



## ***BOARD OF DIRECTORS MEETING BOARD PACKET***

### **BOARD MEETING**

**March 6, 2025**

#### ***Cover Page***

- Executive Session Notice (page 2)
- Agenda Board Meeting March 6, 2025 (page 3)
- Approval of Board Meeting Minutes dated February 6, 2025
- Approval of GPTC General Check Register Schedules dated February 1, 2025 thru February 28, 2025
- Approval of GPTC Metro Center Check Register Schedules dated February 1, 2025 thru February 28, 2025
- General Manager / Departmental Reports
  - Department – Finance
  - Department – Procurement
  - Department – Human Resources
  - Department – Operations
  - Department – Planning/Marketing/Grants
  - Department – IT
  - Department – Safety
- Other Business Old/New
- Public Comments (2 minutes each)
- Adjournment



**NOTICE OF EXECUTIVE SESSION**  
**GARY TRANSPORTATION CORPORATION BOARD OF DIRECTORS**  
**THURSDAY, MARCH 6, 2025 @ 4:30 P.M.**

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***Adam Benjamin Metro Center – Board Room***  
***100 West 4th Street***  
***Gary, IN 46402***

The Gary Public Transportation Corporation will hold an Executive Session as authorized under Indiana Code Section 5-14-1.5-6.1(b) for the following reasons(s).

- ✓ An Executive Session is authorized under the Indiana Code Section 5-14-1.5-5 Public Notice of Meeting.
- ✓ An Executive Session was scheduled for the following reasons under Indiana Code 5-14-1.5-6.19(b):

**For discussion of strategy with respect to any of the following, as allowed under Indiana Code 5-14-1.5-6.1(b):**

- ✓ An Executive Session is authorized under the Indiana Code Section 5-14-1.5-5 Public Notice of Meeting.
- ✓ (2)(A) – Collective Bargaining
- ✓ (2)(B) – The purchase of lease of real property by the governing body up to the time of contract of option to purchase of ease is executed by the parties. However, all such strategy discussions must be necessary for competitive or bargaining reasons and may not include competitive or bargaining adversaries.
- ✓ (5) – To receive information about and interview prospective employees.
- ✓ (6) – With respect to any individual over whom the governing body has jurisdictions: (A) to receive information concerning the individual’s alleged misconduct; and (B) to discuss before a determination, the individual status as an employee, a student, or an independent contractor who is 99a physician.
- ✓ (8) – To discuss before placement decision and individual student’s abilities, past performance, behavior and needs.
- ✓ (9) – To discuss a job performance evaluation of an individual employee. This subdivision does not apply to discussion of salary, compensation, or benefits of employees during a budget process.



## BOARD OF DIRECTORS

DATE: Thursday, March 6, 2025  
MEETING TIME: 6:00 P.M.  
LOCATION: Adam Benjamin Metro Center – Board Room  
100 West 4<sup>th</sup> Street  
Gary, IN 46402

## AGENDA

- ITEM #1 – Call to Order and Roll Call
- ITEM #2 – Approval of Board Meeting Minutes dated February 6, 2025
- ITEM #3 – Approval of GPTC General Check Register Schedules dated February 1, 2025 thru February 28, 2025
- ITEM #4 – Approval of GPTC Metro Center Check Register Schedules dated February 1, 2025 thru February 28, 2025
- ITEM #5 – General Manager / Departmental Reports
  - Department – Finance
  - Department – Procurement
  - Department – Human Resources
  - Department – Operations
  - Department – Planning/Marketing/Grants
  - Department – IT
  - Department – Safety
- ITEM #6 – Old Business –  
New Business –
- ITEM #7 – Public Comments (2 minutes each)
- ITEM #8 – Adjournment

**GARY PUBLIC TRANSPORTATION CORPORATION**

100 West 4th Avenue  
Gary, Indiana 46402

**BOARD OF DIRECTORS MINUTES**

DATE: February 6, 2025

The meeting of the Board of Directors of the Gary Public Transportation Corporation (“GPTC”) held Thursday, **February 6, 2025** was called to order by Board President Ms. Stephanie Hulett at approximately **6:05 P.M.** in the GPTC Board Room of the Adam Benjamin Metro Center, 100 W. 4<sup>th</sup> Avenue, Gary, Indiana.

*Board President Stephanie Hulett* stated that the Board of the Gary Public Transportation Corporation hereby certifies for the record that an Executive Session was held prior to the meeting pursuant to IC5-4-1.5.6.1b. We further certify that the items discussed were related to information concerning issues that were posted on our Executive Session Notice.

**Legal Counsel:** Attorney Kelly White Gibson, Esquire

**Management/Staff Present:** Denise Dillard, Interim General Manager; Taron Cain, Deputy General Manager of Operations; Michael Washington, Interim Director of Finance; Shirley Scott, Director of Procurement; Dion Dennis, Director of Human Resources; Riley Stewart, Director of Transportation; Benjamin Barnes, Director of Maintenance, David Wright, Coordinator of Planning/Marketing/Grants; LeBarron Burton, IT Coordinator

**ITEM #1: Call to Order and Roll Call**

**ROLL CALL:** Stephanie Hulett, President – **present**; Anthony Manuel, Secretary – **present**; Sharon Levels – **present**; Benjamin Robinson – **present**; Antoine Goffin – **excused**; Brenda Scott-Henry – **present**; Bill Tolbert – **present**

There are six present, 1 excused. There is a quorum.

