



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Agenda Finance & Administration Council Committee

Tuesday, April 9, 2024

4:00 PM

Municipal Center, 300 S. Church

1. CALL TO ORDER

2. ROLL CALL (ELECTRONIC ATTENDANCE) CONFIRMED BY CITY CLERK APRIL LEGGETT

3. APPROVAL OF MINUTES

[MIN-24:020](#) Minutes for the Finance & Administration Meeting on Tuesday, February 27, 2024

Attachments: [Minutes](#)

4. NEW BUSINESS

RESOLUTIONS TO BE INTRODUCED

[RES-24:026](#) A RESOLUTION TO CONTRACT WITH CAVENAUGH AUTOMOTIVE GROUP FOR SPONSORSHIP OF A BASEBALL AND SOCCER FIELD AT JOE MACK CAMPBELL PARK

Sponsors: Parks & Recreation and Finance

Attachments: [Cavanaugh Auto Group Turf Contract](#)

[RES-24:027](#) A RESOLUTION EXPRESSING THE WILLINGNESS OF THE CITY OF JONESBORO, ARKANSAS TO AUTHORIZE THE GRANTS AND COMMUNITY DEVELOPMENT DEPARTMENT TO APPLY FOR THE ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT (EECBG) FROM THE U.S. DEPARTMENT OF ENERGY (DOE)

Sponsors: Grants

[RES-24:028](#) A RESOLUTION EXPRESSING THE WILLINGNESS OF THE CITY OF JONESBORO, ARKANSAS TO AUTHORIZE THE GRANTS AND COMMUNITY DEVELOPMENT DEPARTMENT TO APPLY FOR THE FEDERAL TRANSIT ADMINISTRATION (FTA), FY24 BUSES AND BUS FACILITIES COMPETITIVE GRANT FOR THE JONESBORO ECONOMICAL TRANSPORTATION (JET)

Sponsors: JETS and Grants

Attachments: [Buses & Bus Facilities Budget](#)

[RES-24:030](#) A RESOLUTION BY THE JONESBORO CITY COUNCIL TO PURCHASE SOFTWARE AND ENTER INTO A CONTRACT WITH TRIPSPARK FOR JONESBORO ECONOMICAL TRANSIT FOR ROUTING SOFTWARE

Sponsors: JETS and Finance

Attachments: [Jonesboro Software License and Maintenance Agreement Migration from Route RES-24-003 JET Formula 339](#)
[Jonesboro - Novus Pricing Summary](#)

5. PENDING ITEMS

6. OTHER BUSINESS

7. PUBLIC COMMENTS

8. ADJOURNMENT



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Text File

File Number: MIN-24:020

Agenda Date:

Version: 1

Status: To Be Introduced

In Control: Finance & Administration Council Committee

File Type: Minutes

Minutes for the Finance & Administration Meeting on Tuesday, February 27, 2024



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Tuesday, February 27, 2024

4:00 PM

Municipal Center, 300 S. Church

1. CALL TO ORDER

2. ROLL CALL (ELECTRONIC ATTENDANCE) CONFIRMED BY CITY CLERK APRIL LEGGETT

Present 6 - Joe Hafner; Charles Coleman; John Street; David McClain; Brian Emison and Anthony Coleman

Absent 1 - Ann Williams

3. APPROVAL OF MINUTES

[MIN-24:013](#) Minutes for the Finance & Administration Meeting on Tuesday, February 13, 2024

Attachments: [Minutes](#)

A motion was made by John Street, seconded by Brian Emison, that this matter be Passed. The motion PASSED with the following vote.

Aye: 5 - Charles Coleman; John Street; David McClain; Brian Emison and Anthony Coleman

Absent: 1 - Ann Williams

4. NEW BUSINESS

RESOLUTIONS TO BE INTRODUCED

[RES-24:011](#) A RESOLUTION AUTHORIZING THE CITY OF JONESBORO TO ENTER INTO A TWO YEAR LEASE CONTRACT FOR THE PURCHASE OF FIVE SANITATION SIDE LOAD TRUCKS, ONE FRONT LOAD SANITATION TRUCK AND ONE REAR LOAD SANITATION TRUCK

Sponsors: Sanitation and Finance

Attachments: [2024 Proposal 7 Sanitation truck](#)

Chairman Joe Hafner said, before I open the floor for comments from the committee, I will say that based upon my experience in the garbage industry, that once you take the lease payments and the buyback payment and total them up, the average cost per truck seems reasonable to me. I mean, these trucks are expensive. I know like the automated side load trucks, over \$400,000 per truck is what they are. The front load

trucks are about the same amount, about \$425,000 or so; and the rear load truck, this one averaged to be about \$237,000 and that is right in line for what we paid for two of them. When I say we, I am talking about a business that I am a part of. The cost is right in line. I guess the only questions I would have... Tony is back there, isn't he? I guess the only two questions that I have are, number one, why a two year and not maybe a three or four year lease? And, my second question, I know in the agreement, it says we are responsible for all taxes and stuff like that. Is the 12% federal excise tax already included in the lease, and they are talking about sales tax?

Chief Operating Officer Tony Thomas approached the podium and said, my understanding is that they are talking about sales tax. Chairman Joe Hafner said, okay. And then on the length of the two year lease? Mr. Thomas said, and I do have Mr. Schweitzer here, who is with River City. So he may have a little more detailed information that may be helpful as well.

Mr. David Schweitzer with River City Hydraulics approached the podium and said, municipalities are actually exempt from FET tax. They don't pay the 12%, so that is just the cost of the unit. Chairman Joe Hafner said, that's good. Mr. Schweitzer said, exactly. Councilmember John Street said, what was the difference in the cost if maintenance was included or, you know, to take care of that? Was that even an option? Mr. Schweitzer said, that is for maintenance for... Councilmember John Street said, for the trucks. Warranties. Mr. Schweitzer said, warranties are included in the 24 months. Councilmember John Street said, oh, it is a 24 month warranty? Mr. Schweitzer said, yes. Right, there is a 24 month bumper to bumper. It covers anything that is from the manufacturer, not manufactured products. Councilmember John Street said, I just thought these might be a different kind of lease, but we've had those in the past and it is great, because our trucks stay on the road. Mr. Schweitzer said, right. The city maintains maintenance, oil changes, tires, breaks... Chairman Joe Hafner said, the preventive maintenance stuff, we do. Is it usually a two year lease? Chief Operating Officer Tony Thomas said, it has been a two year lease since we started the program in 2019. I think we had the same number and types of vehicle in 2022, and this is just a reiteration of those next two years. Those will be bought back. Those proceeds will be given to us in relation to the cost, and we will get new vehicles that are placed in the fleet for the next two years.

Chairman Joe Hafner said, and I do like the rotation of keeping the new vehicles in there; because I can tell you from experience. Once they start breaking down, they get costly. Mr. Thomas said, I mean, there is a lot of stop and go with garbage trucks which provides a great deal of wear and tear on those vehicles, as well as a number of moving parts, as you see, as they pick up in various locations here in town. So there are just a lot of moving parts. A lot of opportunities for mishaps or maintenance issues, so this just affords us the opportunity to allow River City to take care of those costs. And as he stated, we are just responsible for the routine preventive care that is part of those vehicles. Chairman Joe Hafner said, and the lease setup helps us keep from having to take serious money out of our cash flow. Mr. Thomas said, it really does assist us in having a predictable payment. The way our vehicles rotate in and out right now, last year we one vehicle that was on the lease. So this year, we have seven vehicles that we are placing on the lease. So when you start looking at the budget, it just helps us have an even outflow of capital so it is quite predictable. And so far, it has worked well for us.

Councilmember David McClain said, so I just want to understand the tax exempt rate. I know you're not with Arvest, but you've got the 5.75. Joe mentioned a 12%. Chairman Joe Hafner said, that is federal excise tax. That is not interest. Councilmember David

McClain said, got it. So tax exempt rate is 5.75 for us funding our obligation. Did we look at anyone else in terms of any other banks, or is Arvest the only one that does this type of loan or financing? Mr. Schweitzer approached the podium and said, there are several banks that actually do this process. We have found that Arvest usually always has the lowest rate. When I do a new customer and I am going to go out, I have several that I go to; and sometimes I will send them to the customer and sometimes I just go with the lowest rate. Because we don't benefit from what rate you pay. That is strictly with the city and the municipalities. So, I mean, I used to work for the City of Jonesboro years ago, so I am always looking for the most cost effective for my customers. Chairman Joe Hafner said, I can tell you from experience, the loan we just got for two rear load trucks was about 7.5%.

Councilmember David McClain said, so if it is competitive, okay, great. Mr. Thomas said, it is competitive, and I can add Arvest is who we have used for the past two years. Prior to that, we used a different company for financing. Just a soft ask, it wasn't an official ask, just to get a price comparison, and this was just a better rate. Councilmember Brian Emison said, to Councilman McClain's point here, talking about that rate that is out there, with it being the tax exempt rate on that side of it, it is really in the right wheelhouse with that because usually we see a two to three hundred basis point jump on anything that is not on the tax exempt side of it. With this one being, so far, I mean 5.75... Councilmember David McClain said, layman, speak layman. What's the basis point? Councilmember Brian Emison said, I'm sorry, two or three percent. But this is competitive in that side of it, especially since it's just for two years out there. There is not a whole lot of swings that should be happening in the fed market that there would be better opportunities out there anytime coming up in the short term. Councilmember David McClain said, I didn't think so. Thank you.

Councilmember Dr. Anthony Coleman said, I don't know if this is necessarily for Tony or Steve, but I was just kind of thinking, in my understanding, we don't tax our people. It's free as far as sanitation is concerned. Mr. Thomas said, there is a one cent general sales tax that is collected in the City of Jonesboro for government operation. So there is no fee associated with garbage collection. There is no separate tax related to garbage collection, but it is included as part of the one cent sales tax language that was passed by the citizens a number of years ago. Councilmember Dr. Anthony Coleman said, so my follow up is long term and just looking at what the general outtake and the total expenses for obviously things that we need to have for sanitation. Is this in line with what we can pay for and based on...? Mr. Thomas said, oh absolutely. Councilmember Dr. Anthony Coleman said, I understand that holistically, but I guess what I am asking is, based on what expenses we have going out for sanitation, is it feasible? And long term moving forward, especially with all the other stuff that is going up and all the other stuff that we are asking to do when it relates to our expenses?

Mr. Thomas said, well, in an indirect way, I want to answer that first. First and foremost, we have been able to maintain our auto expenses or our maintenance expenses in the sanitation department at level in comparison to increased costs that we are seeing across the board because of this program. Number two, there are demands on that one cent sales tax that we collect for city government. There are demands on that from every department within the city of Jonesboro. In regards to sanitation, until there is a change, or until there is a vote of the people in order to change that, then that is not something that is given any thought because we know what mechanism we have to fund sanitation. And that is based upon the valid language that was approved by the citizens of Jonesboro in regards to that one cent sales tax. The city at that time decided that it would give up mosquito fees as well as garbage

fees in turn for a one cent city sales tax. And so that service is free to citizens. That service will remain free to citizens, and that is the way it operates.

Councilmember Dr. Anthony Coleman said, sure. I just wanted to make certain that we were, and I know obviously we are doing a good job with the money that we have. That is not my question. I just want to make certain that with the demand of our city and the growth of our city and all the expenses that we are doing and other things that we are asking to do and trying to do, and the other plans that are coming up. I mean, it's really expensive. And so I just wanted to make certain that we are able to keep up with that based on the fact that we are giving a service to the community. Mr. Thomas said, at the end of the day, just as you do at home, just as I do at home, we at a city of Jonesboro sit down and look at what revenue we have, and we look at what we are able to do with that revenue. I think as an administration, we haven't brought anything to you we are not able to sustain or maintain over time. Again, we have various departments that pull on that one cent tax revenue, and we work within the confines of what the people have provided us and have approved for us to use.

