns.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Physical Requirements: The physical requirements of the position are identified as sedentary work, which may require the lifting of up to twenty-five (25) pounds.

Physical Activity: The physical activity of the position includes lifting, manual dexterity, talking, hearing, walking, crouching, and reaching.

Visual Activity: Individual performs work where objects being viewed are close to the eyes.

Job Location: The minimum work conditions for the position indicate that the individual is not exposed to adverse environmental conditions.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee:		Date:	

PCN#:
Job Code:
Wage:
FLSA Status: Non-exempt
Civil Service Class: Classified

DELAWARE COUNTY TRANSIT BOARD

POLICY

Policy Name	Resolution Number	Origin Date	Approval Date
Salary & Wage Policy	24-12-09	12/20/04	12/18/24

NOTE: *The Delaware County Transit Board (AKA: DCTB) is the governing body of Delaware County's Public Transit System established by the Delaware County Commissioners under the authority of Ohio Revised Code section 306.01 and 306.02. The Delaware County Transit (AKA: DCT) is the common name given to the public transit system. This policy is established and set forth under the authority of the Delaware County Transit Board and/ or the Executive Director of the Delaware County Transit. DCT and DCTB may be used interchangeably in this policy.*

PURPOSE

To provide a standardized method to assign wages and salaries to job positions and compensate individual employees for performance.

SCOPE

All employees of the Delaware County Transit Board.

DISTRIBUTION

All employees of the Delaware County Transit Board through the Employee Handbook.

POLICY STATEMENT

BACKGROUND – The ability to provide quality transportation service to the Delaware County community depends largely on the ability to attract and maintain quality employees to deliver that service. It is the responsibility of management and the Delaware County Transit Board (hereinafter, the Board) to ensure that employees are compensated for their work at a fair and competitive rate while being conscience of the responsibility of fiscal management.

1) WAGE STRUCTURE

Delaware County Transit (hereinafter, DCT) has established a wage structure for employees of the Board. The program divides employment positions into units, classifications, grades, and pay range to make up the compensation structure. This structure is outlined below:

a) *Unit I*: Production, Service and Maintenance positions (Non-Exempt Classifications under the Fair Labor Standards Act)

b) *Unit II*: Clerical, Technical and Service positions (Non-Exempt Classifications under the Fair Labor Standards Act)

c) *Unit III*: Supervisory, Professional and Administrative positions (May be classified as Exempt positions under the Fair Labor Standards Act following analysis of job duties)

The complete compensation structure is included as Appendix A of this policy.

1) DEVELOPMENT OF POSITION DESCRIPTIONS

DCT will develop, maintain and update position descriptions for all employees.

2) ASSIGNMENT OF UNITS, CLASSIFICATIONS AND GRADES TO POSITIONS

Each position description will be evaluated to determine the appropriate job unit and classification and then factored to determine the grade within that unit. The unit and grade will be identified on each position description. Position descriptions are living documents and will be reviewed periodically and updated when necessary. Re-evaluation and factoring may be necessary as changes are made to the duties and responsibilities of the position. Increased responsibility and advancement of duties are considered when re-factoring a position. Additional work within the currently assigned duties of a specific position description do not qualify for an increase in unit and grade.

Internship positions can be utilized by the agency on an as needed basis and as approved within the budget. Internships will be provided compensation for work performed as approved by their supervisor. Interns will be paid at least $17.00 and is subject to higher compensation depending on program, time in field and/or other factors. Interns will be subject to annual reviews and adhere to DCT's work and employee policies and procedures.

3) DETERMINATION OF PAY RANGES

The Board may call for DCT to complete a market study in order to review and consider modifications to the compensation structure and pay ranges. DCT shall utilize internal and external resources to conduct salary surveys of the marketplace to determine appropriate pay ranges for each position. This process is done by surveying local, regional, and, at times, national entities. The extent of the survey shall be determined by the level of position, with most positions being compared to local and regional entities. National data may be gathered if local and regional data is unavailable, or recommended for high level positions such as the DCT executive director.

Following the market survey, a report shall be provided to the Board indicating the recommended percentage increase (if any) to the pay ranges. Market adjustments in pay range(s) are voted on by resolution of the Board. Salary surveys and market adjustments in pay are at the sole discretion of the Board, and dependent upon the financial capacity of the overall DCT budget and budget forecast.

The Board, with direction provided by the DCT executive director, can assess and review pay ranges for individual positions, as necessary, utilizing local resources, notably, Delaware County Human Resources. If a classification requires an increase of pay grade but remains in the same unit, the executive director shall provide a summary to the Board committees for review. If a classification moves from one unit to another (e.g., a classification moves from Unit I to Unit II), the executive director shall provide a summary for Board action.

4) DETERMINATION OF COMPENSATION FOR EMPLOYEES

a) New Hires and Probationary Period

Newly hired employees will be brought in at the designated market rate for their classification. Further, per DCT's Employee Policy, employees will be on a probationary period of one (1) year. At the 6-month mark of their time within that classification, employees will be provided a probationary evaluation in which, contingent upon their evaluation, are eligible for a not to exceed 1% increase as determined by the Executive Director of Designee.

b) Employee Reviews and Merit Increases

Compensation for individual employees will be based on DCT's annual review process for employees. Employees in good standing will be eligible for annual increases based on performance. Increases may go up to 4% of an employee's annual salary. An increase over 4% shall require review and action by the Executive Director.

APPENDIX A

Unit I Compensation Structure			
Pay Grade	Pay Range (Spread 30%)		
	Min	Midpoint	Max
1	$18.98	$22.33	$25.68
2	$20.88	$24.56	$28.25
3	$22.97	$27.02	$31.07
4	$27.56	$32.42	$37.29

Unit II Compensation Structure			
Pay Grade	Pay Range (Spread 30%)		
	Min	Midpoint	Max
1	$25.93	$30.50	$35.08
2	$27.48	$32.33	$37.18
3	$29.13	$34.27	$39.41

Unit III Compensation Structure			
Pay Grade	Pay Range (Spread 30		
	Min	Midpoint	Max
1	$36.09	$42.46	$48.83
2	$39.70	$46.71	$53.71
3	$43.67	$51.38	$59.08

DELAWARE COUNTY TRANSIT BOARD

APPENDIX B

Approved Classifications for Delaware County Transit (alphabetical order):

Classification	Unit	Pay Grade
Director of Finance	III	3
Director of Operations	III	3
Dispatcher	I	3
Driver	I	2
Executive Assistant	II	3
Fiscal Administrative Assistant	II	2
Fiscal Services Manager	III	1
Maintenance/IT Manager	III	1
Mechanic	I	4
Mobility Coordinator	I	3
Mobility Manager	III	1
Operations Manager	III	2
Safety and Security Manager	III	1
Road Supervisor	II	1
Vehicle/Facility Attendant	I	1

Policy Revision Dates:

- 10/19/22
- 12/18/24

AGREEMENT FOR TRANSPORTATION SERVICES

between

Delaware County Transit Board

and

Delaware Area Career Center

This Agreement for Transportation Services ("Agreement") is entered into this 1st day of May, 2025 between the Delaware Area Career Center ("PURCHASER"), whose principal place of business is located at 4565 Columbus Pike Delaware, Ohio 43015, and the Delaware County Transit Board ("DCTB"), whose principal place of business is located at 119 Henderson Ct., Delaware, Ohio 43015, for and on behalf of Delaware County Transit Agency ("DCT"). (All individually, "Party" and all collectively, "Parties").

I. RECITALS:

Whereas; DCTB has established a public transportation system to provide transportation services within Delaware County and certain points beyond the county line; and

Whereas, DCTB operates under Federal Transit Agency regulations as defined in 49 U.S.C. section 5307 for providing transportation services; and

Whereas, DCTB maintains a fleet of vehicles for ambulatory and non-ambulatory persons; and

Whereas, all drivers currently employed by DCTB meet the qualifications and requirements as established by the DCTB.

Whereas, The PURCHASER is in need of transportation services for its customers, employees, or clients ("PASSENGER").

NOW, THEREFORE, in consideration of the mutual promises contained herein, the Parties agree as follows:

II. PURPOSE OF AGREEMENT:

The purpose of this Agreement is to state the covenants and conditions under which DCT will provide Demand-Response Transportation as requested by PURCHASER. For purposes of this Agreement, "Demand-Response Transportation" is defined as DCT driving to and picking up the PASSENGER at the curb of their residence, dropping them off at the curb of their destination, and returning, as requested by PURCHASER. DATA may also provide additional passenger assistance services, including door to door service[1], as requested by the PURCHASER. These services are provided by a qualified driver who meets all applicable federal, state and local laws pertaining to public transportation providers.

[1] DCT drivers are prohibited from entering a private residence. DCT drivers also cannot leave the sight of their vehicle when providing door to door service.

III. TERM:

The term of this contract shall be for a period commencing May 1, 2025 and ending May 31st, 2026.

IV. SCOPE OF SERVICES:

A. For purposes of fulfilling its obligations under this Agreement, PURCHASER shall do the following:

1. Provide authorizations for individuals requiring transportation service. The authorization will include the name(s) of the person(s) to be transported, the origin point, the destination point, the date and time the transportation is to occur, and any other special instructions or special services that are needed.
2. Provide both telephonic and written confirmation of any changes to the authorization at least 24 hours in advance of effective change.

B. For purposes of fulfilling its obligations under this Agreement, DCTB shall do the following:

1. Provide Demand-Response Transportation for PURCHASER'S PASSENGERS.
2. Provide service on a pre-arranged schedule within DCTB's operating days, times, service area, and established rules and operating procedures.
3. Arrange the transportation for PASSENGERS. PURCHASER OR PASSENGER will reserve their transportation with DCT's Mobility Management Department according to DCTB's rules and operating procedures.
4. Reserve the right to refuse service to and exclude any individual PASSENGER or potential PASSENGER for unacceptable behavior or for other reasons that may contribute to an unsafe transportation environment, as determined in the discretion of the DCTB administration.
5. Keep accurate records and send invoices and detailed records of services provided and charges to PURCHASER by the 15th working day of the month following the date services have been provided.
6. Maintain adequate insurance on all vehicles.
7. Maintain vehicles and equipment in good operating order.
8. Assume all responsibility for any federal, state, municipal, or other tax liabilities along with workers compensation, unemployment compensation of their employees, and insurance premiums which may accrue as a result of compensation received for services or deliverables rendered under or pursuant to this Agreement.
9. Consult with the appropriate purchaser staff on transportation issues concerning individual clients

V. CONSIDERATION:

PURCHASER, DCTB, and DCT agree that the deliverables as provided by this Agreement are good and valuable consideration and that this Agreement is supported by good and valuable consideration. The Parties concur that this Agreement does not provide exclusive or guaranteed transportation. The Parties further agree not to challenge this Agreement on the basis of a lack of consideration.

VI. GENERAL PROVISIONS:

A. Independent Contractor:

Respectively, PURCHASER and DCTB, for and on behalf of DCT, agree that both shall act in performance of this Agreement as independent contractors. No agency, employment, joint venture, or partnership has been or will be created between the Parties hereto pursuant to the terms and conditions of this Agreement.

B. Parties Responsible for their Own Actions:

The DCTB is a political subdivisions of the state of Ohio. As such, the DCTB lacks authority to indemnify. Therefore, the Parties understand and agree that each Party is and shall be responsible for its own negligence, actions, inactions, or omissions and/or the negligence, actions, inactions, or omissions of their respective boards, board members, officials, officers, employees, agents, representatives, servants, and/or volunteers, resulting from or related in any manner to the performance of this Contract. Each Party agrees to be individually and solely responsible for any and all liability, loss, damages, injury, illness, including death, penalties, costs, fines, fees, and/or related expenses that each may incur as a result of its own negligence, actions, inactions, or omissions and/or the negligence, actions, inactions, or omissions of its respective boards, board members, officials, officers, employees, agents, representatives, servants, and/or volunteers in the performance of this Contract.

C. Insurance:

PURCHASER and DCT shall carry and maintain throughout the life of the Agreement such bodily injury and property damage liability insurance as will protect it against any and all claims for personal injury, including death, or property damage, which may arise out of or result from the performance of operations under this Agreement or from the use of any vehicle(s) in connection therewith. Said insurance shall, at a minimum, be of a type which is customary in the industry and shall provide coverage in an amount that is both customary in the industry and equal to and covering all sums which either may or shall become legally obligated to pay as damages. Each party shall be responsible for any and all of their respective premiums for such policy(ices).

In addition to the rights and protections provided by the insurance policies as required herein, the Parties shall retain any and all such other and further rights and remedies as are available at law or in equity.

D. Worker's Compensation Insurance:

Both PURCHASER and DCT shall carry and maintain throughout the life of the Agreement, Worker's Compensation Insurance as required by Ohio law and any other state in which work will be performed. Each shall be responsible for any and all of their respective premiums for such policy(ices). At any time throughout the life of the Agreement the DCTB may request proof of such insurance. Proof of such insurance shall be promptly provided upon its request.

E. Termination:

1. Termination for Convenience: Either Party may at any time terminate this Agreement without cause or liability by giving at least sixty (30) days advance notice, in writing, to the other Party.

2. Breach or Default: Upon breach or default of any of the provisions, obligations, or duties embodied in this Agreement, the aggrieved Party shall provide written notice of the breach or default to the breaching or defaulting Party and permit the breaching or defaulting Party to remedy the breach or default within fifteen (15) days. If the breach or default is not satisfactorily remedied within the fifteen (15) day time period, this Agreement may, at the election of the aggrieved Party, be immediately terminated. The Parties may, without limitation, exercise any available administrative, contractual, equitable or legal remedies.

3. Effect of Waiver of any Occurrence of Breach or Default: The waiver of any occurrence of breach or default is not and should not be interpreted as a waiver of any such subsequent occurrence. The Parties, without limitation, retain the right to exercise all available administrative, contractual, equitable or legal remedies. If either Party fails to perform an obligation(s) under this Agreement, and such failure(s) is(are)waived by the other Party, such waiver shall be limited to the particular failure(s) so waived and shall not be deemed to waive any other failure(s).

F. Licenses:

Each Party certifies and warrants that it and all of its employees providing services pursuant to this Agreement have obtained and maintain current all approvals, licenses (including operator licenses, certifications, and/or other qualifications)(collectively "Licenses") necessary to provide all of the services required pursuant to this Agreement and to conduct business in the state of Ohio. PURCHASER further certifies and warrants that all such Licenses are operative and current and have not been revoked or are not currently suspended for any reason.

G. Findings for Recovery: PURCHASER certifies that it has no outstanding findings for recovery pending or issued against it by the State of Ohio.

H. Discrimination:

In fulfilling the obligations and duties of the Agreement, both Parties shall not discriminate against any person, employee, or applicant for employment on the basis of race, religion, national origin, color, creed, gender, sexual orientation, age, Vietnam-era Veteran status, or disability, as defined in the Americans with Disabilities Act.

The Parties shall ensure that applicants are hired and that employees are treated during employment without regard to any of the listed factors. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, lay off or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

The Parties agree to post in conspicuous places, available to employees and applicants for employment, notices stating that PURCHASER complies with all applicable federal and state nondiscrimination laws. PURCHASER shall incorporate the foregoing requirements of this section in all of its contracts for any of the

work prescribed herein, and shall require all of its subcontractors for any part of such work to incorporate such requirements in all subcontracts for such work.