**ITEM #2: Approval of Board Meeting Minutes dated January 9, 2025**

Board Member Scott-Henry made the motion to approve the Board of Directors meeting minutes dated January 9, 2025. Board Member Manuel seconding the motion. The motion as been moved and properly seconded.

Is there any discussion on the motion? Being no discussion, roll call.

**ROLL CALL:** Stephanie Hulett, President – **yes**; Anthony Manuel, Secretary – **yes**; Board Member Sharon Levels – **yes**; Board Member Benjamin Robinson – **abstain**; Board Member Bill Tolbert – **yes**; Board Member Brenda Scott-Henry – **abstain**

There are four yes, 2 abstained. Motion approved.

**ITEM #3: Approval of GPTC General Check Register Schedules**

Approval for GPTC General check register schedules dated November 1, 2024 thru November 30, 2024; December 1, 2024 thru December 31, 2024; and January 1, 2025 thru January 31, 2025.

Motion made by Board Member Levels to approve the general check register schedules from November 2024, December 2024 and January 2025. Board Member Manuel seconding the motion.

The motion as been moved and properly seconded.

Is there any discussion or any questions? There being no discussion, roll call:

**ROLL CALL:** Stephanie Hulett, President – **yes**; Anthony Manuel, Secretary – **yes**; Board Member Sharon Levels – **yes**; Board Member Benjamin Robinson – **abstain**; Board Member Bill Tolbert – **yes**; Board Member Brenda Scott-Henry – **abstain**

There are 4 yes. 2 abstained. Motion approved.

**ITEM #4: Approval of GPTC Metro Center Check Register Schedules**

Approval for Metro Center check register schedules dated November 1, 2024 thru November 30, 2024; December 1, 2024 thru December 31, 2024; and January 1, 2025 thru January 31, 2025.

Motion made by Board Member Levels to approve the Metro Center check register schedules from November 2024, December 2024 and January 2025. Board Member Manuel seconding the motion.

The motion as been moved and properly seconded.

Is there any discussion or any questions? There being no discussion, roll call:

**ROLL CALL:** Stephanie Hulett, President – **yes**; Anthony Manuel, Secretary – **yes**; Board Member Sharon Levels – **yes**; Board Member Benjamin Robinson – **abstain**; Board Member Bill Tolbert – **yes**; Board Member Brenda Scott-Henry – **yes**

There are 5 yes. 1 abstained. Motion approved

**ITEM #5: General Manager's / Department Reports**

**Interim General Manager – Denise Dillard**

Reviewed policies and procedures. We do not foresee as much hiring as much as looking at how to be more efficient due to workforce deductions, looking at experiences.

The Lake County Council has interest in reoccurring funding. We have had meetings with council members and commissioners.

Invited Dr. Cheryl to speak with leadership team specifically related to surface transit.

**Finance / Procurement – Interim Finance Director Michael Washington / Shirley Scott**

- There was no finance report. Check registers for the past period were not available and credit card information had not yet been received by the bank.
- Bids were submitted for the temporary restroom. Quotes were received from three contractors: \$15,500, \$17,500 and \$35,000. Mr. Pruitt recommended the lowest and most responsible, responsive bidder, Mr. Kevin Sparks. Board member asked Mr. Pruitt had documents for the board to review. Documents have been “sent in”.
- President Hulett, questioned the original price brought to the Board at approximately \$90,000 for the downstairs restrooms. Mr. Pruitt clarified the present submitted quotes were not for the renovations of the 2nd floor restrooms, but for the temporary restroom to be used, while the other restrooms were being renovated.
- Board member Levels inquired of the timeline? Mr. Pruitt stated 2 weeks.
- Board member Manual, inquired if Mr. Sparks was a licensed Gary contractor? Mr. Pruitt confirmed.

- Board member Levels wanted to insure Procurement had all of the documentation. Ms. Shirley Scott will receive all documents.
- Motion be immediately passed to accept the contractor’s bid. Construction can start on Monday, February 10<sup>th</sup>. If this contract is approved and issued, as no change orders were expected, Mr. Sparks could be on site Monday morning.

Board member Levels motioned to award a contract to Kevin Sparks Construction contended upon his meeting the procurement qualification for being a vendor for the Gary Public Transit Corporation not to exceed \$15,996. Board member seconded.

The motion as been moved and properly seconded.

Is there any discussion or any questions? There being no discussion, roll call:

Stephanie Hulett, President – yes; Anthony Manuel, Secretary – yes; Board Member Sharon Levels – yes; Board Member Benjamin Robinson – yes; Board Member Bill Tolbert – yes; Board Member Brenda Scott-Henry – yes.

There are 5 yes. Motion approved.