Chairman Joe Hafner said, I will say from my standpoint, I think what I have learned through the years is a couple of things that people want, or kind of demand, is a safe place to live and their garbage picked up. Mr. Thomas said, oh, you let us miss garbage pickup. You learn real fast. Chairman Joe Hafner said, in my career, you know, I always say the thing that makes people the most upset is, number one, employees with their paychecks wrong and people when their trash isn't picked up. Mr. Thomas said, and we have tried. I don't think you have seen any large swings in sanitation from an expense perspective even though we have had some substantial growth in the number of households that are served by that department. Our mantra in sanitation right now is nothing new other than trucks. We are trying to make that operation much more efficient as far as how we run that operation. We are looking at some route changes that I think are going to be coming out this year that will make our department run more efficiently. We have had a number of requests from personnel in sanitation, but our mantra right now is until we are at about 90% efficiency, then there is nothing new. There is no new funding that will be coming to the department, as with most of our departments. We are trying to take that penny. We are trying to squeeze that penny and do a lot more with it based upon some of the technology that is there, as well as the backbone of who we are. And that is our extremely hardworking and often underpaid employees. Thank you.

A motion was made by John Street, seconded by Brian Emison, that this matter be Recommended to Council. The motion PASSED with the following vote.

Aye: 5 - Charles Coleman; John Street; David McClain; Brian Emison and Anthony Coleman

Absent: 1 - Ann Williams

[RES-24:014](#)

A RESOLUTION AUTHORIZING THE CITY OF JONESBORO ARKANSAS GRANTS AND COMMUNITY DEVELOPMENT DEPARTMENT TO APPLY FOR THE FY23 ASSISTANCE TO FIREFIGHTERS (AFG) GRANT PROGRAM FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)

Sponsors: Grants and Community Development

Grants Director Jeremy Biggs stated that this grant is for cities that are in financial distress. The clause was found in the grant application packet in the fine print on or around page 42. This means that the City of Jonesboro is not eligible to apply.

A motion was made by John Street, seconded by Brian Emison, that this matter

be Postponed Indefinitely. The motion PASSED with the following vote.

Aye: 5 - Charles Coleman;John Street;David McClain;Brian Emison and Anthony Coleman

Absent: 1 - Ann Williams

5. PENDING ITEMS

6. OTHER BUSINESS

Councilmember David McClain said, I had a question, and this is for the administration. So, Vector is coming up. I know this is Public Safety. It's not Public Safety, but at the same time, is the contract with Vector coming up for renewal, or is that still in effect for the next two or three years? Councilmember John Street said, we still have a few years on it. I think a couple anyway. Councilmember David McClain said, will you find out and let me know? Mr. Thomas said, I know we looked at it last year. I just don't remember the exact specifics on it. Councilmember John Street said, we modified it with some additional flights. Councilmember David McClain said, yeah, I remember that, but I would like to see where we are.

7. PUBLIC COMMENTS

8. ADJOURNMENT

A motion was made by Brian Emison, seconded by Charles Coleman, that this meeting be Adjourned. The motion PASSED with the following vote.

Aye: 5 - Charles Coleman;John Street;David McClain;Brian Emison and Anthony Coleman

Absent: 1 - Ann Williams



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Text File

File Number: RES-24:026

Agenda Date:

Version: 1

Status: To Be Introduced

In Control: Finance & Administration Council Committee

File Type: Resolution

A RESOLUTION TO CONTRACT WITH CAVENAUGH AUTOMOTIVE GROUP FOR SPONSORSHIP OF A BASEBALL AND SOCCER FIELD AT JOE MACK CAMPBELL PARK

WHEREAS, the City of Jonesboro owns and maintains Joe Mack Campbell Park located at 3021 Dan Avenue;

WHEREAS, Cavanaugh Automotive Group is seeking sponsorship recognition on a turf soccer field at Joe Mack Campbell Park;

WHEREAS, Cavanaugh Automotive Group is sponsoring the field for the sum of \$30,000 for a period of 5 years;

NOW, THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS

SECTION 1: That the City of Jonesboro, Arkansas shall contract with Cavanaugh Automotive Group for the sponsorship of one field at Joe Mack Campbell Park. A copy of said contract is attached as "Exhibit A."

SECTION 2: The Mayor, Harold Copenhaver, and City Clerk, April Legget are hereby authorized by the City Council for the City of Jonesboro to execute all documents necessary to effectuate the agreement.

EXHIBIT A

SPONSORSHIP AGREEMENT

FOR TURF FIELD LOCATED AT JOE MACK CAMPBELL PARK

This Agreement is made by and between **Cavanaugh Automotive Group** (SPONSOR) and the CITY OF JONESBORO PARKS AND RECREATION DEPARTMENT ("CITY"), on this 1st Day of **Turf Field Completion** (the "Effective Date").

WHEREAS, the CITY is the owner of that certain public park amenities known as the "Joe Mack Campbell Park", and hereafter referred to as the "Facilities"; and

WHEREAS, SPONSOR and the CITY desire to enter this agreement for the purpose of evidencing the agreement of the parties with regard to sponsorship of the Facilities by SPONSOR and the respective obligations of the parties regarding the sponsorship and maintenance of the Facilities;

NOW, THEREFORE in consideration of the promises and the reciprocated covenants and obligations contained herein, the parties agree as follows:

I. Term

1. The term of this Agreement is for a period of five (5) years commencing on the Effective Date and ending at midnight on (Pending Turf Field Completion Date)

II. Sponsorship of Facility

1. It is agreed between the parties hereto, in return for the covenants and conditions set forth herein that the SPONSOR'S name shall be put on a sign to be erected on a designated athletic field (Turf Field) at the FACILITY. The designated field, once SPONSOR enters into the Agreement, shall be known thereafter by the name to be designated by the SPONSOR and said sign and name shall remain for a period of **five years**. And SPONSOR'S name shall be put on a sign to be erected on a sign attached to one turf field.
2. It is agreed between the parties that the SPONSOR shall pay over a period of **5** years for the erected sign and sponsorship of the total sum of **\$30,000**

A sum of **\$6,000** shall be paid on **Pending.**

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3. It is agreed between the CITY and the SPONSOR that the SPONSOR shall have an option to renew this agreement for an additional five years.
4. It is agreed between the CITY and the SPONSOR that this sponsorship is non-assignable without prior written approval of the CITY. It is also agreed that the CITY reserves the right to remove SPONSOR's sign and obtain a new sponsor for designated field in the event of failure of payment on the part of the SPONSOR.
5. It is agreed between the parties that the CITY will furnish a double-sided 2.5' x 5' sign to be erected for SPONSOR'S designated field. However it shall be the responsibility of SPONSOR to bear any expense made to said sign should changes be requested during the term of this agreement.
6. It is agreed by CITY and the SPONSOR that the SPONSOR shall not be responsible for the maintenance or upkeep on sponsored field and SPONSOR shall not be responsible with regards to any liability actions, which may be brought against the CITY resulting from accidents which might occur on sponsored field.

III. Assign Ability and Exclusivity

This Agreement is a privilege for the benefit of SPONSOR only and may not be assigned in whole or in part by SPONSOR to any other person or entity.

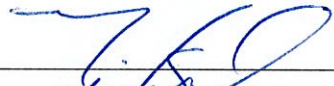
IV. Miscellaneous Provisions

1. No modifications of this Agreement shall be effective unless it is made in writing and is signed by the authorized representatives of the parties hereto.
2. This Agreement shall be construed under and in accordance with the laws of the State of Arkansas and venue for any litigation concerning this Agreement shall be in Craighead County, Jonesboro, AR.

3. Nothing in this Agreement shall be construed to make the CITY or its respective agents or representatives liable in situations it is otherwise immune from liability.
4. In case any one or more of the provisions contained in this Agreement shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
5. Each party represents to the other that the individual signing this Agreement below has been duly authorized to do so by its respective governing body and that this Agreement is binding and enforceable as to each party.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year set forth below.

CAVENAUGH AUTOMOTIVE GROUP

By: 
Name: Matt Cavenaugh
Title: Executive Manager
Date: 2/9/2024

CITY OF JONESBORO

By: _____
Name: Harold Copenhaver
Title: Mayor
Date: _____

ATTEST

City Clerk's Office



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Text File

File Number: RES-24:027

Agenda Date:

Version: 1

Status: To Be Introduced

In Control: Finance & Administration Council Committee

File Type: Resolution

A RESOLUTION EXPRESSING THE WILLINGNESS OF THE CITY OF JONESBORO, ARKANSAS TO AUTHORIZE THE GRANTS AND COMMUNITY DEVELOPMENT DEPARTMENT TO APPLY FOR THE ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT (EECBG) FROM THE U.S. DEPARTMENT OF ENERGY (DOE)

WHEREAS, the 2021 Bipartisan Infrastructure Law (BIL) has allocated Jonesboro, Arkansas \$137,970 through the Energy Efficiency and Conservation Block Grant (EECBG) program managed by the U.S. Department of Energy (DOE); and,

WHEREAS, DOE is now accepting applications to identify projects to be funded; and,

WHEREAS, the city requests the \$137,970 in federal funding with no local match requirement; and,

WHEREAS, funds will be used to complete an energy audit of the municipal center, replace existing street lights with LED street lights, and to grant monies non-profit organizations to retrofit their public buildings to increase energy efficiency; and,

WHEREAS, the city is requesting 10% of the funds for administrative costs.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF JONESBORO, ARKANSAS THAT:

SECTION 1: The Jonesboro City Council supports an application to be submitted to DOE for the EECBG program for the aforementioned activities.

SECTION 2: The Mayor and the City Clerk are hereby authorized by the City Council for the City of Jonesboro, Arkansas to execute all necessary documents to effectuate the grant application.

SECTION 3: The Grants and Community Development Department is hereby authorized by the City Council for the City of Jonesboro, Arkansas to submit all necessary documents for this federal-aid program.

SECTION 4: The Mayor and City Clerk are hereby authorized and directed to execute all appropriate agreements and contracts regarding any future award of this Energy Efficiency and

Conservation Block Grant.



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Text File

File Number: RES-24:028

Agenda Date:

Version: 1

Status: To Be Introduced

In Control: Finance & Administration Council Committee

File Type: Resolution

A RESOLUTION EXPRESSING THE WILLINGNESS OF THE CITY OF JONESBORO, ARKANSAS TO AUTHORIZE THE GRANTS AND COMMUNITY DEVELOPMENT DEPARTMENT TO APPLY FOR THE FEDERAL TRANSIT ADMINISTRATION (FTA), FY24 BUSES AND BUS FACILITIES COMPETITIVE GRANT FOR THE JONESBORO ECONOMICAL TRANSPORTATION (JET)

WHEREAS, FTA is accepting applications for the FY24 Buses and Bus Facilities competitive grant; and,

WHEREAS, JET requests \$1,199,488 in federal funding with a local match of up to 20% or \$299,872 for the construction of a maintenance facility and purchase of related equipment; and,

WHEREAS, Local formula grant funding by FTA will cover a majority of funding related to the local match; and

WHEREAS, JET needs a maintenance facility that is adequate in size to conduct its own routine maintenance, allow for future growth in assets and services, and to increase storage space.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF JONESBORO, ARKANSAS THAT:

SECTION 1: The Jonesboro City Council supports an application submission to FTA for the FY24 Buses and Bus Facilities competitive grant.

