GPTC

GARY PUBLIC TRANSPORTATION CORP

NOTICE OF EXECUTIVE SESSION

GARY TRANSPORTATION CORPORATION BOARD OF DIRECTORS

THURSDAY, NOVEMBER 6, 2025 @ 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 a physician.

✓ (8) – To discuss before a placement decision, an 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.

GARY PUBLIC TRANSPORTATION CORP

BOARD OF DIRECTORS MEETING

DATE: Thursday, *November 6, 2025*

MEETING TIME: **5:30 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 October 9, 2025

ITEM #3 – Approval of GPTC General Check Register Schedules dated October 1 thru October 31, 2025

ITEM #4 – Approval of GPTC Metro Center Check Register Schedules dated October 1 thru October 31, 2025

ITEM #5 – Election of Officers for GPTC Board of Directors

ITEM #6 – Approval of Board Meeting Schedules

ITEM #7 – Approval of Administrative Holiday Schedule

ITEM #8 – Approval of Union Holiday Schedule

ITEM #9 – General Manager and Department Head Reports
- Finance -- Procurement; Marketing/Grants
- Human Resources -- IT
- Operations -- Transportation and Maintenance

ITEM #10 – Old Business –
a. Procurement updates (S Scott)
b. Title VI updates (D Wright)
c. Vehicle Insurance (Finance)
d. Restoration / Maintenance of Metro Center (Prewitt)

ITEM #11 – New Business –

ITEM #12 – Public Comments (2 minutes each)

ITEM #13 – Adjournment

GARY PUBLIC TRANSPORTATION CORPORATION
100 West 4th Avenue
Gary, Indiana 46402

BOARD OF DIRECTORS MINUTES
October 9, 2025

The meeting of the Board of Directors of the Gary Public Transportation Corporation (GPTC) held Thursday, October 9, 2025, was called to order by Board President Stephanie Hulett at approximately 5:35 P.M. in the GPTC Board Room of the Adam Benjamin Metro Center, 100 W. 4th Avenue, Gary, Indiana. This meeting was lived streamed.

Board President Stephanie Hulett stated for the record 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 certify that the items discussed were related to information concerning issues that were posted on our Executive Session Notice.

Legal Counsel: Cynthia Taylor, Esq.

Management/Staff Present:

- Denise Dillard, Interim General Manager
- Dion Dennis, Director Human Resources
- LeBarron Burton, IT Administrator
- Michael Washington, Interim Finance Officer
- Taron Cain, Deputy GM - Operations
- Riley Stewart, Director Transportation
- Benjamin Barnes, Director of Maintenance
- David Wright, Marketing and Grants

ITEM # 1: Call to Order and Roll Call

The following members were present:

- President Hulett
- Secretary Goffin
- Member Ruby
- Member Robinson
- Member McKenzie
- Member Tolbert
- Member Scott-Henry - Excused

A quorum was established with six members present.

ITEM # 2: Approval of Minutes – September 4, 2025

Board Member Robinson moved to approve the minutes of the board meeting held on September 4, 2025, as presented. The motion was seconded by Member Tolbert.

The motion was moved and properly seconded. There being no questions or discussion concerning the motion, a roll call vote was taken:

- President Hulett – Yes
- Member Ruby – Yes
- Member Tolbert – Yes
- Secretary Goffin – Yes
- Member McKenzie – Yes

Vote: 6 Yes, 0 No. Motion Approved

Item #3: Approval of GPTC General Check Register – September 1–30, 2025

Board Member **Antoine Goffin** moved to approve the GPTC General Check Register dated September 1, 2025 through September 30, 2025, as presented. The motion was seconded by Board Member Benjamin Robinson.

The motion was moved and properly seconded. There being no questions or discussion concerning the motion, a roll call vote was taken:

- President Hulett – Yes
- Member Ruby – Yes
- Member Tolbert – Yes
- Secretary Goffin – Yes
- Member McKenzie – Yes

Vote: 6 Yes, 0 No. Motion Approved

Item #4: Approval of GPTC Metro Center Check Register – September 1–30, 2025

Board Member Antoine Goffin moved to approve the GPTC Metro Center Check Register dated September 1, 2025 through September 30, 2025, as presented. The motion was seconded by Board Member Benjamin Robinson.

