



BOARD OF DIRECTORS MEETING BOARD PACKET

BOARD MEETING

September 5, 2024

Cover Page

- Executive Session Notice (page 2)
- Agenda Board Meeting September 5, 2024 (page 3)
- Approval of Board Meeting Minutes dated August 1, 2024
- Approval of GPTC General Check Register Schedules dated August 1, 2024 thru August 31, 2024
- General Manager / Departmental Reports
 - Department - Finance
 - Department - Procurement
 - Department - Human Resources
 - Department - Operations
 - Department - Transportation
 - Department - Maintenance
 - Department - Planning/Marketing
 - IT
- Other Business Old/New
- Public Comments (2 minutes each)
- Adjournment



NOTICE OF EXECUTIVE SESSION
GARY TRANSPORTATION CORPORATION BOARD OF DIRECTORS
THURSDAY, SEPTEMBER 5, 2024 @ 4:30 P.M.

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, September 5, 2024
MEETING TIME: 6:00 P.M.
LOCATION: Adam Benjamin Metro Center – Board Room
100 West 4th Street
Gary, IN 46402

AGENDA

- ITEM #1 – Call to Order and Roll Call
- ITEM #2 – Approval of Board Meeting Minutes dated August 1, 2024
- ITEM #3 – Approval of GPTC General Check Register Schedules
dated August 1st – August 31, 2024
- ITEM #4 – Approval of GPTC Metro Center Check Register Schedules
dated August 1st – August 31, 2024
- ITEM #5 – – General Manager / Department Reports
 - Department – Finance
 - Department - Procurement
 - Department - Human Resources
 - Department - Operations
 - Department - Planning and Marketing
 - Department - IT
- ITEM #6 – Old Business –
New Business –
- ITEM #7 – Public Comments (2 minutes each)
- ITEM #8 – Adjournment



PROCUREMENT REPORT

AUGUST 2024

Submitted By: SHIRLEY SCOTT– DIRECTOR OF PROCUREMENT OVERSIGHT

SIGNIFICANT 2024 PROCUREMENT ACTIVITIES AND PROJECTS

UNDERGROUND STORAGE TANK INSURANCE

The Environmental Protection Agency requires GPTC to maintain Insurance for the seven (7) underground storage tanks located at the Maintenance facility. The Annual Pollution Tank Insurance Renewal policy has been secured for another year effective September 15, 2024 thru September 14, 2025 through the Berkley Environmental Company. The policy covers the storage tank system cleanup cost and third-party bodily injury and Property damage liability.

COMMERCIAL FLEET INSURANCE

Procurement is in the process of securing the Annual Commercial Fleet insurance for September 6, 2024 thru September 5, 2025. The required documents have been submitted to the Insurance Broker to acquire full and open competition. A recommendation will be provided to the Board for review and approval.

GENERAL TRANSIT FEED SPECIFICATION UPGRADE

General Transit Feed Specification is a software used to supply relevant information about transit the transit system to riders about routes, fares, schedules and geographic transit detail in real time. Board of Directors approved recommendation and a Purchase Order was issued.

A & E CONTRACT – REQUEST FOR QUALIFICATION (RFQ-2021-04)

Negotiation and Recommendation submitted for approval on April 21, 2023. Contract executed on June 13, 2023. Contract emailed to Vendor of Choice with Notice to Proceed to Johnson & Lee Ltd. A meeting was held with Johnson & Lee and Staff on July 19, 2023 and September 8, 2023 to discuss deliverables and schedules. Project Schedule delivered on September 18, 2023. Schematic Design submitted to GPTC on October 13, 2023. Awaiting several documents not submitted with Schematic Design for Phase 100 and Phase 200 due November 17, 2023. Incomplete Drawings from Johnson and Lee was submitted to GPTC Project Manager on January 11, 2024.

Awaiting review, correction and approval by Management.

LEASING FOUR (4) 35' TRANSIT LOW FLOOR BUSES (Upcoming)

GPTC was negotiating the lease of four (4) Gillig Low Floor transit buses to increase Bus fleet availability for operation due to the age and condition of the current fleet.

Sample lease sent to attorney for review and approval.