SECTION 2: The Mayor and the City Clerk are hereby authorized by the City Council for the City of Jonesboro, Arkansas to execute all necessary documents to effectuate the grant application.

SECTION 3: The Grants and Community Development Department is hereby authorized by the City Council for the City of Jonesboro, Arkansas to submit all necessary documents for this federal-aid program.

SECTION 4: The Mayor and City Clerk are hereby authorized and directed to execute all appropriate agreements and contracts regarding any future award of the FY24 Buses and Bus Facilities competitive grant.

Buses and Bus Facility Grant
JET Maintenance Facility and Bus-Related Equipment

| Line Item | Unit | Qty | Unit Cost | Total |
|--|---------|-------|-----------|---------------------|
| Maintenance Facility (76' x 102') | | | | |
| Environmental | SQ. FT. | 7,752 | \$ 9 | \$ 69,768 |
| Design | SQ. FT. | 7,752 | \$ 18 | \$ 139,536 |
| Construction | SQ. FT. | 7,752 | \$ 153 | \$ 1,186,056 |
| Equipment | | | | |
| Mobile Lifts | EA | 4 | \$ 10,250 | \$ 41,000 |
| Wash Bot & Installation | EA | 1 | \$ 21,000 | \$ 21,000 |
| Oil Storage | EA | 1 | \$ 20,000 | \$ 20,000 |
| Oil Dispensing | EA | 1 | \$ 2,000 | \$ 2,000 |
| Air Compressor and Delivery System | EA | 1 | \$ 20,000 | \$ 20,000 |
| Total Cost | | | | \$ 1,499,360 |
| Federal Funds | | | | \$ 1,199,488 |
| Local Match | | | | \$ 299,872 |



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Text File

File Number: RES-24:030

Agenda Date:

Version: 1

Status: To Be Introduced

In Control: Finance & Administration Council Committee

File Type: Resolution

A RESOLUTION BY THE JONESBORO CITY COUNCIL TO PURCHASE SOFTWARE AND ENTER INTO A CONTRACT WITH TRIPSPARK FOR JONESBORO ECONOMICAL TRANSIT FOR ROUTING SOFTWARE

WHEREAS, the City of Jonesboro already owns a software program purchased from TripSpark for routing software and will upgrade the program for advanced option and reporting; and

WHEREAS, the sole source bid of \$158,241 was submitted by TripSpark and RES-24:008 was passed in order to apply for grant funding to make this purchase; and

WHEREAS, JET requests the \$123,603 in federal funding, with a 20% local match, to upgrade its real-time route management and communications software.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF JONESBORO, ARKANSAS THAT:

Section 1. The City of Jonesboro will enter into a contract with TripSpark for routing software for the JET Department.

Section 2. The Mayor and City Clerk are hereby authorized and directed to execute all appropriate agreements and contracts.

SOFTWARE LICENSE AND MAINTENANCE AGREEMENT

Between

TRAPEZE SOFTWARE GROUP, INC. dba TripSpark Technologies (“TripSpark”), with its principal place of business at 5265 Rockwell Drive NE, Cedar Rapids, Iowa 52402, U.S.A.

And

ROUTEMATCH SOFTWARE LLC (“Routematch”) with its principal place of business at 1230 Peachtree St. NE, Ste. 2800, Atlanta, Georgia 30309, U.S.A.

And

CITY OF JONESBORO JETS (“Licensee”) with its principal place at business at 300 S Church, Jonesboro, Arkansas 72401, U.S.A.

If intended for TripSpark, to:

If intended for Licensee, to:

5265 Rockwell Drive NE

Cedar Rapids, Iowa, United States 52402

Contact: Mary Pavela-Legal Department

Contact: _____

Telephone: Ph: 319-743-1000, Fax: 319-743-1106

Number of Pages in this Agreement including attached Exhibits:

This terms and conditions of this Agreement shall govern all dealings between TripSpark and the Licensee for the purchase of goods and services from TripSpark. This Agreement, including its Exhibits (Exhibit A, Exhibit B, Exhibit C, Exhibit D) shall apply in place of and prevail over any preceding or subsequent terms and conditions contained or referred to in any of the Licensee’s purchase orders, correspondence or elsewhere or implied by trade, custom, practice, or course of dealing and any purported provisions to the contrary are hereby extinguished or excluded. Without limiting the generality of the foregoing, TripSpark will not be bound by any standard or printed terms produced by Licensee. Licensee expressly acknowledges that no provisions, representations, undertakings, agreements, regarding the goods or services to be provided hereunder, have been made, other than those contained in this Agreement. The parties agree that no obligations or duties not set out expressly herein shall be imposed upon the parties or implied by law.

Notwithstanding any provision to the contrary under this Agreement, Routematch and Licensee further agree that any of the Routematch products listed in Exhibit A of this Agreement shall continue to be governed by Routematch Software License and Services Agreement dated October 20, 2011, Routematch Order Form dated June 17, 2019, and Routematch Order Form dated August 27, 2019 (collectively the “Original Agreement”). Upon Software Acceptance of any of the other TripSpark products listed in Exhibit A, Routematch and Licensee acknowledge and agree that the Routematch Software identified in Exhibit A shall be removed, in its entirety from the Original Agreement and Routematch shall be deemed to be automatically released from any and all obligations and liability pursuant to the Original Agreement for the Routematch Software identified in Exhibit A of this Agreement.

(signature page follows on next page)

Signed for and on behalf of
TRAPEZE SOFTWARE GROUP, INC.

By: _____

Print Name: _____

Title: _____

Date: _____

Signed for and on behalf of
CITY OF JONESBORO JETS

By: _____

Print Name: _____

Title: _____

Date: _____

Signed for and on behalf of
ROUTEMATCH SOFTWARE, LLC

By: _____

Print Name: _____

Title: _____

Date: _____

NOW THEREFORE, the parties agree as follows:

1. Definitions In this Agreement the capitalized words set out below will have the following meanings:
 - “Agreement” this Software License and Maintenance Agreement effectively made between TripSpark and Licensee, and the attached exhibits, all of which form an integral part of this Agreement;
 - “Confidential Information” all information obtained by the parties from each other under this Agreement, but does not include any information which at the time of disclosure is generally known by the public;
 - “Documentation” the user documentation and training materials pertaining to the Software as supplied by TripSpark;
 - “Hosting Services” specifications for the hosting services to be provided by TripSpark for the Software, attached hereto as Exhibit D;
 - “Software” the certain software as identified in Exhibit A of this Agreement, including enhancements and customizations thereto;
 - “Statement of Work” the specifications for the services to be provided by TripSpark and the Licensee, attached hereto as Exhibit C;
 - “Trade Secrets” the Software, Documentation, and other related information (including all modifications of the Software developed for Licensee) disclosed to Licensee under this Agreement, including trade secrets and other confidential and proprietary information of TripSpark;
 - “Upgrades” generic enhancements to the Software that TripSpark generally makes available as part of its long-term software support program.
2. Software License and Access Rights In consideration of payments to be made by Licensee to TripSpark as set out below, TripSpark agrees as follows:
 - (a) TripSpark hereby grants to Licensee a personal, non-transferable, non-exclusive license to use a production copy of the object code version of the Software in the form supplied by TripSpark and on hardware approved by TripSpark as of the License Date referred to in Exhibit A (“License Date”), restricted to the places of business of the Licensee, for the Licensee’s own operations, in accordance with the operational characteristics described in Exhibit A.
 - (b) TripSpark hereby grants to Licensee a personal, non-transferable, non-exclusive license to use the Documentation, but only as required to exercise the license granted herein.
 - (c) If applicable, Licensee may make one back-up copy of the Software. Licensee may use the production copy of the Software solely to process Licensee’s own data, and the software may not be used on a service bureau or similar basis to process data of others.
 - (d) The license to use the TripSpark Database is granted to Licensee solely for the development of internal reports by Licensee and for the integrated operation of TripSpark software modules. Unless expressly included herein all other access rights to the TripSpark Database are excluded from this Agreement, and the Licensee shall not develop or use, or authorize the development or use of, any other interfaces to or from the TripSpark Database.

- (e) Other than the rights of use expressly conferred upon Licensee by this paragraph, Licensee shall have no further rights to use the Software or the Documentation, and shall not copy, reproduce, modify, adapt, reverse engineer, disassemble or translate them, without the express written authority of TripSpark.
- (f) Licensee acknowledges and agrees that the Software may record and transmit to TripSpark statistical and other information about Licensee's use of the Software ("Usage Data"), provided the Usage Data is collected in a form that does not contain any Licensee Confidential Information.

3. Software Services In accordance with the terms of Exhibit B, Exhibit C, and Exhibit D, TripSpark will perform services related to Licensee's use of the Software (the "Services"). Such Services may include installation, modification, testing, training, and additional services.

4. Software Acceptance Upon completing the delivery, installation, and testing of the TripSpark DriverMate Software module on five (5) tablet devices, or all other individual Software modules in TripSpark's test environment, TripSpark will notify Licensee in writing. Licensee will then have ten (10) business days in which to conduct acceptance tests to ensure that the individual Software component operates in all material respects as specified in the Documentation. At the end of this period, Licensee will be deemed to accept the individual Software component unless TripSpark receives prior written notice outlining the nature of the perceived defects in the individual Software component. Notwithstanding the above, Licensee will be deemed to accept the individual Software component when the Licensee puts the individual Software component into operational and functional use. The individual Software component will be deemed to be in operational and functional use when the Licensee first uses the individual Software component to support its then current operations in any capacity.

5. Software Warranty TripSpark warrants that it holds title to all Software licensed and delivered pursuant to this Agreement. TripSpark further warrants that it has full power and authority to grant to the Licensee the rights set forth in this Agreement. No warranty is provided by TripSpark with respect to the Software, Software, or any third party licensed products and third party hardware, including but not limited to tablet devices. No warranty is provided by TripSpark with respect to any third party licensed products and third party hardware, including but not limited to tablet devices. Separate warranties may be available from the developer, distributor, or publisher of the licensed products.

The foregoing warranty is in lieu of all other warranties or conditions, express or implied, including but not limited to any implied warranties or conditions of merchantability, merchantable quality, fitness for a particular purpose and any other warranties arising by statute or otherwise in law or from the course of dealing or usage of trade. TripSpark does not represent or warrant that this Software will meet all of Licensee's particular requirements, or that the operation of the Software will operate 100% error-free or uninterrupted, or that all program errors in the Software can be found in order to be corrected.

The parties acknowledge and agree, third party sms/messaging services ("Third Party Transaction Services") are provided "as is" and "as available". TripSpark disclaims all representation and warranties, express, implied, or statutory, including the implied warranties of merchantability, fitness for a particular purpose, and non-infringement. TripSpark makes no representation, warranty or guarantee regarding the reliability, timeliness, quality, suitability, or availability of the Third Party Transaction Services or that such Third-Party Transaction Services will be uninterrupted or error-free.

6. Software Maintenance During any annual support period for which maintenance fees have been paid in full by Licensee:

- (a) TripSpark will maintain the Software so that it operates in conformity in all material respects with the descriptions and specifications for the Software set forth in the Documentation;

- (b) in the event that Licensee detects any errors or defects in the Software, TripSpark will provide reasonable support services through a telephone software support line from Monday to Friday, 8 am to 5 pm EST (Except North American holidays). Upon registration by Licensee, TripSpark will also provide Licensee with access to its software support website; and
- (c) TripSpark will post notices of available Upgrades of the Software on its website and copies of the release notes for download. TripSpark will provide Licensee with Upgrades of the Software at no additional license fee charge.