The motion was moved and properly seconded. There being no questions or discussion concerning the motion, a roll call vote was taken:

- President Hulett – Yes
- Member Ruby – Yes
- Member Tolbert – Yes
- Secretary Goffin – Yes
- Member McKenzie – Yes

Vote: 6 Yes, 0 No. Motion Approved

ITEM # 5: INTERIM GENERAL MANAGER- Denise Dillard

The meeting was turned over to Interim General Manager Denise Dillard

The Interim GM reported that the primary focus over the past few months has been the budget process, which included collaboration with legislators, the Mayor of Gary, and other regional leaders to secure local match funding.

GPTC is now officially represented on the Town of Merrillville and City of Hobart Transportation Task Force. This task force is managing a $7 million initiative to explore a roundabout at Mississippi Street and a 20-minute trolley-style loop from Sam's Club (Hobart) to Century Mall. Concerns raised by Hobart's planner regarding pedestrian safety on U.S. 30 were acknowledged and addressed. GPTC's involvement ensures centralized operations and efficient use of resources.

Proposals are being prepared in response to a request from Hard Rock, tied to the Burr Street route, which has experienced double-digit ridership increases. The route now serves a growing area of

workforce destinations, entertainment venues and 24-hour businesses. Management has conducted field assessments and is using audit data to evaluate cost per rider, fuel and mileage expenses

The Operations Team responded quickly to a 24-hour grocery store closure, extending service hours with minimal notice. The team worked late into the evening to ensure community access, demonstrating GPTC's responsiveness and commitment.

Special thanks were extended to Rachel Caesar and the Public Works team for their ongoing maintenance efforts, including trimming trees and clearing overgrowth. Their work ensures that facility upkeep is a continuous process, not a once-a-year task. GPTC continues to work on minor facility enhancements, including painting and general cleanup, to improve presentation and pride in the space.

GPTC continues to engage with County Commissioners, City Council, and Mayor Melton regarding funding proposals. The agency is now in a proactive position, developing a comprehensive budget rather than reacting to deadlines.

A request for $1 million has been submitted to support fleet expansion, with the goal of doubling the current fleet. This request was based on recommendations from regional partners who recognize GPTC's growth and service needs.

HUMAN RESOURCES- Dion Dennis

GPTC is currently experiencing staffing shortages in both operations and maintenance departments. Interviews have been conducted for four operator positions and the procurement clerk role and three new hires have joined the maintenance department.

GPTC is collaborating with Haywood & Fleming to organize the annual "Be Healthy" Lunch and Learn event which is scheduled for October 23rd in recognition of Breast Cancer Awareness Month. The event will include a door decorating contest, which was well-received in its inaugural year. Gifts will be distributed to all participants.

Planning is underway for open enrollment, which will take place in December. GPTC is coordinating with Haywood & Fleming to finalize the date. The event will be combined with the annual Christmas dinner for employees, continuing a tradition of seasonal celebrations and employee appreciation.

A discussion was held regarding starting titles and pay rates. Bus Operators currently start at $25/hour, following a board-approved salary increase to remain competitive with school bus driver wages. Road supervisors' salaries are currently lower than Bus Operators. A proposal to increase their salary is under consideration.

IT – LeBarron Burton

Genfare installation was completed as of October 21st. All buses have been equipped with new fareboxes. However, barcode installation was initially missed and is currently being addressed. The system is being prepared for a full transition by year-end, including Tap-to-Pay functionality, Apple Pay and Android Pay compatibility. Integration with GPTC's custom mobile app, which is currently undergoing staff training. Fine-tuning and troubleshooting are ongoing, as is typical with large-scale system installations. Wi-Fi installation is underway on GPTC buses as part of the Genfare system integration.

Two new firewalls have been installed. There are communication issues between two locations, between 4th Avenue and 35th, but each site remains operational independently. Printing and other critical functions are unaffected. GPTC is working with our vendor MTA to assess and rebuild its network, which includes identifying and removing 37 unused devices, addressing security vulnerabilities on outdated systems. Microsoft 365 migration is complete. Staff training and optimization are the next steps to maximize its capabilities. GPTC website rebuild is approximately 90% complete. Demos and previews will be shared soon.

OPERATIONS -Taron Cain

GPTC experienced its highest ridership since before the COVID-19 pandemic, despite early September challenges with outdated Genfare equipment, accurate ridership data was not available during the initial weeks of September. Since the installation of new Genfare fareboxes, which support Apple Pay, mobile payments, and Tap and Pay contactless fare options, data collection has improved.

