



BOARD OF DIRECTORS MEETING BOARD PACKET

BOARD MEETING

May 5, 2022

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GARY PUBLIC TRANSPORTATION CORPORATION BOARD OF DIRECTORS

THURSDAY, May 5, 2022 @ 4:30 P.M.

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 reason(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 5-14-1.5-6.1(b):

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

(2)(A) ~ Collective Bargaining.

(2)(B) ~ Initiation of litigation that is either pending or has been threatened specifically in writing.

(2)(C) ~ The purchase of lease of real property by the governing body up to the time of contract of option to purchase of lease 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 jurisdiction: (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.

(7) ~ For discussion of records classified as confidential by state or federal stature.

(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, May 5, 2022
MEETING TIME: 5:30 P.M.
LOCATION: 35th Facility
2101 West 35th Avenue, Conference Room
Gary, IN

ADMINISTRATION FACI
100 West 4th Avenue
(219) 885-7555

TRANSPORTATION/MAINT
2101 West 35th Avenue
(219) 884-6100

AGENDA

ITEM # 1 ~ Call to Order and Roll Call

ITEM # 2 ~ Approval of Board Meeting Minutes dated April 7, 2022

ITEM # 3 ~ Approval of GPTC General Check Register Schedule dated April 1-30, 2022

ITEM # 4 ~ Approval of Adam Benjamin Metro Center Check Registers dated April 18, 2022

ITEM # 5 ~ Discussion Regarding GPTC-19 Mask Protocol for Staff

ITEM # 6 ~ General Manager / Departmental Reports

- Department – Finance (pages 13-16)
- Department – Grants & Procurement Oversight (pages 17-19)
- Department – Human Resources (pages 20&21)
- Department – Maintenance (pages 22&23)
- Department – Planning & Marketing (pages 24-26)
- Department – Project Manager (page 27)
- Department – Transportation (page 28)
- Department – Administration (pages 29-31)
- Department – Operations (page 32)

ITEM # 7 ~ Other Business Old/New

ITEM # 8 ~ Public Comments (2 minutes each)

ITEM # 9 ~ Adjournment

Board of Directors packets are available to the public upon request. Please forward requests to GPTC – General Manager, 100 W. 4th Avenue, Gary, Indiana 46402. Requests for special arrangements (hearing accommodations, sign language, etc.) are to be made at least 48 hours in advance.

**2101 WEST 35TH AVENUE, CONFERENCE ROOM
GARY, INDIANA 46408**

**BOARD OF DIRECTORS
MINUTES**

DATE: April 7, 2022

The meeting of the Board of Directors of the Gary Public Transportation Corporation (GPTC) was held on Thursday, **April 7, 2022**. The meeting was called to order by Board Chair Stephanie Hulett @ **5:40 P.M.** in the conference room of the 35th Avenue Facility, 2101 W. 35th Avenue, Gary, Indiana.

Members: Stephanie Hulett, Will Miller Sharon Levels, Anthony Manuel, Benjamin Robinson, Bill Tolbert, and Joi Whiteside.

Management/Staff Present: Clay Cates – General Manager, Deputy General Managers - Taron Cain, and Jeff Wilson... Directors... Fred McMillon, Riley Stewart, Managers... David Wright, Ben Barnes and LaKeyca Dancy...Project Manager... Rosmond Williams

Legal Counsel: Judge Deidra Monroe.

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 items discussed were related to information concerning issues that were posted on our Executive Session Notice. **Board Members present were Hulett, Miller, Levels, Manuel, Robinson, Tolbert and Whiteside.**

ITEM #1: Call to Order and Roll Call

Roll Call: Stephanie Hulett, President – **present**, Joi Whiteside, Secretary – **present**, Sharon Levels – **present**, Anthony Manuel – **present**, Benjamin Robinson – **present**, Bill Tolbert – **present**, and Willie Miller – **present**.

ITEM # 2: Approval of the Board of Directors Meeting Minutes Dated March 3, 2022

Board Secretary Whiteside made the motion to **approve the Board of Directors Meeting Minutes dated March 3, 2022**, to be amended to include more specific financial information presented by Mr. Dow (NIRPC). **Board Member Miller** seconded the motion.

Roll Call: Stephanie Hulett, President – **yes**, Joi Whiteside, Secretary – **yes**, Sharon Levels – **yes**, Anthony Manuel – **yes**, Willie Miller – **yes**, Benjamin Robinson – **yes**, and Bill Tolbert – **yes**

The motion was approved 7-0.

ITEM #3: Approval of GPTC General Check Registers Dated March 1-30, March 2022

Board Member Levels made the motion to approve GPTC General Check Registers dated March 1-30, 2022. **Board Member Robinson** seconded the motion.

Roll Call: Stephanie Hulett, President – yes, Joi Whiteside, Secretary – yes, Sharon Levels – yes, Anthony Manuel – yes, Willie Miller – yes, Benjamin Robinson – yes, and Bill Tolbert – yes

The motion was approved 7-0.

ITEM # 4: Approval of Adam Benjamin Metro Center Check Registers Dated March 14, 2022

Board Member Levels made the motion to approve Adam Benjamin Metro Center Check Registers dated September 30, 2021. **Board Member Tolbert** seconded the motion.

Roll Call: Stephanie Hulett, President – yes, Joi Whiteside, Secretary – yes, Sharon Levels – yes, Anthony Manuel – yes, Willie Miller – yes, Benjamin Robinson – yes, and Bill Tolbert – yes

The motion was approved 7-0.

ITEM # 5: Approval of the 2022-2023 Lake County Mutual Aid Agreement

Mr. Cates states that for the 2022-2023 Lake County Mutual Aid Agreement, the compensation was raised by the amount of \$100,000 following a conversation with Commissioner Kyle Allen. The agreement requires Board approval.

Board Member Robinson made the motion to approve the 2022-2023 Lake County Mutual Aid Agreement. **Board Secretary Whiteside** seconded the motion.

Roll Call: Stephanie Hulett, President – yes, Joi Whiteside, Secretary – yes, Sharon Levels – yes, Anthony Manuel – yes, Willie Miller – yes, Benjamin Robinson – yes, and Bill Tolbert – yes

The motion was approved 7-0.

ITEM # 6: Approval of the GPTC COVID-19 Workplace Plan

David requests the Board members look at the Covid-19 Workplace Plan handout in their packets. He states that it seems we are on the tail end of the pandemic, it is two reasons why it is still important to implement this plan. The first being we don't know if there will be another variant to resurface like the one in London. The second being the Covid-19 Workplace Plan will need to be the basis for an infectious disease portion of our overall Public Transportation Safety Plan, which will be presented to you by the end of the year. After conversations with Board President Hulett, the most significant change is the creation of a pretty rigid point system for violating the policy of the company. Board President Hulett states that a flyer on quarantine procedures will be provided to an employee if they test positive for Covid. David states that it is a universal process for quarantine and isolation.

Member Miller asks if the points roll off after a calendar year?

David states that as of now, the points do not roll off, the decision will have to be made by the Board.

Member Levels states that she agrees with Member Miller that after one year if there are accumulated points, they should roll off.

David states he will make that adjustment.

Board Member Levels made the motion **to approve the GPTC COVID-19 Workplace Plan** to be amended to include that the point system be adjusted to roll off after one year.

Board Member Robinson seconded the motion.

Roll Call: Stephanie Hulett, President – yes, Joi Whiteside, Secretary – yes, Sharon Levels – yes, Anthony Manuel – yes, Willie Miller – yes, Benjamin Robinson – yes, and Bill Tolbert – yes

The motion was approved 7-0.

ITEM # 7: Approval of the Title-VI Civil Rights Program Update

David begins by stating this is a housekeeping item. There are several different guidelines in Civil Rights related programs that GPTC has to adhere to. One is The Americans with Disabilities Act, The Equal Employment Opportunity Program, The Disadvantaged Business Enterprise Program, and Title-VI. Last year, or 2020, I was in funding for the DBE (Disadvantaged Business Enterprise) Program, this is to update our Title-VI Plan. For the most part, the only changes that are in here is the updating of our system, and adjustments for major service changes. If you agree I'd like to make an adjustment to The Public Participation Plan, I just want to make sure we have some flexibility as a company. Right now our current Title-VI triggers a public comment period if we have any service change that effects 25% of the line. What I would like to do is request that this trigger is not 25%, but 50%, and it's a permanent change lasting more than 3 months. This will allow us some flexibility when it comes to service or operations

related changes that are going to be outside of the confines of the emergency order that we're under right now. Right now, we can make temporary adjustments without a public hearing because we're still under Covid Protocols. Along with my earlier request for the increased trigger, I will update all of the maps. Mr. Cates interjects that before the Board votes on the Title-VI Update, "The regulations state the transparency applies to what they call, Major Change."