I. Access to Disabled:

The Parties agree as a condition of this Agreement to provide access to all disabled persons to all programs provided pursuant to this Agreement and comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.E 794), all requirements imposed by the applicable HHS regulations (45 CFR 8;4) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office for Civil Rights of the United States Department of Health and Human Services, as well as to termination of this Agreement.

J. Campaign Finance:

Compliance with ORC §3517.13: Ohio Revised Code Sections 3517.13(I)(3) and (J)(3) require that no political subdivision shall award any contract for the purchase of goods with a cost aggregating more than ten thousand dollars in a calendar year or services with a cost aggregating more than ten thousand dollars in a calendar year to a corporation, business trust, individual, partnership or other unincorporated business, association, including, without limitation, a professional association organized under Chapter 1785 of the Revised Code, estate, or trust unless the political subdivision has received for that calendar year, or the contract includes, a certification that the individuals named in said sections of the Revised Code are in compliance with the applicable provisions of Section 3517.13 of the Revised Code.

K. Access to and Retention of Records:

At any time, during regular business hours, with reasonable notice and as often as the Parties deem necessary, the Parties shall make available all subcontracts, invoices, receipts, payrolls, personnel records, enrollee records, reports, document and all other information or data relating to matters covered by this Agreement.

The Parties will retain and maintain and assure that all of its subcontractors also retain and maintain all records and documents, writings, and/or other information related to the performance of this Agreement for not less than three (3) years. If audit, litigation, or other action is initiated during the time period of this Agreement, both Parties shall retain and maintain and assure that all subcontractors retain and maintain such records until the action is concluded and all issues are resolved or the three (3) years have expired, whichever is later.

L. Notices:

All notices which may be required by this Agreement or by operation of any rule of law shall be hand delivered, sent via certified United States Mail, return receipt requested, sent via a nationally recognized and reputable overnight courier, return receipt requested, or via facsimile, confirmation of delivery required, to the following individuals at the following addresses or facsimile numbers and shall be effective on the date received:

Christopher Bell
Treasurer
Delaware Area Career Center
4565 Columbus Pike
Delaware, Ohio 43015

Andy Volenik, Executive Director
Delaware County Transit
119 Henderson Court
Delaware, Ohio 43015
Fax: (740) 362-7603

M. Drug Free Environment:

The Parties agree to comply with all applicable state and federal laws regarding drug-free environment and shall have established and have in place drug free workplace policies. The Parties shall make a good faith effort to ensure that all of their respective employees will not purchase, use, or possess illegal drugs or alcohol or abuse prescription drugs in any way.

N. Governing Law:

This Agreement shall be governed by and interpreted in accordance with the laws of the State of Ohio. Any and all legal disputes arising from this Agreement shall be filed in and heard before the courts of Delaware County, Ohio.

O. Severability:

If any provision of this Agreement is held to be invalid or unenforceable by a court of competent jurisdiction, such holding shall not affect the validity or enforceability of the remainder of the Agreement. All provisions of this Agreement shall be deemed severable.

P. Signatures:

Any person executing this Agreement in a representative capacity hereby warrants that he/she has authority to sign this Agreement or has been duly authorized by his/her principal to execute this Agreement on such principal's behalf.

Q. Entire Agreement:

This Agreement (and its Attachments) shall constitute the entire understanding and agreement between the DCTB and PURCHASER, shall supersede all prior understandings and agreements relating to the subject matter hereof, and may only be amended in writing with the mutual consent and agreement of the Parties.

R. Fee Structure

For the duration of this agreement, the fee structure will be as follows:
Standard Rates

1) Individual Passenger Trip Contracts

a. An Individual Passenger Trip Contract is any contract developed where a trip is defined as one passenger traveling with one origin and one destination at various times of day. The contract is assumed to have many various passengers with many various origins and destinations at many different times of the day and days of the week.
b. $16.50 Flat Trip Fee for all scheduled trips which have been reserved and drivers assigned. For this purpose, "TRIP" is a one-way reserved and scheduled trip request.
c. Trips 0-5 miles will be billed to the contracting agency/business for just the Flat Trip Fee
d. Trips over 5 miles will be charged $4.00 per mile for each mile over 5 miles in addition to the Flat Trip Fee
e. No Shows and late cancellations will be billed the $16.50 rate.
f. $75.00 per hour (for group transport) for all time incurred from the time that the vehicle leaves DCT until it returns to DCT.

In witness whereof, the Parties hereunto subscribed their signatures in conformance with the resolution of their respective governing bodies with the intent to be legally bound hereby.

Delaware Area Career Center:

Christopher Bell, Treasurer _____ Date _____

Delaware County Transit Board:

Andy Volenik, Executive Director _____ Date _____

March 26, 2025

Andy Volenik, Executive Director
Delaware County Transit Board
119 Henderson Court
Delaware, Ohio 43015

Dear Mr. Volenik:

First and foremost I would like to thank you for the opportunity to submit to you and the Delaware County Transit Board (the Board) a proposal to prepare the Board's annual Basic Financial Statements.

The Objective and Scope of the Preparation of the Financial Statements
You have requested that we prepare the annual basic financial statements of the Delaware County Transit Board for the year ending December 31, 2024. The financial statements will include the related notes to the financial statements and be accompanied by a management discussion and analysis, which is considered required supplemental information to the basic financial statements in accordance with accounting principles generally accepted in the United States of America (GAAP). We are pleased to confirm our acceptance and our understanding of this engagement to prepare the financial statements of the Board by means of this letter.

Our Responsibilities
The objective of our engagement is to prepare financial statements in accordance with generally accepted accounting principles based on information provided by you. We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants (AICPA) and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion or provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

Management Responsibilities
The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is to prepare financial statements in accordance with generally accepted accounting principles. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your financial statements in accordance with SSARS:

1. The selection of generally accepted accounting principles as the financial reporting framework to be applied in the preparation of the financial statements;

2. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;

3. The prevention and detection of fraud;

4. To ensure that the entity complies with the laws and regulations applicable to its activities;

5. The accuracy and completeness of the records, documents, explanations and other information, including significant judgments, you provide to us for the engagement to prepare financial statements; and

6. To provide us with:

    a. Documentation and other related information that is relevant to the preparation and presentation of the financial statements;

    b. Additional information that may be requested for the purpose of the preparation of the financial statements; and

    c. Unrestricted access to persons within the Board with whom we determine it necessary to communicate.

Sara Anderson, Fiscal Services Manager, will be responsible for overseeing such services, evaluating the adequacy and accepting the results of these services, and accept responsibility for the results of the services. Rea will not perform management functions or make management decisions on behalf of the Board. However, we will provide advice and recommendations to assist management of the Board in performing its functions and making decisions.

The financial statements will not be accompanied by a report. However, you agree that the financial statements will clearly indicate that no assurance is provided on them.

Records and Assistance
If circumstances relating to the conditions of your records were to arise during the course of our work which in our professional judgment prevent us from completing the engagement, we will notify you promptly. In such a situation, we retain the unilateral right to take any course of action permitted by professional standards, including withdrawal from the engagement.

Other Relevant Information
From time to time and depending upon the circumstances, we may use third-party service providers to assist us in providing professional services to you. In such circumstances, it may be necessary for us to disclose confidential client information to them. We enter into confidentiality agreements with all third-party service providers and we are satisfied that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others.

Severability
The provisions of this Agreement are severable and independent, and if any term or provision of this Agreement is determined to be invalid or unenforceable, such term or provision will be deemed stricken and all other terms and provisions will remain in full force and effect.

Fees, Costs, and Access to Workpapers
Our fees for the services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement. Our fee estimate and completion of our work are based upon the following criteria:

1. Anticipated cooperation from Board personnel;
2. Timely responses to our inquiries;
3. Timely completion and delivery of client assistance requests;
4. Timely communication of all significant accounting and financial reporting matters; and
5. The assumption that unexpected circumstances will not be encountered during the engagement.

If any of the aforementioned criteria are not met, then fees may increase. Our fees for the foregoing services will be based on the time we incur in performing these services, the degree of responsibility we assume, and the value of the services performed. We will bill the Board at an hourly rate of $175 per hour for associate level work and $250 per hour for manager/principal time. The engagement will be billed for actual hours worked with a not to exceed amount of $12,000.

In addition, fees may be increased for events that are not able to be estimated such as:

1. Implementation of a new accounting system;
2. Implementation of any new Accounting Standards during any year of this agreement. As of the date of this letter, the GASB has issued GASB No. 100-103 that will need to be evaluated to determine the potential impact they will have on your financial statements.

Interim billings will be submitted as work progresses and as expenses are incurred. Billings are due upon submission.

In the event we are requested or authorized by the Board or are required by government regulation, subpoena or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for the Board, the Board will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The Board agrees that it will not make reference to us in any public or private securities or debt offering.

Maximum Payment
Rea & Associates, Inc. agrees to accept as full payment for the services provided pursuant to this Agreement the lesser of the following: 1) the maximum amount of $12,000 or 2) the amount of actual expenditures accrued. It is expressly understood and agreed that in no event shall the total amount to be paid to Rea & Associates, Inc. for the services provided pursuant to this Agreement exceed the maximum of $12,000.

Termination
Your failure to make full payment of any and all undisputed amounts invoiced in a timely manner constitutes a material breach for which we may refuse to provide deliverables and/or, upon written notice, suspend or terminate our services under this Arrangement Letter. We will not be liable to you for any resulting loss, damage or expense connected with the suspension or termination of our services due to your failure to make full payment of undisputed amounts invoiced in a timely manner.

In the event you terminate this engagement, you will pay us for all services rendered (including deliverables and products delivered), expenses incurred, and non-cancelable commitments made by us on your behalf through the effective date of termination.

We will not be responsible for any delay or failure in our performance resulting from acts beyond our reasonable control or unforeseen or unexpected circumstances, such as, but not limited to, acts of God, government or war, riots or strikes, disasters, fires, floods, epidemics, pandemics or outbreaks of communicable disease, cyberattacks, and internet or other system or network outages. At your option, you may terminate this Arrangement Letter where our services are delayed more than 120 days; however, you are not excused from paying us for all amounts owed for services rendered and deliverables provided prior to the termination of this Arrangement Letter.

When an engagement has been suspended at the request of management [or those charged with governance] and work on that engagement has not recommenced within 120 days of the request to suspend our work, we may, at our sole discretion, terminate this Arrangement Letter without further obligation to you. Resumption of our work following termination may be subject to our client acceptance procedures and, if resumed, will require additional procedures not contemplated in this Arrangement Letter. Accordingly, the scope, timing and fee arrangement discussed in this Arrangement Letter will no longer apply. In order for us to recommence work, the execution of a new Arrangement Letter will be required.

We may terminate this Arrangement Letter upon written notice if: (i) we determine that our continued performance would result in a violation of law, regulatory requirements, applicable professional or ethical standards, or our client acceptance or retention standards; or (ii) you are placed on a verified sanctioned entity list or if any director or executive of, or other person closely associated with, you or any of your affiliates is placed on a verified sanctioned person list, in each case, including, but not limited to, lists promulgated by the Office of Foreign Assets Control of the U.S. Department of the Treasury, the U.S. State Department, the United Nations Security Council, the European Union, or any other relevant sanctioning authority.

Information Security - Miscellaneous Terms
Rea & Associates, Inc. is committed to the safe and confidential treatment of the Delaware County Transit Board's proprietary information. Rea & Associates, Inc. is required to maintain the confidential treatment of client information in accordance with relevant industry professional standards which govern the provision of services described herein. The Delaware County Transit Board agrees that it will not provide Rea & Associates, Inc. with any unencrypted electronic confidential or proprietary information, and the parties agree to utilize commercially reasonable measures to maintain the confidentiality of the Delaware County Transit Board information, including the use of collaborate sites to ensure the safe transfer of data between the parties.

Rea & Associates, Inc. may terminate this relationship immediately in its sole discretion if Rea & Associates, Inc. determines that continued performance would result in a violation of law, regulatory requirements, applicable professional standards or Rea & Associates, Inc. client acceptance or retention standards.

Authority
The Delaware County Transit Board ("DCTB") is authorized by R.C. § 306.01(B) to enter this Agreement with Rea & Associates, Inc. ("Rea" or Contractor") for audit services.

Competitive Bidding Not Required
Consistent with R.C. § 307.86, this Agreement is not required to be competitively bid.

Non-Collusion/Conflict of Interest
Rea certifies that this Agreement is not entered or made in the interest of or on behalf of an undisclosed person, partnership, company, association, organization, or corporation. Rea is unaware of and there is no conflict of interest, either involving it or its employees that would prohibit Rea from entering this Agreement. Rea covenants that, to the best of its knowledge, no person under its employ, including subcontractors, who presently exercises any functions or responsibilities in connection with DCTB has any personal financial interest, direct or indirect, in this Agreement. Any such interest, on the part of Rea or its employees, when known, must be disclosed in writing to DCTB.

Governing Law and Venue
This Agreement shall be governed by and interpreted in accordance with the laws of the State of Ohio. Any and all legal disputes arising from this Agreement shall be filed in and heard before an appropriate Ohio court or federal court having jurisdiction over Delaware County, Ohio and such courts shall be deemed to have jurisdiction and venue. Rea hereby consents to such applicable law, venue, and jurisdiction.

Indemnification
Rea agrees to indemnify, defend, and hold harmless DCTB, Delaware County, Ohio, and all of their respective boards, board members, officers, officials, directors, employees, volunteers, agents, and representatives ("Indemnified Parties") from and against any and all claims, losses, damages, costs, liens, causes of action, suits, fines, penalties, judgments and/or expenses or liabilities (including reasonable attorney's fees and other costs of defense), of any nature, kind, or description, that result from (a) the willful or negligent acts or omissions of Rea, including all of Rea's boards, board members, officers, officials, owners, principals, subcontractors, directors, employees, volunteers, agents, and/or representatives; (b) damage caused to DCTB's property or the property of others caused by Rea; or (c) breach or default by Rea under any terms or provisions of this Agreement.

Insurance
Rea shall carry and maintain throughout the term of the Agreement, without lapse, such bodily injury, property damage liability, cyber insurance, commercial general liability insurance, and if applicable, automobile insurance as will protect it and Indemnified Parties against any and all claims for personal injury, including death, or property damage, which may arise out of or result from the performance of or operations under this Agreement or from the use of any equipment and/or vehicle(s) in connection therewith, and shall include coverage for indemnification. At minimum, Rea shall carry and maintain the following policies of insurance:

a. Commercial General Liability Insurance: with a minimum coverage limit of at least one million dollars ($1,000,000) per occurrence, including coverage for subcontractors if any are used.

b. Cyber insurance: with a minimum coverage limit of at least one million dollars ($1,000,000) per occurrence.
c. Automobile Insurance, if applicable: which shall include coverage for owned, hired and non-owned automobiles and with a liability coverage limit of at least one million dollars ($1,000,000) each accident.
d. Professional Liability Insurance: with a minimum coverage limit of at least one million dollars ($1,000,000) per occurrence.
e. Worker's Compensation Insurance: as required by the laws of the State of Ohio.