Despite having newer buses, the refurbishing of older vehicles and extended daily service hours (up to 18 hours per day) have led to expected wear and HVAC issues. However, GPTC has seen a significant decline in road calls, dropping from approximately 50 to just 11 per month.

The maintenance team, though short-staffed due to medical leave and vacancies, has performed well under pressure. GPTC is actively recruiting skilled professionals, including those with technical certifications and professional licenses. The Operations team expressed optimism about the quality of recent hires, noting that many new staff members bring industry knowledge and professionalism. The department emphasized the importance of self-paced training and support systems to help new employees succeed in their roles.

PLANNING and MARKETING – David Wright

Mr. Wright reported that GPTC experienced its highest ridership since the pandemic, driven by several key factors e.g. increased service on Lakeshore routes (R4, R6) and a surge in mobile pass usage, especially during the Air Show. September mobile pass usage on Lakeshore routes remained consistent with August, indicating sustained ridership in Hammond and Whiting and boarding increases ranged from 85 to 200 riders.

Schedule adjustments for the approved service changes have been completed and drafts have been submitted to operations for review, bus stop and route planning and are awaiting final operations approval to set a go-live date.

GPTC collaborated with the FTA and finance team to submit a budget revision for additional operating revenue to support driver compensation; our submission was completed within days, ahead of the federal system shutdown. The FTA accepted the proposal without requiring corrections. This supports the upcoming $17 million federal “supergrant”, *pending system reopening*.

The Title VI Plan, required under the Civil Rights Act of 1964 is being updated for the 2025 cycle. A synopsis is included in the board packet, highlighting changes from the 2022 version. The full draft will be sent to board members for review and approval at the November meeting.

A current Title VI Plan is required for eligibility for future federal grants, including the pending $17M award.

FINANCE- Michael Washington

The Board received the financial report for August 2025, presented as follows:

- Total revenue collected: $830,683.84 of this, $784,226 was attributed to the fiscal year cycle and federal grants.
- Monthly budgeted revenue: $1,827,446.00, actual revenue was $996,762.16 below budget, a 35% shortfall.
- Annual revenue projection: $15,327,730; monthly average: $1,827,738; August shortfall: $446,000 (35% below projection)

Year-to-Date Revenue:

- Total collected: $6,698,046.82
- Cumulative budget through August: $10,218,469.00
- Variance: 34% below budget, with a 1% decline from the previous month

Expenses:

- August expenses: $876,608.00
- Decrease of $45,924.36 from the prior month
- Monthly deficit: $45,924.36 (expenses exceeded revenue)
- Year-to-date deficit: $399,535 (31% shortfall)

Outlook and Additional Funding:

- A property tax distribution of approximately $1.6 million is expected later in the year.
- The organization is working with the City to secure a one-time ARPA (American Rescue Plan Act) grant of $710,000. If approved, this would eliminate the current deficit.
- The Town of Merrillville has been invoiced $44,524 for annual transit services, though actual costs are closer to $330,000. Negotiations are underway to adjust this amount.
- The City of Hammond, currently contributing $50,000 annually, will be billed closer to $300,000 pending agreement finalization.

If the ARPA grant and municipal agreements are finalized, the organization anticipates eliminating the current deficit and ending the fiscal year in a stronger financial position. Efforts are also underway to secure increased funding for FY2025.

Acceptance of General Manager/Departmental Reports

Secretary Goffin moved that the board accept the departmental and general manager reports. Seconded by Member McKenzie.

Roll Call Vote:

- President Hulett – Yes
- Member Ruby – Yes
- Member Tolbert – Yes
- Secretary Goffin – Yes
- Member McKenzie – Yes

Motion carried.

ITEM #6: Old Business

a. Procurement Manual

Member Goffin moved to continue tabling the approval of the procurement manual until the proposed changes are presented. Seconded by Member Ruby.

Roll Call Vote:

- President Hulett – Yes
- Member Ruby – Yes
- Member Tolbert – Yes
- Secretary Goffin – Yes
- Member McKenzie – Yes

Motion carried.

Item #7: New Business

a. Holiday Tokens for Staff

Member Goffin moved to approve the annual holiday tokens for staff in the amount of $50. Seconded by Member Ruby.

Roll Call Vote:

- President Hulett – Yes
- Member Ruby – Yes
- Member Tolbert – Yes
- Secretary Goffin – Yes
- Member McKenzie – Yes

Motion carried.

b. Building Preservation Contract

Member Goffin moved to give preliminary approval for Mr. Prewitt's organization to begin assessing pricing and preservation needs for the building. Seconded by Member McKenzie.