David explains that right now our Major Change is 25%, which was established under Mr. Lampkins, and it was a bit stringent for an agency the size of GPTC. It doesn't mean that things are being done in the dark, and nobody is informed. This is just adjusting the minimum line for when we have to do a public hearing, but it still requires for us to have an open line of communication with the public. Any time transit is going to be made more expensive, it needs to be put in front of the people. Mr. Cates states that whatever changes are made have to be clearly defined with the correct terminology as well.

Board Member Levels made the motion to approve the Title-VI Civil Rights Program Update to be amended to include the 50% trigger. **Board member Robinson** seconded the motion.

Roll Call: Stephanie Hulett, President – yes, Joi Whiteside, Secretary – yes, Sharon Levels – yes, Anthony Manuel – yes, Benjamin Robinson – yes, and Bill Tolbert – yes

The motion was approved 7-0.

ITEM # 8: General Manager's Departmental Reports

Finance Department, F. McMillion, Director

Fred states that the Board authorized \$4,127,000 Additional Appropriation and when presented to the city council, they gave us our procedures for that. So we placed an advertisement in the Northwest Indiana Times, and the Post Tribune. Those advertisements ran on the 28th of March, and had to be advertised 10 days before the meeting. The meeting is scheduled for April 19, 2022 at 5:00 pm, so we were well within the parameters of the requirements. We will be at the meeting to pose our questions in person as opposed to the Zoom option. Once an Additional Appropriation is proposed to the city council they don't have to go through multiple readings, they can read it over and do it all in one meeting. If they approve our request in that one meeting, which our attorney said she would recommend, the next step would be for the city controller to place it in the Gateway System. The DLGF (Department of Local Government Finance) has 15 days from that date to respond. If they do not respond it passes, if they respond it will probably pass either way. So we're thinking that will be good for us.

An overview of the Finance Department monthly report is requested:

The financial statements are from January 31, 2022, and it's called a Change in Assets Report which is really an income statement, the difference is you get to see how much of the budget we expended, how much we received for that we budget, and how much was spent that we budgeted. "If there are what I consider a material difference I'll let you know." For instance we should have spent 8.3% of the budget and received 8.3% of the funds of the estimated income. If we spent more I placed an account number and explanation next to it.

Grants and Procurement Oversight Department

Grants and Management Projects (Complete): 2022 FTA Certifications and Assurances; Audit Services Exit Conference; November and December 2021 ECHO Drawdown; FTA Second Quarter Grant Reports; ADA Van Purchase;

Grants and Management Projects (Underway): Diesel Bus Piggyback Acquisition; Diesel Bus Grant Revision; Electric Bus Grant Application; A&E Contract Negotiations; Driver Relief Facility Grant Revision.

Delivery Pending: Diesel Bus Acquisition; Service Truck Purchase

Submitted 2017 Grant Application Rewrite to FTA.

The VW Project Funding Agreement with the Indiana Department of Environment Management (IDEM) has been successfully revised, safeguarding the \$800,000 earmarked for the electric bus match.

Human Resources, Presented by Jeff Wilson

Mr. Wilson covered the highlights of Human Resources:

During the month of March:

- Mandatory EEO Training for all GPTC employees (virtual)
- 1st quarter birthday celebrations
- 2 job fairs HR participated in (Work One & Center of Workforce Development)
- Rehires (1); Promotions/Transfers (0); Resignations/Terminations (0)
- Open Positions -Bus Operators (6); Mechanic B (1); Mechanic Helper (1); Grants Manager; Senior Accountant

Member Miller stated that the job fair at the Excel Center was not attended by GPTC on March 29, 2022.

In response Mr. Wilson stated that at the last 3 job fairs, job seeker participation has been low, but they did attend that particular job fair. Workforce One has given GPTC 15 applications for various positions to be filled

Member Miller and Member Manuel asked for the GPTC point person (LaKeyca Dancy), so that they may offer whatever resources they have available to them, to assist with propelling GPTC forward.

GPTC will be hosting a job fair at the Metro Center on the second floor scheduled for next month.

Maintenance Department, Presented by Taron Cain, DGM of Operations

Mr. Cain states on March 28, 2022 there was a total of eleven coaches in the shop at the same time for revenue services. On the same date the floor manager, and one mechanics resigned, which left us with four. Also, the mechanic helper was terminated. Only 64% of the fleet was available for revenue service for a period of two days. On March 29, 2022, we received vital parts which allowed us to put two buses back in service. On March 30, 2022 we were able to put two more buses back in service. Assisted by Mr. Barnes we were able to get over this problem we had, especially with low manpower. We have seventeen buses available, of those seventeen, five still need repairs. Of those five, two buses are beyond repair, and one of the buses caught on fire. As of Monday, we will be down to three mechanics, myself and Mr. Barnes will assist to the best of our abilities to keep things going. I know that HR is doing the best they can to hire for the positions we need. We need to get back to a respectable level of service.

Planning & Marketing Department, D. Wright, Manager

David starts with the good news, stating that he got an alert that the Certifications and Assurances that Mr. Cates and Attorney Gibson signed while he was participating in a listening tour for the Governors Health Commission and in 5 minutes he had the grant submitted at the grant portal. At the same listening tour at Cal College in Whiting, he gave a spiel on how transit is part of the healthcare equation because people need to get to healthcare services. he also spoke with Amy McCormick, the president of Cal College about having to drive to Whiting because there is no transit service out there. She would like to be involved in the Bike Share Program GPTC was granted. We had a meeting yesterday, and by the end of that meeting, they want to investigate extended transit and putting money into it. So in the next couple of months, I'm going to go back to a plan that we created for our Lake Shore Service. I'm going to update that, help Cal College survey their property and see if there's a way we can service Northern Hammond, Robertsville, Cal College, and get them to provide the funding.

The not so good news is that ridership is the lowest it's been since I was hired in 2007. It's not just the pandemic, a lot of agencies have had trouble with getting riders back in the seats. The biggest issues for January and February were the weather, and the ridership impacts of our service issues. Mainly not having our buses on the street. We are concentrating on our missed/delayed trips reporting, getting the proper information to the public and making sure we have at least some service to all parts of the city. Sometimes we do not cover the entire city, unfortunately that has a negative impact on some of our riders. We are driving some people away and they're not coming back. Our tasks and marketing directives are to get service to all areas, get the buses serviced and, on the street, and bring back as many riders as we can.

We are working with Procurement and the DGM of Administration to combine our shelter and signage projects, so that we can get that back out on the street sometimes in the next couple of months. So that we can get new shelters put into place as we go along in 2022.

Transportation Department, Presented by Benjamin Barnes, Transportation Manager

Ben states Transportation needs 5 part-time operators, and 4 full-time operators. Waiting for parts for the buses and shortage of manpower effects missed trips. There were 566 missed trips, that's unfortunate, however we are making progress in reducing that number. There were 3 accidents, 2 collisions and 1 involving a fixed object. Fortunately all damage was minor. We have provided masks to the riders that don't feel they have to wear them, so that issue was resolved. The buses that we have on the street are

running at 98%, our buses are reliable , we just have to get them out there. I have 3 certifications and they are coming in steady.

It is recommended by Member Levels that advertising for Paratransit increase beyond word of mouth. Member Levels suggested advertising in church announcements, newsletters, and social media. David states the magnets that were sent out resulted in a huge increase in interest. He also suggests a ribbon cutting ceremony for the public once the new buses are on the streets.

Member Miller asks Ben for an explanation of what Paratransit is. Ben explains that it is a point to point service, as well as a door to door service. Those unable to stand on bus stops, as well as those that have certain ailments must be medically certified by a doctor to qualify for service. David states that those that qualify but use the regular bus, do not have to pay a fair.