Said insurance shall have coverage limits in an amount that is both customary in the industry and equal to and covering all sums which Rea may or shall become legally obligated to pay as damages. Rea shall be responsible for any and all premiums for such policy(ies). All insurance shall be written by insurance companies licensed to do business in the State of Ohio and in good standing with the Ohio Department of Insurance.

Warranty
Rea warrants that all approvals, licenses, or other qualifications necessary to perform under this Agreement and conduct business in Ohio have been obtained, are operative, and are current. Rea warrants that it, its employees, subcontractors, officers, officials, representatives, and/or agents, that perform services under this Agreement, were, are, and/or will be at the time of performance, properly trained and/or licensed to perform the tasks they are required to perform under this Agreement.

Independent Contractor
Rea shall act in performance of this Agreement as an independent contractor. As an independent contractor, Rea and/or its officers, employees, representatives, agents, and/or volunteers are not entitled to any of the benefits enjoyed by employees of DCTB and Delaware County.

No Contribution to OPERS
DCTB is a public employer as defined in R.C. § 145.01(D). DCTB has classified Rea as an independent contractor or another classification other than public employee. As a result, no contributions will be made to the Ohio Public Employees Retirement System ("OPERS") for or on behalf of Rea and/or any of its officers, officials, employees, representatives, agents, and/or volunteers for services and/or deliverables rendered and/or received under or pursuant to this Agreement. Rea, by signature of its authorized representative below, acknowledges, certifies, and agrees that DCTB, in accordance with R.C. § 145.038(A) has informed Rea of such classification; that no contributions will be made to OPERS; that Rea is a "business entity" with five (5) or more employees as defined in R.C. § 145.037; that Rea is a corporation, association, firm, limited liability company, partnership, sole proprietorship, or other entity engaged in business; and that all individuals employed by Rea who provide services to DCTB are not public employees.

Derek Conrad
_____
Authorized Representative of Rea & Associates, Inc.

Personal Property Taxes
By signature of its authorized representative below, Rea certifies that it is not charged with delinquent personal property taxes on the general list of personal property in Delaware County, Ohio, or any other counties containing property in the taxing districts under the jurisdiction of the Auditor of Delaware County, Ohio.

Derek Conrad
_____
Authorized Representative of Rea

Taxes
DCTB, as a board, department, office, or agency of Delaware County, Ohio is exempt from all federal, state, and local taxes. As such, DCTB shall not be invoiced for and shall not pay any taxes. A tax exempt certificate shall be provided to Rea upon request.

Federal Requirements
DCTB receives federal funding from the Federal Transit Administration which is administered by the Ohio Department of Transportation. This Agreement is supported in whole or in part with federal assistance awarded to DCTB by the FTA. Therefore, Rea ("Contractor") is a Third Party Participant whose work under this Agreement is subject to applicable federal requirements. Contractor is under notice that 1) federal requirements in this Contract may change due to changes in federal law, regulations, other requirements, or guidance and 2) applicable changes will apply to Third Party Agreements, including this Contract and any subcontracts. Contractor agrees to the following federal provisions:

1. **CIVIL RIGHTS AND REGULATIONS.** DCTB is an Equal Opportunity Employer. As such, DCTB agrees to comply with all applicable Federal civil rights laws and implementing regulations. Apart from inconsistent requirements imposed by Federal laws or regulations, DCTB agrees to comply with the requirements of 49 U.S.C. § 5323(h)(3) by not using any Federal assistance awarded by FTA to support procurements using exclusionary or discriminatory specifications.
   The Contractor shall at all times comply with the following requirements and shall include these requirements in each subcontract entered into as part thereof:
   a. **NONDISCRIMINATION.** In accordance with Federal transit law at 49 U.S.C. § 5332, Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, disability, or age. In addition, Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.
   b. **RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX.** In accordance with Title VII of the Civil Rights Act, as amended, 42 USC § 2000e *e seq.*, and Federal transit laws at 49 USC §5332, Contractor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract compliance Programs, Equal Employment Opportunity, Department of Labor," 41 CFR Parts 60, and Executive Order No. 11246, "Equal Employment Opportunity in Federal Employment," September 24, 1864, 42 USC § 2000e note, as amended by any later Executive Order that amends or supersedes it, referenced in 42 U.S.C. § 20003 note. Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, national origin, or sex (including sexual orientation and gender identity.) Such action shall include, but not be limited to, the following: employment, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, Contractor agrees to comply with any implementing requirements the FTA may issue.
   c. **AGE.** In accordance with the Age Discrimination in Employment Act, 29 U.S.C. §§ 621 – 634, U.S. Equal Employment Opportunity Commission (U.S. EEOC) regulations, "Age Discrimination in Employment Act," 29 C.F.R. part 1625, the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6101 *et seq.,* U.S. Health and Human Services regulations, "Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance," 45 C.F.R. part 90, and Federal transit law at 49 U.S.C. § 5332,

Contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, Contractor agrees to comply with any implementing requirements the FTA may issue.

d. **DISABILITIES.** In accordance with Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794, the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12112 *et seq.*, the Architectural Barriers Act of 1968, as amended, 42 U.S.C. § 4151 *et seq.,* and Federal transit law at 49 U.S.C. § 5332, Contractor agrees that it will not discriminate against individuals on the basis of disability. In addition, Contractor agrees to comply with any implementing requirements FTA may issue.

2. **ACCESS TO RECORDS AND REPORTS.** The following requirements apply to this Contract:
   a. **RECORD RETENTION.** Contractor will retain, and will require its subcontractors of all tiers to retain, complete and readily accessible records related in whole or in part to the contract, including, but not limited to, data, documents, reports, statistics, sub-agreements, leases, subcontracts, arrangements, other third party agreements of any type, and supporting materials related to those records.
   b. **RETENTION PERIOD.** Contractor agrees to comply with the record retention requirements in accordance with 2 C.F.R. § 200.517. Contractor shall maintain all books, records, accounts and reports required under this Contract for a period of at not less than three (3) years after the date of termination or expiration of this Contract, except in the event of litigation or settlement of claims arising from the performance of this Contract, in which case records shall be maintained until the disposition of all such litigation, appeals, claims or exceptions related thereto.
   c. **ACCESS TO RECORDS.** Contractor agrees to provide sufficient access to FTA and its contractor to inspect and audit records and information related to performance of this Contract as reasonably may be required.
3. **NO FEDERAL GOVERNMENT OBLIGATION TO THIRD PARTIES.** DCTB and Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying Contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this Contract and shall not be subject to any obligations or liabilities to the DCTB, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying Contract. Contractor agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by the FTA.
4. **PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS.** Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 USC § 3801 *et seq*. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CRF Part 31, apply to its actions pertaining to this Project. Upon execution of the underlying Contract, Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract or the FTA assisted project for which this contract work is being performed. In addition to other penalties that may be applicable, Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986, 18 USC § 1001, and 49 USC § 5307(l) on Contractor to the extent the Federal Government deems appropriate.
   Contractor agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by the FTA.
5. **RECYCLED PRODUCTS.** Contractor agrees to provide preference for those products and services that conserve natural resources, protect the environment, and are energy efficient by complying with

and facilitating compliance with Section 6002 of the Resource Conservation and Recovery Act, as amended 42 U.S.C. § 6962, and U.S. Environmental Protection Agency (U.S. EPA), "Comprehensive Procurement Guideline for Products Containing Recovered Materials," 40 C.F.R part 247.

6. **ENERGY CONSERVATION.** Contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act. These requirements extend to all third party contractors and their contracts at every tier and sub-recipients and their subcontracts at every tier.
7. **SAFE OPERATION OF MOTOR VEHICLES.**
    a. **SEAT BELT USE.** Contractor is encouraged to adopt and promote on-the-job seat belt use policies and programs for its employees and other personnel that operate company-owned vehicles, company-rented vehicles, or personally operated vehicles. The terms, "company-owned" and "company-leased" refer to vehicles owned or leased either by the Contractor or DCTB.
    b. **DISTRACTED DRIVING.** Contractor agrees to adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers, including policies to ban text messaging while using an electronic device supplied by an employer, and driving a vehicle the driver owns or rents, a vehicle Contractor owns, leases, or rents, or a privately-owned vehicle when on official business in connection with the work performed under this agreement.
8. **TERMINATION FOR CONVENIENCE OR BREACH.**
    a. **For Convenience.** DCTB may terminate this Agreement at any time by written notice to the Contractor when it is in DCTB's best interest. The Contractor shall be paid its costs, including contract close-out costs, and profit on work performed up to the time of termination. The Contractor shall promptly submit its termination claim to DCTB to be paid.
    b. **For Breach.** If the Contractor fails to perform in the manner called for in the Agreement, or if the Contractor fails to comply with any provision of the Agreement, DCTB may terminate this Agreement for default. Termination shall be effected by serving a Notice of Termination on the Contractor setting forth the manner in which the Contractor is in default. The Contractor will be paid only the contract price for services performed in the manner of performance set forth in the Agreement. DCTB may allow the Contractor a reasonable amount of time to cure the defect. In such case, the Notice of Termination will state the time period in which cure is permitted and other appropriate conditions. If Contractor fails to remedy the breach to DCTB's satisfaction, DCTB shall have the right to terminate the Agreement without any further obligation to Contractor. Any such termination for breach shall not in any way operate to preclude DCTB from pursuing all available remedies against Contractor and its sureties for said breach. In the event that DCTB elects to waive its remedies for any breach by Contractor of any term or condition of this Agreement, such waiver by DCTB shall not limit DCTB's remedies for any succeeding breach of that or of any other term of this Agreement.
9. **TRAFFICKING IN PERSONS.** Contractor agrees to inform FTA immediately of any information it receives from any source alleging a violation of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended 22 U.S.C. § 7104(g). Contractor agrees that it and its employees may not engage in severe forms of trafficking in persons during the period of time that Contract is in effect, procure a commercial sex act during the period of time that the Contract is in effect, or use forced labor in the performance of the Contract or sub-agreements thereunder. Contractor will include this provision in all sub-agreements entered into under this Contract.

Headings
The subject headings of the paragraphs in this Agreement are included for purposes of convenience only and shall not affect the construction or interpretation of any of its provisions. This Agreement shall be deemed to have been drafted by both Parties and no purposes of interpretation shall be made to the contrary.

Our Agreement
This Agreement constitutes the complete and exclusive statement of agreement between Rea and the DCTB, superseding all proposals, oral or written, and all other communications with respect to the terms of the engagement between the parties.

Survival
The following sections shall survive any termination of this Agreement: Information Security, Governing Law and Venue, Indemnification, Insurance, Access to Records/Record Retention/Retention Period, Headings, Severability, Survival, Electronic Signatures and Counterparts.

Electronic Signatures and Counterparts
Each party hereto agrees that any electronic signature of a party to this agreement or any electronic signature to a document contemplated hereby (including any representation letter) is intended to authenticate such writing and shall be as valid, and have the same force and effect, as a manual signature. Any such electronically signed document shall be deemed (i) to be "written" or "in writing," (ii) to have been signed and (iii) to constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files. Each party hereto also agrees that electronic delivery of a signature to any such document (via email or otherwise) shall be as effective as manual delivery of a manual signature. For purposes hereof, “electronic signature” includes, but is not limited to, (i) a scanned copy (as a "pdf" (portable document format) or other replicating image) of a manual ink signature, (ii) an electronic copy of a traditional signature affixed to a document, (iii) a signature incorporated into a document utilizing touchscreen capabilities or (iv) a digital signature. This agreement may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement. Paper copies or "printouts,” of such documents if introduced as evidence in any judicial, arbitral, mediation or administrative proceeding, will be admissible as between the parties to the same extent and under the same conditions as other original business records created and maintained in documentary form. Neither party shall contest the admissibility of true and accurate copies of electronically signed documents on the basis of the best evidence rule or as not satisfying the business records exception to the hearsay rule.

Any person executing this Agreement in a representative capacity hereby warrants that he/she has authority to sign this Agreement or has been duly authorized by his/her principal to execute this Agreement on such principal’s behalf and is authorized to bind such principal.

Please sign and return a copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for our engagement to prepare the financial statements described herein and our respective responsibilities.

Please sign and return a copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for our engagement to prepare the financial statements described herein and our respective responsibilities. Should you have any questions concerning this letter, please do not hesitate to contact Derek Conrad, CPA, CFE at 330-308-6812.

Signatures on following page

Derek Conrad
_____ _April 11, 2025_____
Authorized Signature, Rea & Associates Date
New Philadelphia, Ohio

_____ _____
Andy Volenik, Executive Director Date
Delaware County Transit Board

Treasurer's Certification (R.C. § 5705.41(D)):
The Delaware County Transit Board Treasurer hereby certifies that the funds required to meet the obligation set forth in this Agreement have been lawfully appropriated for such purpose and are in the treasury or in the process of collection to the credit of an appropriate fund free from any other encumbrances. The Delaware County Transit Board Treasurer also certifies that he/she has confirmed with the Ohio Auditory of State that Rea & Associates, Inc. has no unresolved findings for recovery pending or issued against it by the State of Ohio.

_____ _____
Bruce Luecke, Date
Delaware County Transit Board, Treasurer

Approved as to form:

_____ _____
Melissa A. Schiffel Date
Delaware County Prosecuting Attorney

POLICY

Policy Name	Resolution Number	Origin Date	Approval Date
DBE	23-04-04	6/20/2019	4/19/2023

NOTE: *The Delaware County Transit Board (DCTB) is the governing body of Delaware County's Public Transit System established by the Delaware County Commissioners under the authority of Ohio Revised Code section 306.01 and 306.02. Delaware County Transit (DCT) is the common name given to the public transit system. This policy is established and set forth under the authority of the Delaware County Transit Board. DCT and DCTB may be used interchangeably in this policy or used separately to distinguish responsibilities.*

POLICY STATEMENT

Section 26.1, 26.23 Objectives/Policy Statement

The Delaware County Transit Board (BOARD) has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. The BOARD has received Federal financial assistance from the DOT, and as a condition of receiving this assistance, the BOARD has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of the BOARD to ensure that DBEs, defined in part 26, have an equal opportunity to receive and participate in DOT assisted contracts. It is also our policy:

- To ensure nondiscrimination in the award and administration of DOT assisted contracts;
- To create a level playing field on which DBEs can compete fairly for DOT assisted contracts;
- To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
- To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
- To help remove barriers to the participation of DBEs in DOT assisted contracts;
- And to assist the development of firms that can compete successfully in the market place outside the DBE Program.

The BOARD Facilities, Assets and Technology Manager has been delegated as the DBE Liaison Officer (DBELO). In that capacity, the Facilities, Assets and Technology Manager is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is afforded the same priority as compliance with all other legal obligations incurred by the BOARD in its financial assistance agreements with the Department of Transportation.

The BOARD has disseminated this policy statement to the members of the BOARD, the Transit Director and its administrative staff and all offices and departments of the organization. The BOARD will distribute this statement to DBE and non-DBE business communities that may perform work for us on DOT-assisted contracts.
All existing contractors shall receive a copy of this policy. All announcements of future contract opportunities shall include a statement of this DBE policy.