Roll Call Vote:

- President Hulett – Yes
- Member Ruby – Yes
- Member Tolbert – Yes
- Secretary Goffin – Yes
- Member McKenzie – Yes

Motion carried.

c. Title VI Policy

Member Goffin moved to table the approval of the Title VI policy until a comparison of previous changes can be completed. Seconded by Member McKenzie.

Roll Call Vote:

- President Hulett – Yes
- Member Ruby – Yes
- Member Tolbert – Yes
- Secretary Goffin – Yes
- Member McKenzie – Yes

Motion carried.

d. Insurance Approval

Member Goffin moved to table the approval of insurance until the appropriate information is reviewed by Finance and the General Manager, with the possibility of a second meeting. Seconded by Member Ruby.

Roll Call Vote:

- President Hulett – Yes
- Member Ruby – Yes
- Member Tolbert – Yes
- Secretary Goffin – Yes
- Member McKenzie – Yes

Motion carried.

ITEM #8: Public Comment

a. Bus Signage Issues

- Concerns were raised about some drivers not displaying the correct street signs on their buses.
- Riders, especially on Broadway routes, are experiencing confusion.
- It was noted that drivers have access to a button that updates the signage, but it may not be consistently used.

Action Item:
Management will remind all drivers to verify and display the correct signage before departure. Additional training may be provided if necessary.

b. Airport Air Show Shuttle Concerns

- A complaint was received regarding shuttle service delays during the airport air show.
- David Wright had stated buses would run every 10 minutes.
- A breakdown occurred on the R3 route near 15th and Tate, affecting riders.
- Riders had to drive to the new station to catch the shuttle due to the disruption.

Action Item:
A follow-up discussion with David Wright and the operations team will be scheduled to review the incident and improve future event coordination.

ITEM #9: Adjournment

Motion to adjourn the meeting was made by board secretary Goffin. Seconded by board member Ruby. Meeting adjourned at 6:30 p.m.

_____
Stephanie Hulett, President

Attest:

_____
Antoine Goffin, Board Secretary

PROCUREMENT REPORT

AUGUST - SEPTEMBER 2025

Submitted By: SHIRLEY SCOTT– DIRECTOR OF PROCUREMENT OVERSIGHT

SIGNIFICANT 2024/25 PROCUREMENT ACTIVITIES AND PROJECTS

PROCUREMENT POLICY AMENDMENT

Finance is requesting the approval of the revised Procurement Manual to comply with Federal, State and local regulations: FTA Circular 4220.1G and 5010.1F, FTA Regulation 2 CFR Part 200

KEY UPDATES:

- Standard of Conduct: Expanded violation protocols (Item # 2.1.3)
- Purchase Approval Levels: Raise thresholds (Item # 2.3.1)
- Surplus Disposal FTA Market Value increased from $5,000 to $10,000 (Item # 2.6.2)
- Acquisition Planning and Initiation: Item # 4.1
  a. Micro Purchase increase $3,000 to $10,000 per purchase
  b. Simplified Acquisition increase $150,000 t0 $350,000
  c. Invitation for Bid and Request for Proposal increase $50,000 to $75,000 annually.
- Approval Levels for Purchases increased from $10,000 up to $50,000
  Board of Directors approval increase $75,000 to over $150,000
- Cardinal Change expands guidance restriction, identification and testing (Item #8.6)
- Buy America, Build America Act 2022 – Incorporated
- Prohibition on certain telecommunication and video surveillance services or equipment compliance with Public Law 115-232, section 889, subsection (f).

TRANSIT BUS LEASING

GPTC executed a lease agreement for nine (9) Gillig Low Floor buses -fleet modernization:

- **Agreement Approved:** December 12, 2024
- **Purchase Order Issued:** January 6, 2025
- **Delivery Schedule:** Two buses/month from January to May 2025
- **Final Delivery:** June 27, 2025

Vendor: Midwest Bus (in partnership with City of Gary)

ARMED SECURITY SERVICES

Armor Security began services at Metro Center on September 13, 2024:

- **Initial Term:** 90 days ending December 13, 2024
- **Expansion:** 24/7 coverage at Central Maintenance Facility (from October 15, 2024)
- **Extension Approved:** Through December 13, 2025
- **Metro Center 24/7 Coverage Began:** February 13, 2025
- **Project Manager:** Dion Dennis, HR Director

GENFARE SYSTEM UPGRADE

Fare collection system modernization approved:

- **Vendor:** Genfare LLC
- **Bid Price:** $530,670.78
- **Grant Budget:** IN-90-X652-02
- **Board Approval:** November 7, 2024
- **Purchase Order Issued:** November 12, 2024
- **Software License Approved:** January 14, 2025
- **Kickoff Meeting:** March 26, 2025
- **Fareboxes Delivered:** May 7, 2025
- **Genfare Installation -September 18, 2025 – September 21, 2025**

PARATRANSIT VEHICLE PROCUREMENT

- **Phase I – Five (5) Vans**
- **Vendor:** Coach & Equipment Bus Sales
- **Contract Method:** SCTA Piggyback
- **Board Approval:** May 2024
- **Purchase Order Issued:** June 12, 2024
- **Delivery Date:** October 6, 2025
- **Total Price:** $612,500
- **Budget:** IN-90-X652-02

Phase II – Two (2) Additional Vans

- **RFQ Issued:** April 28, 2025
- **Solicited Bidders:** Midwest Transit Equipment (IN QPA), Tesco Transportation Equipment
- **Selected Vendor: Midwest Transit Equipment**
- **Board Approval:** June 5, 2025
- **Purchase Order Issued:** June 16, 2025
- **Estimated Delivery:** September–November 2025
- **Total Price:** $329,868.80
- **Budget:** IN-90-X652-02

GARAGE LIGHTING RETROFIT

Energy-efficient lighting upgrade under NIPSCO Incentive Program:

- **Incentive Value:** $48,119.37
- **Scope:** 218 High Bay LED fixtures with motion sensors; disposal of 248 old units
- **Solicited Vendors:** Evorik, Continental, Austgen, Midwestern, Sweney Electric
- **Selected Vendor:** Evorik Electric – $95,802
- **NIPSCO Approval & Notice to Proceed:** June 27, 2025
- **Board Approval:** July 10, 2025
- **Purchase Order Issued:** July 17, 2025
- **Performance Bond Received:** July 22, 2025
- **Completion Date: August 19, 2025**
- **Final Walk-thru with Nipsco: September 4, 2025 Passed Inspection per TRC (Nipsco)**

MAINTENANCE UNIFORM

Procurement issued a Request for Quote for Uniform Cleaning Services
RFQ # 2025-04

- **RFQ Issued:** July, 2025
- **Proposal Due Date: August 18, 2025**
- **Bidders: Cintas, Corporation, Unifirst and Wildman**
- **Recommendation Submitted: October 9, 2025**
- **Estimated Contract Date:** November 3, 2025
- **Budget:** IN-90-X652-02

FLEET INSURANCE

- **Application for fleet Renewal Insurance issues to Broker (Assured Partners) July 7, 2025**
- **Fleet Roster Submitted along with latest Audit Report and Driver list submitted August 2025**
- **Proposal received September 8, 2025**
- **Recommendation submitted for approval: October 9, 2025**

GARY PUBLIC TRANSPORTATION CORPORATION
ANNUAL PROCUREMENT PLAN

Description	Tentative Solicitation Date	Tentative Completion Date	Estimated Costs	Comments	Status
ADA VANS (5)	April 1, 2024	July 31, 2025	$612,500.00	Project in Progress -Purchase Order Issued to Vendor- June - Estimated time frame 9 - 12 Months	Delivery 10/6/25
Armed Security Guard Services Metro Center	September 13, 2024	February 13, 2026	$250,000.00	Security Guard services secured for the Metro Center for Ninety (90) days expaned 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	Completed 4/7/2025
Farebox Equipment (15 units)	October 14, 2024	May 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. Equipment received May7, 2025 & May 15, 2025	Installation 9/18-21-2025
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 2/21/2025
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	Completed 2/20/2025
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 until June 2025	Completed
Escalator Repair- Metro Center	September 25, 2024	April 30, 2025	$195,410.00	Repair Escalator at Metro Center Purchase Order Issued	Completed 4/11/2025
Garage Lighting	June 25, 3035	August 19, 2025	$95,802.00	Install 218-150 Watt UFO LED High Bay Light	Completed
Purchase Two (2) ADA Vehicles	April 28, 2025	October 31, 2025	$329,868.80	Replace (2) ADA Vehicles due to accident and Age. Quotes opened May 20, 2025. Recommendation Submitted for Board Approval June 5, 2025	in Progress
FY 2024/2025 TOTALS:			**$4,605,013.62**		