Operations, Taron Cain, Deputy General Manager

Mr. Cain states the Daily Fleet availability for the month of February average was fourteen (14), of the nineteen (19) Buses available. The vans available were three (3) of seven (7). The portions of the fleet that are unavailable, are for the reasons I have listed.

The number of Road calls was 6 for the month. 411 missed trips due to no equipment, 155 missed trips due to no manpower, and 48 missed trips on Saturdays due to no manpower. Maintenance lost two Mechanics, 1 resigned, 1 termination. The Director of Maintenance resigned.

Administration, Jeff Wilson, Deputy General Manager

Mr. Wilson states round one & round two interviews were conducted for the HR Director, and a recommendation was given. An offer letter was sent, and we are waiting for a response. The new Human Resources Director will start in April 2022.

The ADP Project is the modernization of the of the HR processes. We are currently working on the time and attendance piece, which is a little complicated when it comes to the operators. We are implementing the process in phases, eventually being all automated. Right now we are at 38%, when we get to 100%, we will move on to other aspects of what ADP offers. HR has been tasked with getting everyone enrolled in the self-service portion of this system. We are also developing a Health and Wellness Committee, once established we will introduce a Health and Wellness Policy.

It is the policy of GPTC to dispose of surplus, scrap, and paper, which we are in the process of doing consistent with FTA Circulars 5010.1E and 4220.1F and Indiana Code Title 36, Section 1, Chapter II. The problem I have with the current policy is that we are required to sale in bulk, which doesn't allow for individual sales. All items for sale will be posted on www.gptcbus.com no later than April 8, 2022. Procurement has contacted the various departments in reference to the process of disposal of the surplus, scrap and paper.

UnitedHealthcare which is our insurance carrier has extra benefits that we will be using for our employees. Also, we are going to have them do bi-monthly events for our staff. We are also conducting a needs assessment for Veterans and how we can more readily accommodate their needs.

Mandatory Annual EEOC Training for all staff was held virtually and completed on March 10, 2022. The guest presenter from the City of Gary was Haneefah Khaaliq, Esq. The camera system at the Metro Center is under evaluation by Videotech for repair. Completed OSHA building self-inspection and other inspections in partnership with the City of Gary Department of Public Works.

Lastly, as far as the FTA is concerned the mask mandate is over on April 18, 2022, this will affect the GPTC Covid-19 Workplace Plan. We have to revise our Safety Plan as well, to include management and labor. So we are in the process of working on that.

ITEM # 9: Other Business Old/New

Old Business:

Mr. Cates states that old business is the fact that Mr. Dow (NIRPC) has informed GPTC that the ARPA Grant funding has been reduced to \$129,433 after a correction in the calculations.

New Business:

One item of new business is, at the beginning of the year the Board was presented with a 2022 Procurement Plan Schedule. The Plan is a request for the staff to be able to go out on the street and solicit for Fuel Delivery Services according to Board and FTA Policy. Mr. Cates requests the Boards approval.

Board Member Levels made the motion **to approve the 2022 Procurement Schedule for Fuel Delivery.** Board member **Miller** seconded the motion.

Roll Call: Stephanie Hulett, President – yes, – , Sharon Levels – yes, Anthony Manuel – yes, Willie Miller - yes , and Bill Tolbert – yes

The motion was approved 5-0.

ITEM # 10: Public Comments

Mr. McKinney – Asks if the Board has heard any information on when the elevator will be repaired. Board President Hulett explains that issue is being discussed between the attorney’s, and as soon as a decision is made, the public will be informed. Mr. McKinney states that the city buildings in Gary need repair, and that there should be funding for a new bus station, and a new police department. Mr. McKinney concludes by stating how bad the lighting is after dark.

Mr. Mike Brown – Introduces himself to the Board as the parts clerk for GPTC. He states his concern about the positions listed on page 19 of the packet, mainly the positions not listed. He explains why there is a need for a Parts Clerk 2 and a Parts Clerk Manager. He lists some of his duties which consist of meeting with vendors, maintaining the facility, reconciling inventory into CFA, preparing requisitions, processing work orders from the mechanics, as well as giving the mechanics parts from the storeroom. He continues to explain that the inventory was done in 2020 with 4 people, including Mr. Cates. The 2021

was done by him with limited help from the maintenance secretary. He is being scrutinized for completion of various tasks. The Board president states the personnel committee will look into these positions along with Mr. Cates. It is stated that according to the last organization chart parts is listed under Procurement. Member Miller thanks Mr. Brown for attending the meeting and encourages him to continue to attend.

Mr. Rueben Espinoza – Mr. Espinoza states that GPTC is losing mechanics because the pay rate is too low. We've lost two mechanics and the supervisor who was helping out. We're taking parts off of buses and that's not going to hold up for long. He states that the parts are coming in to slow, if at all, also they don't have the proper tools for certain jobs. He asks the Board what is really going on, certain people come out of their own pocket to buy supplies and other things. He states the garage is unsafe and that there are a lot of negative things going on. He also states that not only are they going to down to two mechanics, the mechanic helper was terminated and he could have provided relief. Member Miller states that he is appreciative of Mr. Espinoza coming to the meeting and speaking on these things. Member Levels explains that the reason for hiring the two Deputy General Managers is for accountability. Member Levels explains that the Board is listening and they will begin to make improvements. President Hulett states that the Board is well aware of the issues and Mr. Williams has been hired as the Project Manager to make these projects possible and asks for continued patience. Member Levels explains GPTC is the only organization to give the employees the CARES funds. She states, this is a Board that cares. Member Miller wants the employees to continue to come to the meetings, and expresses that to those present. The employees are encouraged to share a plan to help things improve.

Motion to adjourn the meeting was made by Board Member Levels. Seconded by Board Member Miller.

The Board meeting was adjourned by Board Chair Hulett @ 7:34 P.M.

Respectfully submitted,

Stephanie Hulett, President
GPTC Board of Directors

Attest:

Joi Whiteside, Board Secretary
SH:JW:CCC/sw

Memo

To: Board of Directors
From: Freddy McMillon, Finance Director
CC:
Date: April 29, 2022
Re: January 2022 Notes to the Financial Statement

The General Manager and Finance Director represented GPTC at the Gary Common Council meeting held on April 19, 2022. The GPTC Additional Appropriation was presented as Ordinance #2022-14 to the Gary Common Council, sponsored by Mayor Prince and City Controller Harper. The Common Council held two readings on the ordinance then passed it to the Finance Committee for review. The original appropriation, \$10,149,182 plus the additional request of \$4,127,000 for a new appropriation of \$14,276,182.

Controller Harper explained that it was the practice of the Council to send ordinances to committee; as we were expecting a final vote. Mr. Cates and Mr. McMillon plan on attending the April 26 Finance Committee meeting, as well as the meeting on May 3, 2022 for the 3rd and final reading – once presented out of committee. Once it is passed, the City Controller will input the additional appropriation into the Gateway system for DLGF approval. The DLGF has fifteen (15) days to review and approved the request.

**FINANCIAL STATEMENTS: FEBRUARY 28, 2022
BUDGET TO ACTUAL EXPENSE REPORT**

Attached is the Budget to Actual Expense Report as of February 28, 2022 (unreconciled). The purpose of this report is to show how expenses are incurred in relations to the projected budget expenses. As of February 28, 2022, GPTC could have spent 16.67% of projected (budgeted) expenses. Any account showing a variance greater than the projected amounts will be noted in this report.

Account 001-52004 Health and Life Insurance: These accounts may fluctuate, as staff decrease or increase. They will be monitored.

Account 001-2000-52009 Other Benefits - Administration: This account includes dental, vision, LTD and STD premiums, as well as dental, vision and RX reimbursements. The account will be monitored.

Account 001-6100-52025 Workers' Compensation - Custodial: This account will hold WC claims, as well. The account will be monitored.

Account 001-53006 Materials and Supplies: These items are purchased as needed, so the balance will fluctuate. The account will be monitored.

Account 001-54006 Sewage and Waste Disposal: This account will be monitored.

Account 001-1000-55017 Property, Casualty and Vehicle Insurance: This account will be monitored.

Account 001-55018 Auditing Services: This account will be monitored.

Account 001-55019 Miscellaneous Purchased Services: This account will be monitored.

Account 001-55018 Auditing Services: This account will be monitored.