**GARY PUBLIC TRANSPORTATION CORPORATION
ANNUAL PROCUREMENT PLAN**

Description	Tentative Solicitation Date	Tentative Completion Date	Estimated Costs	Comments	Status
ADA VANS (5)	April 1, 2024	December 31, 2024	\$612,500.00	Project in Progress Purchase Order Issued to Vendor-June - Estimated time frame 120 days	
Support Vehicles - SUV & 1-Truck	April 16, 2024	July 11, 2024	\$280,000.00	Project COMPLETED Vehicles delivered July 11, 2024	
Diesel Bus Purchase (2)	February 17, 2023	February 28, 2024	\$1,290,074.00	Project Completed Delivered July 2024	
Bus Wash System	April 16, 2024	November 1, 2024	\$524,000.00	In Progress - Purchase Order Issued to Vendor Pending Shop drawings and submittals	
Farebox Equipment (15 units)	June 11, 2024	October 30, 2024	\$492,000.00	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
Heating-Co-Ray Heating Units	August 26, 2024	December 31, 2024	\$237,665.00	Last phase of the Co-Ray Heating system in Maintenance Garage	In Progress
Heating - Make-Up Units	August 26, 2024	November 20, 2024	\$200,000.00	Replacing old units over ten (10) years old. Supplies heating in Maintenance Garage area	
Diesel Bus Purchase (2)	September 1, 2024	November 1, 2025	\$1,350,000.00	Replacing vehicle that met useful life expectancy and mileage -	
Emergency Generator	September 1, 2024	December 31, 2024	\$155,500.00	To replace emergency generator to sustain building during a power outage	
Employee Group Health Care-Dental/Vision/Life/Disability	September 1, 2024	December 31, 2024	\$1,016,073.00	The solicitation primarily handled by a Broker. ADA, Maintenance and Operations cost paid from current 5307 grant funds	
Commercial Fleet Insurance	June 3, 2024	September 6, 2024	\$380,000.00	Annual project to renew fleet insurance handled by a Broker	In Progress
FY 2024 TOTALS:			\$6,537,812.00		

JULY 2024 BOD REPORT

Transportation

The month of July 2024, we experienced software issues with the GenFare system. The system is used to track ridership totals for the perspective months. The fareboxes installed on our newer rollingstock experienced compatibility issues with our current system in place. The IT department worked with GenFare to correct the issues which allowed us to regain access to the loss data stored in the fareboxes. However, the rollingstock with the older model fareboxes still processed ridership totals for multiple routes. The RBMX continued to show our largest ridership totals with 10,701 passengers minus the token transit, and monthly/weekly pass users. The R-3 (Burr Ridge) 3,873 held the second highest ridership for several consecutive months. The L-2 (Lake & County Line) at third (1,689), closely followed by R-1 (1,665), and L-3 (1,490) respectively.

Maintenance

The Maintenance Department continues to excel in attracting top candidates within the Mechanic position. Both Mr. Barnes, Mr. Dennis (HR), and I agreed upon a recruiting strategy that bared fruit in the early stages, exceeding our original expectations. After posting Mechanic positions on UTI (Universal Tech Institute), and Lincoln Technical Institute graduates job board, GPTC secured two Lincoln Tech graduates with ten years of mechanical experience, and possibly one UTI candidate who recently graduated in early July 2024. The restructuring of PM maintenance, predictive maintenance, frequently repaired items, and priority repairs in the past two years allowed us to focus on attracting candidates who meet our immediate needs. Attracting productive thinking, and performance driven candidates only strengthens GPTCs future growth of maintaining our fleet past the useful life expectancy.

Maintenance Production

PM's PERFORMED: 13	INJURIES: 0	PARTS ON BACKORDER: filters
TRANSMISSIONS: 2 replaced	ACCIDENTS: 0	PARTS ON ORDER: 12
SHOP EMPLOYEES: 10	INJURY FREE: 732 DAYS	RECONCILIATION: AUG
BUS CLEANERS: 6	SUSPENSION: 0	PART EMPLOYEES: 2
REVENUE FLEET: 21	VACATION DAYS: 14	
ROAD-CALLS: 3	OVERHAULS: 1	
TOWS: 0		