7. Payment Upon execution of this Agreement, Licensee will issue a Purchase Order to TripSpark, for the Software license fees, Services fees, Hosting Services fees, Third Party Transaction Services fees, and related expenses as set out in Exhibit B, attached hereto. TripSpark will invoice Licensee for the Software license fees and services fees as set out in and according to Exhibit B. TripSpark will invoice Licensee monthly for the Services provided, in accordance with Exhibit B. The total amounts due for all Service fees, modifications fees, and expenses are firm fixed amounts and will be invoiced on that basis. The Purchase Order shall be governed exclusively by the terms and conditions of this Agreement.

Licensee shall pay annual maintenance fees to TripSpark as provided in Exhibit B (the "Maintenance Fee"), attached hereto. This fee shall be subject to change as set out in Exhibit B. Licensee shall issue a Purchase Order annually specifying the amount set forth in the TripSpark invoice for maintenance services, and the Purchase Order shall be governed by the terms and conditions of this Agreement.

Licensee shall pay invoices within thirty (30) days of receipt. In the event of an invoice dispute, Licensee shall have five (5) business days from date of receipt of invoice to advise TripSpark of the reasons for disputing the invoice in question. If TripSpark has not received such notification within such period, the invoice in question shall be deemed accepted by Licensee. Overdue undisputed payments will bear interest at the annual rate of ten percent (10%) on the amount outstanding from the date when payment is due until the date payment in full is received by TripSpark. Licensee will also be responsible for payment of all applicable taxes and other levies, including sales and use taxes, and this obligation will survive termination of this Agreement. If Licensee has a tax exemption certificate, a copy of the certificate must be provided to TripSpark upon signing of this Agreement to avoid payment of the applicable tax to TripSpark.

Licensee shall pay all invoices electronically. TripSpark will supply Licensee with the required electronic payment information.

8. Trade Secrets and Confidential Information Licensee acknowledges that any Trade Secrets or Confidential Information disclosed to Licensee pursuant to this Agreement are owned by TripSpark and include trade secrets and other confidential and proprietary information of TripSpark. Licensee shall maintain in confidence and not disclose the same, directly, or indirectly, to any third party without TripSpark's prior written consent. Licensee further acknowledges that a breach of this Section would cause irreparable harm to TripSpark for which money damages would be inadequate and would entitle TripSpark to injunctive relief and to such other remedies as may be provided by law.

9. Media and Publication Licensee shall not communicate with representatives of the general or technical press, radio, television, or other communications media regarding the work under this Agreement without prior written consent of TripSpark, which such consent shall not be unreasonably withheld. Neither Licensee nor any of its personnel shall publish or reproduce or arrange press releases regarding TripSpark without the prior written consent of TripSpark upon such terms as may be agreeable to TripSpark. TripSpark reserves the right to publish the results of the work done under this Agreement.

10. Force Majeure Neither party to this Agreement shall be liable to the other party hereto for loss or damage arising out of any delay or failure by such party in performing its obligations hereunder, except the making of payments due hereunder, if such delay or failure was the unavoidable consequence of a natural disaster, exercise of governmental power, strike or other labor disturbance, war, revolution, embargo, pandemic, insurrection, operation of military forces, or other event or condition beyond the control of such

party, provided that such party notifies the other party of its inability to perform and the reasons there for, with reasonable promptness, and performs its obligations hereunder as soon as circumstances permit.

11. Remote Access Licensee shall provide TripSpark with the right to access Licensee's existing data in order to assist with data migration activities.

12. Intellectual Property Indemnification In the event of an intellectual property infringement claim by a third party, TripSpark will defend Licensee in respect of any such claims based on the claim that the Software infringes the intellectual property rights of that third party. TripSpark will pay any award rendered against Licensee by a court of competent jurisdiction in such action, provided that Licensee gives TripSpark prompt notice of the claim and TripSpark is permitted to have full and exclusive control of any defense. If all or any part of the Software becomes, or in TripSpark's opinion is likely to become, the subject of such a claim, TripSpark may either modify the Software to make it non-infringing or terminate this Agreement as it relates to the infringing portion of the Software. This is TripSpark's entire liability concerning intellectual property infringement. TripSpark will not be liable for any infringement or claim based upon any modification of the Software developed by Licensee or any other third party, or use of the Software in combination with software or other technology not supplied or approved in advance by TripSpark, or use of the Software contrary to this Agreement or the Documentation.

13. Limitation of Liability

(a) TripSpark and Licensee do not rely on and will have no remedy arising from any statement, representation, warranty or understanding (whether negligently or innocently made) of any person (whether party to this Agreement or not) other than as expressly set out in this Agreement. The only remedy available to Licensee for breach of warranty is for breach of contract under the terms of this Agreement. This does not preclude a claim for fraud.

(b) TripSpark does not guarantee the privacy, security, authenticity, or non-corruption of any information transmitted through the internet or any information stored in any system connected to the internet. TripSpark shall not be responsible for any claims, damages, costs, or losses whatsoever arising out of or in any way related to Licensee's connection to or use of the internet.

(c) TripSpark will not be liable to Licensee or any third party for any claims, expenses, damages, costs, or losses whatsoever arising out of or in any way related to:

(i) Licensee's use of map or geographical data, owned by Licensee or any third party, in conjunction with the Software or otherwise; or

(ii) Licensee's use of the Software insofar as such Software may be used to store, transmit, display, disclose or otherwise use data or information which is considered private, confidential, proprietary, or otherwise exempt from public disclosure under applicable law.

(d) TripSpark's entire liability and responsibility for any claims, damages, costs or losses whatsoever arising either jointly or solely from or in connection with this Agreement or the use of the Software (whether or not in the manner permitted by this Agreement) including claims for breach of contract, tort, misrepresentation, or otherwise, or the development, modification or maintenance of the Software will be absolutely limited, in the aggregate, to the amount of the Software license fee or Services paid fee paid by Licensee in the preceding year of a claim for the Software license, or Services that are the subject of a claim.

(e) TripSpark will not be liable to the Licensee or any third party for losses or damages suffered by Licensee or any third party which fall within the following categories:

i) incidental or consequential damages, whether foreseeable or not;

- ii) special damages even if TripSpark was aware of circumstances in which special damages could arise;
 - iii) loss of profits, anticipated savings, business opportunity, goodwill, or loss of information of any kind.
- (f) Paragraphs (d) and (e) do not apply to claims arising out of death or personal injury caused by either party's gross negligence or fraudulent misrepresentation.

14. Termination The license granted by this Agreement is effective until terminated.

- (a) Either party may terminate this Agreement if the other party is in material breach of any term or condition of this Agreement and fails to cure such default within thirty (30) days after receipt of written notice of such default. Without limitation, the following are deemed material breaches under this Agreement: (i) Licensee fails to pay any amount when due hereunder; (ii) Licensee becomes insolvent or any proceedings will be commenced by or against Licensee under any bankruptcy, insolvency, or similar laws.
- (b) Should Licensee fail to pay any amount due under the Agreement, TripSpark reserves the right, in its sole discretion, to remove Licensee's access to the Software without TripSpark's liability or further obligations to Licensee under the Agreement, or otherwise until such time Licensee has met its payment obligations to TripSpark.
- (c) If Licensee develops software that is competitive with the Software, or Licensee is acquired by or acquires an interest in a competitor of TripSpark, TripSpark shall have the right to terminate this Agreement immediately.
- (d) Either party may terminate for convenience, in whole or in part, with ninety (90) days written notice.
- (e) In the event Licensee terminates this Agreement for any reason, Licensee shall pay TripSpark for all license fees and service fees then due, and all costs incurred up to and including the date of termination.
- (f) If this Agreement is terminated, Licensee will immediately return to TripSpark all copies of the Software, the Documentation and other materials provided to Licensee pursuant to this Agreement and will certify in writing to TripSpark that all copies or partial copies of the Software, the Documentation and such other materials have been returned to TripSpark or destroyed.

15. Assignment This Agreement, or any of the rights or obligations of TripSpark created herein, may be assigned by TripSpark, but this Agreement is for the sole benefit of Licensee and may not be assigned by Licensee without the express written consent of TripSpark.

16. Applicable Law This Agreement shall be governed by and construed in accordance with the laws of the State of Arkansas.

17. Survival The parties hereto agree that any provisions of this Agreement requiring performance or fulfillment by either party after the termination of this Agreement shall survive such termination.

18. Severability If any provision of this Agreement is declared or found to be illegal, unenforceable, or void, then both parties shall be relieved of all obligations arising under such provision, but only to the extent that such provision is illegal, unenforceable, or void and does not relate to the payments to be made to TripSpark. If the remainder of this Agreement, as the case may be, shall not be affected by such

declaration or finding and is capable of substantial performance, then each provision not so affected shall be enforced to the extent permitted by law.

19. Notices All notices hereunder shall be in writing and shall be duly given if delivered personally or sent by registered or certified mail, return receipt requested, postage prepaid, to the respective addresses of the parties appearing on page one of this Agreement. Any notice given shall be deemed to have been received on the date on which it is delivered if delivered personally, or, if mailed, on the fifth business day next following the mailing thereof. Either party may change its address for notices by giving notice of such change as required in this section.

20. Audits In addition to Section 2 (f) of this Agreement, TripSpark may perform audit(s) on the use of the Software and Documentation. Licensee agrees to make the necessary operational records, databases, equipment, employees, and facilities available to TripSpark for the audit(s). The purpose of the audit will be to verify compliance with the terms and conditions of this Agreement.

**EXHIBIT A
Licensed Software**

| Item | Software | License Date |
|-------------|---|------------------------------------|
| 1. | Routematch CAD /AVL Module | Pursuant to the Original Agreement |
| 2. | Routematch Mobile Application | Pursuant to the Original Agreement |
| 3. | Routematch TS (Demand) | Pursuant to the Original Agreement |
| 4. | TripSpark NovusDR (Core) | Effective date of this Agreement |
| 5. | TripSpark Friendly Fixed Route (FFR) | Effective date of this Agreement |
| 6. | TripSpark DriverMate | Effective date of this Agreement |
| 7. | TripSpark Notifications (Core, Outbound, Inbound Confirm/Cancel) | Effective date of this Agreement |
| 8. | TripSpark Database | Effective date of this Agreement |

Notes:

1. Notwithstanding anything to the contrary under this Agreement, Routematch software licenses are provided pursuant to the Original Agreement for operations of up to eight (8) user licenses and up to five (5) vehicles for Routematch TS (Demand), up to two (2) user licenses and up to six (6) vehicles for Routematch CAD/AVL Module, and up to three (3) paratransit vehicles for Routematch Mobile Application Software products. Upon the effective date of execution of this Agreement, Software licenses will be provided for up to eighty (80) one way booked trips per day for the TripSpark NovusDR (Core) and Notifications (Core, Outbound, Inbound Confirm/Cancel) Software products, up to ten (10) distinct fixed route vehicles for the TripSpark Friendly Fixed Route (FFR) Software product, and up to nine (9) vehicles for the DriverMate Software product.
2. Licensee and Routematch acknowledge and agree Licensee's license rights of use, pursuant to the Original Agreement for the Routematch TS (Demand), Routematch CAD/AVL Module, and Routematch Mobile Application Software products shall terminate in all respects upon Software Acceptance of the TripSpark NovusDR (Core), Friendly Fixed Route (FFR), Notifications (Core, Outbound, Inbound Confirm/Cancel), and DriverMate Software products in accordance with Section 4 of this Agreement. Consequently, Routematch shall have no obligations or liability for the Routematch TS (Demand), Routematch CAD/AVL Module, and Routematch Mobile Application Software products.
3. Licenses are provided for software utilization by City of Jonesboro JETS (Jonesboro, Arkansas).
4. Third Party runtime (i.e., Crystal Reports), if required, are not included.