Account 001-55022 Legal Services: This account will be monitored.

Account 001-55013 Board Members' Compensation: This account will be monitored.

**GARY PUBLIC TRANSPORTATION CORPORATION
BUDGET TO ACTUAL EXPENSE REPORT
FOR THE MONTH ENDED FEBRUARY 28, 2022 (Unreconciled)**

Expenses	Description	Actual	Approved Budget	YTD % of Budget Expended	Budget Balance Remaining (Overage)	YTD % of Budget Remaining
	009-1000-51000 SALARIES AND WAGES - ADMINISTRATION	75,184.32	538,635.01	13.96%	463,450.69	86.04%
	009-2000-51001 SALARIES AND WAGES - ADA	5,043.52	284,033.29	1.78%	278,989.77	98.22%
	009-4000-51001 SALARIES AND WAGES - MAINTENANCE	89,076.60	967,619.11	9.21%	878,542.51	90.79%
	009-5000-51001 SALARIES AND WAGES - TRANSPORTATION	306,965.72	2,334,162.96	13.15%	2,027,197.24	86.85%
	009-6100-51001 SALARIES AND WAGES - CUSTODIAL	19,018.37	177,974.03	10.69%	158,955.66	89.31%
	009-7000-51001 SALARIES AND WAGES - PLANNING	20,118.00	248,980.42	8.08%	228,862.42	91.92%
	009-1000-52001 FICA - EMPLOYERS SHARE - ADMINISTRATION	5,676.06	40,397.63	14.05%	34,721.57	85.95%
	009-2000-52001 FICA - EMPLOYERS SHARE - ADA	376.64	21,302.50	1.77%	20,925.86	98.23%
	009-4000-52001 FICA - EMPLOYERS SHARE - MAINTENANCE	6,655.76	72,571.43	9.17%	65,915.67	90.83%
	009-5000-52001 FICA - EMPLOYERS SHARE - TRANSPORTATION	22,980.55	175,062.22	13.13%	152,081.67	86.87%
	009-6100-52001 FICA - EMPLOYERS SHARE - CUSTODIAL	1,392.56	13,348.05	10.43%	11,955.49	89.57%
	009-7000-52001 FICA - EMPLOYERS SHARE - PLANNING	1,497.07	18,673.53	8.02%	17,176.46	91.98%
	009-1000-52002 STATE UNEMPLOYMENT - ADMINISTRATION	414.84	16,159.05	2.57%	15,744.21	97.43%
	009-2000-52002 STATE UNEMPLOYMENT - ADA	56.28	8,521.00	0.66%	8,464.72	99.34%
	009-4000-52002 STATE UNEMPLOYMENT - MAINTENANCE	504.05	29,028.57	1.74%	28,524.52	98.26%
	009-5000-52002 STATE UNEMPLOYMENT - TRANSPORTATION	1,765.49	70,024.89	2.52%	68,259.40	97.48%
	009-6100-52002 STATE UNEMPLOYMENT - CUSTODIAL	421.35	5,339.22	7.89%	4,917.87	92.11%
	009-7000-52002 STATE UNEMPLOYMENT - PLANNING	124.10	7,469.41	1.66%	7,345.31	98.34%
	52004 HEALTH & LIFE INSURANCE - ADMINISTRATION	15,718.35	81,092.49	19.38%	65,374.14	80.62%
	52004 HEALTH & LIFE INSURANCE - ADA	16,713.39	84,251.40	19.84%	67,538.01	80.16%
	52004 HEALTH & LIFE INSURANCE - MAINTENANCE	38,247.47	198,543.70	19.26%	160,296.23	80.74%
	52004 HEALTH & LIFE INSURANCE - TRANSPORTATION	91,575.74	485,414.46	18.87%	393,838.72	81.13%
	52004 HEALTH & LIFE INSURANCE - CUSTODIAL	6,047.39	26,066.52	23.20%	20,019.13	76.80%
	52004 HEALTH & LIFE INSURANCE - PLANNING	10,838.61	53,874.10	20.12%	43,035.49	79.88%
	52007 EMPLOYEE PENSION - ADMINISTRATION	490.46	6,126.16	8.01%	5,635.71	91.99%
	52007 EMPLOYEE PENSION - ADA	508.80	6,364.80	7.99%	5,856.00	92.01%
	52007 EMPLOYEE PENSION - MAINTENANCE	1,023.75	14,999.06	6.83%	13,975.31	93.17%
	52007 EMPLOYEE PENSION - TRANSPORTATION	2,791.80	36,670.82	7.61%	33,879.02	92.39%
	52007 EMPLOYEE PENSION - CUSTODIAL	180.00	1,969.21	9.14%	1,789.21	90.86%
	52007 EMPLOYEE PENSION - PLANNING	210.20	4,069.94	5.16%	3,859.74	94.84%
	52008 EMPLOYEE PENSION (15) - ADMINISTRATION	51.26	392.70	13.05%	341.44	86.95%
	52008 EMPLOYEE PENSION (15) - ADA	48.23	408.00	11.82%	359.77	88.18%
	52008 EMPLOYEE PENSION (15) - MAINTENANCE	90.40	961.48	9.40%	871.08	90.60%
	52008 EMPLOYEE PENSION (15) - TRANSPORTATION	499.72	2,350.69	21.26%	1,850.97	78.74%
	52008 EMPLOYEE PENSION (15) - CUSTODIAL	-	126.23	0.00%	126.23	100.00%
	52008 EMPLOYEE PENSION (15) - PLANNING	42.38	260.89	16.25%	218.51	83.75%
	52009 OTHER BENEFITS - ADMINISTRATION	794.42	2,914.55	27.26%	2,120.13	72.74%
	52009 OTHER BENEFITS - ADA	2,302.02	22,853.73	10.07%	20,551.71	89.93%
	52009 OTHER BENEFITS - MAINTENANCE	1,570.50	16,055.56	9.78%	14,485.06	90.22%
	52009 OTHER BENEFITS - CUSTODIAL	840.58	10,289.70	8.17%	9,449.12	24.21%
	52009 OTHER BENEFITS - TRANSPORTATION	4,926.44	39,027.45	12.62%	34,101.00	33.14%
	52009 OTHER BENEFITS - PLANNING	418.80	8,859.01	4.73%	8,440.21	95.27%
	52025 WORKER'S COMPENSATION INSURANCE - ADMIN	5,020.93	53,500.00	9.38%	48,479.07	90.62%
	52025 WORKER'S COMPENSATION INSURANCE - ADA	1,300.13	10,125.00	12.84%	8,824.87	87.16%
	52025 WORKER'S COMPENSATION INSURANCE - MAINTENANCE	3,091.08	25,312.50	12.21%	22,221.42	87.79%
	52025 WORKER'S COMPENSATION INSURANCE - TRANSPORTATION	4,457.14	30,875.00	14.44%	26,417.86	55.98%
	52025 WORKER'S COMPENSATION INSURANCE - CUSTODIAL	4,464.04	10,125.00	44.09%	5,660.96	85.54%
	52025 WORKER'S COMPENSATION INSURANCE - PLANNING	584.50	5,062.50	11.55%	4,478.00	88.45%
	52012 PHYSICAL EXAM - ADA	-	1,086.96	0.00%	1,086.96	100.00%
	52012 PHYSICAL EXAM - MAINTENANCE	-	2,717.39	0.00%	2,717.39	100.00%
	52012 PHYSICAL EXAM - CUSTODIAL	-	1,086.96	0.00%	1,086.96	100.00%
	52012 PHYSICAL EXAM - TRANSPORTATION	-	7,608.70	0.00%	7,608.70	100.00%
	52020 UNIFORM/TOOL ALLOWANCE - ADA	-	869.57	0.00%	869.57	100.00%
	52020 UNIFORM/TOOL ALLOWANCE - MAINTENANCE	-	2,173.91	0.00%	2,173.91	100.00%
	52020 UNIFORM/TOOL ALLOWANCE - CUSTODIAL	-	869.57	0.00%	869.57	100.00%
	52020 UNIFORM/TOOL ALLOWANCE TRANSPORTATION	673.41	6,086.96	11.06%	5,413.55	88.94%
	52021 CDL REIMBURSEMENT	70.00	1,500.00	4.67%	1,430.00	95.33%
	Labor and Benefits	772,863.24	6,292,245.00	12.28%	5,519,381.76	-87.72%