HUMAN RESOURCES

Board of Directors Meeting – November 6, 2025

Report for October 2025

CURRENT OPEN POSITIONS AS OF:

October 31, 2025

Position	# of positions to be filled	FT or PT	Notes
TRANSPORTATION DEPARTMENT			
Road Supervisor	1	Full-Time	
Bus Operator	0	Full-Time	
MAINTENANCE DEPARTMENT			
Parts Clerk	1	Full-Time	
Mechanic	2	Full–Time	
PROCUREMENT DEPARTMENT			
Procurement Clerk	1	Full-Time	

Human Resources Key Items from October 2025

1. We are in the process of preparing for the Fourth Quarter "Birthday and Anniversary Recognition Luncheon," scheduled for Monday, November 24, 2025.

2. I have collaborated with Leslie Leslie from Haywood and Fleming to organize our "Open Enrollment / Christmas Luncheon." The dates for this event are currently to be determined; we are considering either December 10, 2025, December 11, 2025, December 17, 2025, or December 18, 2025. We will inform the Board of Directors as soon as a final date is established.

3. We have successfully onboarded four new Bus Operators and are in the process of interviewing candidates for the Procurement Clerk position. An announcement regarding the selection for the procurement position will be made at a later date.

4. I am ensuring that all compliance requirements for 2025 have been met. Additionally, I will meet with our attorney to confirm that all legal matters have been addressed and to obtain a status report on any outstanding issues.

5. I have collaborated with Mr. Pruitt to arrange for the power washing of the building and to ensure the completion of all necessary capital projects by the end of the year.

OPERATIONS BOARD REPORT

TRANSPORTATION September/2025

RBMX BROADWAY METRO EXPRESS Ridership #7,419	***L-1 WEST CENTRAL #864***
R—1 LAKESHORE CONNECTION # 539	***L-2 OAK & COUNTY LINE #844***
R—2 U. S. 30 SHUTTLE # 157	***L-3 CROSSTOWN #529***
R-3 LAKE RIDGE #3,209	***L-4 UNIVERSITY PARK #41***
R-4,6 LAKESHORE SOUTH/North #156	***R-5 MERRIVILLE SHUTTLE #2***

***Ridership totals reflect Genfare/Farebox outdated. New system is uploaded as of third week of September.**

MAINTENACE DEPARTMENT:

September/2025

BUS FIXED MILES	***46,719***	***ADA VAN MILES***	***7,990***	***JANITORIAL***	***1***
ROAD CALLS	***3***	***ROAD CALLS***	***2***	***DISPATCHERS***	***5***
FUEL USED	***10,912 g***	***ADA FUEL USAGE***	***1836g***	***ADA CLERK***	***2***
VANS FIXED ROUTES MILES	***0***	***TOWS***	***2***	***MAINTENANCE SECRETARY***	***1***
ROAD CALLS	***0***	***MECHANICS***	***7***	***PARTS EMPLOYEES***	***2***
GASOLINE USED	***2,127 g***	***BUS CLEANERS***	***7***	***ROAD SUPERVISORS***	***3***
PM'S PERFORMED	***9***	***UTILITY***	***1***	***TRANSPORTATION MANAGER***	***1***
		MAINTENANCE MONTHLY	***DEPARTMENT TOTALS***		

GENERAL MANAGER'S MONTHLY REPORT
September 1, 2025 THRU September 30, 2025
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: 25		**SICK DAYS: 19**	
TOTAL EMPLOYEE WORK DAYS: 975		**TOTAL EMPLOYEE WORK DAYS LOST: 19**	
ACTUAL WORK DAYS: 956		**ABSENTEEISM RATIO: 1.9**	
DISCIPLINE LOST DAYS: Accidents: 0 Procedural: 0 Absenteeism: 0 Other: 0			
Total Trips Weekdays: 6,174	**Total Vehicle Miles: 6,075**	**Total: 1**	**Total: 0**
Total Trips Saturdays: 640	**Total Revenue Miles: 4,947**	**Vehicle Collision: 0**	**Passenger: 0**
Total Missed Trips Weekday: 336 Manpower X Vehicle: X	**Total Deadhead Miles: 697**	**Passenger: 0**	**Disturbance: 0**
Total Missed Trips Missed: 0 Saturdays: Manpower: X Vehicle:	**Monthly Certification: 13**	**Fixed Objects: 1**	**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 2025
(Refer to Planning & Marketing Report for Ridership Information)