### **Human Resources – Dion Dennis**

- Two new hires in January. A mechanic and safety officer.
- 1<sup>st</sup> quarter random testing did not take place. Our drug and alcohol testing facility had two of their employees who oversee our account left the company. Proven Health assigned two new employees.
- W2s were distributed. Comment from the Board added that they had not received their 1099s Mr. Dennis is looking into this.
- Meetings for the Finance, Personnel, and Safety Committee via Zoom will be held two weeks in advance of each BOD meeting. A memo will be distributed to committee members with the dates and times of their respective meetings.
- Latitude Pension Plan signed by the Board as GPTC to move forward with PERF. PERF is ready. Latitude requests two weeks prior to our termination date, we have Form 204 distributed and signed by all employees who are enrolled in the Latitude pension fund. Latitude year-end evaluation is on the 15<sup>th</sup>.

ADP is working with HR to enhance our staffing needs. The new enhancement will keep track of employee time entry, vacations, sick days, W2s, 1099, paychecks. This enables the employee to enter this information on their own.

Board member Levels motioned we accept the recommendation of ADPs Partner Package. Member Robinson seconded. The motion as been moved and properly seconded.

Is there any discussion or any questions? There being no discussion, roll call:

Stephanie Hulett, President – yes; Anthony Manuel, Secretary – yes; Board Member Sharon Levels – yes; Board Member Benjamin Robinson – yes; Board Member Bill Tolbert – yes; Board Member Brenda Scott-Henry – yes.

There are 6 yes. Motion approved.

### **IT – LeBarron Burton**

- The access control on 35<sup>th</sup> has all hardware is installed. 80% is complete at the Metro Center and should be completed by Wednesday of next week (February 12<sup>th</sup>).

- AT&T cyber has been installed and we now have high speed internet from Comcast, they will insert their circuit on the 12th. If any of the members of the Board need access codes or badges you can reach out to me and I'll get that taken care of.
- **Computers.** We are at a cycle where we may need to start replacing hardware. Mr. Burton is attempting to figure a way to circumvent problems as he did for two other devices and will be looking at having to upgrade and repurpose the hardware that we currently have.
- **Genfair.** A free project launch will take place as Genfair is going to come out and meet with the department heads re the installation of the new fare boxes. Board member questioned how long before we can get an installation date? Mr. LeBarron was to hear back from Genfair next Monday or Tuesday, February 10 or 11.
- Board Member asked when we say cameras, are these cameras on the buses? In the building? The building.
- Member Levels asked if the cameras will focus on the staircase? The tunnel? Mr. LeBarron stated that is the plan would be as he would have to review the plans during the initial walkthrough.
- **Wi-Fi.** Board member asked is there Wi-Fi available in this building? Yes. There will eventually be meeting with the attorney and procurement to review our current contract what with the service we have, it's just not good and we will be able to upgrade later. Wi-Fi on buses? We are already prepared and Wi-Fi will be inserted at the same time. Board member Scott-Henry asked, is it possible for creating space to have Wi-Fi in the park? Currently we don't have enough bandwidth.

### **Operations/Transportation – Taron Cain**

- December low ridership numbers due to the holiday.
- Overall operations with respect to transportation there was a shortage of operators. Mr. Cain stated that we had the manpower for the routes and we were able to cover the routes with the available equipment.
- Hired operators and 2 immediately left.
- The bus wash is to be installed sometime in March.
- Road calls have been greatly reduced and no vehicle towing.

### **Maintenance**

- ADA Van – had 3 road calls
- A few mechanics left in December; a new mechanic was hired in January
- Road calls were reduced – no tows in December which has greatly reduced from previous months
- New equipment was acquired: a portable pneumatic wrench to remove tires, a jack to lift buses, and a wreck/repair truck.
- Buses are running 18 hours a day and with more buses we are able to do preventative maintenance to keep buses moving. Though electric buses are good for the environment, they are not practical in cold weather. Vehicles need to perform in cold weather and that is our biggest problem - irregularity of buses.

### **Planning and Marketing – David Wright**

- Bus service have an anemic fourth quarter because of the reduced number of weekdays which had an impact on ridership, we did come out slightly ahead of 2023. Increased ridership on the regional route for people transferring to the BMX.
- GPTC wants to have an open house to discuss the proposed services in February or early March before providing something to the board. GPTC does have a public meeting here on the 20th.

- GPTC will be offering travel training to the Calumet Transit Trustees office as they are buying these passes as part of that deal. GPTC will provide education on how to ride the system. GPTC is going to try to offer this service once every 3 months.

Are there any questions or comments from the Board regarding any department reports?

There being none, Board President Hulett entertained a motion for approval of department reports.

Motion made by Board member Levels to accept the reports as presented. Board member Manuel seconded the Motion. It has been moved and properly seconded.

Any discussion? There being no discussion. Roll call.

President Hulett – yes; Secretary Manuel – yes; Member Levels – yes; Member Scott-Henry – yes; Member Robinson – yes; Board member Tolbert – yes. We have 6 yes.

There are 6 yes. Motion approved.

ITEM #6: Other Business Old/New

**Old Business:** None

**New Business:** None

ITEM #7: Public Comments

Kevin McKinney - How did that Oak and County Line fare as far as ridership compared to other local routes?