Description	Actual	Approved Budget	YTD % of Budget Expended	Budget Balance Remaining (Overage)	YTD % of Budget Remaining
53001 GASOLINE - MAINTENANCE	-	150,000.00	0.00%	150,000.00	100.00%
53001 GASOLINE - TRANSPORTATION	-	50,000.00	0.00%	50,000.00	100.00%
53002 DIESEL - TRANSPORTATION	57,520.18	475,000.00	12.11%	417,479.82	87.89%
53003 MOTOR OIL & OTHER LUBRICANTS	-	30,000.00	0.00%	30,000.00	100.00%
53004 ANTIFREEZE	-	10,000.00	0.00%	10,000.00	100.00%
53005 REPAIR PARTS	12,696.36	75,000.00	16.93%	62,303.64	83.07%
53006 MATERIALS AND SUPPLIES	48,570.11	215,500.00	22.54%	166,929.89	77.46%
53007 OFFICE MATERIALS AND SUPPLIES	878.79	75,000.00	1.17%	74,121.21	98.83%
53008 TIRES AND TUBES RENTAL	3,164.11	42,000.00	7.53%	38,835.89	92.47%
53009 TIRES AND TUBES PURCHASES	-	14,500.00	0.00%	14,500.00	100.00%
53010 GENERAL SUPPLIES	-	<u>3,000.00</u>	<u>0.00%</u>	<u>3,000.00</u>	<u>100.00%</u>
Materials and Supplies	122,829.55	1,140,000.00	10.77%	1,017,170.45	-89.23%
54001 TELEPHONE SERVICES	2,003.09	37,500.00	5.34%	35,496.91	94.66%
54002 INTERNET SERVICES	1,807.06	20,000.00	9.04%	18,192.94	90.96%
55010 TRAVEL SERVICES	-	12,500.00	0.00%	12,500.00	100.00%
55011 CONFERENCES & SEMINARS	-	7,500.00	0.00%	7,500.00	100.00%
55023 POSTAGE	-	3,500.00	0.00%	3,500.00	100.00%
55024 FREIGHT, UPS AND FEDEX	<u>302.17</u>	<u>5,000.00</u>	<u>6.04%</u>	<u>4,697.83</u>	<u>93.96%</u>
COMMUNICATIONS AND TRANSPORTATION	4,112.32	86,000.00	4.78%	81,887.68	-95.22%
54003 NATURAL GAS	11,213.42	90,000.00	12.46%	78,786.58	87.54%
54004 ELECTRICITY	16,304.98	145,000.00	11.24%	128,695.02	88.76%
54005 WATER SERVICES	967.63	10,000.00	9.68%	9,032.37	90.32%
54006 SEWAGE AND WASTE DISPOSAL	<u>2,198.42</u>	<u>10,000.00</u>	<u>21.98%</u>	<u>7,801.58</u>	<u>78.02%</u>
UTILITIES	30,684.45	255,000.00	12.03%	224,315.55	-87.97%
55015 PUBLIC LIABILITY	40,002.76	225,000.00	17.78%	184,997.24	82.22%
55017 PROPERTY, CASUALTY AND VEHICLE INSURANCES	<u>6,793.11</u>	<u>200,000.00</u>	<u>3.40%</u>	<u>193,206.89</u>	<u>96.60%</u>
	46,795.87	425,000.00	11.01%	378,204.13	-88.99%
55001 CONSULTING SERVICES	-	61,550.00	0.00%	61,550.00	100.00%
55018 AUDITING SERVICES	16,000.00	60,000.00	26.67%	44,000.00	73.33%
55002 RENTALS AND LEASES	-	2,000.00	0.00%	2,000.00	100.00%
55004 ADVERTISING AND PROMOTIONS	29.42	7,500.00	0.39%	7,470.58	99.61%
55019 MISCELLANEOUS PURCHASED SERVICES	13,590.42	30,000.00	45.30%	16,409.58	54.70%
55022 LEGAL SERVICES	9,000.00	37,500.00	24.00%	28,500.00	76.00%
55025 SECURITY SERVICES	-	10,000.00	0.00%	10,000.00	100.00%
55029 COMPUTER CONSULTING SERVICES	-	<u>40,000.00</u>	<u>0.00%</u>	<u>40,000.00</u>	<u>100.00%</u>
SERVICES	38,619.84	248,550.00	15.54%	209,930.16	-84.46%
55005 MAINTENANCE AND REPAIRS - BUILDINGS	-	12,500.00	0.00%	12,500.00	100.00%
55006 MAINTENANCE SERVICE	-	25,000.00	0.00%	25,000.00	100.00%
55007 MAINTENANCE AND REPAIRS - VEHICLES	90.00	75,000.00	0.12%	74,910.00	99.88%
55008 MAINTENANCE AND REPAIRS - OFFICE EQUIPMENT	-	<u>10,000.00</u>	<u>0.00%</u>	<u>10,000.00</u>	<u>100.00%</u>
MAINTENANCE AND REPAIRS	90.00	122,500.00	0.07%	122,410.00	-99.93%
55009 DUES AND SUBSCRIPTIONS	-	1,800.00	0.00%	1,800.00	100.00%
55013 BOARD MEMBERS' COMPENSATION	2,100.00	11,000.00	19.09%	8,900.00	80.91%
55014 BANK SERVICE FEES	2,884.38	26,500.00	10.88%	23,615.62	89.12%
55019 OTHER SERVICES	-	20,000.00	0.00%	20,000.00	100.00%
55021 INTEREST EXPENSE	-	<u>7,500.00</u>	<u>0.00%</u>	<u>7,500.00</u>	<u>100.00%</u>
MISCELLANEOUS EXPENSES	4,984.38	66,800.00	7.46%	61,815.62	92.54%
4010 LAND IMPROVEMENTS	-	1,000.00	0.00%	1,000.00	100.00%
4110 BUILDING IMPROVEMENTS	-	1,602,237.24	0.00%	1,602,237.24	100.00%
4120 FURNITURE & FIXTURES	-	200,000.00	0.00%	200,000.00	100.00%
4125 EQUIPMENT PURCHASES	-	1,215,199.99	0.00%	1,215,199.99	100.00%
4130 SOFTWARE PURCHASES	-	<u>150,000.00</u>	<u>0.00%</u>	<u>150,000.00</u>	<u>100.00%</u>
CAPTIAL EXPENDITURES	-	<u>3,168,437.23</u>	<u>0.00%</u>	<u>3,168,437.23</u>	<u>100.00%</u>
TOTAL EXPENSES	<u>1,020,979.65</u>	<u>11,804,532.23</u>	<u>8.65%</u>	<u>10,783,552.58</u>	<u>91.35%</u>



GARY PUBLIC TRANSPORTATION CORP

GENERAL MANAGER'S REPORT

March 2022 / April 2022

Submitted by Clay C. Cates, Director – Grants/Procurement Oversight/General Manager

Significant 2022 Procurement & Grant Management Activities/Projects

Current & Projected

PROJECT	DESCRIPTION	COMMENTS
1	2022 FTA Certifications & Assurances	Completed
2	2022 Procurement Plan Schedule for Board approval	Completed
3	Audit Services Exit Conference	Completed
4	November 2021 ECHO drawdown	Completed
5	December 2021 ECHO drawdown	Completed
6	FTA Second Quarter grant reports	Completed
7	Diesel bus piggyback acquisition	Underway
8	ADA Scheduling Software solicitation & purchase	Being Deployed
9	ADA Van Purchase	Completed
10	Diesel Bus Acquisition	Delivery Pending
11	Diesel Bus Grant Revision	Underway
12	Service Truck Purchase	Delivery Pending
13	Electric Bus Grant Application	Underway
14	Maintenance Facility Renovation Project	Not started
15	A&E Contract Negotiations	Underway
16	Driver Relief Facility Construction Project	Not started
17	Driver Relief Facility Grant Revision	Underway
20	2017 Grant Application Rewrite	Submitted to FTA
21	Fuel Delivery Services	Solicitation Issued
22	Electric Bus Chargers & Installation Services	Under Development