EXHIBIT B
Summary of Pricing

1.0 Application Software

| Product | Licenses | Services | Expenses | Discount | Total |
|--------------------------|----------|----------|----------|-----------|------------------|
| NovusDR (Core) | \$31,081 | \$41,870 | \$6,700 | -\$15,540 | \$64,110 |
| Novus FFR | \$8,130 | \$9,900 | \$0 | -\$4,065 | \$13,965 |
| Hosting Set Up | \$0 | \$1,600 | \$0 | \$0 | \$1,600 |
| Notifications (Core) | \$16,496 | \$22,275 | \$0 | -\$8,248 | \$30,523 |
| (Inbound Confirm/Cancel) | \$4,589 | \$4,125 | \$0 | -\$2,295 | \$6,420 |
| DriverMate | \$13,406 | \$28,670 | \$6,250 | -\$6,703 | \$41,623 |
| Total USD | | | | | \$158,241 |

2.0 Third Party Transaction Services' Fees (USD)

TripSpark Notifications (Core, Outbound, Inbound Confirm/Cancel) Software requires payment of monthly Third Party Transaction Services' fees by Licensee based on the number of voice minutes used and SMS messages transacted. Current per-use charges are:

1. Per Voice Minute \$0.03
2. Per SMS Message \$0.02

Note: Third Party Transaction Services Fees pricing, as identified above, are subject to change without notice.

3.0 Payment Schedule and Pricing Assumptions

Milestones below will be invoiced and due on a per individual Software component basis.

| Milestone | Description | Percentages Due |
|--------------|--|---|
| Milestone 1: | Due upon execution of this Agreement | 100% License fee and 20% of Services Fee and Expenses |
| Milestone 2: | Due upon delivery of draft Operational Review Document | 20% of Services Fee and Expenses |
| Milestone 3: | Due upon installation of Software in the test environment | 20% of Services Fee and Expenses |
| Milestone 4: | Due upon delivery of Initial Training Session | 20% of Services Fee and Expenses |
| Milestone 5: | Due upon Software Acceptance pursuant to Section 4 of this Agreement | 20% of Services Fee and Expenses |

EXHIBIT B Summary of Pricing

4.0 Hosting Services' Fees (USD)

| Hosting | Year 1 | Year 2 | Year 3 |
|----------------------|---------|----------|----------|
| *Yearly Hosting Fees | \$9,856 | \$10,349 | \$10,866 |

Note: *First three (3) years payable Hosting Services fees only, assumes a three (3) years of Hosting Services fees Licensee minimum payment commitment and a single production instance. For all subsequent annual renewals, Hosting Services fees shall be subject to TripSpark's then current pricing.

Hosting Services fees are due and payable upon installation of the Software in accordance with the corresponding Statement of Work, attached hereto as Exhibit C.

Unlimited Users

Includes 320GB of transfer per month

**Each 1GB of Disk Space after 50GB \$1 per month

Note: **Pricing is subject to change without notice.

5.0 Long Term Maintenance

1. Licensee acknowledges and agrees it shall continue to meet its current payment obligations for the provision of software maintenance support by Routematch TS (Demand), Routematch CAD/AVL Module, and Routematch Mobile Application Software products up until Software Acceptance of the TripSpark Software products identified below, pursuant to Section 4 of this Agreement.

| ***Software Maintenance Fees (USD) | Year 1 |
|--|----------|
| NovusDR (Core) | \$13,675 |
| Novus Friendly Fixed Route (FFR) | \$3,577 |
| DriverMate | \$5,899 |
| Notifications (Core, Inbound Confirm/Cancel) | \$4,217 |

2. ***First year annual Software maintenance fees only correspond to the Software operational metrics of licensed used in accordance with Exhibit A of this Agreement. Year 1 shall be due and payable on a prorated basis to meet the current Routematch Software maintenance anniversary date. Upon individual Software product maintenance expiry of Year 1 term, Software products' annual Software maintenance shall be subject to TripSpark's then current pricing and program availability.

EXHIBIT C

Statement of Work: NovusDR

This document defines the implementation services to be provided by TripSpark for the Licensee, as well as the roles and responsibilities of the Licensee's staff and resources.

Unless otherwise indicated, TripSpark will provide 'standard' implementation services (project management, operational review, testing, installation, training, etc.) as defined by TripSpark. Any services beyond what is defined in this document will be considered out of scope, and a change order outlining any additional costs will be required. Any additional costs uncovered from a change order will be the responsibility of the Licensee. All implementation Services, materials, and training will be provided in English, unless otherwise stated.

Overview

This implementation involves the following high-level tasks:

- Operational Review
- Software Installation and Configuration
- Data Load & Development
- Training
- User Acceptance Testing
- Go-Live Support

Operational Review

The operational review will involve a series of meetings and conference calls with Licensee's project team to discuss the business requirements.

The goal of the operational review is to:

- Review Licensee business requirements and operational needs
- Review business processes to identify any takeaways that require mitigate strategies
- Provide any sample marketing materials that the Licensee may be able to use
- Review the Scope of Work and finalize project timelines and the project plan
- Review application functionality
- Current operational environment (policies/procedures) as they relate to the trip booking, scheduling, and dispatching processes.
- Testing and Training requirements

The outcome is an operational review document (ORD) outlining the understanding gained from the meetings, identifying the deliverables, and the timing for the implementation as mutually agreed upon by the parties. The TripSpark Project Manager (PM) will coordinate a meeting with the Licensee's project team to review the initial responses to the Operational Review Document within five (5) days of delivery by TripSpark.

Software Installation and Configuration

TripSpark will install the Software in its hosted environment remotely. The Software will be installed once (1) within the test environment. TripSpark will also provide assistance with transitioning the Software to the production environment.

Data Load & Development

During the training process, ancillary data will need to be developed so that the Software will function in accordance with the Operational Review Document. This will confirm that all required elements are present and configured as outlined in the Operational Review Document. Licensee will be responsible for developing this data, with the supervision of the TripSpark technical expert.

Importing of data can be done via import scripts. The Software has an integrated Client Import Job and Location Import Job which allows Licensee to import their client and location data into the Software. The import files must be in CSV file format in TripSpark's required format. However, the format is fairly flexible and as long as the data is in good shape the import process is relatively simple.

Data development will be required under the following categories:

- Client Registration
- Eligibility
- Booking
- Pricing
- Organizations
- Services
- Runs
- Scheduling
- Employees
- Vehicles

Training

Training provided will be based on TripSpark standard training agendas. Training methodology follows a train-the trainer approach. Training sessions will vary in length depending on topic. Training will be provided on-site. Each session can be attended by up to six (6) employees.

- Up to four (4) days of Booking and Scheduling Training
- Up to four (4) days of Operations Training
- Up to one (1) day of Training in the Administrative functions of the Software.
- Up to two (2) days of Standard Report Training

In addition to training, TripSpark will provide one (1) digital copy of all available user Documentation. Licensee is free to create copies of the provided Documentation for their users.

Users will also have access to recorded training videos and online sessions provided through mytripspark.com, as described in our standard support Documentation.

Licensee's resources are encouraged to participate in all training sessions related to their field, as outlined in the Operational Review.

User Acceptance Testing

The final phase of the implementation will be acceptance testing. This involves Licensee utilizing the Software in the test environment to ensure the Software functions as specified in the Documentation.

We estimate the duration of user acceptance for this implementation to be approximately two (2) weeks.

Go-Live

Go Live is critical to ensure the solution is adopted and used properly by staff, as often issues are not discovered until using a live environment with real-time conditions and situations. TripSpark will provide up to five (5) days of remote Go Live support as part of this SOW.

Software Acceptance Period

The final phase of the implementation will be Software Acceptance testing while Software is in Production.

The Software Acceptance period is expected to be approximately ten (10) business days.

Upon completion of Software Acceptance, Licensee will be eligible to go into TripSpark's Customer Care program.

Transition to Customer Care

Following Software Acceptance TripSpark will schedule a Transition meeting with the Licensee to discuss ongoing Customer Care support.

TripSpark Resource Responsibilities

TripSpark will provide Project Management and Off-Site Support of NovusDR at Licensee. These Services will consist of the following:

- The TripSpark PM will provide bi-weekly reports to Licensee's PM. These reports will be based on TripSpark standards and will consist of; project team information, current status and next steps.
- For the duration of the implementation the TripSpark technical product expert will be available for consultation off-site via phone or email.
- Acting as a single point of contact at TripSpark, managing deliverables, running weekly conference calls, and managing Documentation.
- Issue escalation and resolution plans

Licensee Resource Responsibilities

If Licensee causes delays by not adhering to the below responsibilities and requirements listed in this SOW, and these delays result in additional service work being incurred by TripSpark, then TripSpark reserves the right to charge Licensee additional services fees, which shall be the responsibility of the Licensee.

The table below identifies the resource requirements for the Licensee.

| Resource | Description | Time Dedication | Tasks |
|-----------------------|--|--|--|
| Project Manager | The project manager coordinates all efforts between Licensee and TripSpark | 20% of time for duration of project. | <ul style="list-style-type: none"> ○ Coordinate the scheduling of all of the Licensee's resources. ○ Coordination of conference calls and meetings, as required. ○ Prepare training facilities and coordinate training sessions. ○ Coordinate completion of data development. ○ Coordinate completion of user acceptance testing. |
| Subject Matter Expert | Someone with intimate knowledge of the processes and procedures | 75% of time for duration of project. | <ul style="list-style-type: none"> ○ Participation in the completion of the Operational Review. ○ Participation in all training sessions. ○ Assist PM with completion of user acceptance testing and data development. |
| System Administrator | | 25% of their time for the duration of the project. | <ul style="list-style-type: none"> ○ Procure and configure hardware to a TripSpark Ready specification as per each Software product's Tech Sheet (where available). ○ Participate in System Administration training |
| Testers | Responsible for user acceptance testing | 50% of their time during the testing phase of the project. | <ul style="list-style-type: none"> ○ Execute user acceptance testing. |
| End Users | | 50% of their time during the training and transition phase of the project. | <ul style="list-style-type: none"> ○ Participate in end user training. |

Timeline

This implementation can be completed within approx. four (4) months from the kickoff call with Licensee. During the operational review, a project plan will be prepared for each Software module.

Assumptions

The key assumptions that TripSpark has employed while determining the level of effort involved with this implementation are presented below:

- Third party Bing maps will be used within the core algorithm for routing and scheduling purposes and consists of the following:
 - Geocode or reverse geocode transactions will be charged at a cost of \$0.01 per transaction. Charges are invoiced quarterly on an on-going basis. Such variable costs are subject to change without notice.
 - The Bing map solution supports street routing and triangulation for calculating booking distance, however only triangulation for scheduling distance is used due to transaction costs and performance associated with running multiple scheduling scenarios.
- Data loading will be completed for Clients, Common Locations, Landmarks, and Client Registered Addresses.
- No more than four (4) super users will receive Booking and Scheduling Training.
- No more than six (6) reservationists and six (6) dispatchers will receive Operations Training.
- Software will be delivered 'off the shelf'.
- Microsoft SQL will be used for the database.

EXHIBIT C

Statement of Work: Friendly Fixed Route (FFR)

The following information defines the implementation Services to be provided by TripSpark for the Novus Friendly Fixed Route Software as well as the effort that will be required from Licensee staff and resources.