Mr. Wright responded that the Oak and County line is by far the most used local route and it competes with the R-3 in terms of ridership and had a 5% increase in ridership in 2024.

**ITEM #9: Adjournment**

Board President Hulett adjourned the meeting at 7:35 p.m.

\_\_\_\_\_  
Stephanie Hulett, President

Attest:

\_\_\_\_\_, Anthony Manual, Board Secretary



**FINANCE**



## PROCUREMENT REPORT

**FEBRUARY 2025**

Submitted By: SHIRLEY SCOTT– DIRECTOR OF PROCUREMENT OVERSIGHT

### SIGNIFICANT 2024/25 PROCUREMENT ACTIVITIES AND PROJECTS

#### CLOUD BASED ACCESS CONTROL SYSTEM

Procurement procured the Cloud Based Access Control system for the Central Maintenance Facility and Metro Center – proposals were received on October 25, 2024 by 12:00 noon. The Board of Director at the November 7, 2024 approved the Staff’s recommendation awarding the contract to:

Imperial Surveillance

**Bid Price \$213,135.04**

The installation was completed at 35<sup>th</sup> Avenue on January 22, 2025. All doors are active in addition to the security gate. Installation began at 100 W. 4<sup>th</sup> Avenue on Thursday, January 23, 2024.

- **Update: Cloud Base Access Control System completed on February 20, 2025 at both locations, 2101 West 35<sup>th</sup> Avenue and 100 West 4<sup>th</sup> Avenue, Gary, IN**

#### LEASING OR PURCHASING OF NINE (9) 35’ TRANSIT LOW FLOOR BUSES

GPTC negotiated the lease of nine (9) Gillig Low Floor transit buses to increase Bus fleet availability for operation due to the age and condition of the current fleet.

The lease agreement was sent to attorney for review and approval. The agreement was approved and executed on December 12, 2024. The first bus is schedule to arrive by of January 17, 2025 with the second (2<sup>nd</sup>) bus to be delivered by January 31, 2025. Purchase Order Issued January 6, 2025. The delivery schedule is two (2) buses a month from January 16, 2025 to May 2025.

Midwest Bus to purchase/or lease the nine (9) used Gillig buses in alliance with the City of Gary.

- **Update: Two (2) Buses scheduled for February 2025 to be delivered by February 25, 2025.**

#### BUS WASH SYSTEM PROJECT

The Bus Wash System Project was awarded to Westmatic Corporation by Board of Directors. Purchase Order and Notice to Proceed was issued on June 20, 2024. The drawing for the project was received on October 15, 2024 for review and approval by Staff

- **Update: Change Order issued February 4, 2025.  
Estimated Start date is March 3, 2025.**

### **ARMED SECURITY GUARD SERVICES**

Armed Security Guard Services began September 13, 2024 at the Metro Center. The contract is for ninety (90) days ending on December 13, 2024. The services have expanded to include the Central Maintenance Facility located at 2101 West 35<sup>th</sup> Avenue, Gary, IN on a twenty-four (24) hours bases starting October 15, 2024.

The Board of Directors approved the extension of the contract for another year ending December 13, 2025 to include the Metro Center.

The contractor for this project is Armor Security. Project Manager for these services is Dion Dennis, Human Resource Director.

- **Update:** 24-hour Armed Security Guard Service began at Metro Center on February 13, 2025.

### **GENFARE SOFTWARE/SYSTEM UPGRADE**

Quotes were received to upgrade the Genfare software and the purchase of fifteen (15) Fareboxes with the latest technology and vault system. The Board of Directors approved the Staff's recommendation awarding Genfare the contract to upgrade the Fare Collection software and equipment on November 7, 2024 to:

**Genfare LLC**

**Bid Price: \$530,670.78**

Purchase Order and Notice to proceed issued on November 12, 2024. Software and License Subscription approved by Attorney January 14, 2025.

- **Update:** Kickoff meeting scheduled in March 2025.

### **METRO CENTER BATHROOM RENOVATION**

**The Board of Directors approved the Uni-sex bathroom renovation contract on February 6, 2025 to K Sparks Construction. Purchase Order and Notice to Proceed was issued on February 12, 2025 with completion scheduled for February 20, 2025. Project completed on February 21, 2025.**