Grant Management Activities

1. FFY 2022 FTA Grant Reporting Schedule

QUARTER	PERIOD COVERED	SUBMISSION DATE	COMMENTS
First Quarter	October - December 2021	By January 30, 2022	Submitted On Time
Second Quarter	January - March 2022	By April 30, 2022	Under Development
Third Quarter	April - June 2022	By July 30, 2022	
Fourth Quarter	July - September 2022	By October 30, 2022	

2. Transacted ECHO drawdowns in the following amounts:

January 2022				
Funding Category	Total Eligible Costs	Federal	Local	% Federal Participation
Preventive Maintenance	97,923	97,923	0	100%
Facility Maintenance	34,182	34,182	0	100%
Planning	12,486	9,989	2,497	80%
ADA	51,212	40,970	10,242	80%
Operating Assistance:				
SPECIAL RULE	43,250	21,625	21,625	50%
CMAQ-BDWY	50,984	40,787	10,197	80%
CMAQ-R3	26,370	26,370	0	100%
CMAQ-R3	13,659	10,927	2,732	80%
JARC	55,503	27,752	27,752	50%
JARC	65,353	65,353	0	100%
TOTALS	450,922	375,877	75,045	
HOLDBACK	Total Eligible Costs	Federal	Local	
PLANNING	12,486	9,989	2,497	
DRAWDOWN TOTALS	438,436	365,888	72,548	

February 2022				
Funding Category	Total Eligible Costs	Federal	Local	% Federal Participation
Preventive Maintenance	98,301	98,301	0	100%
Facility Maintenance	43,228	43,228	0	100%
Planning	10,037	8,030	2,007	80%
ADA	35,337	28,270	7,067	80%
Special Projects	3,321	2,657	664	80%
Operating Assistance:				

SPECIAL RULE	38,000	19,000	19,000	50%
CMAQ-BDWY	46,717	37,374	9,343	80%
CMAQ-R3	37,537	30,029	7,507	80%
JARC	67,405	33,702	33,702	50%
TOTALS	379,883	300,591	79,292	
HOLDBACK	Total Eligible Costs	Federal	Local	
PLANNING	10,037	8,030	2,007	
DRAWDOWN TOTALS	369,846	292,561	77,285	

March 2022				
Funding Category	Total Eligible Costs	Federal	Local	% Federal Participation
Preventive Maintenance	126,061	126,061	0	100%
Facility Maintenance	118,660	118,660	0	100%
Planning	16,689	13,351	3,338	80%
ADA	59,347	47,478	11,869	80%
Special Projects	6,303	5,042	1,261	80%
Capital Projects		0	0	
Operating Assistance:				
SPECIAL RULE	61,501	30,750	30,750	50%
CMAQ-BDWY	67,141	53,713	13,428	80%
CMAQ-R3	54,284	43,427	10,857	80%
JARC	99,558	49,779	49,779	50%
TOTALS	609,544	488,262	121,282	
HOLDBACK	Total Eligible Costs	Federal	Local	
PLANNING	16,689	13,351	3,338	
DRAWDOWN TOTALS	592,855	474,911	117,944	

2022 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (SEFA)		
GRANT	ACCRUAL MONTH	
	JANUARY	TOTAL
IN-2016-036	90,347	90,347
IN-2019-028	51,714	51,714
IN-2020-015-01	197,458	197,458
IN-95-X016	26,370	26,370
Grand Total	365,889	365,889

Source: FTA TAMS System, FTA ECHO System & Grants Department Internal Tracking

Board of Directors Report

GARY PUBLIC TRANSPORTATION CORPORATION

May
2022



HUMAN RESOURCES DEPARTMENT

LaKeyca Dancy,
Acting Human Resources Director

HIGHLIGHTS

Department Updates

- Maintaining Company Culture in Times of Change ADP Webcast – April 6, 2022
- ADP Self-Service Roll Out – April 8, 2022
- Onboarding Implementation with ADP – April 19, 2022
- Recruit and Retain Top Talent ADP Webcast – April 26, 2022

Talent Sourcing

- Mechanic Recruitment Meeting with Engineering Technology Department @ Purdue Calumet - April 12, 2022
- WorkOne Job Fair, Portage Adler Center – April 14, 2022
- WorkOne Job Fair, Gary Excel Center – April 21, 2022
- WorkOne Job Fair, Gary Community School Corp. – April 23, 2022
- WorkOne Metro Center Walk Through for June Employment Event – April 25, 2022

Staffing Updates		#
Rehires/Hires		2
Temporary Staff		0
Promotions/Transfers		0
Resignations/Terminations/Retirements/Deaths		4
Area-12		0
Workers Comp Claims Open		0
Medical (STD/FMLA/SICK LEAVE)		1

Open Positions	#	Talent Sourcing
Dispatcher	1	Indeed, Indiana Career Connect, GPTC, Job fairs
Bus Operator FT	2	Indeed, Indiana Career Connect, GPTC, Job fairs
Bus Operator PT	5	Indeed, Indiana Career Connect, GPTC, Job fairs
Mechanic A	3	Indeed, Indiana Career Connect, GPTC, Job fairs
Mechanic B	1	Indeed, Indiana Career Connect, GPTC, Job fairs
Mechanic Helper	1	Indeed, Indiana Career Connect, GPTC, Job fairs
Maintenance Director	1	Indeed, Indiana Career Connect, GPTC, Job fairs
Maintenance Supervisor	1	Indeed, Indiana Career Connect, GPTC, Job fairs
Human Resource Director	1	Indeed, Indiana Career Connect, GPTC, Job fairs

Co-Ray Heating System (Overhead) Visual check, thermostats for operation, pipes & shields for proper alignment.	P	P	P	P	P			P	P	P	P	P			P	P	P	P	P				P		
Exhaust System Modules (Bus Exhaust Hose) Operational	P	P	P	P	P			P	P	P	P	P			P	P	P	P	P				P		
Underground Tanks Check Veeder-Root for tank, sump line leaks/sensor problems	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X				X		
Fire Detection Sensors Check fire alarm box in dispatch office	P	P	P	P	P			P	P	P	P	P			P	P	P	P	P				P		
Hot Water Heater Visual check for leaks	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X				X		
Building Floors Check pillar walls for structural damage/hoist controls for debris	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X				X		
Parking Lot Check for debris/lighting	P	P	P	P	P			P	P	P	P	P			P	P	P	P	P				P		
Tarmac Check fluid cap covers for debris/damage, bldg. lights & sewer operation	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X				X		
Water Sprinkler System Run smoothly	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X				X		
Grinders & Vices Check eye shields	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X				X		
Air Compressors Drain excess water	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X				X		
Hoists (in ground) Check/secure floor plates cover hoses check hydraulic leaks	P	P	P	P	P			P	P	P	P	P			P	P	P	P	P				P		

Hoists (Mobile) Check hoses check hydraulic leaks	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X				X		
Video Cameras Check security screen for operation - visual	P	P	P	P	P			P	P	P	P	P			P	P	P	P	P				P		
Fuel Island Service Lane Check operation, debris, hoses/nozzle lines for leaks	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X				X		
Steam Room Check broken nozzle, sump pump motor wash etc.	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X				X		
Access Control	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X				X		

Comments:
OTHER JOBS PERFORMED: Spring cleaning! Inspection all hoses and line for the AC system. Perform tune-up on the riding lawnmower.

Date Reported:

5-2007	Main generator doesn't run—cost restraints
01-03-2012	Interior lighting needs repair and replacement—ICE form and spec given to procurement on 6-27-17
12-03-2014	½ Co-Ray heaters out, roof heaters out—awaiting HVAC contract—oil heater cleaned awaiting repairs—procurement 5-23-17
06-03-2014	Video cameras inoperable was to be replaced on disaster recovery—Procurement
05-2007	Overhead reels need replacing—procurement requested 1-26-17



Gary Public Transportation Corp.

MARCH/APRIL 2022 BOARD REPORT – Presented May 5, 2022

GPTC PLANNING AND MARKETING DEPARTMENT

RECENT HIGHLIGHTS AND ACCOMPLISHMENTS

- 1. Continued tracking ridership and service information**
- 2. Advancing tactical urbanism project**
- 3. Continued implementation of Mobility Hubs project**
- 4. Started review of 2014 Lakeshore Plan**
- 5. Began work on Grant Street service study**
- 6. Submitted grants for federal funding**
- 7. Added items to the activities calendar**

RIDERSHIP MONTHLY REPORT (Attachments A)

The ridership report has been moved to Attachment A.