Deputy GM of Ops

GENERAL MANAGER'S MONTHLY REPORT

July 1, 2024 THRU July 31, 2024

TRANSPORTATION

Active Employees

Inactive Employees

Total Employees

Union: 39

Union: 0

Union: 39

Non-Union: 6

Non-Union: 0

Non-Union: 0

WORK DAYS AVAILABLE: 26		SICK DAYS: 16	
TOTAL EMPLOYEE WORK DAYS: 1014		TOTAL EMPLOYEE WORK DAYS LOST: 16	
ACTUAL WORK DAYS: 998		ABSENTEEISM RATIO: 1.6	
DISCIPLINE LOST DAYS: Accidents: 0 Procedural: 0 Absenteeism: 0 Other: 0			
Total Trips Weekdays: 6,820	Total Vehicle Miles: 7,938	Total: 0	Total: 0
Total Trips Saturdays: 640	Total Revenue Miles: 6,523	Vehicle Collision: 0	Passenger: 0
Total Missed Trips Weekday: 116 Manpower X Vehicle: X	Total Deadhead Miles: 1,079	Passenger: 0	Disturbance: 0
Total Missed Trips Missed: 0 Saturdays: Manpower: X Vehicle:	Monthly Certification: 8	Fixed Objects: 0	Non-Action: 0

ON TIME PERFORMANCE PERCENTAGES BY ROUTE

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

ROUTE RIDERSHIP 2024

(Refer to Planning & Marketing Report for Ridership Information)

COMPLAINTS

ROUTE	SERVICE	PERSONNEL	ACTION TAKEN	COMMENDATION
FIXED	1	1	2	0
ADA PARATRANSIT	0	0	0	0

SUBMITTED BY: DIRECTOR OF TRANSPORTATION (RILEY STEWART)



Gary Public Transportation Corp.

JULY/AUG 2024 BOARD REPORT – Presented September 5, 2024

GPTC PLANNING AND MARKETING DEPARTMENT

RECENT HIGHLIGHTS AND ACCOMPLISHMENTS

1. Continued tracking ridership and service information
2. Oversaw completion of GTFS update
3. Discussed Cycle219 with the Association of Pedestrian and Bicycle Professionals
4. Advanced Air Show partnership; began Miller Beach Tourism partnership
5. Participated in City's Back to School event

RIDERSHIP MONTHLY REPORT (Attachments A)

See Attachment A.

ADVERTISING:PROMOTION:OUTREACH (Attachments B, C)

Transit Advertising:

- In addition to RailCats and Air Show ads, Fuel Media is queuing up ad flights for any additional revenue vehicles acquired. Air Show and RailCats ads are shown in Attachment B.

Marketing and Outreach:

- Via is facilitating a partnership with Miller Beach Tourism on a video series, using funds from the Knight Foundation. Shooting will take place in August after the Air Show.
- GPTC will be inviting Board members and other officials to participate in A Week Without Driving (see attached) from September 30 to October 6. The purpose of the event is to highlight the opportunities as well as the barriers and challenges.

Advertising Revenue: Revenue for the last three months: May: \$12,436.13; June: \$11,275.23; July: \$11,275.23.

CYCLE219 BIKESHARE/MOBILITY HUB PROJECT

- Implementation continues:
 - A how-to video was shot the last week of June and is currently being edited. When it is completed, bikes will be deployed in Hammond/Whiting and University Park.
 - The National Park Service is reviewing applicable regulations to determine when/how it can add stations at West Beach and the Douglas Center
 - Purdue Northwest is considering coming into the program.
- Staff presented on Cycle219 in August in Detroit at the Association of Pedestrian and Bicycle Professionals Conference.

SERVICE PLANNINGLakeshore

- Staff is continuing to monitor ridership for this service, launched in May.

Hobart

- 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.

Fare Technology

- Planning staff has been reviewing farebox and contactless validation technology options and is prepared to render a recommendation for this effort.

TRIENNIAL REVIEW

- The closeout process for GPTC's Triennial was completed but will be revised after staff noted a deficiency that was not marked closed.

VOLKSWAGEN MITIGATION TRUST

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



- Ridership: July boardings decreased ever so slightly to 12.02 riders per revenue hour. This figure keeps the Bmx on the watch list for potential service frequency increases to avoid crowded vehicles.
- Station Improvements
 - GPTC is reviewing a revised funding agreement with the Town and will be presenting this for approval.
 - Shelter repair will commence this fall with facilities in Midtown, Glen Park and Merrillville slated for repair work.
 - Staff will be scheduling a Summer solicitation of the sustainable landscaping project.