**Bid Price \$15,996.00**

**GARY PUBLIC TRANSPORTATION CORPORATION  
ANNUAL PROCUREMENT PLAN**

Description	Tentative Solicitation Date	Tentative Completion Date	Estimated Costs	Comments	Status
ADA VANS (5)	April 1, 2024	June 30, 2025	\$612,500.00	Project in Progress Purchase Order Issued to Vendor-June - Estimated time frame 9 - 12 Months	In progress
Armed Security Guard Services Metro Center	September 13, 2024	December 13, 2025	\$250,000.00	Security Guard services secured for the Metro Center for Ninety (90) days expanded to Central Maintenance Facility on a 24/7 basis	Approved & On Going
Bus Wash System	April 16, 2024	May 30, 2025	\$529,500.00	Purchase Order Issued to Vendor Pending Shop drawings approval as of 10/15/2024	In Progress
Farebox Equipment (15 units)	October 14, 2024	March 31, 2025	\$530,670.78	Fastfare Fareboxes to update equipment purchased over ten (10) years ago to accommodate new technology, ie, apple and google pay, debit/credit cards	In Progress
Diesel Bus Purchase (2)	September 1, 2024	November 1, 2025	\$1,350,000.00	Replacing vehicle that met useful life expectancy and mileage -	Pending Match Money needed
Metro Bathroom Renovation - Unisex bathroom	February 6, 2025	February 21, 2025	\$15,996.00	Build out a Uni-sex bathroom at Metro Center -2nd Floor - convert snack room to a bathroom	Completed
Employee Group Health Care-Dental/Vision/Life/Disability	September 1, 2024	December 31, 2025	\$1,144,450.00	The solicitation primarily handled by a Broker. ADA, Maintenance and Operations cost paid from current 5307 grant funds	Approved & Completed
Cloud Based Access Control System - Maintenance/ Metro Offices	September 25, 2024	February 28, 2025	\$213,135.04	Replacing Current Access Control System at Central Maintenance and Upgrading Metro Access system	In Progress
Nine (9) Diesel Bus Leasing	October 22, 2024	June 1, 2025	\$687,681.00	Leasing Nine (9) Diesel Bus - 1 year lease-with Option to Purchase - 1st Delivery January 17, 2025 & January 31, 2025-then, every month thereafter until June 2025	in Progress

**GARY PUBLIC TRANSPORTATION CORPORATION  
ANNUAL PROCUREMENT PLAN**

Description	Tentative Solicitation Date	Tentative Completion Date	Estimated Costs	Comments	Status
Escalator Repair- Metro Center	September 25, 2024	March 31, 2025	\$100,000.00	Repair Escalator at Metro Center Purchase Order Issued	In Progress
<b>FY 2024/2025 TOTALS:</b>			<b>\$5,433,932.82</b>		

# HUMAN RESOURCES

**Board of Directors Meeting – February 6, 2025**

**Report for January 2025**

## CURRENT OPEN POSITIONS AS OF:

**January 31, 2024**

### TRANSPORTATION DEPARTMENT

Position	# of positions to be filled	FT or PT	Notes
Road Supervisor	1	Full-Time	
Bus Operator	3	Full-Time	

### MAINTENANCE DEPARTMENT

Parts Clerk	1	Full-Time	
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### FINANCE DEPARTMENT

Accounting/Payroll Clerk	1	Full-Time	
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### Human Resources Key Items from January 2025

1. Working with our Safety and Facilities Manager and our Broker to schedule our first quarter lunch and learn
2. Preparing data for submittal of FTS MIS report
3. Registered for IUN career fair and ordered table banner and marketing supplies with new company logo
4. Preparing data for Pharmacy Benefits and Cost Reporting – Prescription Drug Data Collection
5. Finalizing the process of switching the pension from Latitude to Perf



**TRANSPORTATION January/2025**

<b>RBMX BROADWAY METRO EXPRESS Ridership</b>	<b>#6,183</b>	<b>L-1 WEST CENTRAL</b>	<b>#1,464</b>
<b>R—1 LAKESHORE CONNECTION</b>	<b>#1,410</b>	<b>L-2 OAK &amp; COUNTY LINE</b>	<b>#1,638</b>
<b>R—2 U. S. 30 SHUTTLE</b>	<b>#1,343</b>	<b>L-3 CROSSTOWN</b>	<b>#786</b>
<b>R—3 LAKE RIDGE</b>	<b>#2,569</b>	<b>L-4 UNIVERSITY PARK</b>	<b>#166</b>
<b>R—4,6 LAKESHORE SOUTH/North</b>	<b>#484/132</b>	<b>R-5 MERRIVILLE SHUTTLE</b>	<b>#103</b>

\*Raw numbers from farebox totals and not token transit.

**MAINTENACE DEPARTMENT:**

**January/2025**

<b>BUS FIXED MILES</b>	<b>44,709</b>	<b>ADA VAN MILES</b>	<b>11,650</b>	<b>JANITORIAL</b>	<b>1</b>
<b>ROAD CALLS</b>	<b>3</b>	<b>ROAD CALLS</b>	<b>2</b>	<b>DISPATCHERS</b>	<b>6</b>
<b>FUEL USED</b>	<b>7,830g</b>	<b>ADA FUEL USAGE</b>	<b>1836g</b>	<b>ADA CLERK</b>	<b>2</b>
<b>VANS FIXED ROUTES MILES</b>	<b>11,259</b>	<b>TOWS</b>	<b>1</b>	<b>MAINTENANCE SECRETARY</b>	<b>1</b>
<b>ROAD CALLS</b>	<b>0</b>	<b>MECHANICS</b>	<b>9</b>	<b>PARTS EMPLOYEES</b>	<b>2</b>
<b>GASOLINE USED</b>	<b>3,903g</b>	<b>BUS CLEANERS</b>	<b>7</b>	<b>ROAD SUPERVISORS</b>	<b>3</b>
<b>PM'S PERFORMED</b>	<b>11</b>	<b>UTILITY</b>	<b>1</b>	<b>TRANSPORTATION MANAGER</b>	<b>1</b>
		<b>MAINTENANCE MONTHLY</b>	<b>DEPARTMENT TOTALS</b>		