ADVERTISING:PROMOTION:OUTREACH

Advertising Outsourcing: New contract from Life Changers has started, with ads posted on buses

Advertising Revenue: Revenue for the last three months: Jan: \$6,201; Feb: \$6,201; March: \$6,606

GPTC's RESPONSE TO THE CORONAVIRUS PANDEMIC

- GPTC continues leading regular regional “virtual roundtable” of transit agencies
- GPTC worked with marketing contractor to adjust messaging pursuant to recent mask mandate decisions at the national level. Staff continues to monitor developments.

BROADWAY LOFTS/MOBILITY HUB PROJECT

- Work continues on implementing the bikeshare and mobility hubs project with MVAH and Health by Design.
- Staff met with officials from Calumet College and the Town of Merrillville, and both are strongly considering involvement in bikeshare.
- Staff and Health by Design are developing a matrix of candidate bike dock locations in addition to the Broadway Lofts. These candidate locations will be for additional bikes and “mobility hub” technology and information kiosks

ROUTE EXPANSION PLANNING

RIDERSHIP COMPARISON: 2019-2022						
MONTH	2019	2020	2021	2022	%age change 2021-2021	%age change 2020-2021
January	57,051	61,114	34,390	28,576	(43.73)	(16.91)
February	59,813	61,018	31,071	28,789	(49.08)	(7.35)
March	63,616	48,370	42,264	35,969	(12.62)	(14.89)
April	73,225	30,784	39,224	0	27.42	(100.00)
May	73,752	31,948	34,763	0	8.81	(100.00)
June	62,476	37,208	36,969	0	(0.64)	(100.00)
July	63,714	38,088	36,162	0	(5.06)	(100.00)
August	72,082	38,089	38,970	0	2.32	(100.00)
September	67,254	38,460	37,317	0	(2.97)	(100.00)
October	74,768	42,916	36,271	0	(15.48)	(100.00)
November	63,749	38,237	34,808	0	(8.97)	(100.00)
December	62,080	39,562	36,595	0	(7.50)	(100.00)
Totals	793,580	505,793	438,804	93,334	(13.24)	(13.36)

Note: Totals include fixed route and paratransit services

- Staff has begun analyses of two areas of opportunity for additional or revamped service:
- GPTC’s Grant Street analysis will begin in earnest soon, including a review of current service and surveying potential adjustments
- Based on input from Calumet College, GPTC will be reviewing potential improvements to service in the Hammond/Whiting area. The base desire would be to make it cost-neutral, especially considering current bus availability.

STATION IMPROVEMENTS/TACTICAL URBANISM

- A call for student ideas for crosswalks connecting schools to our 6th Avenue Bmx stop is being finalized. Several have been submitted. These will be funded using the America Walks grant received in 2021.

BROADWAY METRO EXPRESS (Handout)

EVENTS CALENDAR (Handout)

ATTACHMENT A

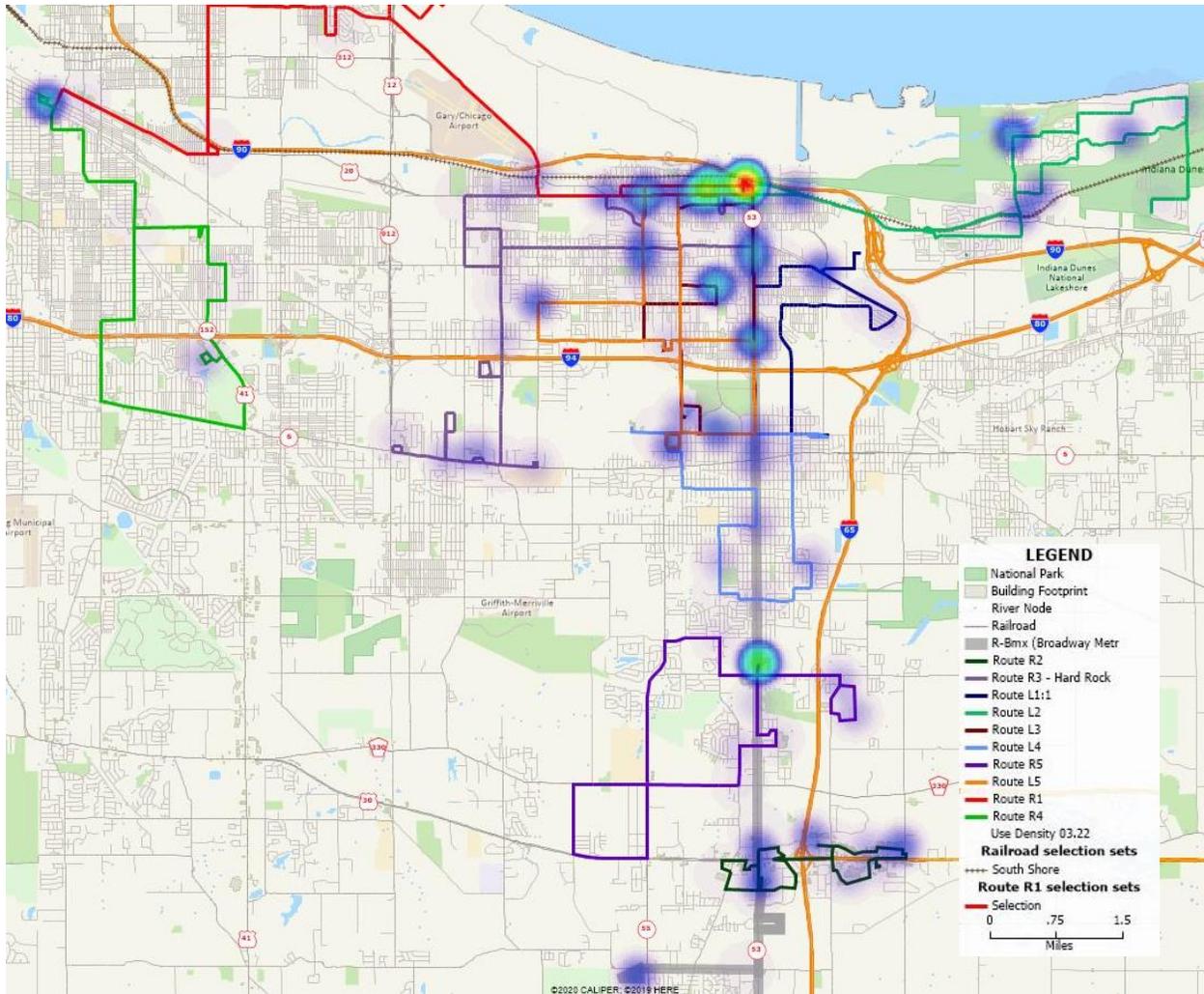
Ridership thru March 2022

- March ridership down 14.9% from 2021, but 10% higher than previous month
- Per-day ridership was up from February
- Paratransit ridership down 9.5%

- Service attainment:
MARCH/APRIL 2022

GPTC PLANNING AND MARKETING DEPT

- - Overall: 90.8%
 - Bmx: 78.4%;
 - R3: 65%
- Mobile apps constituted 12.1% of March ridership.



GTPC Project Status Summary Report

GTPC Maintenance Facility Renovation & Relief Facility Projects

Project
Date: April 26th, 2022
Contact: (219) 558-3795
Prepared By: Rosmond Williams Project Manager

Status: (Red/Yellow/Green)
Overall Status: Green
Explanation: GPTC is currently in discussions with Johnson & Lee (JL) for the Maintenance Facility Renovation Project. JL has submitted a cost proposal to conduct an assessment of the work requested for the facility. GPTC is reviewing the submittal and expects to negotiate JL efforts and pricing. The Relief Facility project is on hold pending JL negotiations.