Unless otherwise indicated, TripSpark will provide 'standard' implementation Services (project management, operational review, testing, installation, training, etc.) as defined by TripSpark. Any special requirements will be considered a change request and processed through our standard change request system.

Overview

Novus friendly fixed route is functionality within Novus-DR that adds the ability to create, manage, and schedule to deviated fixed routes. This allows an agency to:

1. Create simple deviated fixed route stop patterns, and also clone the patterns plus set the headway
2. Display the routes side by side with regular paratransit routes
3. Schedule passenger trips to the routes where applicable
4. Track boarding and alighting count at stops, and report on this information

THIS IMPLEMENTATION INVOLVES THE FOLLOWING HIGH LEVEL TASKS:

1. Operational Review / Configuration of Functionality
2. Software Installation
3. End User Training
4. Project Management and Offsite Support

The remainder of this Statement of Work (SOW) provides details concerning the tasks and effort required to support the tasks described above.

In addition, it is assumed this Software will take advantage of existing TripSpark infrastructure, data sources and Software unless otherwise stated.

Timeframe

This implementation can be completed within approximately two (2) months from the kickoff call with Licensee assuming NOVUS-DR is already in live use.

TripSpark Implementation Services

The implementation Services below will be provided by TripSpark. All implementation Services, materials and training will be provided in English.

Travel expenses (if applicable) have been quoted based on a minimum of 2 weeks' notice for travel dates. Insufficient travel notice will result in additional travel expenses being incurred by Licensee to cover the higher cost of last minute travel.

Operational Review / Configuration of Functionality

This phase will involve a series of meetings and conference calls with Licensee's project team to discuss the following items:

- Current operational environment (policies/procedures) as they relate to fixed route functionality.
- Software configuration (organizational security and workflow, etc.)
- Training requirements.
- Project timeline.

An operational review document will be prepared outlining the understanding gained from the meetings, identifying the deliverables and timing for the implementation as mutually agreed upon by the parties ("Operational Review Document"). The TripSpark Project Manager (PM) will coordinate a meeting with the Licensee's project team to review the initial responses to the Operational Review Document within five (5) days of delivery by TripSpark.

Software Installation

TripSpark will install the Software in its hosted environment remotely. The Software will be installed once (1) within the test environment. TripSpark will also provide assistance with transitioning the Software to the production environment.

Licensee must have a test environment at their facility that can be used for testing new versions of the Software. It is Licensee's responsibility to ensure adequate user testing is completed before implementation of the Software in a live environment.

End User Training

Training provided will be based on TripSpark standard training agendas. The training session will occur remotely via Webex and can be attended by up to six (6) employees.

- Up to eight (8) hours of remote training is allocated for Novus Friendly Fixed Route Functionality

In addition to training, TripSpark will provide one (1) hard copy and one (1) digital copy of all available user Documentation. Licensee is free to create copies of the hard copy Documentation for their users. TripSpark will also provide printed and electronic material in the form of 'quick reference guides' for certain aspects of the Software.

Users will also have access to recorded training videos and online sessions provided through myTripSpark.com, as described in our standard support Documentation.

Project Management and Off-Site Support

TripSpark will provide Project Management and Off-Site Support Services for up to approximately two (2) months from the kickoff meeting with Licensee. These Services will consist of the following:

- The TripSpark PM will provide bi-weekly reports to Licensee's PM. These reports will be based on TripSpark standards and will consist of project team information, current status and next steps
- For the duration of the implementation the TripSpark technical product expert will be available for consultation off-site via phone or email
- Project management of up to two (2) days
- Acceptance testing support of up to eight (8) hours

Licensee Services

The following tasks will be the responsibility of the Licensee. These items will need to be completed in order to support the introduction of the Software.

Prior to any work being performed by TripSpark, Licensee will be required to execute the TripSpark license and maintenance agreements and as amended and provide an executed purchase order (PO) for the value of the project.

Operational Review

Licensee's staff will be required to participate in the Operational Review. In advance of the conference calls, Licensee's staff may be required to collect information and respond to a simple survey.

Within five (5) days of delivering the operational review, the TripSpark PM will schedule a meeting to review the Operational Review Document. It's encouraged that Licensee review the Operational Review Document internally prior to the meeting.

Training

Licensee's resources are encouraged to participate in all training sessions related to their field, as outlined in the Operational Review.

IDEAL TRAINING ENVIRONMENTS INCLUDE:

- Networked computer for each trainee, connected to the test environment.
- White board and markers
- LCD projector

Acceptance Testing

The final phase of the implementation will be acceptance testing. This involves Licensee utilizing the Software in the test environment to ensure the Software functions according to the Documentation.

We estimate the duration of user acceptance for this implementation to be approximately two (2) weeks.

High Level Roles and Responsibilities

TripSpark is responsible for the following key tasks:

- Development, Testing & Delivery of the Software / Services as defined in this document
- Utilize an Issues Log (in Excel format) if required
- Organize Status Meetings and provide minutes if part of this scope of work
- Prompt delivery of sign off forms for each delivery item
- Prompt invoicing for each delivery item

Customer is responsible for the following key tasks:

- Utilize an Issues Log (in Excel format) provided by TripSpark if required related to this scope of work only. Other issues are to be managed via Customer Care as applicable
- Attend Status Meetings if part of this scope of work
- Prompt return of sign off forms and payment of invoices
- Disseminate project status to the internal project team including project sponsors

Assumptions

- Software will be delivered 'off-the-shelf'.
- The existing network, hardware and Software configuration will be re-used for this implementation.
- NovusDR must already be in production use.
- All Services work will be done remotely.
- Microsoft SQL will be used for the database.

EXHIBIT C

Statement of Work: Notifications (Outbound and Inbound)

This document defines the Services to be provided by TripSpark for the Licensee, as well as the roles and responsibilities of the Licensee's staff and resources. All Services will be provided remotely, unless explicitly stated otherwise.

Unless otherwise indicated, TripSpark will provide 'standard' implementation Services (project management, operational review, testing, installation, training, etc.) as defined by TripSpark.

Any Services beyond what is defined in this document will be considered out of scope, and either an Amendment to the contract or a Work Order will be required. Any additional costs uncovered from the scope changes will be the responsibility of the Licensee. Work related to the scope changes will not commence until after Software Acceptance for this project. All implementation Services, materials, and training will be provided in English, unless otherwise stated.

Overview

This implementation involves the following high-level tasks:

- Operational Review
- Software Installation and Configuration
- Training
- User Acceptance Testing
- Go-Live Support

Product Description

Notifications is an add-on module to TripSpark's demand response and medical products. The Notifications Software consists of a Service and a configuration/monitoring application. The Notifications Service communicates with Novus on the internal network, as well as cloud-based services to send/receive calls and text messages.

Specific functionality consists of:

Outbound Functionality

- a. Next day trip reminders with ability to confirm/cancel via touch tone
- b. Imminent arrival notifications
- c. No show notifications
- d. Trip booking confirmations
- e. Mass notifications
- f. Account Balance notifications if enabled
- g. Provider notifications for trips cancelled in Novus if enabled

Inbound Confirm/Cancel Module – passenger initiated

- a. Passenger initiated touch tone, SMS, and IVR trip inquiry, including confirm/cancel

Operational Review

The operational review will involve a series of meetings and conference calls with the Licensee's project team to discuss the business requirements.

The goal of the operational review is to:

- Review Licensee business requirements and operational needs
- Review business processes to identify any takeaways that require mitigation strategies
- Provide any sample marketing materials that the Licensee may be able to use
- Review the Scope of Work

The outcome is an operational review document (ORD) outlining the understanding gained from the meetings, identifying the deliverables, and the timing for the implementation as mutually agreed upon by the parties.

Software Installation and Configuration

TripSpark will install the Software in its hosted environment remotely. The Software will be installed once (1) within the test environment. TripSpark will also provide assistance with transitioning the Software to the production environment.

The Licensee may be required to add/modify port filtering rules in their firewall, to facilitate the communication between Novus, the Notifications Service, and cloud-based services with TripSpark support as required. The Licensee must have a test environment at their facility that can be used for testing new versions of the Software. The Licensee's test environment must include a test version of Novus (complete with its database) that is configured the same way as in the production environment. It is the Licensee's responsibility to ensure adequate user testing is completed before implementation of the Software in a live environment. It is also the Licensee's responsibility to ensure that all tests are performed with test Voice/SMS numbers - not numbers of their actual Licensees.

Training

Training provided will be based on TripSpark standard training agendas. Training methodology follows a train-the-trainer approach. Training sessions will vary in length dependent on topic. Training will be provided remotely, utilizing Zoom as the preferred platform. Each session can be attended by up to six (6) employees.

- Up to four (4) hours of Remote System Administrator Training, consisting of:
 - Configuration and maintenance of administrative functions in the Notifications interface related to Notification Types, Communication Modes, Agency Information, Notifications, Licensee Configuration, Email/Voice/SMS Parameters
- Up to four (4) hours of Remote Advanced Functionality and User Training, consisting of:
 - User training for front line staff, including overview of Notifications, types of messaging and what is required in Novus in order to trigger notifications

In addition to training, TripSpark will provide one (1) digital copy of all available user Documentation. Licensee is free to create copies of the provided Documentation for their users.

Users will also have access to recorded training videos and online sessions provided through mytripspark.com, as described in our standard support Documentation.

Licensee's resources are encouraged to participate in all training sessions related to their field, as outlined in the Operational Review.

For remotely accessed training sessions attendees will require:

- Networked computer with access to the internet
- Necessary Software (i.e. WebEx Licensee) installed and ready to go
- For groups in a single room, LCD projector to display the material and computers per student with access to the test environment
- Telephone or headset and microphone for audio portion
- If the items above are not available, TripSpark will work with Licensee to identify alternative arrangements.

User Acceptance Testing (UAT)

Licensee must complete testing of Notifications with internal testing accounts using local or agency phone numbers. It is estimated that User Acceptance Testing should take up to 2 (two) weeks. TripSpark will be available for support during this time if configuration changes are required. Licensee is responsible for creating use cases that best demonstrate common business processes in order to ensure testing is appropriately covering real business situations.

TripSpark will provide UAT templates created for general use which can be adapted by Licensee for Licensee's operationally specific use.

Upon completion of the UAT, TripSpark and the Licensee will mutually agree upon a Soft Launch Go-Live date.

Go-Live Support

Soft Launch Go-Live

Licensee should enroll an ideal sample population of passengers in Notifications for a pilot run. These passengers are expected to provide quality feedback and thoroughly communicate their experiences. TripSpark will be available for support during this time if configuration changes are required.

Full Launch Go-Live

Upon completion of Soft Launch for Notifications, you can now enroll all passengers at their discretion. TripSpark will be available for support during this time if configuration changes are required.

Note: TripSpark highly discourages mass enrolments, in order to maintain HIPAA compliance. The recommended method is an opt-in approach where users can confirm phone numbers and email addresses prior to any notifications being sent.

Software Acceptance Period

The final phase of the implementation will be Software Acceptance testing while Software is in Production.

The Software Acceptance period is expected to be approximately ten (10) business days.

Upon completion of Software Acceptance, Licensee will be eligible to go into TripSpark's Customer Care program.

Transition to Customer Care

Following Software Acceptance TripSpark will schedule a Transition meeting with the Licensee to discuss ongoing Customer Care support. When Licensee is in customer care, Licensee will be eligible for upgrades, 24/7 support, webinars, etc. subject to TripSpark's Customer Care policies.