**GENERAL MANAGER'S MONTHLY REPORT**

January 1, 2025 THRU January 31, 2025

**TRANSPORTATION**

**Active Employees**

**Inactive Employees**

**Total Employees**

Union: 39

Union: 0

Union: 39

Non-Union: 6

Non-Union: 0

Non-Union: 0

<b>WORK DAYS AVAILABLE: 25</b>		<b>SICK DAYS: 32</b>	
<b>TOTAL EMPLOYEE WORK DAYS: 975</b>		<b>TOTAL EMPLOYEE WORK DAYS LOST: 32</b>	
<b>ACTUAL WORK DAYS: 943</b>		<b>ABSENTEEISM RATIO: 3.2</b>	
<b>DISCIPLINE LOST DAYS: Accidents: 0 Procedural: 0 Absenteeism: 0 Other: 0</b>			
Total Trips Weekdays: 6,212	Total Vehicle Miles: 6,891	Total: 0	Total: 0
Total Trips Saturdays: 640	Total Revenue Miles: 5,810	Vehicle Collision: 0	Passenger: 1
Total Missed Trips Weekday: 298 Manpower X Vehicle: X	Total Deadhead Miles: 779	Passenger: 0	Disturbance: 0
Total Missed Trips Missed: 0 Saturdays: Manpower: X Vehicle:	Monthly Certification: 3	Fixed Objects: 0	Non-Action: 0

**ON TIME PERFORMANCE PERCENTAGES BY ROUTE**

<b>L-3 CROSSTOWN CONNECTOR: 100%</b>	<b>L-1 WEST CENTRAL GRANT: 99.1%</b>
<b>R-1 LAKESHORE CONNECTION: 100%</b>	<b>R-2 US 30 SHUTTLE: 98.2%</b>
	<b>L-4 UNIVERSITY PARK: 100 %</b>
<b>L-2 OAK &amp; COUNTY LINE: 99.1%</b>	<b>L-5 HORRACE MANN:</b>
<b>R-BMX BROADWAY METRO EXPRESS: 100%</b>	<b>R-3 BURR/LAKE RIDGE: 100 %</b>
<b>R-6 IVY TECH SHUTTLE:</b>	<b>R-4 LAKESHORE SOUTH: 100 %</b>
<b>R-5 MERRILLVILLE SHUTTLE: 100%</b>	<b>8 ADA PARATRANSIT 99.0 %</b>

**ROUTE RIDERSHIP 2025**

(Refer to Planning & Marketing Report for Ridership Information)

**COMPLAINTS**

<b>ROUTE</b>	<b>SERVICE</b>	<b>PERSONNEL</b>	<b>ACTION TAKEN</b>	<b>COMMENDATION</b>
<b>FIXED</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>ADA PARATRANSIT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**SUBMITTED BY: DIRECTOR OF TRANSPORTATION (RILEY STEWART)**





**Gary Public Transportation Corp.**  
**JAN/FEB 2025 BOARD REPORT – Presented March 6, 2025**  
**GPTC PLANNING AND MARKETING DEPARTMENT**

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**RECENT HIGHLIGHTS AND ACCOMPLISHMENTS**

- 1. Continued tracking ridership and service information**
- 2. Continued refining route adjustments with advisement from Operations**
- 3. Conducted Travel Training seminar at invitation of Calumet Township**
- 4. Accepted invitation to join Mayor’s Age-Friendly Community Advisory Council**
- 5. Continued refining grant opportunities**

**RIDERSHIP MONTHLY REPORT (Attachments A)**

See Attachment A.

**ADVERTISING:PROMOTION:OUTREACH**

Transit Advertising:

- Fuel Media installed ads to expand Caresource outreach and begin advertisement for a local healthcare agency.
- Met with staff to review potential campaigns for 2025.

Marketing and Outreach:

- Will be finalizing solicitation for this element.

Advertising Revenue: Revenue for the last three months: November: \$9,763.98; December: \$9,538.75; January: \$8,953.75.

**GPTC 2025-28 PROGRAM OF PROJECTS (Attachment B)**

While board approval for these projects was provided in February, attached for your information is the requested expanded spreadsheet provided to the Board of Directors in mid-February.

**CYCLE219 BIKESHARE/MOBILITY HUB PROJECT**

- Staff is scheduling meetings with potential partners for the maintenance portion of the spring program.
- The South Shore has provided written approval for Cycle219 expansion to the Miller Beach and Gateway commuter rail stations in Gary and Hammond, respectively.
- The Times of NWI published an article about the program which achieved national coverage in Mass Transit magazine.

**SERVICE PLANNING**

Lakeshore

- Ridership maintains stability for this service area, and staff is refining potential frequency recommendations which, currently, involves hourly service and limited Saturday service.

West Central/Hobart

- Service recommendations for this area include extending the L1 to Martin Luther King Drive on 35<sup>th</sup> Avenue.
- Staff is awaiting the scheduling of additional meetings with Hobart staff.