Key Activities & Accomplishments

- > GPTC met with Muller Architects & Engineers (M2) during March 2022 to discuss performance capabilities for construction oversight & management.
- > The discussion determined that M2 was not able to provide all of the stated services requested for the project. M2 was subsequently disqualified.
- > GPTC is currently pursuing Johnson & Lee (JL) as the second choice on the list of qualifying RFQ bidders for the project.
- > GPTC met with JL on 4/18/22 to discuss qualifications, construction oversight and management. JL is positioned as a 'TurnKey' project team.
- > GPTC received JL Building Assessment proposal on 4/26/22 as an initial requirement for determining JL contract scope and services fee.
- > JL and GPTC are currently in scope and contract negotiations. JL proposes to start services 4 weeks after contract award.
- > The IFB for the GPTC Electric Bus charging stations was prepared and will be posted on May 2nd, 2022. Contract award is June 30th, 2022.

ID #	Key Issues	Action Plan	Status
JL001	JL Scope/Contract Negotiations	Scope each project action item and prioritize	Open
JL002	Determine JL Contract Award Date	Create a Contract negotiation completion timeline	Open

Critical Milestones	Health	Due Date	Comment/Status
Bus Charger procurement Contract Award	G	June 30th, 2022	On schedule
JL Contract Award	Y	June 1st, 2022	Scope & Fees to be determined

Transportation

GENERAL MANAGER'S MONTHLY REPORT
 March 1, 2022 THRU March 31, 2022
TRANSPORTATION

Active Employees

Inactive Employees

Total Employees

WORK DAYS AVAILABLE: 27		SICK DAYS: 28	
TOTAL EMPLOYEE WORK DAYS: 1053		TOTAL EMPLOYEE WORK DAYS LOST: 28	
ACTUAL WORK DAYS: 1025		ABSENTEEISM RATIO: 2.8	
DISCIPLINE LOST DAYS: Accidents: 3 Procedural: 27 Absenteeism: 0 Other: 0			
FIXED ROUTE	ADA PARATRANSIT	ACCIDENTS	INCIDENTS
Total Trips Weekdays: 6,390	Total Vehicle Miles: 9,235	Total: 1	Total: 0
Total Trips Saturdays: 640	Total Revenue Miles: 4,964	Vehicle Collision: 0	Passenger: 0
Total Missed Trip Weekdays: 740 Manpower X Vehicle: X	Total Deadhead Miles: 4,271	Passenger: 0	Disturbance: 0
Total Missed Trips Missed: 0 Saturdays: Manpower: X Vehicle:	Monthly Certification: 7	Fixed Objects: 1	Non-Action: 0

Union: 39

Non-Union: 6

Union: 0

Non-Union: 0

Union: 39

Non-Union: 0

ON TIME PERFORMANCE PERCENTAGES BY ROUTE			
L- E35TH MARSHALLTOWN:	100%	L-3 W6 TARRYTOWN/TOLLESTON:	97.3%
R-1 LAKESHORE CONNECTION:	99.1%	R-2 US 30 SHUTTLE:	98.2%
		L-4 UNIVERSITY PARK:	100 %
L-2 OAK & COUNTY LINE:	98.2%	L-5 HORRACE MANN:	99.1%
R-BMX BROADWAY METRO EXPRESS:	98.2%	R-3 BURR/LAKE RIDGE:	100 %
R-6 IVY TECH SHUTTLE:	98.2%	R-4 LAKESHORE SOUTH:	100 %
R-5 MERRILLVILLE SHUTTLE:	98.2%	8 ADA PARATRANSIT	98.2 %

ROUTE RIDERSHIP 2021				
(Refer to Planning & Marketing Report for Ridership Information)				
COMPLAINTS				
ROUTE	SERVICE	PERSONNEL	ACTION TAKEN	COMMENDATION
FIXED	8	0	11	0
ADA PARATRANSIT	0	0	0	0

SUBMITTED BY: DIRECTOR OF TRANSPORTATION (RILEY STEWART)



Deputy General Manager-Administration Report- May 2022

Reporting Period (3-22-2022) – (4-17-22)

- **Human Resources**

- Health & Wellness Committee Zoom Meeting scheduled for Apr 28, 2022 10:00 AM.
 - **Health & Wellness Committee Mission:** *The Gary Public Transportation Corporation Health & Wellness Committee aspires to improve employee health behaviors, reduce employee stress, improve employee morale, increase employee engagement, improve employee retention, decrease absenteeism, increase productivity and reduce healthcare cost.*
- ADP Implementation Project
 - Employee Self-Service has gone live with 53% of employees registered in ADP.
 - Customization of ADP Employee Website - Completed April 2022
 - ADP Implementation ROI Report - In Progress

ADP Implementation Project	Departments	Time Line	Status
ADP Payroll	HR/Finance	Jan - March	Completed
Time & Attendance	HR/Finance	March-May	In Progress
Enhanced HR	HR	April - May	In Progress
Benefits	HR	May	Staff in Training
General Ledger	Finance	May	Staff in Training
On Boarding	HR	April	In Progress
Time Off	HR/Supervisors	May	Staff in Training
Total Reward	HR	May	Staff in Training
ACA	HR	May	Staff in Training
Document Cloud Live	HR	May	Staff in Training

- **Finance**

- Staff training for ADP General Ledger ongoing before May implementation.

- **Grants and Procurement**

- Deposition of used transit vehicles
 - 14 used transit vehicles receiving FTA Authorization to retire in 2020 have been recommended for public sale in 2022. Four (4) additional vehicles have been submitted to the FTA for approval for
- Deposition of Scrap
 - The maintenance & procurement department have been tasked with identifying materials, parts or equipment identified as scrap

and having recovery value to be sold. Authorization & approval from the Finance Director is required prior to disposition. Current status: in Progress

- Reviewing GPTC Procurement Policy Manual to make recommendations for revision to General Manager for increase public accessibility to scrap (technology) for sale.
- **MIS Administrator**
 - Phones-evaluating two phone system for consolidation and increased cost savings.
 - VOIP system at 35th Operations
 - SIP systems at Metro Center
 - Data Breach Liability Report- Completed
 - IT infrastructure Assessment -Ongoing
- **Planning & Marketing**
 - GPTC Veteran Transportation Services Interest Meeting was held Thursday, April 21, 2022 10:00am-11:00am. Purpose: to assess the need for new transportation services that connect veterans with work, education, health care, and other vital services in their communities. Next meeting May 3, 2022.
 - Tasked with scheduling quarterly ADA stakeholders meeting. Current Status see Marketing & Planning report for updates.
 - Evaluating contracts for compliance and quality of services provided.
 - Via Marketing:
 - Fuel Media:
 - Transloc:
- **Equal Employment Opportunity Officer**
 - Evaluating GPTC current hiring practices, policies, rules and procedures to recommend changes to GPTC Employee Manual
- **Safety/Facilities**
 - Revised GPTC Safety & Security Committee structure to include frontline employee /management representation to meet compliance to the Federal Transportation Administration Bipartisan Infrastructure Law Changes to Public Transportation Agency Safety Plan (PTASP) Requirements. GPTC Safety & Security Committee Meeting-May 2022
 - Reviewing GPTC Security Program and Safety Plan & GPTC Safety Rule Book for updating.
- **Metro Center**
 - Analog Camera system beyond useful life and a replacement IP camera solution options are under consideration.

- SuperSign system under evaluation for repair for marketing live GPTC service notification to customers at Metro Center.
- Completed building inspections to keep the building in good repair in partnership with the City of Gary (COG) Department of Public works.
 - Annual Fire Extinguisher Inspection April
 - COG Building Superintendent was informed of the following issues:
 - Three (3) Pot Holes – Bus drive pot hole (1) repair- completed
 - Non-functioning exterior lights -reported
 - Generator, Escalator & Elevator Issues- reported

Deputy Gm of Ops Monthly Report March 2022

- Director of Maintenance Resignation
- Floor Supervisor Resignation
- Three (3) Mechanics resigned (increased salary)
- Two Mechanics remain, and Maintenance secretary
- Down seven (7) Maintenance Employees
- Accidents one (1) Fixed object accident
- 39 Operators 6 vacant positions
- Coach #1002, and #1009 out for overhaul (Cummins)
- Two ADA vans ready (Art Hill Ford)

The last week of March 2022 we experienced a total of eleven (11) fleet vehicles shopped for various repair issues. In a matter of two (2) days with limited manpower in the Shop, we repaired seven (7) vehicles with one (1) vehicle down due to fire from a faulty tire, one (1) lost due to train accident, and one (1) with a faulty Transmission.

Taron A. Cain

Deputy GM of Operations