TripSpark Resource Responsibilities

TripSpark will provide Project Management and Off-Site Support of the Notifications application at Licensee. These Services will consist of the following:

- The TripSpark PM will provide bi-weekly reports to Licensee's PM. These reports will be based on TripSpark standards and will consist of project team information, current status, and next steps.
- For the duration of the implementation the TripSpark technical product expert will be available for consultation off-site via phone or email.

Licensee Resource Responsibilities

If Licensee causes delays by not adhering to the below responsibilities and requirements listed in this SOW, and these delays result in additional Service work being incurred by TripSpark, then TripSpark reserves the right to charge Licensee additional Services fees, which shall be the responsibility of the Licensee.

The table below identifies the resource requirements for the Licensee.

| Resource | Description | Time Dedication | Tasks |
|-----------------|--|--------------------------------------|---|
| Project Manager | The project manager coordinates all efforts between Licensee and TripSpark | 20% of time for duration of project. | <ul style="list-style-type: none">○ Coordinate the scheduling of all of the Licensee's resources.○ Coordination of conference calls and meetings, as required.○ Prepare training facilities and coordinate training sessions. |

| Resource | Description | Time Dedication | Tasks |
|-----------------------|---|--|---|
| | | | <ul style="list-style-type: none"> ○ Coordinate completion of data development. ○ Coordinate completion of user acceptance testing. |
| Subject Matter Expert | Someone with intimate knowledge of the processes and procedures | 75% of time for duration of project. | <ul style="list-style-type: none"> ○ Participation in the completion of the Operational Review. ○ Participation in all training sessions. ○ Assist PM with completion of user acceptance testing and data development. |
| System Administrator | | 25% of their time for the duration of the project. | <ul style="list-style-type: none"> ○ Procure and configure hardware to a TripSpark Ready specification as per each Software product's Tech Sheet (where available). ○ Participate in System Administration training |
| Testers | Responsible for user acceptance testing | 50% of their time during the testing phase of the project. | <ul style="list-style-type: none"> ○ Execute user acceptance testing. |
| End Users | | 50% of their time during the training and transition phase of the project. | <ul style="list-style-type: none"> ○ Participate in end user training. |

Timeline

TripSpark's Project Manager will reach out within approximately (3) weeks from the execution of this Agreement in order to schedule a kick-off call. The kick-off call shall be scheduled as agreed upon by both parties.

TripSpark's Project Manager will reach out within approximately (2) weeks from the kick-off call in order to schedule the Operational Review. The Operational Review meeting shall be scheduled as agreed upon by both parties.

The Services as outlined in this document can be completed within approximately three (3) months from the Operational Review. During the Operational Review, a project plan will be prepared for this Software module.

Assumptions

The key assumptions that TripSpark has employed while determining the level of effort involved with this implementation are presented below.

- Licensee is responsible for the purchase and installation of any required server hardware and Microsoft SQL databases, SQL must be used for the database. (servers shall be preconfigured to TripSpark's specifications).
- Software will be delivered 'off-the-shelf'. Off the shelf means:
 - Software will be installed "as-is" (no customizations) and existing functionality within the Software will be used or adapted for the needs of this project. Feature requests or improvements will be considered after Software Acceptance for this project is completed.
- Licensee is responsible for the payment of fees associated with their usage of the Notifications Software.
- Notifications are in English only.
- It is assumed this Software will take advantage of existing TripSpark infrastructure, data sources and Software unless otherwise stated.
- Licensee is responsible for providing a server for their test environment and production environment.
- Licensee will provide physical servers or VMs that meet TripSpark's minimum hardware specifications and network diagram that will be provided at the project Operational Review. If Licensee chooses to be use VMs Licensee will be solely responsible for setting up, maintaining, diagnosing, or troubleshooting VMs. (If this is an on-premises installation).

EXHIBIT C

Statement of Work: DriverMate

This document defines the implementation services to be provided by TripSpark for the Licensee, as well as the roles and responsibilities of the Licensee's staff and resources.

Unless otherwise indicated, TripSpark will provide 'standard' implementation services (project management, operational review, testing, installation, training, etc.) as defined by TripSpark. Any services beyond what is defined in this document will be considered out of scope, and a change order outlining any additional costs will be required. Any additional costs uncovered from a change order will be the responsibility of the Licensee. All implementation Services, materials, and training will be provided in English, unless otherwise stated.

Overview

This implementation involves the following high-level tasks:

- Operational Review
- Software Installation and Configuration
- Training
- User Acceptance Testing
- Hardware Roll-Out
- Go-Live Support

Operational Review

The operational review will involve a series of meetings and conference calls with Licensee's project team to discuss the business requirements.

The goal of the operational review is to:

- Review Licensee business requirements and operational needs
- Review business processes to identify any takeaways that require mitigate strategies
- Provide any sample marketing materials that the Licensee may be able to use
- Review the Scope of Work and finalize project timelines and the project plan

The outcome is an operational review document (ORD) outlining the understanding gained from the meetings, identifying the deliverables, and the timing for the implementation as mutually agreed upon by the parties.

Software Installation and Configuration

Back Office

TripSpark will install the Software in its hosted environment remotely. The Software will be installed once (1) within the test environment. TripSpark will also provide assistance with transitioning the Software to the production environment.

Licensee must have a test environment at their facility that can be used for testing new versions of the Software. It is Licensee's responsibility to ensure adequate user testing is completed before implementation of the Software in a live environment.

In-Vehicle

TripSpark will train Licensee to load and configure the in-vehicle/remote Software.

Training

Training provided will be based on TripSpark standard training agendas. Training methodology follows a train-the-trainer approach. Training sessions will vary in length depending on topic. Training will be provided onsite. Training will be provided remotely. Each session can be attended by up to six (6) employees.

- Up to eight (8) hours of Driver Trainer Training
- Up to eight (8) day of Dispatch Training
- Up to four (4) hours of Training in the Administrative functions of the Software.

In addition to training, TripSpark will provide one (1) digital copy of all available user Documentation. Licensee is free to create copies of the provided Documentation for their users.

Users will also have access to recorded training videos and online sessions provided through mytripspark.com, as described in our standard support Documentation.

Licensee's resources are encouraged to participate in all training sessions related to their field, as outlined in the Operational Review.

User Acceptance Testing

The final phase of the implementation will be acceptance testing. This involves Licensee utilizing the Software in the test environment to ensure the Software functions according to the Documentation.

We estimate the duration of user acceptance for this implementation to be approximately two (2) weeks.

Pilot

The initial hardware phase of the project will involve the installation and commissioning of five (5) new in-vehicle units, configured to communicate with the TripSpark back office products via a public cellular data network.

Rollout

Licensee will install the hardware units for the entire fleet.

Go-Live

Go Live is critical to ensure the solution is adopted and used properly by staff, as often issues are not discovered until using a live environment with real-time conditions and situations. TripSpark will provide up to approximately five (5) days of Go Live support as part of this SOW.

Software Acceptance Period

The final phase of the implementation will be Software Acceptance testing while Software is in Production.

The Software Acceptance period is expected to be approximately ten (10) business days.

Upon completion of Software Acceptance, Licensee will be eligible to go into TripSpark’s Customer Care program.

Transition to Customer Care

Following Software Acceptance TripSpark will schedule a Transition meeting with the Licensee to discuss ongoing Customer Care support.

TripSpark Resource Responsibilities

TripSpark will provide Project Management and Off-Site Support of DriverMate at Licensee. These services will consist of the following:

- The TripSpark PM will provide bi-weekly reports to Licensee’s PM. These reports will be based on TripSpark standards and will consist of; project team information, current status and next steps.
- For the duration of the implementation the TripSpark technical product expert will be available for consultation off-site via phone or email.

Licensee Resource Responsibilities

If Licensee causes delays by not adhering to the below responsibilities and requirements listed in this SOW, and these delays result in additional service work being incurred by TripSpark, then TripSpark reserves the right to charge Licensee additional services fees, which shall be the responsibility of the Licensee.

The table below identifies the resource requirements for the Licensee.

| Resource | Description | Time Dedication | Tasks |
|-----------------------|--|--------------------------------------|--|
| Project Manager | The project manager coordinates all efforts between Licensee and TripSpark | 20% of time for duration of project. | <ul style="list-style-type: none"> ○ Coordinate the scheduling of all of the Licensee’s resources. ○ Coordination of conference calls and meetings, as required. ○ Prepare training facilities and coordinate training sessions. ○ Coordinate completion of data development. ○ Coordinate completion of user acceptance testing. |
| Subject Matter Expert | Someone with intimate knowledge of the processes and procedures | 75% of time for duration of project. | <ul style="list-style-type: none"> ○ Participation in the completion of the Operational Review. ○ Participation in all training sessions. |

| Resource | Description | Time Dedication | Tasks |
|----------------------|---|--|---|
| | | | <ul style="list-style-type: none"> ○ Assist PM with completion of user acceptance testing and data development. |
| System Administrator | | 25% of their time for the duration of the project. | <ul style="list-style-type: none"> ○ Procure and configure hardware to a TripSpark Ready specification as per each Software product's Tech Sheet (where available). ○ Participate in System Administration training |
| Testers | Responsible for user acceptance testing | 50% of their time during the testing phase of the project. | <ul style="list-style-type: none"> ○ Execute user acceptance testing. |
| End Users | | 50% of their time during the training and transition phase of the project. | <ul style="list-style-type: none"> ○ Participate in end user training. |

Timeline

This implementation can be completed within approximately, three (3) months from delivery of tablets at Licensee assuming Novus DR is already in operational use. During the operational review, a project plan will be prepared for each Software module.

Assumptions

The key assumptions that TripSpark has employed while determining the level of effort involved with this implementation are presented below:

- Software will be delivered 'off-the-shelf.'
- The Google map data set embedded in Android will be used for DriverMate.
- Microsoft SQL will be used for the database.

EXHIBIT D

Hosting Services

1. OVERVIEW

This Exhibit D describes the hosting services for the Software under the Agreement (“Hosting Services”) to be provided by TripSpark, the respective responsibilities of the parties, the service level objectives (“SLOs”), and the problem management process.

2. HOSTING SERVICES

The general scope of services addressed by this Agreement includes the operation, maintenance, and support of the:

- Database for the TripSpark Software hosted under this Agreement
- Database security
- Data Center server operation

The scope of services specifically excludes operation and maintenance of the following:

- Licensee hardware, including Licensee’s servers, printers, network hardware (including routers and switches) and other Licensee site computing equipment
- Licensee application Software
- Licensee Local Area Networks (“LAN”)
- Licensee network infrastructure for connecting to the Internet and to the TripSpark Data Center

All Hosting Services will be provided by TripSpark to and for the Licensee’s benefit in a manner that will meet the objectives outlined in the Service Level Objectives below.

Support TripSpark Software

Support for Software includes the operating system, utilities, database Software, and all necessary licenses required to operate Software as provided by TripSpark as part of the Hosting Services.

Hardware

Licensee shall provide the telecommunications equipment, communication lines, and associated internet services for connection from Licensee’s site to the Data Center.

Database Instances

TripSpark will maintain a single production database instance up to 50GB. This production database will provide the daily, real-time transaction data to the users.

Internet Bandwidth

TripSpark will provide up to 1Mbps pursuant this Agreement. Additional bandwidth is charged at the then current rate.

Backups

Full database backups, along with hourly transaction log backups, are done on a regular basis. Backup data is retained for 14 days.

Hours of System Operations

The Software will be accessible and available to the Licensee and capable of all normal operating functions 24 hours a day, seven days a week except for periods of scheduled maintenance and previously approved outages. TripSpark will not be held responsible for inaccessibility arising from communications problems occurring anywhere beyond the TripSpark side of the router resident at the Data Center, nor will these hours of unavailability be counted as unavailable.