COMPLAINTS

ROUTE	SERVICE	PERSONNEL	ACTION TAKEN	COMMENDATION
FIXED	**2**	**1**	**3**	**0**
ADA PARATRANSIT	**0**	**0**	**0**	**0**

SUBMITTED BY: DIRECTOR OF TRANSPORTATION (RILEY STEWART)

GENERAL MANAGER'S MONTHLY REPORT
October 1, 2025 THRU October 31, 2025
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: 28		**SICK DAYS: 22**	
TOTAL EMPLOYEE WORK DAYS: 1092		**TOTAL EMPLOYEE WORK DAYS LOST: 22**	
`ACTUAL WORK DAYS: 1070		**ABSENTEEISM RATIO: 2.2**	
DISCIPLINE LOST DAYS: Accidents: 0 Procedural: 0 Absenteeism: 0 Other: 0			
Total Trips Weekdays: 6,682	**Total Vehicle Miles: 7,519**	**Total: 2**	**Total: 0**
Total Trips Saturdays: 640	**Total Revenue Miles: 6,067**	**Vehicle Collision: 1**	**Passenger: 0**
Total Missed Trips Weekday: 448 Manpower X Vehicle: X	**Total Deadhead Miles: 925**	**Passenger: 1**	**Disturbance: 0**
Total Missed Trips Missed: 0 Saturdays: Manpower: X Vehicle:	**Monthly Certification: 5**	**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 2025
(Refer to Planning & Marketing Report for Ridership Information)

COMPLAINTS

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

SUBMITTED BY: DIRECTOR OF TRANSPORTATION (RILEY STEWART)

Gary Public Transportation Corp.

SEPT/OCT 2025 BOARD REPORT – Presented November 6, 2025
GPTC PLANNING AND MARKETING DEPARTMENT

RECENT HIGHLIGHTS AND ACCOMPLISHMENTS

1. **Continued tracking ridership and service information**
2. **Participated in community events, including a TEDxGary reception and a biking event**
3. **Completed draft Title VI update**
4. **Completed additional grant revisions for funding**
5. **Continued refining grant opportunities**
6. **Continued development of art project on Broadway corridor**

RIDERSHIP MONTHLY REPORT (Attachment A)

See Attachment A. This update includes information on third quarter ridership trends.

ADVERTISING:PROMOTION:OUTREACH (Attachment B)

Transit Advertising:

- The Heritage Adult Daycare bus wrap has been installed.
- Humana has updated ads on GPTC buses as part of a contract extension.
- Indiana University Northwest has signed a contract for a bus wrap as well as shelter/Metro ads and interior ads.
- The Indiana Department of Environmental Management (IDEM) will be using GPTC interiors for outreach as part of a year-long effort.

Marketing and Outreach:

- Layouts are near complete for the shelter artwork slated for installation in early November.
- Gary Transit was invited to provide a table at Mayor Eddie Melton's community forum at IUN in mid-October.
- Staff is finalizing plans for a Fall Summit on Monday, November 17th at J's Breakfast Club in Midtown – see attached flyer. It will be the first since 2023's Rolling Fall Summit and will provide details on service changes and GPTC-accessible destinations.
- Staff is finalizing plans for this year's Holiday Lights Tour on December 20th, 2025.
- Gary Transit hosted a reception for TEDxGary on October 16th.

Advertising Revenue: Revenue for the last three months: July: $7,962.50; August: $11,440; September: $11.180

GPTC 2025-2028 TITLE VI PLAN (ACTION REQUESTED)
Action is required for GPTC's updated GPTC's Title VI Plan, which is a requirement under the Civil Rights Act of 1964. The plan was distributed to the Board in advance of the October meeting for approval tonight.

CYCLE219 BIKESHARE (Attachment C)

- **Partnership:** Gary Transit is partnering with Nexus Strategy and Implementation to provide outreach, technical, and logistical support for Cycle219 through 2026.
- **Community Engagement:** On October 25, Gary Transit supported the "Bike Miller Beach" event hosted by Save the Dunes Council by providing Cycle219 bikes for a ride from the South Shore station to Lake Street Beach, boosting goodwill and program visibility.
- **Bike Deployment:** Nexus is helping finalize onboarding of seven bikes for Whiting. Additional bikes can now be ordered, with deployment expected by the next Board meeting. Coordination with the college on launch and outreach is also planned.