_____ _____

Andy Volenik, Executive Director Date

DELAWARE COUNTY TRANSIT BOARD

POLICY

CFR 49 Part 26

SUBPART A - GENERAL REQUIREMENTS

Section 26.1 Objectives

The objectives are found in the policy statement on the first page of this program.

Section 26.3 Applicability

The BOARD is the recipient of federal transit funds authorized by 49 USC Section 5307, Section 5339, and Section 5340.

The BOARD is the recipient of federal transit funds authorized by "State of Good Repair."

Section 26.5 Definitions

The BOARD will adopt the definitions contained in Section 26.5 for this program.

Section 26.7 Non-discrimination Requirements

The BOARD will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, or national origin.

In administering its DBE program, the BOARD will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program with respect to individuals of a particular race, color, sex, or national origin.

Section 26.11 Record Keeping Requirements

Reporting to DOT: 26.11(b)

The BOARD will report DBE participation to the Federal Transit Administration (FTA) as follows:

The BOARD will report DBE participation on a semi-annual basis, (by June 1st and December 1st) in TrAMS using DOT-OSDBU Form "Uniform Report of DBE Awards or Commitments and Payment." These reports will reflect payments actually made to DBEs on DOT-assisted contracts.

For State of Good Repair project where the Ohio Department of Transportation (ODOT) is the federal grantee, DCT will provide DBE reporting to ODOT on a semi-annual basis on May 1 and November 1.

Bidders List: 26.11(c)

The BOARD will create a bidders list, consisting of information about all DBE and non-DBE firms that bid or quote on DOT assisted contracts. The purpose of this requirement is to allow use of the bidder's list approach to calculating overall goals. The bidder list will include the name, address, DBE non-DBE status, age, and annual gross receipts of firms.

The BOARD will collect this information in the following ways:

- The BOARD will require all prime bidders to report the names, addresses and DBE non-DBE status of all firms who quote them on subcontracts.
- The BOARD will also include a notice in all solicitations, and otherwise widely disseminated, request to firms quoting on subcontracts to report information directly to the BOARD DBELO.\

Analysis of Overall DBE Goals and Uniform Report
(Part 26.47). If the awards and commitments shown on BOARDS's Uniform Report at the end of any fiscal year are less than the overall DBE goal for that fiscal year, The BOARD will analyze in detail the reasons for the difference. After completing this analysis, specific steps and milestones will be established to correct the problems identified in the analysis in order to enable The BOARD to fully meet its overall DBE goal in the new fiscal year. This analysis is performed at the end of each fiscal year, if needed, even though the overall DBE goal has been developed to cover three fiscal years. The BOARD will retain the analysis and corrective actions in its files for three years. This information will be made available to the FTA if requested.

Section 26.13 Federal Financial Assistance Agreement

The BOARD has signed the following assurances, applicable to all DOT assisted contracts and their administration:

Assurance: 26.13(a)

The BOARD shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT assisted contract or in the administration of its DBE Program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT assisted contracts. The recipient's DBE Program, as required by 49 CFR part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to The BOARD of its failure to carry out its approved program, the Department may impose sanction as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

This language will appear in financial assistance agreements with sub-recipients.

Contract Assurance: 26.13b

The BOARD will ensure that the following clause is placed in every DOT assisted contract and subcontract:

- The contractor, sub-recipient, or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

DELAWARE COUNTY TRANSIT BOARD

SUBPART B - ADMINISTRATIVE REQUIREMENTS

Section 26.21 DBE Program Updates

Since the BOARD has received a grant $250,000 or more in FTA planning capital, and or operating assistance in a federal fiscal year, the BOARD will continue to carry out this program until all funds from DOT financial assistance have been expended. The BOARD will provide to FTA, updates representing significant changes in the program.

Section 26.23 Policy Statement

The Policy Statement is elaborated on the first page of this program.

Section 26.25 DBE Liaison Officer (DBELO)

The BOARD has designated the following individual as our DBE Liaison Officer (DBELO):

Ed Pierson, Facilities, Assets and Technology Manager
Delaware County Transit Board
119 Henderson Ct
Delaware, OH, 43015
(740) 363-3355

In that capacity, the DBELO is responsible for implementing all aspects of the DBE program and ensuring that the BOARD complies with all provision of 49 CFR Part 26. The DBELO has direct, independent access to the BOARD concerning DBE program matters. An organization chart displaying the DBELO position in the organization is found in Attachment 1 to this program.

The DBELO is responsible for developing, implementing and monitoring the DBE program, in coordination with other appropriate officials. The DBELO will ensure that due dates for all reporting including, goal submission, semi-annual reports and TVM forms will be included in the DCTB Administration electronic calendar to ensure timely submission. The DBELO has one part time staff member to
assist in the administration of the program. The duties and responsibilities include the following:

- Gathers and reports statistical data and other information as required by DOT.
- Reviews third party contracts and purchase requisitions for compliance with this program.
- Work with all departments to set overall annual goals.
- Ensures that bid notices and requests for proposals are available to DBEs in a timely manner.
- Identifies contracts and procurements so that DBE goals are included in solicitations (both race-neutral methods and contract specific goals attainment and identifies ways to improve progress).
- Analyzes the BOARD's progress toward attainment and identifies ways to improve progress.
- Participates in pre-bid meetings.
- Advises the BOARD on DBE matters and achievement.
- Plans and participates in DBE training seminars.
- Provides outreach to DBEs and community organizations to advise them of opportunities.

Section 26.27 DBE Financial Institutions

It is the policy of the BOARD to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable efforts to use these institutions if the need should arise, and to encourage prime contractors on DOT assisted contract to make use of these institutions.

The BOARD has made the following efforts to identify and use such institution. The web site is www.federalreserve.gov/releases/mob/

To date, there are no such institutions listed for the State of Ohio. Information on the availability of such institutions in the future can be obtained from the DBE Liaison Officer.

Section 26.29 Prompt Payment Mechanisms

The BOARD will include the following clause in each DOT assisted prime contract:

- The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than thirty days from the receipt of each payment the prime contract receives from BOARD. The prime contractor agrees

  further to return retainage payments to each subcontractor within thirty days after the subcontractors work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the BOARD. This clause applies to both DBE and non-DBE subcontracts.

Section 26.31 Directory

The Ohio Department of Transportation (ODOT) maintains a directory identifying all firms eligible to participate as DBEs in Ohio. The directory lists the firm's name, address, phone number, date of the most recent certification, and the type of work the firm has been certified to perform as a DBE. The BOARD makes the Directory available as follows:

https://www.dot.state.oh.us/Divisions/ODI/SDBE/Pages/UCP.aspx

Interested parties can obtain access to the directory through the website. The BOARD participates in a combined statewide directory through the Ohio Department of Transportation via the website indicated above.

The DBELO will ensure that all potential DBE firms are certified in the State of Ohio's Unified Certification Program (UCP).

Section 26.33 Overconcentration

The BOARD has not identified that over concentration exists in the types of work that DBEs perform.

Section 26.35 Business Development Programs

The BOARD has not established a business development program.

Section 26.37 Monitoring and Enforcement Mechanisms

The BOARD will take the following monitoring and enforcement mechanisms to ensure compliance with 49 CFR Part 26.

The BOARD will bring to the attention of the Department of Transportation any false, fraudulent, or dishonest conduct in connection with the program, so that DOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in 26.109.

The BOARD will consider similar action under our own legal authorities, including responsibility determinations in future contracts.

The BOARD will also provide a monitoring and enforcement mechanism to verify that work committed to DBEs at contract award is actually performed by the DBEs through on-site inspections during activities.

The BOARD will keep a running tally of actual payments to DBE firms for work committed to them at the time of contract award.

The BOARD will require contractors to submit regular reports of the actual payments made to DBE companies for work committed to them at the time of contract award. DBE participation will only be credited to an overall or contract goal when payments are actually made to DBE companies.

Section 26.39 Fostering Small Business Participation

Whenever the BOARD utilizes Federal funding, it will make every attempt to foster small business participation for contracts and/or purchase orders.

1. DCT will evaluate each contract separately and decide, based on the scope of work and availability of small businesses to perform work activities, whether to set a goal for race-neutral small business participation.
2. If a specific small business goal is developed for a project, the Request for Proposals (RFP) will require bidders to explain how they propose to achieve the specific goal. Bidders must show a good faith effort in achieving the goal, and include documentation of efforts if they are unable to achieve the goal. The RFP will clearly state the small business goal is race/gender neutral.
3. Where practical, DCT will evaluate projects to determine if the total project can be split into separate smaller projects and solicit the smaller projects separately to allow small businesses to participate in the individual contracts.
4. For small projects of less than $250,000 and where practical, DCT will use a small business “set-aside” and DCT will send solicitations directly to small businesses and will only allow small businesses to bid on the project.
5. For projects where timeliness is not critical, DCT will evaluate the project to potentially extend the timeline for completion to allow small businesses to have an opportunity to bid on the project.
6. The DCT DBELO will record the efforts of the above activities and maintain them in the procurement file for that specific project.

DELAWARE COUNTY TRANSIT BOARD

SUBPART C - GOALS, GOOD FAITH EFFORTS, AND COUNTING

Section 26.43 Set-asides or Quotas

The BOARD does not use quotas in any way in the administration of this DBE program.

Section 26.45 Overall Goals

A description of the methodology to calculate the overall goal and the goal calculations can be found in Attachment 2 to this program.

In accordance with Section 26.45(f) the BOARD will submit its overall goal to the FTA on or before August 1st of each year. Before establishing the overall goal each year, the BOARD will consult with , the U.S. Census Bureau at their website http://www.census.gov and the U.S. Department of Commerce, Economic Development Administration to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and the BOARD's efforts to establish a level playing field for the participation of DBEs.

The DBELO will ensure that reports and goals are completed correctly and submitted to FTA on or before the date due. The DBELO will meet with the executive director to verify accuracy of reports before they are submitted to FTA.

Following this consultation, the BOARD will publish a notice of the proposed overall goals, informing the public that the proposed goal and its rational are available for inspection during normal business hours at the BOARD office for 30 days following the date of the notice, and informing the public that the BOARD and the Federal Transit Administration will accept comments on the goals for 45 days from the date of the notice. Normally, the BOARD will issue this notice by August 1 of each year. The notice will include addresses to which

Comments may be sent and addresses (including offices and websites) where the proposal may be reviewed.

Our overall goal submission to the FTA, will include a summary of information and comments received during this public participation process and our responses.

The BOARD will begin using our overall goal on October 1 of each year, unless the BOARD has received other instructions from the FTA. If the BOARD establishes a goal on a project basis, it will begin using that goal by the time of the first solicitation for a DOT-assisted contract for the project.

The BOARD will utilize various means of communication to reach out to disadvantaged businesses within the community. Communication will include: advertisement, phone conversations, websites and/or social media outlets, etc. Whenever the BOARD holds Public Hearings, the agenda will include a time allotment for DBE discussion.

Section 26.49 Transit Vehicle Manufacturers Goals

The BOARD will require each transit vehicle manufacturer (TVM), as a condition of being authorized to bid or propose on FTA-assisted transit vehicle procurement, to certify that it has complied with the requirements of this section. Alternately, the BOARD may, at its discretion and with FTA approval, establish project-specific goals for DBE participation in the procurement of transit vehicles in lieu of the TVM complying with this element of the program.

The DBELO will ensure that vehicle contract awards are reported to FTA within 30 days of award using FTA Transit Vehicle Manufacturers (TVM) form.

Section 26.51(a-c) Breakout of Estimated Race-Neutral & Race-Conscious Participation

The breakout of estimated race-neutral participation can be found in Attachment 3 to this program. This section of the program will be updated annually when the goal calculation is updated.

Section 26.51(d-g) Contract Goals

The BOARD will use contract goals to meet any portion of the overall goal the BOARD does not project being able to meet using race-neutral means. Contract goals are established so that, over the period to which the overall goal applies, they will cumulatively result in meeting any portion of our overall goal that is not projected to be met through the use of race-neutral means.

The BOARD will establish contract goals only on those DOT assisted contracts that have subcontracting possibilities. The BOARD needs not establish a contract goal on every such contract, and the size of contract goals will be adapted to the circumstances of each such contract (e.g., type and location of work, availability of DBEs to perform the particular type of work.) The BOARD will express the contract goals as a percentage of the Federal share of a DOT-assisted contract.

Section 26.53 Good Faith Efforts Procedures

Demonstration of good faith efforts (26.53(a) & (c))

The obligation of the bidder/offeror is to make good faith efforts. The bidder/offeror can demonstrate that it has done so either by meeting the contract goal or documenting good faith efforts. Examples of good faith efforts are found in Appendix A to Part 26.

The DBELO of the BOARD is responsible for determining whether a bidder/offeror who has not met the contract goal has documented sufficient good faith efforts to be regarded as responsive.

The DBELO of the BOARD will ensure that all information is complete and accurate and adequately documents the bidder/offer's good faith efforts before the BOARD commits to the performance of the contract by the bidder/offeror.

Information to be submitted (26.53(b))

The BOARD treats bidder/offers' compliance with good faith efforts' requirements as a matter of responsiveness.

Each solicitation for which a contract goal has been established will require the bidders/offerors to submit the following information:

- The names and addresses of DBE firms that will participate in the contract;
- A description of the work that each DBE will perform;
- The dollar amount of the participation of each DBE firm participating;
- Written and signed documentation of commitment to use a DBE subcontractor whose participation it submits to meet a contract goal;

- Written and signed confirmation from the DBE that it is participating in the contract as provided in the prime contractor's commitment; and
- If the contract goal is not met, evidence of good faith efforts.

Administrative reconsideration (26.53(d))

Within five (5) business days of being informed by that it is not responsive because it has not documented sufficient good faith efforts, a bidder/offeror may request administrative reconsideration. Bidder/offerors should make this request in writing to the following reconsideration official: The BOARD Chair, 119 Henderson Ct, Delaware, Ohio 43015, Phone (740) 368-9383. The reconsideration official will not have played any role in the original determination that the bidder/offeror did not document sufficient good faith efforts.

As part of this reconsideration, the bidder/offeror will have the opportunity to provide written documentation or argument concerning the issue of whether it met the goal or made adequate good faith efforts to do so. The bidder/offeror will have the opportunity to meet in person with The BOARD's reconsideration official to discuss the issue of whether it met the goal or made adequate good faith efforts to do. The BOARD will send the bidder/offeror a written decision on reconsideration, explaining the basis for finding that the bidder did or did not meet the goal or make adequate good faith efforts to do so. The result of the reconsideration process is not administratively appealable to the Department of Transportation.

Good Faith Efforts when a DBE is replaced on a contract (26.53(f))

The BOARD will require a contractor to make good faith efforts to replace a DBE that is terminated or has otherwise failed to complete its work on a contract with another certified DBE, to the extent needed to meet the contract goal. The BOARD will require the prime contractor to notify the DBE Liaison officer immediately of the DBE's inability or unwillingness to perform and provide reasonable documentation.

In this situation, the BOARD will require the prime contractor to obtain our prior approval of the substitute DBE and to provide copies of new or amended subcontracts, or documentation of good faith efforts.

If the contractor fails or refuses to comply in the time specified, our contracting office will issue an order stopping all or part of payment/work until satisfactory action has been taken. If the contractor still fails to comply, the contracting officer may issue a termination for default proceeding.