Merrillville

- A new funding agreement with the Town of Merrillville has been received and is being reviewed.
- Staff is reviewing route adjustments for the Merrillville Shuttle, University Park and the US30 Shuttle to reduce transferring and operate more efficiently.

**VOLKSWAGEN MITIGATION TRUST**

- Staff will soon be meeting with Gillig to discuss scoping for new electric vehicles to spend this grant.

**NIRPC NOTICE OF FUNDING AVAILABILITY (NOFA)**

Staff is awaiting next steps from staff of the Regional Planning Commission.

**CALUMET TOWNSHIP TRAVEL TRAINING (Attachment C)**

On February 20<sup>th</sup>, staff conducted a travel training seminar at the Calumet Township Trustee's office in downtown Gary. See attached flyer.

**GRANTS**

- Legacy Foundation:
  - Merrell Grant: Staff is completing the details of this program to aid seniors living in Merrillville.
  - Knight Donor Advised: Staff has completed paperwork and is working on specifics, including any needed scope changes if other entities tackle pedestrian facilities in downtown Gary.
- Indiana Department of Health:
  - Staff received word that a recent application to IDOH was not funded; staff will look to other grant sources for the program.
- AARP:
  - Staff will be working with the Mayor's Age-Friendly Community Advisory Council for a unified grant application.
- Staff is working on logistics for a Great Lakes Environmental Justice Thriving Communities Grant.
- Indiana Arts Commission
  - Staff was alerted to this program in early February and, after communicating with its director, will be assembling a proposal.

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BROADWAY  
metroexpress 

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- Ridership: this service has been reduced slightly due to rolling stock constraints and ridership has been impacted. However, ridership per revenue hour increased from December's 12.92 to 14.39 in January. Staff will be recommending a return to 20-minute frequency and express service on this corridor.
- Broadway Reconstruction: A proposal from the Indiana Department of Transportation would greatly increase the amount of dedicated transit lanes on Broadway north of US30 and, particularly, north of 61<sup>st</sup> Avenue. Staff will continue to be actively engaged with INDOT and NIRPC.
- Station Improvements
  - Repairs and station adjustments were completed prior to the January freeze.
  - Staff will be scheduling the sustainable landscaping project for early spring installation.
  - Discussions continue for an additional shelter at the Adam Benjamin, Jr. Veterans Hospital in Merrillville/Crown Point.

**ATTACHMENT A**  
Ridership thru January 2025

<b>RIDERSHIP COMPARISON: 2021-2024</b>						
MONTH	2022	2023	2024	2025	%age change 2023-2024	%age change 2024-2025
January	28,576	32,547	34,918	33,104	7.29	(5.20)
February	28,789	34,360	39,559	0	15.13	(100.00)
March	35,969	36,112	36,925	0	2.25	(100.00)
April	32,093	35,651	38,889	0	9.08	(100.00)
May	30,328	41,027	37,371	0	(8.91)	(100.00)
June	18,752	38,028	35,435	0	(6.82)	(100.00)
July	28,744	36,055	40,991	0	13.69	(100.00)
August	37,449	45,902	45,891	0	(0.02)	(100.00)
September	37,153	39,699	41,335	0	4.12	(100.00)
October	38,880	43,817	44,028	0	0.48	(100.00)
November	35,448	41,873	36,133	0	(13.71)	(100.00)
December	32,176	39,026	33,903	0	(13.13)	(100.00)
Totals	384,357	464,096	465,376	33,104	0.28	(5.20)

Note: Totals include fixed route and paratransit services

Shown above is service and ridership information/analysis for January 2025.

- Ridership was again lower for due to service issues.
- Access219 ridership was down significantly from January 2024.
- Mobile apps constituted about 20.3% of GPTC’s ridership over all modes.
- Service adjustments set for Spring 2025 are designed to accentuate positive trends along some regional lines while improving connectivity and reliability among lines needing these actions.