SERVICE PLANNING

- **Fall Service Changes**:
  Draft schedules for five updated routes have been completed. The changes are scheduled to take effect on December 8th.
- **Public Outreach**:
  An interactive Google Map highlighting the service changes will be released alongside the Fall Summit press release.

GRANTS

- **Federal Grants**:
  GPTC is awaiting the federal grant system's opening to proceed with a $16.5M "supergrant", which includes traditional transit funding and FHWA-supported operating and capital funds.
- **Legacy Foundation – Knight Donor Advised Grant**:
  Funding supports a historic photography installation at Broadway bus stops/stations. After a layout revision, installation is scheduled for early November.
- **Love Your Block Program**:
  GPTC will use the $4,000 from this city program to support the Donor Advised Fund project.
- **AARP Demonstration Grant**:
  Gary Transit's application was successful. About $5,200 will go toward passenger and pedestrian facility improvements. GPTC is coordinating with the city on next steps.

BROADWAY metroexpress

- Ridership: Ridership per revenue hour (R/VRH) for August was revised up to 23 riders per hour. September R/VRH remained strong, at 20.72
- Station Improvements
    - Historic artwork for the shelter art program will be installed in November.
    - Staff will be scheduling the sustainable landscaping project for installation this year.
    - Discussions continue for an additional shelter at the Adam Benjamin, Jr. Veterans Hospital in Merrillville/Crown Point.

ATTACHMENT A
Ridership thru September 2025

RIDERSHIP COMPARISON: 2022-2025

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	34,853	15.13	(11.89)
March	35,969	36,112	36,925	37,961	2.25	2.81
April	32,093	35,651	38,889	42,251	9.08	8.65
May	30,328	41,027	37,371	41,049	(8.91)	9.84
June	18,752	38,028	35,435	43,466	(6.82)	22.66
July	28,744	36,055	40,991	40,522	13.69	(1.14)
August	37,449	45,902	45,891	48,821	(0.02)	6.39
September	37,153	39,699	41,335	42,249	4.12	2.21
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	364,275	0.28	3.69

Note: Totals include fixed route and paratransit services

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

- August data was revised to reflect adjustment to ridership on Routes R4 and R6.
- Lakeshore Service continues to carry more passengers due to service increases.
- Ridership is higher but may still be impacted by service delivery issues.
- Access219 ridership continues to be down.
- Mobile apps use was 21% for September, over all modes.

ATTACHMENT B
Fall Summit Flyer

GARY PUBLIC TRANSPORTATION CORP

IT Report for the Board of Directors
November 6, 2025 meeting

Prepared by: LeBarron Burton

Reporting for the month of October 2025

Executive Summary

This month's report highlights critical progress within our fare collection systems following extensive collaboration with Genfare. Through dedicated training and direct engagement with their engineering team, we have achieved full operational stability in the farebox network, resolved outstanding hardware recalls, and positioned GPTC for enhanced data transparency and service reliability.

Operational Updates

Mr. Barnes and I participated in a one-week intensive training with Genfare, focusing on the comprehensive repair and diagnostic processes for both the fareboxes and vault systems. The program required us to completely disassemble and reassemble the equipment, ensuring an in-depth understanding of component-level operations. During the training, we engaged directly with several Genfare engineers responsible for managing GPTC's service account, further strengthening our technical support network and optimizing our communication channels for rapid response.

Maintenance and Technical Updates

The longstanding farebox issues affecting revenue validation have now been fully addressed. Genfare identified and replaced a recalled bill validator bracket across all new fareboxes, and new barcode readers were installed system-wide. These corrective actions have significantly improved data accuracy and fare validation reliability. As of Monday, farebox data uploads automatically to the GFI cloud server each evening during bus probing, marking a major step toward a modernized, data-driven operation.

Upcoming Projects / Next Steps

The next milestone in our modernization roadmap is the installation of WiFi routers throughout the fleet. A contractor will be secured shortly, and installation is expected to be completed before the end of the month. Once live, this upgrade will enable real-time cloud synchronization of farebox data, enhance our ability to perform live monitoring and diagnostics, and introduce free onboard WiFi for our passengers. This dual-purpose infrastructure upgrade improves both operational efficiency and customer satisfaction.

Summary / Outlook

Our partnership with Genfare has been instrumental in stabilizing GPTC's fare collection infrastructure. With the recall resolved, new components installed, and network upgrades underway, GPTC is transitioning toward a fully connected system. This transformation underscores our commitment to operational excellence, real-time transparency, and continuous improvement in customer service delivery.