Sample Bid Specification:

The requirements of 49 CFR Part 26, Regulations of the U.S. Department of Transportation, apply to this contract. It is the policy of the BOARD to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. All firms qualifying under this solicitation are encouraged to submit bids/proposals. Award of this contract will be conditioned upon satisfying the requirements of this bid specification. These requirements

apply to all bidders/offerors, including those who qualify as a DBE. A DBE contract goal of **6.9** percent has been established for this contract. The bidder/offeror shall make good faith efforts, as defined in Appendix A, 49 CFR Part 26 (Attachment 1), to meet the contract goal for DBE participation in the performance of this contract.

The bidder/offeror will be required to submit the following information:

(1) The names and addresses of DBE firms that will participate in the contract;
(2) A description of the work that each DBE firm will perform;
(3) The dollar amount of the participation of each DBE firm participating;
(4) Written documentation of the bidder/offeror's commitment to use a DBE subcontractor whose participation it submits to meet the contract goal;
(5) Written confirmation from the DBE that it is participating in the contract as provided in the commitment made under (4); and
(6) If the contract goal is not met, evidence of good faith efforts.

Section 26.55 Counting DBE Participation

The BOARD will count DBE participation toward overall and contract goals as provided in 49 CFR 26.55.

SUBPART D - CERTIFICATION STANDARDS

Section 26.61 - 26.73 Certification Process

The BOARD will refer firms to the State UCP agency.

For information about the certification process or to apply for certification, firms should contact:

http://www.dot.state.oh.us/Divisions/ODI/SDBE/Pages/default.aspx or the:

Ohio Department of Transportation
Office of Contracts, DBE Section
1980 West Broad Street, 1st Floor
Columbus, Ohio 43223
(614) 728-9598
(614) 728-2078 (fax)

SUBPART E - CERTIFICATION PROCEDURES

Section 26.81 Unified Certification Programs

The BOARD participates in the Uniform Certification Program (UCP) administered by the ODOT, Office of contracts. The UCP will meet all of the requirements of this section.

Please contact:

Ohio Department of Transportation
Office of Contracts, DBE Section
1980 West Broad Street, 1st Floor
Columbus, Ohio 43223
(614) 728-9598
(614) 728-2078 (fax)

SUBPART F - COMPLIANCE AND ENFORCEMENT

Monitoring Payments to DBEs

The BOARD will require prime contractors to maintain records and documents of payments to DBEs for three years following the performance of the contract. The prime contractor will make these records available for inspection upon request to any authorized representative of the BOARD or DOT. This reporting requirement also extends to any certified DBE subcontractor.

The BOARD will perform interim audits of contract payments to DBEs. The audit will review payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts stated in the schedule of DBE participation.

DELAWARE COUNTY TRANSIT BOARD

ATTACHMENTS INDEX

Attachment 1	Organizational Chart
Attachment 2	Overall Goal Calculation
Attachment 3	Breakout of Estimated Race-Neutral & Race-Conscious Participation
Attachment 4	Form 1 & 2 for Demonstration of Good Faith Efforts
Attachment 5	Certification Application Forms
Attachment 6	Procedures for Removal of DBE's Eligibility
Attachment 7	Regulations: 49 CRR part 26

DELAWARE COUNTY TRANSIT BOARD

Attachment 1~~Organizational Chart~~

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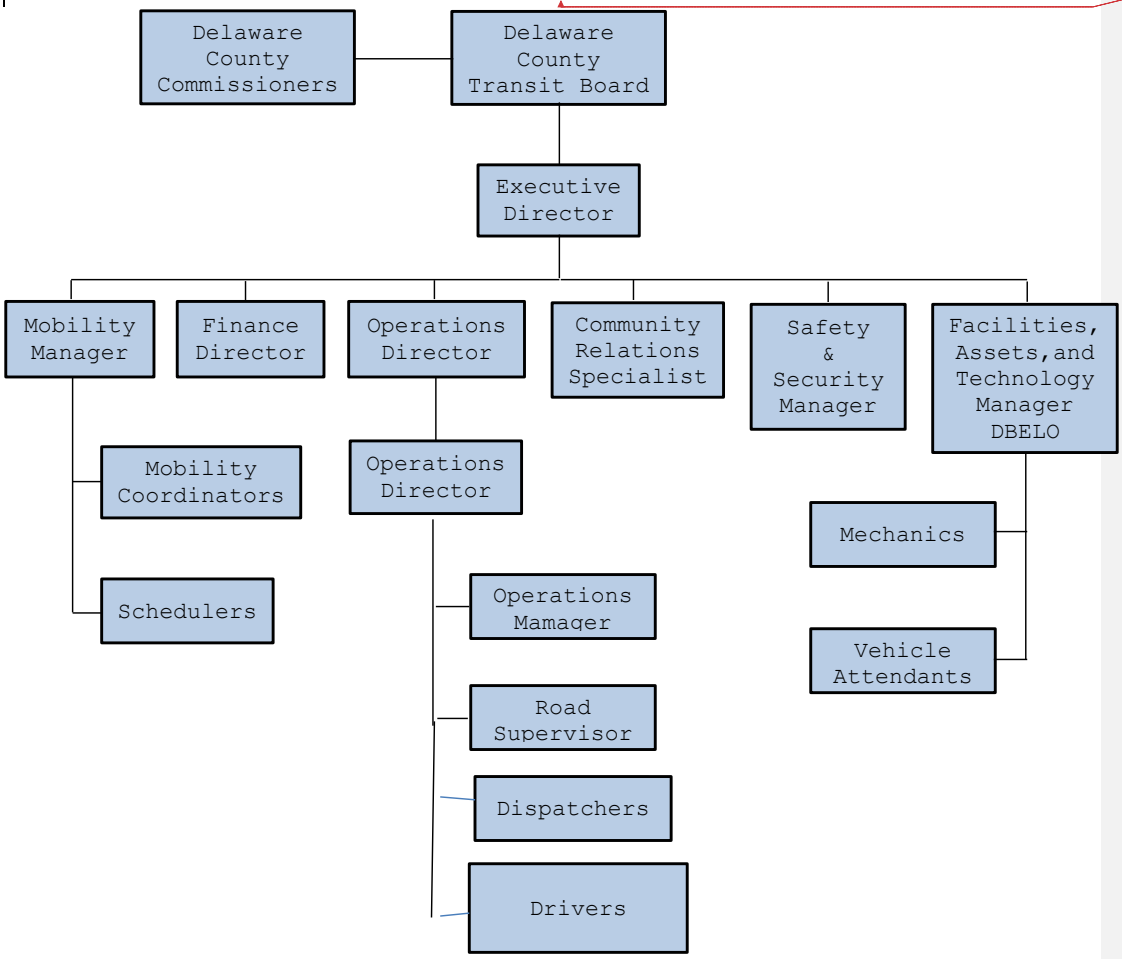
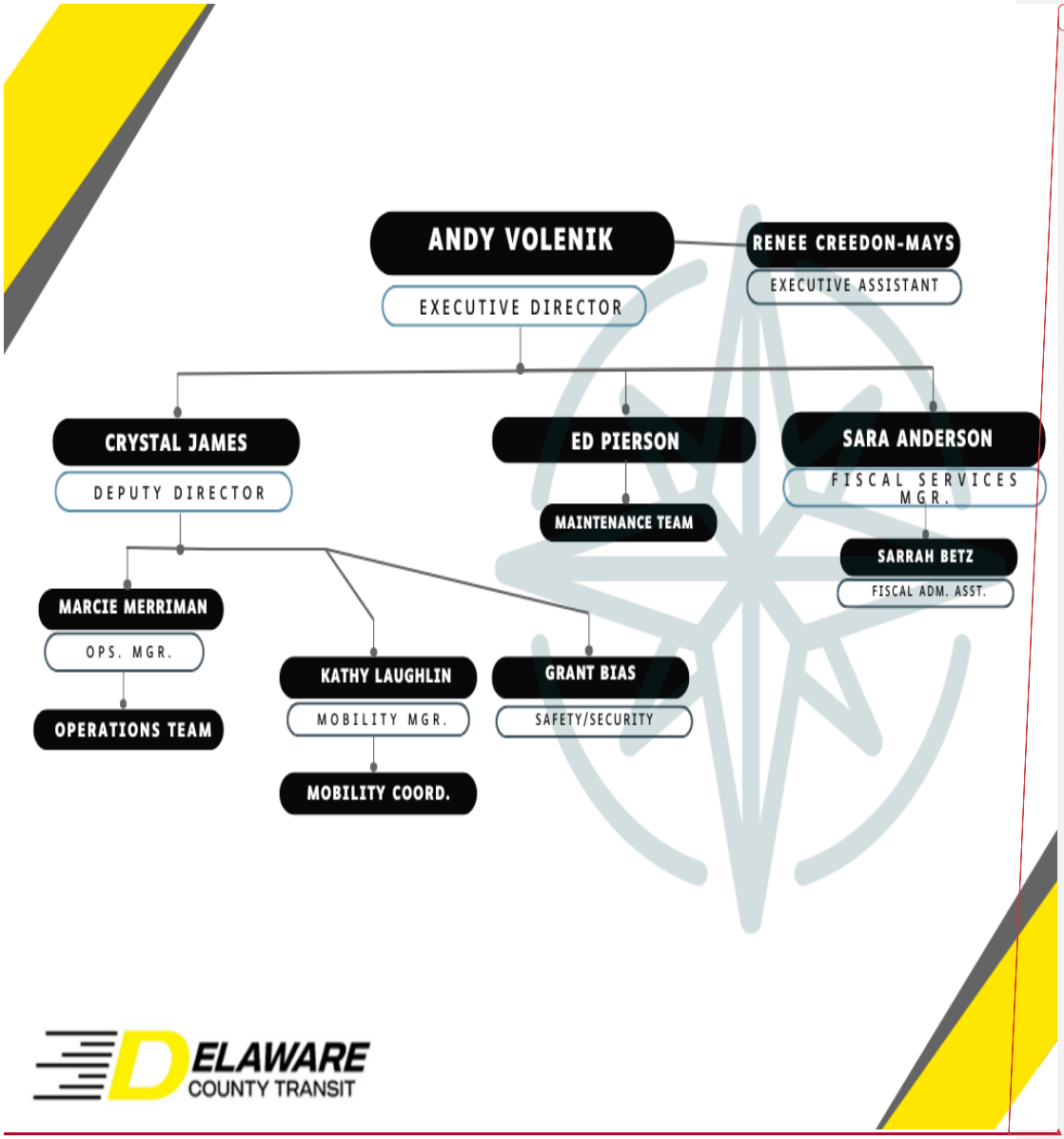


Delaware County Transit Board



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DELAWARE COUNTY TRANSIT BOARD

Attachment 2
Section 26.45: Overall Goal Calculation
Amount of Goal

1. The BOARD's overall goal for the following time period FFY 20253 through FFY 20275 is the following: 0.221% of the Federal financial assistance the BOARD will expend in DOT-assisted contracts exclusive of FTA funds to be used for the purchase of transit vehicles.

2. $50650,000 is the dollar amount of DOT assisted contracts that the BOARD expects to award during FFY 20253 through FFY 20275. This means that the BOARD has set a goal of expending $1,100365.00 (.221%) with DBEs during FFY 20253 through FFY 20275.

Methodology used to Calculate Overall Goal

Step 1: 26.45(c)

Determine the base figure for the relative availability of DBEs.

In order to establish the DBE goals required for the DOT grant, the following methodology was used. A local determination was made concerning where perspective contractors would be located that would bid on the federally assisted BOARD contracts. The following counties were selected as the base area for the contractors:

- Delaware County*
- Franklin County

* Denotes THE BOARD's service area

This geographic region was deemed to be appropriate for the BOARD contracting opportunities as based upon the history of goods and services purchased, that the businesses NAICS Sectors offering the types of goods and services noted below are provided the most favorable opportunity to participate in future federal-assisted contracts:

- 23 - Construction
- 54 – Professional, Scientific, and Technology Services

For the purpose of this exercise, funds made available through the State of Good Repair discretionary funds and Section 5307 comprise the majority of the funds considered for DBE participation.

The base figure for the relative availability of DBE's was calculated as follows. The first step was to review the list of certified Disadvantaged Business Enterprise Contractors (Federal) that are listed on the website of the Ohio Department of Transportation's Unified Certification Program. Reviewing the listing for North American Industry Classification System (NAICS) codes noted above for certified DBEs, a total of one hundred thirty-one (131) companies were listed for the two counties referenced above.

With this information, the next process was to search the U.S. Census website for the County Business Patterns. Information was downloaded for the NAICS codes listed above. There were 1,0804 businesses listed for two codes in Delaware County and 4,8455,510 businesses listed for two codes in Franklin County for a total of 5,9256,594 businesses for two codes in both counties. This is the likely base from which our bidders would be located.

1319 DBEs
5,9256,594 DBEs and Non-DBEs= 0.221 percent

When the BOARD divided the numerator by the denominator, (1319 DBEs identified and 5,9256,594 total business enterprises identified,) the goal for DBE participation would be .221%.

Step 2: 26.45(d)

The BOARD wanted to reflect as accurately as possible the DBE participation that the BOARD would expect in the absence of discrimination. Due to the low minority population, the relatively small number of women owned businesses in the two-county area, the BOARD believes the DBE calculation shown above is a fair estimate of the DBE participation it may realize in FFY 20253 though FFY 20275.

Therefore, BOARD is comfortable using the DBE goal of .221% as established by the above referenced methodology.

Public Participation

The BOARD recognizes the importance of public participation in the DBE goal establishment process as required by 49 CFR 26.45 (g) (1). The BOARD will publish the preliminary DBE goal in newspapers in Delaware County as well as on its website. The goal will be made available for public inspection at the BOARD office during normal business hours for a 45-day comment period.

The BOARD will publish our goal information in all advertisements pertaining to its bidding process in awarding the contracts. It will be specifically included in the bid documents.

Those companies identified as DBEs will be formally notified of the bidding process when the nature of the bids is pertinent to their industry. Their names will be included with the information provide to bidders as a part of the bi$ package.

The BOARD will publish a notice as required upon receiving approval of this plan by FTA.

DELAWARE COUNTY TRANSIT BOARD

Attachment 3
Section 26.51: Breakout of Estimated
Race-Neutral & Race Conscious Participation

The BOARD will meet the maximum feasible portion of its overall goal by using race-neutral means of facilitating DBE participation. The BOARD uses the following race-neutral means to increase DBE participation.

- Encourage prime contractors to subcontract portions of work that they might otherwise perform with their own forces.
- Provide technical assistance services to DBE contractors whenever possible.
- Communicate DBE contractor availability in the bid specifications and solicitations by name and address.
- Ensure distribution of The BOARD's DBE directory to the widest feasible universe of potential prime contractors.

The BOARD estimates that, in meeting our overall goal of 0.1%, the BOARD will obtain 100% from race-neutral participation and 0% from race-conscious participation.

The following is a summary of the basis of our estimated breakout of race-neutral and race-conscious DBE participation.