**ATTACHMENT B**  
**2025-2028 Capital Plan (Revised)**

PROJECT TITLE	TOTAL COST	FED FUND SOURCE	PROJECT DESCRIPTION
Transit Expansion - Hobart Yrs 1-3	\$2,812,500	CMAQ	Expansion to Hobart with a route that includes US 6, downtown and St. Mary's hospital (61st Ave)
Microtransit in Westlake or Hobart Areas	\$2,626,875	CMAQ	Pilot frequency increase and demand-response/microtransit operations in Lakeshore or unserved areas of Hobart Township, feeding the Broadway Metro Express
Planning / 2024 Planning	\$121,551	FTA 5307	This project is for GPTC's transit planning activities including regional route planning; Civil rights review and planning; outreach and marketing.
vehicle replacement	\$105,000	FTA 5307	Purchase 3 non-revenue vehicle support vehicles (replacement)
Operating Assistance	\$2,994,103	FTA 5307	This project is for operating costs related to GPTC's fixed route service.
Planning	\$250,000	FTA 5307	This project is for GPTC's transit planning activities including regional route planning; Civil rights review and planning; outreach and marketing.
simulator for driver training	\$370,000	STBG	Purchase a simulator for driver training
Transit/Operating / 2024 Comp Paratransit	\$973,925	FTA 5307	This project is for non-fixed route paratransit services provided in compliance with the Americans with Disabilities Act of 1990.
Transit Planning	\$200,000	FTA 5307	This project is for GPTC's transit planning activities including regional route planning; Civil rights review and planning; outreach and marketing.
Transit/Operating / 2024 JARC	\$1,451,246	FTA 5307	This project is for operating costs related to GPTC's Job Access/Reverse Commute (JARC) programs in Gary and in the Hammond area.
Transit/Asset Management / 2024 Preventative Maint.	\$4,507,185	FTA 5307	This project will cover the activities, supplies, materials, labor, services, and associated costs required to preserve or extend the functionality and serviceability of the Gary PTC Fleet.
Preventive Maintenance	\$8,354,510	FTA 5307	This project will cover the activities, supplies, materials, labor, services, and associated costs required to preserve or extend the functionality and serviceability of the Gary PTC Fleet.
Transit/Customer Exp. / 2024 Trans. Facilities	\$50,000	FTA 5307	This project is for the installation of landscaping and amenities, including shelters, at various locations on the GPTC system.
Comp Paratransit	\$2,376,312	FTA 5307	This project is for non-fixed route paratransit services provided in compliance with the Americans with Disabilities Act of 1990.
Transit/Operating / 2024 Operating Assistance	\$1,552,558	FTA 5307	This project is for operating costs related to GPTC's fixed route service.
Operating Assistance	\$2,235,218	FTA 5307	This project is for operating costs related to GPTC's fixed route service.
Operating Assistance	\$2,367,590	FTA 5307	This project is for operating costs related to GPTC's fixed route service.
Vehicle replacement	\$5,450,000	FTA 5307	Replace six 35' - 40' buses with electric buses.
Preventative Maintenance	\$9,036,906	FTA 5307	This project will cover the activities, supplies, materials, labor, services, and associated costs required to preserve or extend the functionality and serviceability of the Gary PTC Fleet.
Purchase 35' vehicles-FUTURE PROJECT	\$2,000,000	FTA 5307	This project is for the replacement of GPTC coaches 1008 and 1009 with electric vehicles.
Operating Assistance	\$2,114,762	FTA 5307	This project is for operating costs related to GPTC's fixed route service.
JARC Operating Expenses	\$1,451,246	FTA 5307	This project is for operating costs related to GPTC's Job Access/Reverse Commute (JARC) programs in Gary and in the Hammond area.
3 BOC Vans	\$287,500	FTA 5339	This project will purchase a total of three BOC vans, primarily for GPTC's complementary paratransit service.
Vehicle Replacement	\$192,500	FTA 5339	Replace two BOC vans for complementary paratransit
Maintenance Facility Improvements	\$125,000	FTA 5339	This project is for improvements at GPTC's Operations Facility in Glen Park/Black Oak. To be included in this upgrade is equipment updating.
Transit/Asset Management / 2024 Vehicle Replacement	\$1,350,000	FTA 5339	This project will purchase three 35' diesel buses, 1004, 1005, and 1006.
Station Improvements	\$69,000	FTA 5339	Station Improvements at the operations' Facility in Glen Park/Black Oak. Includes paving & battery back-ups.
<b>TOTAL</b>	<b>\$55,425,487</b>		

FUND CODES

- CMAQ: Congestion Mitigation/Air Quality Program
- 5307: Urbanized Area Formula Program
- 5339: Bus and Bus Facilities Formula Program

ATTACHMENT C  
Calumet Township Travel Training Flyer



# TRANSIT & TRAVEL WORKSHOP

Presented by Calumet Township Trustee  
Office  
Job Search Works Department |  
Tia Adkins, Trustee



### Topics of Discussion

- 1 TRIP PLANNING
- 2 MAPPING APPS
- 3 BUS ROUTES & FARES
- 4 ACCESS219 PARATRANSIT
- 5 HOURS/SERVICE AREAS

### FEATURED GUEST SPEAKER

**DAVID W. WRIGHT**

Planning and Marketing Manager

Thursday, February 20, 2025  
10:30am – 11:30am  
Calumet Township Trustee Office  
610 Connecticut St. Gary, In 46402

All Job Search works active clients are required to attend. 219-880-4018  
For further information, contact Job Search Works Department. 219-880-4079



## February 2025 Board Report

Access Control – Imperial has completed 35<sup>th</sup> Ave installation they are 80% complete with Metro

GenFare – We are awaiting launch meeting .

Grey Hound—Their network pieces have all been installed, including cameras on the 1<sup>st</sup> and 2<sup>nd</sup> floors. We should have AT&T fiber installed here to the building by the 15<sup>th</sup> of this month.

Camera – I was able to negotiate an equipment trial with a cloud-based camera system that has the ability to replace our antiquated security system. Trial period will be up this week and ICE should be forthcoming.

Microsoft 365- This will be reapproached now that we have staff back off end of year vacations.

Cameras – Awaiting completion of Access control installation then we will start to discuss camera intergration.

Computer Replacements- Looking into replacing missing and disabled laptops. Current computers have ended certain functionality support.