ATTACHMENT A
Ridership thru July 2024

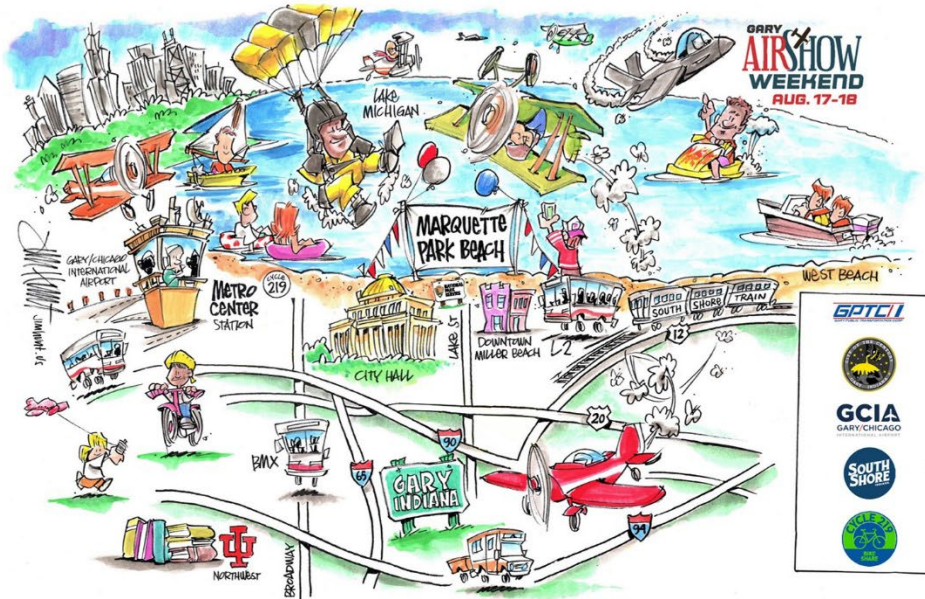
RIDERSHIP COMPARISON: 2021-2024						
MONTH	2021	2022	2023	2024	%age change 2022-2023	%age change 2023-2024
January	34,390	28,576	32,547	32,257	13.90	(0.89)
February	31,071	28,789	34,360	38,188	19.35	11.14
March	42,264	35,969	36,112	36,149	0.40	0.10
April	39,224	32,093	35,651	38,267	11.08	7.34
May	34,763	30,328	41,027	36,282	35.28	(11.57)
June	36,969	18,752	38,028	34,853	102.80	(8.35)
July	36,162	28,744	36,055	39,167	25.44	8.63
August	38,970	37,449	45,902	0	22.57	(100.00)
September	37,317	37,153	39,218	0	5.56	(100.00)
October	36,271	38,880	43,271	0	11.29	(100.00)
November	34,808	35,448	39,977	0	12.77	(100.00)
December	36,595	32,176	38,338	0	19.15	(100.00)
Totals	438,804	384,357	460,485	255,164	19.81	0.55

Note: Totals include fixed route and paratransit services

Shown above is service and ridership information/analysis for July 2024.

- *NOTE: June 2024 ridership was adjusted to account for farebox issues on Route L2.*
- July ridership was the highest for this calendar month since before the pandemic, as well as the highest monthly ridership recorded so far in 2024.
- The Access219 ridership was second lowest for the year.
- Ridership per revenue-hour continued increasing:
 - Central service ridership continued to increase
 - Lakeshore service ridership was down slightly
 - The Broadway system increased ridership as well, and is almost certain to require increased trips by the end of the calendar year.
- While service delivery was down slightly to 98.5%, with the West Central line and the Bmx the worst performers. Delivery in August has stabilized.
- Mobile apps constituted about 18.4% of GPTC’s ridership over all modes in July.

ATTACHMENT B
RailCats and Air Show Ads and Outreach



ATTACHMENT C
Week Without Driving Outreach



**WEEK
WITHOUT
DRIVING**

**Join us in advocating for
communities that are
accessible for everyone**

**Monday, September 30 –
Sunday, October 6, 2024**



WeekWithoutDriving.org