In order to ensure that our DBE program will be narrowly tailored to overcome the effects of discrimination, if the BOARD uses contract goals, the estimated breakout of race-neutral and race-conscious participation as needed to reflect actual DBE participation (see 26.51(f)) will be adjusted and the BOARD will track and report race-neutral and race conscious participation separately. For reporting purposes, race-neutral DBE participation includes, but is not necessarily limited to, the following: DBE participation through a prime contract a DBE obtains through customary competitive procurement procedures; DBE participation through a subcontract on a prime contract that does not carry DBE goal; DBE participation on a prime contract exceeding a contract goal; and DBE participation through a subcontract from a prime contractor that did not consider a firm's DBE status in making the award.

The BOARD will maintain data separately on DBE achievements in those contracts with and without contract goals, respectively.

DELAWARE COUNTY TRANSIT BOARD

Attachment 4
Forms 1 & 2 for Demonstration of Good Faith Efforts

FORM 1: DISADVANTAGED BUSINESS ENTERPRISE (DBE) UTILIZATION

The undersigned bidder/offeror has satisfied the requirements of the bid specification in the following manner (please check the appropriate space):

_____ The bidder/offeror is committed to a minimum of .10 % DBE utilization on this contract.

_____ The bidder/offeror (if unable to meet the DBE goal of .10%) is committed to a minimum of _____% DBE utilization on this contract a submits documentation demonstrating good faith efforts.

Name of bidder/offeror's firm: _____

State Registration No. _____

By _____ _____
(Signature) (Title)

FORM 2: LETTER OF INTENT

Name of bidder/offeror's firm: _____
Address: _____
City: _____ State: _____ Zip: _____
Name of DBE firm: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____

Description of work to be performed by DBE firm:
_____
_____
_____

The bidder/offeror is committed to utilizing the above-named DBE firm for the work described above. The estimated dollar value of this work is $ _____.

Affirmation
The above-named DBE firm affirms that it will perform the portion of the contract for the estimated dollar value as stated above.

By _____ _____
(Signature) (Title)

If the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.

(Submit this page for each DBE subcontractor.)

DELAWARE COUNTY TRANSIT BOARD

Attachment 5
Certification Application Forms

http://www.dot.state.oh.us/contract/PDF/UCP_FinalApplication.pdf

CERTIFICATION OF ELIGIBILITY UNDER THE BOARD
DISADVANTAGED BUSINESS ENTERPRISE PROGRAM

I, _____, in my capacity as described below, do hereby certify as follows:

I am the duly elected and qualified to execute and deliver this Certification in such capacity for _____ *of*_____ *and:*

The Company is an applicant to BOARD, pursuant to the DBE Program; and

On behalf of the Company, I have reviewed the DBE Policy adopted by BOARD pursuant to the DBE Program; and

I hereby certify that each owner of the Company whose ownership and control are relied upon for DBE eligibility is socially and economically disadvantaged, as defined in Section VI, Part D (a) of the DBE Policy, a copy of which is attached as Exhibit A.

IN WITNESS WHEREOF, the undersigned has executed and delivered this Certificate to the County of _____, BOARD, effective as of the _____day of _____,_____.

COMPANY:_____

BY:_____

TITLE:_____

STATE OF _____)

COUNTY OF_____) SS

On this _____ day of _____, 20__, before me appeared _____, who, being sworn, acknowledged that the signature appearing above is the free act and deed of said person.

_____
Notary Public

Attachment 6
Procedures for Removal of DBE's Eligibility

Ineligibility complaints

Any person may file with the BOARD, a written complaint alleging that a currently certified firm is ineligible and specifying the alleged reasons why the firm is ineligible. The complaint may include any information or arguments supporting the complainant's assertion that the firm is ineligible and should not continue to be certified. Confidentiality of complainants' identities must be protected.

The BOARD will review its records concerning the firm, any material provided by the firm and the complainant, and any other available information. Additional information may be requested by the BOARD from the firm.

If the BOARD determines, based upon its review, that there is reasonable cause to believe that the firm is ineligible, the BOARD shall provide written notice to the firm that it proposes to find the firm ineligible, setting forth the reasons for the proposed determination.

If the BOARD determines that such reasonable cause does not exist, it shall notify the complainant and the firm in writing of this determination and the reasons for it. All statements of reasons for findings on the issue of reasonable cause must specifically reference the evidence in the record on which each reason is based.

Recipient-initiated proceedings

If, based on notification by the firm of a change in its circumstances or through other information that becomes available, the BOARD determines that there is reasonable cause to believe that a currently certified firm is ineligible, the BOARD shall provide written notice to the firm that it proposes to find the firm ineligible, setting forth the reasons for the proposed determination. The statement for the finding of reasonable cause must specifically reference the evidence in the record on which each reason is based.

DOT directive to initiate proceeding

If the concerned operating administration determines that information in the certification records of the BOARD, or other information available to the concerned operating administration, provides reasonable cause to believe that a firm the BOARD certified does not meet the eligibility criteria of this part, the concerned operating administration may direct the BOARD to initiate a proceeding to remove the firm's certification.

The concerned operating administration must provide to the BOARD and the firm a notice setting forth the reasons for the directive, including any relevant documentation or other information.

The BOARD must immediately commence and prosecute a proceeding to remove eligibility as provided in the Recipient-initiated proceeding section above.

When the BOARD notifies a firm that there is reasonable cause to remove its eligibility, the BOARD must give the firm an opportunity for an informal hearing, at which the firm may respond to the reasons for the proposal to remove its eligibility in person and provide information

and arguments concerning why it should remain certified. In such a proceeding, the BOARD bears the burden of proving, by a preponderance of the evidence, that the firm does not meet the certification standards of this part.

The BOARD must maintain a complete record of the hearing, by any means acceptable under state law for the retention of a verbatim record of an administrative hearing. If there is an appeal to DOT, the BOARD must provide a transcript of the hearing to DOT and, on request, to the firm. The BOARD must retain the original record of the hearing and may charge the firm only for the cost of copying the record.

The firm may elect to present information and arguments in writing, without going to a hearing. In such a situation, the BOARD shall bear the same burden of proving, by a preponderance of the evidence, that the firm does not meet the certification standards, as you would during a hearing.

Separation of functions

The BOARD must ensure that the decision in a proceeding to remove a firm's eligibility is made by an office and personnel that did not take part in actions leading to or seeking to implement the proposal to remove the firm's eligibility and are not subject, with respect to the matter, to direction from the office or personnel who did take part in these actions.

Grounds for decision

The BOARD shall not base a decision to remove eligibility on a reinterpretation or changed opinion of information available to the recipient at the time of its certification of the firm. The BOARD may base such a decision only on one or more of the following:

- Changes in the firm's circumstances since the certification of the firm by the recipient that render the firm unable to meet the eligibility standards of this part;
- Information or evidence not available to the BOARD at the time the firm was certified;
- Information that was concealed or misrepresented by the firm in previous certification actions by a recipient;
- A change in the certification standards or requirements of the Department since you certified the firm; or
- A documented finding that your determination to certify the firm was factually erroneous.

Notice of decision
Following the decision, the BOARD shall provide the firm written notice of the decision and the reasons for it, including specific references to the evidence in the record that supports each reason for the decision. The notice must inform the firm of the consequences of the decision of the BOARD and of the availability of an appeal to the Department of Transportation. The BOARD shall send copies of the notice to the complainant in an ineligibility complaint or the concerned operating administration that had directed you to initiate the proceeding.

If the BOARD decertifies a DBE firm that is certified by the Small Business Administration (SBA), the BOARD shall notify the SBA in writing. The notification must include the reason for denial.

Status of firm during proceeding
A firm remains an eligible DBE during the pendency of the proceeding to remove its eligibility by the BOARD. The firm does not become ineligible until the issuance of the notice provided for above.

Effects of removal of eligibility
When the BOARD removes a firm's eligibility, the BOARD shall take the following action:

- When a prime contractor has made a commitment to using the ineligible firm, or the BOARD has made a commitment to using a DBE prime contractor, but a subcontract or contract has not been executed before the decertification notice is issued, the ineligible firm does not count toward the contract goal or overall goal. The BOARD shall direct the prime contractor to meet the contract goal with an eligible DBE firm or demonstrate that it has made a good faith effort to do so.

- If a prime contractor has executed a subcontract with the firm before the BOARD has notified the firm of its ineligibility, the prime contractor may continue to use the firm on the contract and may continue to receive credit toward its DBE goal for the firm's work. In this case, or in a case where the BOARD lets a prime contract to the DBE that was later ruled ineligible, the portion of the ineligible firm's performance of the contract remaining after the notice of its ineligibility is issued shall not count toward the overall goal, but may count toward the contract goal.

- Exception: If the DBE's ineligibility is caused solely by its having exceeded the size standard during the performance of the contract, the BOARD may continue to count its participation on that contract toward overall and contract goals.

Availability of appeal
When the BOARD makes an administratively final removal of a firm's eligibility under this section, the firm may appeal the removal to the Department of Transportation under §26.89. [64 FR 5126, Feb. 2, 1999, as amended at 68 FR 35556, June 16, 2003]

DELAWARE COUNTY TRANSIT BOARD

Attachment 7
Regulations: 49 CFR Part 26

To ensure the most recent code of federal regulation, please paste or follow the link below:

http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?region=DIV1;type=boolean;c=ecfr;cc=ecfr;sid=14e071f96d5d61cb9d2410ed56c59d3d;q1=dbe;rgn1=Section%20Heading;op2=and;rgn2=Section;op3=and;rgn3=Section;view=text;idno=49;node=49%3A1.0.1.1.20;rgn=div5

POLICY REVISION DATES

- Resolution xx-xx-xx

Melissa A. Schiffel
Delaware County Prosecutor

April 2, 2025

Mr. Andy Volenik
Executive Director
Delaware County Transit
119 Henderson Court
Delaware, Ohio 43015

Dear Mr. Volenik,

This communication will serve as the requisite opinion of counsel to be filed with the Federal Transit Administration, United States Department of Transportation, in connection with the application of the Delaware County Transit Board ("DCTB") for federal transportation assistance authorized by 49 U.S.C. Chapter 53; title 23, United States Code; and other federal statutes authorizing activities administered by the Federal Transit Administration.

The DCTB is the designated recipient, as that term is defined under 49 U.S.C. § 5302, for accepting Urbanized Area Formula Program assistance, as that program is set forth in 49 U.S.C. § 5307.

Citations to laws and regulations which establish the DCTB's authority to carry out transportation projects for which federal assistance is sought is set forth below:

1. The DCTB is authorized by Ohio Revised Code ("R.C.") Chapter 306 to operate a county transit system and to assume and carry out all of the powers and duties set forth in by R.C. §§ 306.01 to 306.13.
2. The DCTB is authorized to provide funds for the local share of the project pursuant to R.C. § 306.04, which authorizes a county transit board to manage, control, and operate a county transit system; to enter into lawful arrangements with federal departments or agencies for the planning and installation of public facilities which are necessary for the transit board's business; and to accept grants from the federal government, and to hold and apply those grants according to the terms thereof.
3. I have reviewed the pertinent federal, state, and local laws, and I have concluded that there is no legal impediment to your filing an application for the project for which DCTB seeks assistance. Furthermore, as a result of my examination, I find

that there is no pending or threatened litigation or other action which might in any way adversely affect the proposed project or the capability of DCTB to carry out the project.

Sincerely,

Lee Ann E. Forgrave

Lee Ann E. Forgrave,
Assistant Prosecuting Attorney
Delaware County, Ohio

CONSTRUCTION CONTRACT

1. **THE PARTIES**. This Construction Contract is made between:

   Client: Delaware County Transit, with a mailing address of **119 Henderson Ct, Delaware, Ohio 43015**, AND

   Contractor: Columbus Glass and Mirror, with a mailing address of **2660 Winchester Pike Columbus, Ohio 43232**.

   WHEREAS, the Client intends to pay the Contractor for Services provided, effective **01/20/2025**, under the following terms and conditions:

2. **SERVICES**. The Contractor agrees to perform the services for the Client as stated in Exhibit A: "Proposal Document," "Project: Bullet Resistant window," dated 1/20/25.

   See Exhibit A

3. **PAYMENT**. In consideration for the Services to be performed by the Contractor, the Client agrees to pay the following:

   ☒ - $11,500.00 (Excluding Tax) for the Services.

   The Contractor agrees to be paid:

   ☒ - A 50% Downpayment due prior to ordering any materials.

   ☒ - Remaining balance within 30 days of the completion of all Services.

   Completion shall be defined as the fulfillment of Services as described in Section 2 in accordance with industry standards and to the approval of the Client, not to be unreasonably withheld.

4. **MAXIMUM PAYMENT.** Contractor agrees to accept as full payment for the services provided pursuant to this Contract the lessor of the following: 1) the maximum amount of $12,700 or 2) the amount of actual expenditures accrued by Client. It is expressly understood and agreed that in no event shall the total amount to be paid to Contractor for the services provided pursuant to this Contract exceed the maximum of $12,700.

5. **DUE DATE**. The Services provided by the Contractor shall:

   ☒ - Be completed by a to be determined date due to material shipments and scheduling with the owner.

6. **TERMINATION**. This Agreement shall terminate upon the:

   ☒ - Completion of the Services provided.

7. **OPTION TO TERMINATE.**

   a. TERMINATION FOR CONVENIENCE. The Client may terminate this Contract, in whole or in part, at any time by written notice to the Contractor when it is in the Client's best interest. The Contractor shall be paid its costs, including Contract close-out costs, and profit on work performed up to the time of termination. The Contractor shall promptly submit its termination claim to Client for payment. If the Contractor has any property in its possession belonging to Client, the Contractor will account for the same, and dispose of it in the manner the Client directs.
   b. TERMINATION FOR DEFAULT. If the Contractor fails to comply with any provision of the Contract, the Client may terminate the Contractor for default. Termination shall be effected by serving a Notice of Termination on the Contractor setting forth the manner in which the Contractor is in default. In this event, the Client may take over the work and complete it by contract or otherwise, and may take possession of and use any materials on the work site necessary for completing the work. The Contractor shall be liable for any damages, including any increased costs incurred by the Client in completing the work. The Contractor will be paid only the Contract price for supplies delivered and accepted, or services performed in accordance with the manner of performance set forth in the Contract. If it is later determined by the Client that the Contractor had an excusable reason for not performing, such as a strike, fire, or flood, events which are not the fault of or are beyond the control of the Contractor, the Client, after setting up a new delivery of performance schedule, may allow the Contractor to continue work, or treat the termination as a Termination for Convenience.

8. **EXPENSES**. The Contractor shall be:

   ☒ - Responsible for ALL expenses. The Contractor shall be responsible for all expenses related to providing the Services under this Agreement.

9. **COMPETITIVE BIDDING NOT REQUIRED.** Consistent with R.C. § 307.86, this Agreement is not required to be competitively bid.

10. **AUTHORITY TO CONTRACT**: The Client is authorized by R.C. § 306(C)(4) to enter this Agreement.