Data Center Maintenance

TripSpark will complete routine maintenance on the Software systems quarterly. TripSpark will provide at least seven (7) business days' notice to these planned outages.

If TripSpark is required to perform additional maintenance outside of the scheduled maintenance window, it will notify the Licensee via email of its request. The Licensee and TripSpark will mutually agree on the downtime, which will then be considered a period of scheduled maintenance.

Travel Expense

In addition to the fees set forth above, if TripSpark is required by Licensee to attend and perform Services on-site, Licensee shall reimburse TripSpark for air fare, meals, ground transportation, and other reasonable travel and living expenses incurred by TripSpark in support of this Agreement during provision of support services at the Licensee site.

3. SERVICE LEVEL OBJECTIVES

These Service Level Objectives are intended to provide an understanding of the level of service to be delivered by the TripSpark for the Hosting Services specified in this Exhibit D. The service levels set forth below apply to the Hosting Services provided by TripSpark under this Agreement.

AVAILABILITY

TripSpark will use commercially reasonable efforts to provide Hosting Services with an average of 95% Availability (as such term is hereinafter defined) for each quarter during the Term. For purposes of the Agreement, "Availability" during any quarter refers to an Authorized User's ability to log into the TripSpark Software during such quarter, and will be calculated in accordance with the following formula:

$$x = (y - z) / y * 100$$

Where,

- "x" is the Availability of the Software during the quarter;
- "y" is the total number of hours in such quarter minus the number of hours during such quarter that the Licensee is unable to log into the Software because of (a) regularly scheduled maintenance windows for the TripSpark Software and for times in which Licensee has been notified in writing (including e-mail) by TripSpark in advance thereof; (b) a Force Majeure Event; (c) non-performance of hardware, Software, ISP connections, and other equipment that is not provided by TripSpark or certified by TripSpark for use in conjunction with the Hosting Services (except as such non-performance is directly or indirectly caused by TripSpark).
- "z" is the number of hours in such month during which the Licensee is unable to log into the Software (other than for reasons set forth in the definition of "y" above); provided that TripSpark has been notified or is otherwise aware (or reasonably, should be aware) of Licensee's inability to utilize the Software.

4. LICENSEE RESPONSIBILITIES

The Licensee is responsible for:

- Assigning a primary and alternate Licensee representative to coordinate all communications and activities related to TripSpark services.
- Providing contact information for a primary and an alternate contact to TripSpark that will be added to the notification lists upon execution of this amendment.
- Providing user identification data and determining the appropriate security profile for each user. Licensee will control security at the Software level.
- All printing. No print job will print at the Data Center and all physical printing requirements will be managed by the Licensee.
- The purchase and installation of printers at Licensee's sites for the Software being utilized.
- Installation, operation, and maintenance of all workstation Software (and Licensee's LAN, existing data communications configuration, hardware, or Software required at the Licensee's site. TripSpark network and network responsibility extends from the TripSpark routers at TripSpark's sites to all connected equipment at TripSpark's sites.
- Testing updates and fixes applied by TripSpark to Software used by Licensee. Except for emergency fixes, Licensee will test updates and fixes prior to their introduction to the production environment within a mutually agreed upon timeframe.
- Testing upgrades. Upgrades will be moved to production by the TripSpark at the end of the Licensee testing period unless specific problems are documented in writing to TripSpark.
- Diligent analysis of suspected problems to determine their specific nature and possible causes before calling the TripSpark for assistance. Notwithstanding this diligence requirement, Licensee is responsible for informing TripSpark of any problems encountered in a timely manner.

5. OWNERSHIP OF TRIPSPARK SOFTWARE AND DATA

Licensee shall not obtain any ownership rights, title, or interest in the Software, hardware or systems developed or employed by TripSpark in providing any Software and Services under the Agreement. TripSpark shall not obtain any ownership rights, title or interest to Licensee's data contained within the Software database.

Upon request by Licensee before or within sixty (60) days after the effective date of termination, TripSpark will make available to Licensee their data in secure (i.e., encrypted, and appropriated authenticated) SQL bak format file. Should Licensee request a different format, Licensee shall be subject to additional costs. If TripSpark has not received a written request from Licensee within the sixty (60) day period, TripSpark reserves the right to destroy the Licensee's data, as it exists at the date of expiration or termination.



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Signature Copy

Resolution: R-EN-007-2024

File Number: RES-24:003

Enactment Number: R-EN-007-2024

A RESOLUTION EXPRESSING THE WILLINGNESS OF THE CITY OF JONESBORO, ARKANSAS TO AUTHORIZE THE GRANTS AND COMMUNITY DEVELOPMENT DEPARTMENT TO APPLY FOR THE U.S. DEPARTMENT OF TRANSPORTATION (USDOT), FEDERAL TRANSIT ADMINISTRATION (FTA), FY2021 49 U.S.C. SECTION 5339 FORMULA GRANT, FOR THE JONESBORO ECONOMICAL TRANSIT SYSTEM (JET)

WHEREAS, the Arkansas Department of Transportation (ARDOT) is the FTA designated recipient of the 49 U.S.C Section 5339 formula grant and the City of Jonesboro AR a direct recipient of this grant through ARDOT; and,

WHEREAS, the City of Jonesboro AR was allocated \$123,603 in Section 5339 formula funding for JET in Fiscal Year 2021; and,

WHEREAS, Section 5339 funds are available during its allocated fiscal year plus three additional years and must be applied for and obligated or the funds will be returned; and,

WHEREAS, JET requests the \$123,603 in federal funding, with a 20% local match, to upgrade its real-time route management and communications software.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF JONESBORO, ARKANSAS THAT:

SECTION 1: The Jonesboro City Council pledges its full support for the submission of an application for the FY2021 Section 5339 formula grant to upgrade JET's real-time route management and communications software.

SECTION 2: The Mayor and the City Clerk are hereby authorized by the City Council for the City of Jonesboro, Arkansas to execute all necessary documents to effectuate the grant application.

SECTION 3: The Grants and Community Development Department is hereby authorized by the City Council for the City of Jonesboro AR to submit all necessary documents for this federal-aid program.

SECTION 4: The Mayor and City Clerk are hereby authorized and directed to execute all appropriate agreements and contracts regarding any future award of the FY2021 Section 5339 formula grant.

PASSED AND APPROVED THIS 6TH DAY OF FEBRUARY 2024.



[Signature]
Harold Copenhaver, Mayor

Date 2-8-24

ATTEST: [Signature]
April Leggett, City Clerk

Date 2-8-24

Jonesboro Novus Suite



| Item | Product | Licenses | Services | Expenses | Discount | Total |
|--------------------------|---------|----------|----------|----------|-----------|----------|
| System Components | | | | | | |
| Novus DR | | \$31,081 | \$41,870 | \$6,700 | -\$15,540 | \$64,110 |
| Novus FFR | | \$8,130 | \$9,900 | \$0 | -\$4,065 | \$13,965 |
| Hosting | | \$0 | \$1,600 | \$0 | \$0 | \$1,600 |
| Notifications | | \$16,496 | \$22,275 | \$0 | -\$8,248 | \$30,523 |
| Inbound Confirm/Cancel | | \$4,589 | \$4,125 | \$0 | -\$2,295 | \$6,420 |
| DriverMate | | \$13,406 | \$28,670 | \$6,250 | -\$6,703 | \$41,623 |

| | | | | | | |
|--------------|--|--|--|--|--|------------------|
| Total | | | | | | \$158,241 |
|--------------|--|--|--|--|--|------------------|

| Software Maintenance | Year 1 | Total |
|------------------------|----------|-----------------|
| Novus DR | \$13,675 | \$13,675 |
| DriverMate | \$5,899 | \$5,899 |
| Notifications | \$3,299 | \$3,299 |
| Inbound Confirm/Cancel | \$918 | \$918 |
| | | \$23,791 |

Maintenance commences with first operational use of the software, is paid yearly, and is based on then current license value of software in use.
24/7 support is provided via TripSpark's standard support procedures

| Hosting | Year 1 | Year 2 | Year 3 | Total |
|---------------------|---------|----------|----------|-----------------|
| Yearly Hosting Fees | \$9,856 | \$10,349 | \$10,866 | \$31,072 |
| | | | | \$31,072 |

Hosting Fees commence upon installation of software and require a minimum 3 year commitment

Pricing is based on the following operational metrics:

| | |
|-----------------------------|----|
| Total Trips per Day | 80 |
| Total Number of Vehicles | 9 |
| Total distinct Fixed Routes | 10 |

Prices are budgetary only, in US dollars and valid for 90 days.

All applicable sales/use taxes are additional and payment of such is the sole responsibility of the purchaser.

Payment Terms

- Milestone 1: 100% of Licenses (and hosting services if applicable) and 20% of Services and Expenses due upon execution of Agreement
- Milestone 2: 20% of services and expenses due upon delivery of draft Operational Review document
- Milestone 3: 20% of services and expenses due upon installation of software test environment
- Milestone 4: 20% of services and expenses due upon delivery of initial training session
- Milestone 5: 20% of services and expenses due upon software first operational use
- Milestone 6: 100% of Equipment hardware due upon drop ship delivery to customer site

Hosting Assumptions

- 3 year minimum obligation, and a single production hosted instance is included
- Users Included - Each Additional User \$15 per month
- Includes 320GB of transfer per month
- Each 1GB of Disk Space after 50GB \$1 per month

No Hardware Warranty

Client responsible for purchase and installation of in-vehicle devices as per TripSpark's approved device list

Assumptions

General

Novus DR Assumptions

- Data loading will be completed for Clients, Common Locations / Landmarks and Client Registered Addresses.
- Operational Review and Software Installation will be performed remotely.
- Training will utilize "train the trainer" training philosophy
- Novus DR will use Bing Maps

Novus DR Map Assumptions

- Bing Maps includes the following:
 - Up to 60 reverse geocode transactions (GetLocationInfo or similar) per hour.
 - Up to 200 geocoding transactions sessions or routing requests, all measured as an average over any 24 hour period.
 - Additional geocode or reverse geocode transactions will be charged at a cost of \$0.01 per transaction.

Novus FFR (Friendly Fixed Route) Assumptions

- Maximum of up to 10 distinct fixed routes
- Training will utilize "train the trainer" training philosophy

Notifications Assumptions

- All services will be done remotely
- Notifications are offered in English along with any specified additional languages
- Includes Inbound Confirm and Cancel Component

Notifications Solution Functionality

TripSpark Notifications provides outbound voice callbacks for trip reminders and notifications
TripSpark Notifications provides outbound SMS/Email Trip Reminders and notifications
Trips can be Confirmed/Cancelled by SMS responses to callback reminders only
TripSpark Notifications does not provide call centre menu functionality
Trips can be Confirmed/Cancelled by touchtone responses on client handset

Notifications Service Fee Assumptions

Requires monthly transaction fees depending on voice minutes used. Current rate: \$0.03 per minute
Requires monthly transaction fees depending on number of SMS messages used. Current rate: \$0.02 per message

Drivermate Assumptions

Operational Review and Software Installation will be performed remotely.
Training will utilize "train the trainer" training philosophy
Client is responsible for providing server hardware, space, power, network connectivity, and a dedicated (always on) high speed internet connection
Client is responsible for configuration of router/firewall to allow two-way IP based communications with mobile devices
Client is responsible for public data network activations and monthly airtime subscriptions for each vehicle
Client is responsible for acquiring, installing, and maintaining in vehicle tablets
Client is responsible for third party interface fees to any other in-vehicle equipment