11. **INSURANCE**. The Contractor agrees to bear all responsibility for the actions related to themselves and their employees or personnel under this Agreement. In addition, the Contractor agrees to obtain, and carry and maintain throughout the term of this Agreement, without lapse, comprehensive liability insurance coverage in case of bodily or personal injury, property damage, contractual liability, and cross-liability (the "Liability Insurance") as will protect the Client, Delaware County, Ohio, and all of their respective boards, board members, officers, officials, directors, employees, volunteers, agents, and representatives ("Indemnified Parties") against any and all claims for personal injury, including death, or property damage, which may arise out of or result from the performance of or operations under this Agreement or from the use of any equipment and/or vehicle(s) in connection therewith, and shall include coverage for indemnification. Contractor shall be responsible for any and all premiums for insurance policies. All insurance shall be written by insurance

companies licensed to do business in the State of Ohio and in good standing with the Ohio Department of Insurance.

At minimum, Contractor shall carry and maintain the following policies of insurance:

☒ - Commercial General Liability Insurance, with a minimum amount of combined single limit of $1,000,000.00, including coverage for subcontractors if any are used.

☒ - Automobile Insurance, if applicable: which shall include coverage for owned, hired and non-owned automobiles and with a liability coverage limit of at least $1,000,000.

☒ - Professional Liability Insurance: with a minimum coverage limit of at least $1,000,000 per occurrence.

☒ - Worker's Compensation Insurance: as required by the State of Ohio.

See Exhibit B COI

12. **CONTRACTOR STATUS**. The Contractor, under the code of the Internal Revenue Service (IRS), is an independent contractor, and neither the Contractor's employees or contract personnel are, or shall be deemed, the Client's employees. No agency, employment, joint venture, or partnership has been or will be created between the Parties pursuant to the terms and conditions of this Contract. As an independent contractor, Contractor and its boards, officers, officials, employees, consultants, representatives, and/or volunteers are not entitled to any of the benefits enjoyed by employees of Client or Delaware County, Ohio. Contractor assumes all responsibility for any federal, state, municipal, or other tax liabilities along with workers compensation, unemployment compensation, and insurance premiums which may accrue as a result of compensation received for services or deliverables rendered hereunder.

13. **NO CONTRIBUTION TO OPERS.** Client is a public employer as defined in R.C. § 145.01(D). Client has classified Contractor as an independent contractor or another classification other than public employee. As a result, no contributions will be made to the Ohio Public Employees Retirement System ("OPERS") for or on behalf of Contractor and/or any of its officers, officials, employees, consultants, representatives, and/or volunteers for services and/or deliverables rendered and/or received under this Contract. Contractor, by signature of its authorized representative below, acknowledges, certifies, and agrees that Client, in accordance with R.C. § 145.038(A) has informed Contractor of such classification; that no contributions will be made to OPERS; that Contractor is a "business entity" with five (5) or more employees as defined in R.C. § 145.037; that Contractor is a corporation, association, firm, limited liability company, partnership, sole proprietorship, or other entity engaged in business; and that all individuals employed by Contractor who provide services to Client are not public employees.

_____

Authorized Representative of Contractor

14. **FINDINGS FOR RECOVERY.** By signature of its authorized representative below, Contractor certifies that it has no outstanding findings for recovery pending or issued against it by the State of Ohio.

_____
Authorized Representative of Contractor

15. **PROPERTY TAXES.** By signature of its authorized representative below, Contractor certifies that it is not charged with delinquent property taxes on the general list of property in Delaware County, Ohio, or any other counties containing property in the taxing districts under the jurisdiction of the Auditor of Delaware County.

_____
Authorized Representative of Contractor

16. **TAXES.** Client, as a board, department, office, or agency of Delaware County, Ohio is exempt from all federal, state, and local taxes. As such, Client shall not be invoiced for and shall not pay any taxes. A tax exempt certificate shall be provide to Contractor upon request.

17. **OTHER BUSINESS ACTIVITY**. The Contractor may engage in other business activities provided, however, that the Contractor shall not during the term of this Agreement solicit the Client's employees, clients, accounts, or other related business endeavors of the Client.

18. **ASSIGNMENT**. Neither the Client nor the Contractor may assign this Agreement without the express written consent of the other party.

19. **RELATIONSHIP DEFINED**. Nothing in this Agreement shall indicate the Contractor is a partner, agent, or employee of the Client.

20. **BUSINESS LICENSES, PERMITS, AND CERTIFICATES**. The Contractor represents and warrants that all employees and personnel associated shall comply with federal, state, and local laws requiring any required licenses, permits, and certificates necessary to perform the Services under this Agreement.

21. **FINAL AGREEMENT**. It is agreed between the parties that there are no other agreements or understandings between them relating to the subject matter of this Agreement. This Agreement supersedes all prior agreements, oral or written, between the parties and is intended as a complete and exclusive statement of the agreement between the parties. No change or modification of this Agreement shall be valid unless the same be in writing and signed by the parties.

22. **LEGAL NOTICE**. All notices required or permitted to be given hereunder shall be in writing and may be delivered personally or by Certified Mail – Return Receipt Requested, postage prepaid, addressed to the mailing addresses entered in Section 1.

23. **INDEMNIFICATION**. The Contractor shall indemnify and hold the harmless the Indemnified Parties from and against any and all claims losses, damages, costs, liens, causes of actions, suits, fines, penalties, judgments, and/or expenses or liabilities (including reasonable

attorney's fees and other costs of defense), of any nature kind, or description, that result from **a**) the willful or negligent acts or omissions of Contractor, including all of Contractor's boards, board members, officers, officials, owners, principals, subcontractors, directors, employees, volunteers, agents, and/or representatives; **b**) damage caused to Client's property or the property of others caused by Contractor; or **c**) breach or default by Contractor under any terms or provisions of this Contract.

24. **GOVERNING LAW**. This Agreement shall be governed under the laws in the State of Ohio. Any controversy, claim, or breach arising out of or relating to this Agreement or the breach thereof shall be filed in and heard before an appropriate Delaware County, Ohio court or federal court having jurisdiction over Delaware County, Ohio and such courts shall be deemed to have jurisdiction and venue.

25. **SEVERABILITY**. This Agreement shall remain in effect in the event a section or provision is unenforceable or invalid. All remaining sections and provisions shall be deemed legally binding unless a court rules that any such provision or section is invalid or unenforceable, thus, limiting the effect of another provision or section. In such case, the affected provision or section shall be enforced as so limited.

26. **INCORPORATION OF ATTACHED DOCUMENTS.** The following documents are attached to this Agreement and by this reference incorporated into and made a part of this Agreement.

    a. **Exhibit A:** Proposal Document, Project: Bullet Resistant window, dated 1/20/25.
    b. **Exhibit B:** Certificate of Liability Insurance (COI)
    c. **Exhibit C:** Federal Contract Requirements

27. **ADDITIONAL TERMS AND CONDITIONS.**

See Exhibit C: Federal Contract Requirements.

IN WITNESS WHEREOF, the Parties have indicated their acceptance of the terms of this Agreement by their signatures below on the dates indicated.

Client's Signature: _____ Date:

Print Name:

Contractor's Signature: _____ Date: 1/20/25

Print Name: Ryan Jones

Company Name: Columbus Glass and Mirror

Approved as to form:

_____
Melissa A. Schiffel (0081254)
Delaware County Prosecutor

Treasurer's Certification (R.C. § 5705.41(D)):
The Delaware County Transit Board Treasurer hereby certifies that the funds required to meet the obligation set forth in this Agreement have been lawfully appropriated for such purpose and are in the treasury or in the process of collection to the credit of an appropriate fund free from any other encumbrances. The Delaware County Transit Board Treasurer also certifies that he/she has confirmed with the Ohio Auditor of State that Contractor has no unresolved findings for recovery pending or issued against it by the State of Ohio.

_____ _____
Bruce Luecke, Date
Delaware County Transit Board Treasurer

CGM
COLUMBUS GLASS & MIRROR
2660 B Winchester Pike Columbus Ohio 43232
Established 1990
Ph. 614-478-4527 fax 614-478-5464

EXHIBIT
tabbies

PROPOSAL DOCUMENT

Date: 1/20/25

Submitted to: Delaware County Transit

Attn: Grant Bias
Phone: 740-971-7677
Email: grantbias@delcotransit.com

Project: Bullet Resistant window
119 Henderson Ct.
Delaware, Ohio 43015

We hereby submit specifications and estimates for the following:
Furnish material, labor & equipment to Install new material as follows:

Ballistic Interior Horizontal Sliding Window
Furnish UL 752 tested and rated Level 2: 1-3/8 uncoated acrylic fabricated into dark bronze anodized aluminum slider track and slick tube framing system packed with Level 2 fiberglass.

Unit Size: (1) @ 45-1/2" x 39"

Includes:
Furnish (1) Level 2 uncoated acrylic circular hole and backer for natural sound transmission (6" hole with 10" backer)
Furnish (1) Level 2 black plastic laminate countertop: 45-1/2" x 18" x 2"
Furnish (1) Level 2 stainless steel recessed deal tray: 16" x 10" x 1-3/4"

Note: Existing counter top will need to be removed as a new one will be povided with the new window. New unit is to be installed into the exisitng open with perimeter caulking to be installed sealing the unit to the exisitng wood frame.

Exclusions: PE stamp, prevailing rate wages, substrate repairs and/or adjustments, damage to the existing system during renovation, final cleaning, protection after installation, and overtime hours.

Please note:

1) *Some aluminum framing systems are obsolete and replacement parts may be unavailable. Some substrates that the framing is attached to may be deteriorated or become damaged removing old parts. CGM will take all precautions to keep old existing parts and substrates from sustaining damage when removing or reinstalling the parts. The owner will be responsible for the cost of repairing damaged or deteriorated substrates, replacement parts, or complete framing systems that may become unusable during renovation.*

2) *In some cases glass replacements may not match in color due to the age of existing materials, obsolete systems, lack of identifying documentation, and misidentification. Without documentation, CGM will try to match as close as possible and provide samples for approval when requested, but will not be responsible for variations in color or performance of replacement glass.*

3) *CGM will take all precautions to protect all surrounding finishes, (such as Paint, Drywall, Tile, Etc) in the event finishes become damaged due to install of new material CGM will not be held responsible.*

We hereby propose to furnish labor and materials – complete in accordance with the above specifications, for the sum of:

Bid Total: $ 11,500.00 (excluding Tax)

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner, according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays are beyond our control. The owner is to carry fire, tornado, and other necessary insurance. We carry workers' compensation insurance to fully cover our workers, total liability, and property damage insurance. Columbus Glass & Mirror will provide a (1) year workmanship warranty at the completion of the work when requested. All material warranties are by the manufacturer and if replaced, the owner will pay to CGM the amount for labor & accessories only.

Authorized Signature: Ryan Jones

rjones@colsglass.com

CGM
COLUMBUS GLASS & MIRROR
2660 B Winchester Pike Columbus Ohio 43232
Established 1990
Ph. 614-478-4527 fax 614-478-5464

Note: This proposal may be withdrawn by CGM at any time before signature. Pricing is subject to change after 15 days from the date of the proposal. Pricing is also subject to change if the down payment is not received within 15 days of the signature date.

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date:_____ Signature:_____

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 4/23/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Haughn & Associates, Inc. 6050 Tain Drive Dublin OH 43017	CONTACT NAME: PHONE (A/C, No, Ext): 6147896800 FAX (A/C, No): 614-789-6822 E-MAIL ADDRESS: commercialproofs@haughn.com PRODUCER CUSTOMER ID #: COLUGLA-02
INSURED Columbus Glass & Mirror, Inc. 2660 Winchester Pike Suite B Columbus OH 43232	INSURER(S) AFFORDING COVERAGE / NAIC # INSURER A : The Cincinnati Insurance Companies 10677 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** 1274687602 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT LOC			EPP 0680804	4/1/2024	4/1/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ 1,000,000 $ 500,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
A	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS			EPP 0680804	4/1/2024	4/1/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $ $	$ 1,000,000 $ $ $ $ $
A	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DEDUCTIBLE X RETENTION $ 0			EPP 0680804	4/1/2024	4/1/2025	EACH OCCURRENCE AGGREGATE $ $	$ 5,000,000 $ 5,000,000 $ $
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		EPP 0680804	4/1/2024	4/1/2025	WC STATU-TORY LIMITS X OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	OHIO STOP GAP $ 1,000,000 $ 1,000,000 $ 1,000,000
A	Installation Floater Stored Materials			EPP 0680804	4/1/2024	4/1/2025	Limit Deductible	500,000 500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

For Information Only

EXHIBIT B tabbies

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Brian F. Haughn

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EXHIBIT C
FEDERAL CONTRACT REQUIREMENTS

DCTB receives federal funding from the Federal Transit Administration which is administered by the Ohio Department of Transportation. This Contract is supported in whole or in part with federal assistance awarded to DCTB by the FTA. Therefore, Contractor is a Third Party Participant whose work under this Contract is subject to applicable federal requirements. Contractor is under notice that 1) federal requirements in this Contract may change due to changes in federal law, regulations, other requirements, or guidance and 2) applicable changes will apply to Third Party Agreements, including this Contract and any subcontracts.

Contractor agrees to the following federal provisions:

A. **ACCESS TO RECORDS AND REPORTS.** The following requirements apply to this Contract:
   a. **RECORD RETENTION.** Contractor will retain, and will require its subcontractors of all tiers to retain, complete and readily accessible records related in whole or in part to the contract, including, but not limited to, data, documents, reports, statistics, sub-agreements, leases, subcontracts, arrangements, other third party agreements of any type, and supporting materials related to those records.
   b. **RETENTION PERIOD.** Contractor shall maintain all books, records, accounts and reports required under this Contract for a period of at not less than three (3) years after the date of termination or expiration of this Contract, except in the event of litigation or settlement of claims arising from the performance of this Contract, in which case records shall be maintained until the disposition of all such litigation, appeals, claims or exceptions related thereto.
   c. **ACCESS TO RECORDS.** Contractor agrees to provide sufficient access to FTA and its contractor to inspect and audit records and information related to performance of this Contract as reasonably may be required.

B. **CIVIL RIGHTS AND REGULATIONS.** DCTB is an Equal Opportunity Employer. As such, DCTB agrees to comply with all applicable federal civil rights laws and implementing regulations. Apart from inconsistent requirements imposed by federal laws or regulations, DCTB agrees to comply with the requirements of 49 U.S.C. § 5323(h)(3) by not using any federal assistance awarded by FTA to support procurements using exclusionary or discriminatory specifications.
   The Contractor shall at all times comply with the following requirements and shall include these requirements in each subcontract entered into as part thereof:
   a. **NONDISCRIMINATION.** In accordance with Federal transit law at 49 U.S.C. § 5332, Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, disability, or age. In addition, Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.

C. **DISADVANTAGED BUSINESS ENTERPRISE (DBA).** The Contractor, subrecipient, or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. The Contractor shall carry out applicable requirements of 49 C.F.R. part 26 in the award and administration of DOT-assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this Contract or such other remedy as DCTB deems appropriate.

D. **EMPLOYEE PROTECTIONS.** Contractor shall comply with all federal laws, regulations, and requirements providing wage and hour protections for non-construction employees, in accordance with 40 U.S.C. § 3702, Contract Work Hours and Safety Standards Act, and other relevant parts of that Act, 40 U.S.C. § 3701 *et seq.,* and U.S. DOL regulations, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction (also Labor Standards Provisions Applicable to Non-Construction Contracts Subject to the Contract Work Hours and Safety Standards Act)," 29 C.F.R. part 5.

Contractor shall maintain payrolls and basic payroll records during the course of the work and shall preserve them for a period of three (3) years from the completion of the contract for all laborers and mechanics, including guards and watchmen, working on the contract. Such records shall contain the name and address of each such employee, social security number, correct classifications, hourly rates of wages paid, daily and weekly number of hours worked, deductions made, and actual wages paid.

Such records maintained under this paragraph shall be made available by the Contractor for inspection, copying, or transcription by authorized representatives of the FTA and the Department of Labor, and Contractor will permit such representatives to interview employees during working hours on the job.

Contractor shall require the inclusion of the language of this clause within subcontracts of all tiers.

E. **PREVAILING WAGE AND ANTI-KICKBACK.** For all prime construction, alteration or repair contracts in excess of $2,000 awarded by FTA, the Contractor shall comply with the Davis-Bacon Act and the Copeland "Anti-Kickback" Act. Under 49 U.S.C. § 5333(a), prevailing wage protections apply to laborers and mechanics employed on FTA assisted construction, alteration, or repair projects. The Contractor will comply with the Davis-Bacon Act, 40 U.S.C. §§ 3141-44, and 3146-48 as supplemented by DOL regulations at 29 C.F.R. part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction." In accordance with the statute, the Contractor shall pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, the Contractor agrees to pay wages not less than once a week. The Contractor shall also comply with the Copeland "Anti-Kickback" Act (40 U.S.C. § 3145), as supplemented by DOL regulations at 29 C.F.R. part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in part by Loans or Grants from the United States." The Contractor is prohibited from inducing, by any means, any person employed in the construction, completion, or repair of a public work, to give up any part of the compensation to which he or she is otherwise entitled.

F. **ENERGY CONSERVATION.** Contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act. These requirements extend to all third party contractors and their contracts at every tier and sub-recipients and their subcontracts at every tier.

G. **ENVIRONMENTAL PROTECTIONS.** Contractor agrees to comply with all applicable environmental and resource use laws, regulations, and requirements, and follow applicable guidance, now in effect or that may become effective in the future, including state and local laws, ordinances, regulations, and requirements and follow applicable guidance.

H. **FEDERAL TAX LIABILITY AND RECENT FELONY CONVICTIONS.** Contractor certifies that it does not have any unpaid Federal tax liability assessed that is not being paid in a timely manner. Contractor further certifies that it was not convicted of a felony criminal violation within the preceding 24 months. Contractor agrees to extend this requirement to all sub-agreements at all lower tiers.

I. **NO FEDERAL GOVERNMENT OBLIGATION TO THIRD PARTIES.** DCTB and Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying Contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this Contract and shall not be subject to any obligations or liabilities to the DCTB, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying Contract. Contractor agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by the FTA.

J. **PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS.** Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 USC § 3801 *et seq.* and U.S. DOT regulations, "Program Fraud Civil Remedies,"

49 CRF Part 31, apply to its actions pertaining to this Project. Upon execution of the underlying Contract, Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract or the FTA assisted project for which this contract work is being performed. In addition to other penalties that may be applicable, Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986, 18 USC § 1001, and 49 USC § 5307(l) on Contractor to the extent the Federal Government deems appropriate.

Contractor agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by the FTA.

K. **RECYCLED PRODUCTS.** Contractor agrees to provide preference for those products and services that conserve natural resources, protect the environment, and are energy efficient by complying with and facilitating compliance with Section 6002 of the Resource Conservation and Recovery Act, as amended 42 U.S.C. § 6962, and U.S. Environmental Protection Agency (U.S. EPA), "Comprehensive Procurement Guideline for Products Containing Recovered Materials," 40 C.F.R part 247.

L. **SAFE OPERATION OF MOTOR VEHICLES.**
   a. **SEAT BELT USE.** Contractor is encouraged to adopt and promote on-the-job seat belt use policies and programs for its employees and other personnel that operate company-owned vehicles, company-rented vehicles, or personally operated vehicles. The terms, "company-owned" and "company-leased" refer to vehicles owned or leased either by the Contractor or DCTB.
   b. **DISTRACTED DRIVING.** Contractor agrees to adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers, including policies to ban text messaging while using an electronic device supplied by an employer, and driving a vehicle the driver owns or rents, a vehicle Contractor owns, leases, or rents, or a privately-owned vehicle when on official business in connection with the work performed under this agreement.

M. **TERMINATION/BREACH OF CONTRACT.** (See Construction Contract Section 6.)

N. **TRAFFICKING IN PERSONS.** Contractor agrees to inform FTA immediately of any information it receives from any source alleging a violation of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended 22 U.S.C. § 7104(g). Contractor agrees that it and its employees may not engage in trafficking of persons during the period of time that Contract is in effect, procure a commercial sex act during the period of time that the Contract is in effect, or use forced labor in the performance of the Contract or sub-agreements thereunder. Contractor will include this provision in all sub-agreements entered into under this Contract.

Delaware County Transit Board April 16th, 2025

RESOLUTION 25-04-01

In the matter of attendance Roll Call for the regular meeting of the Delaware County Transit Board:

Roll Call for board members for the regular meeting of Delaware County Transit Board was as follows:

PRESENT	NAME	COMMENT
	Chairman Ferzan Ahmed	
	Vice Chair Beth Futryk	
	Mrs. Sarah Huffman	
	Mr. Bruce Luecke	
	Mrs. Jill Love	
	Mr. Ben Turner	
	Mr. Todd Miller	

Chairman

Secretary

RESOLUTION 25-04-02

In the matter of approving the Consent Agenda for April 16th, 2025 consisting of:

a.) Approval of the Agenda for April 16th, 2025;

b.) Approval of the record of the March 19th, 2025 Board Meeting;

Chairman

Secretary

RESOLUTION 25-04-03

In the matter of approving a part-time Planning Intern position;

WHEREAS, Delaware County Transit (DCT) seeks to enhance its transportation planning and development efforts to improve transit services in Delaware County; and

WHEREAS, Delaware County Transit has identified the need for additional support in the areas of planning, data analysis, research, and various planning projects related to public transportation; and

WHEREAS, a part-time Planning Intern position will provide a valuable opportunity for an individual to gain hands-on experience in transportation planning and contribute to the ongoing growth and improvement of Delaware County Transit services;

NOW THEREFORE BE IT RESOLVED, that the Delaware County Transit Board hereby approves a part-time Planning Intern position and provides the Executive Director the authority to proceed with the recruitment process on behalf of the Board.

_____ _____

Chairman Secretary

RESOLUTION 25-04-04

In the matter of updating the Delaware County Transit Board Wage & Compensation Policy;

WHEREAS, Delaware County Transit (DCT) seeks to ensure that its Wage & Compensation Policy is aligned with best practices and supports the agency's use of internship positions on an as-needed basis; and

WHEREAS, DCT recognizes the value of providing internship opportunities to support workforce development, enrich program offerings, and contribute to organizational goals; and

WHEREAS, DCT wishes to establish clear guidelines regarding the compensation, review, and work policies for internships to ensure consistency and fairness across internship positions;

NOW THEREFORE BE IT RESOLVED, that the Delaware County Transit Board hereby approves an update to the agency's Wage & Compensation Policy and provides the Executive Director the authority to execute on behalf of the Board.

_____ _____

Chairman Secretary

RESOLUTION 25-04-05

In the matter of approving an Agreement for Transportation Services between Delaware County Transit Board and Delaware Area Career Center;

WHEREAS, Delaware County Transit (DCT) is committed to providing efficient and reliable transportation services within Delaware County to support the community's needs, including the needs of educational institutions such as the Delaware Area Career Center (DACC); and

WHEREAS, DCT and DACC have identified the need for a formal agreement to facilitate transportation services between the two parties to ensure students, staff, and other authorized individuals can access the transportation services required for educational purposes; and

WHEREAS, the Delaware County Transit Board and the Delaware Area Career Center have negotiated the terms of such a transportation agreement and now seek to formalize this understanding;

NOW THEREFORE BE IT RESOLVED, that the Delaware County Transit Board hereby approves the Agreement for Transportation Services between Delaware County Transit and the Delaware Area Career Center, as presented and attached hereto; and provides the Executive Director the authority to execute on behalf of the Board.

_____ _____

Chairman Secretary

RESOLUTION 25-04-06

In the matter of Authorizing Rea & Associates, Inc. to Prepare the Annual Basic Financial Statements for the Year Ending December 31, 2024;

WHEREAS, the Board desires to engage Rea & Associates, Inc. ("REA") to prepare the financial statements for the fiscal year ending December 31, 2024, including related notes and the management's discussion and analysis; and

WHEREAS, REA has agreed to provide these services in accordance with Statements on Standards for Accounting and Review Services (SSARS) as promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants (AICPA), and in accordance with the AICPA's Code of Professional Conduct, including the principles of integrity, objectivity, professional competence, and due care; and

WHEREAS, REA has proposed billing hourly rates of $175 per hour for associate-level staff and $250 per hour for manager or principal-level professionals, with a not-to-exceed total of $12,000 for the engagement, unless prior approval is obtained from the Board for additional charges;

NOW THEREFORE BE IT RESOLVED, that the Delaware County Transit Board hereby authorizes the engagement of Rea & Associates, Inc., as presented and attached hereto; and provides the Executive Director the authority to execute on behalf of the Board.

_____ _____

Chairman Secretary

RESOLUTION 25-04-07

In the matter of updating the Delaware County Transit Board Disadvantaged Business Enterprise (DBE) Policy;

WHEREAS, the Delaware County Transit Board ("the Board") is committed to compliance with U.S. Department of Transportation regulations set forth in 49 CFR Part 26, which govern the implementation of a Disadvantaged Business Enterprise (DBE) Program; and

WHEREAS, the Board maintains a DBE Policy that guides its efforts to ensure nondiscrimination in the award and administration of contracts, and to create a level playing field on which DBEs can compete fairly for federally funded transportation-related projects; and

WHEREAS, the DBE Policy was last revised on April 19, 2023, and the staff has recommended updates to the policy document, including:

- Minor scrivener edits to improve clarity and consistency;
- An updated organizational chart to reflect current agency staffing and responsibilities; and
- Revisions to **Attachment 2 – Section 26.45: Overall Goal Calculation**, to ensure compliance with current federal guidance and reflect recent data;

NOW THEREFORE BE IT RESOLVED, that the Delaware County Transit Board hereby approves an update to the agency's DBE Policy and provides the Executive Director the authority to execute on behalf of the Board.

_____ _____

Chairman Secretary

RESOLUTION 25-04-08

In the matter of authorizing the filing of applications with the Federal Transit Administration, an operating administration of the United States Department of Transportation, for Federal transportation assistance authorized by 49 U.S.C. Chapter 53; title 23, United States Code, or other Federal statutes administered by the Federal Transit Administration.

WHEREAS, the Federal Transit Administrator has been delegated authority to award Federal financial assistance for a transportation project;

WHEREAS, the grant or cooperative agreement for Federal financial assistance will impose certain obligations upon the Delaware County Transit Board, and may require the Delaware County Transit Board to provide the local share of the project cost;

WHEREAS, the Delaware County Transit Board has or will provide all annual certifications and assurances to the Federal Transit Administration required for the project;

NOW, THEREFORE, BE IT RESOLVED BY the Delaware County Transit Board

1. That the Delaware County Transit Board, as the applicant, is a Designated Recipient as defined by 49 U.S.C. 5307(a)(2) in the Columbus Ohio Urbanized area.

2. That Andy Volenik, Executive Director is authorized to execute and file an application for Federal assistance on behalf of the Delaware County Transit Board with the Federal Transit Administration for Federal assistance authorized by 49 U.S.C. Chapter 53, title 23, United States Code, or other Federal statutes authorizing a project administered by the Federal Transit Administration.

3. That Andy Volenik, Executive Director is authorized to execute and file with its applications the annual certifications and assurances and other documents the Federal Transportation Administration requires before awarding a federal assistance grant or cooperative agreement.

4. That Andy Volenik, Executive Director is authorized to execute grant and cooperative agreements with the Federal Transit Administration on behalf of the Delaware County Transit Board.

NOW THEREFORE BE IT RESOLVED, that the Delaware County Transit Board hereby approves Andy Volenik, Executive Director to execute and file applications with the Federal Transit Administration on behalf of the Delaware County Transit Board.

_____ _____

Chairman Secretary

RESOLUTION 25-04-09

In the matter of Approving a Contract with Columbus Glass and Mirror for the Installation of a Bullet-Resistant Window;

WHEREAS, the Delaware County Transit Board ("DCT") recognizes the need for facility upgrades to enhance safety and security at its operations; and

WHEREAS, Columbus Glass & Mirror, located at 2660 Winchester Pike, Columbus, Ohio 43232, has submitted a proposal, for the installation of a bullet-resistant window, as outlined in Exhibit A: "Proposal Document"; and

WHEREAS, under the terms of the proposed agreement, the Contractor shall provide all labor and materials necessary to complete the installation of the bullet-resistant window as described in Exhibit A, at a total cost of $11,500.00 (excluding tax); and the Contractor further agrees that total compensation shall not exceed $12,700.00.

NOW THEREFORE BE IT RESOLVED, that the Delaware County Transit Board hereby approves a contract with Columbus Glass and Mirror, as presented and attached hereto; and provides the Executive Director the authority to execute on behalf of the Board.

_____ _____

Chairman Secretary

RESOLUTION 25-04-10

In the matter of approving new contract transportation rates for the Delaware County Department of Job & Family Services;

WHEREAS, the Delaware County Transit Board will respond to a request for proposal for transportation services for the Delaware County Department of Job & Family Services;

WHEREAS, the Delaware County Transit Board proposes increasing contract transportation rates by 3% for the service period July 1, 2025 through June 30, 2026;

WHEREAS, the proposed increase in contract rates for 2025-2026 are as follows:

1) **Individual Passenger Trip Contracts**
    a. An individual passenger trip contract is any contract developed where a trip is defined as one passenger traveling with one origin and on destination at various times of day. The contract is assumed to have many various passengers with many various origins and destinations at many different times of the day and days of the week.
    b. The flat trip fee for all scheduled trips which have been reserved and drivers assigned is $17.50 plus a $4.15 administrative fee. For this purpose, “trip” is defined as a one-way reserved and scheduled trip request.
    c. Trips 0-5 miles will be billed to the contracting agency/business for the flat trip fee.
    d. Trips over five miles will be billed $4.25 per mile for each mile over five miles, in addition to the flat trip fee.
    e. For any trip that is deemed a no show or a penalty cancellation (that is, any cancellation made on the same day as the scheduled trip), there will be a $25.00 charge.
2) **Group Trip Contracts**
    a. A group trip contract is any contract developed where trips are arranged for multiple passengers where all passengers have the same origin and destination at the same time of day.
    b. The rate for group trips is $75.00 per hour for all time incurred from the time that the vehicle leaves DCT until it returns to DCT.
    c. No additional fees will be charged.

NOW THEREFORE BE IT RESOLVED, that the Delaware County Transit Board hereby approves the increase in contract transportation rates for the Delaware County Department of Job & Family Services, and provides the Executive Director the authority to execute on behalf of the Board.

_____ _____

Chairman Secretary