



Board Report  
December 9, 2021

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317.635.3344

- 1. Call to Order and Roll Call** (Presenters - Greg Hahn, Jill Russell)
- 2. Awards and Commendation** (Presenter - Inez Evans)
- 3. Committee Chairperson Reports** (Presenters - Richard Wilson, Adairius Gardner)
  - Finance Committee - Richard Wilson
  - Service Committee - Adairius Gardner
- 4. Consent Agenda** (Presenter - Greg Hahn)
  1. A-1: Consideration and approval of minutes from Board meeting held on October 28, 2021
  2. A-2: Consideration and approval of Board of Directors Meeting dates for 2022 (Presenter - Inez Evans)
  3. A-4: Consideration and approval of bus stop construction (Presenter - Annette Darrow)
  4. A-5: Consideration and approval of Hastus license fees for 2022 (Presenter - Annette Darrow)
  5. A-7: Consideration and approval to modify the minimum change order amount requiring Board Action on the Purple Line Bus Rapid Transit (BRT) Project (Presenter - Jennifer Pyrz)
  6. A-8: Consideration and approval to purchase materials for rub rail (Presenter - Jennifer Pyrz)
  7. A-9: Consideration and approval of new facility new furniture - RJE Business Interiors (Presenter - LaTeeka Washington)
  8. A-10: Consideration and approval of East Campus B Building construction - 3D Professional Contracting, Inc. (Presenter - LaTeeka Washington)
  9. A-11: Consideration and approval of RFQ 21-09-425 Transit Asset Management Planning (TAMP) consultant/support (Presenter - Ryan Wilhite)
  10. A-12: Consideration and approval of RFP 21-08-413 HVAC and maintenance service (Presenter - Paul Williams)
  11. A-14: Consideration and approval of new Mobility Advisory Committee (MAC) Member (Presenter - Mike Roth)
  12. A-16: Consideration and approval of an amendment to the agreement regarding stormwater management and Citizens and CWA infrastructure and the Purple Line Bus Rapid Transit Project (Presenter - Jennifer Pyrz)
  13. A-17: Consideration and approval of extending Indianapolis Public Transportation Foundation (IPTF) Board Member Terms (Presenter - Emily Lovison)
- 5. Regular Agenda** (Presenter - Greg Hahn)
  1. A-3: Consideration and approval of adoption of IPTC Board Bylaws (Presenter - Jill Russell)
  2. A-6: Consideration and approval of contracts to construct the Purple Line Bus Rapid Transit (BRT) Project (Presenter - Jennifer Pyrz)
  3. A-13: Consideration and approval of Resolution 2021-14 – carry forward of outstanding encumbrances for FY2021 (Presenter - Justin Burcope)
  4. A-15: Consideration and approval of Resolution 2021-15 to acquire appraisal and purchase real property located at 9625 E. 33<sup>rd</sup> Street, Indianapolis, Indiana (Presenter - Jill Russell)
- 6. Information Items** (Presenter - Greg Hahn)
  1. I-1: Mobility Advisory Committee (MAC) Update (Presenter - Mandla Moyo)
  2. I-2: Consideration of receipt of the Finance Report for October 2021 (Presenter - Bart Brown)
  3. I-3: Transportation Network Companies - Funding (Presenter - Michael Roth)
  4. I-4: CEO Report (Presenter - Inez Evans)
  5. I-5: Section 5307 Transition
  6. I-6: Department Reports
- 7. Adjourn** (Presenter - Greg Hahn)



## Awards & Commendation Recognition for October/November 2021

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**To:** Chair and Board of Directors  
**From:** President/CEO Inez P. Evans  
**Date:** December 9, 2021

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### October/November 2021 Awards & Commendations

Employee	Position	Recognition
Andy Carpenter	Coach Operator – Fixed Route	42 Years of Safe Driving (Entire Career)
Treva Anderson	Coach Operator – Fixed Route	Operations October Employee of the Month
David Ross	Coach Operator – Fixed Route	Operations November Employee of the Month
Mark Fisher	IndyGo Board Member	7 Years of Service as IndyGo Board Member

## October 2021 Safe Drivers Recognition



National Safety Council Safe Driver awards are the recognized trademark of professional drivers who have proven their skill in avoiding traffic collisions. They are the highest honor for professional safe driving performance. The following Operators are recognized for their safe driving for October and received the National Safety Council recognition patch, pin, and certificate.

<u>Operator</u>	<u>ID #</u>	<u>Years of Safe Driving</u>	<u>Years of Service</u>
Andy Carpenter	880	42	42
Phillip Boicourt	580	24	37
Thomas Jacobs	2979	24	36
Gerry Poindexter	9631	23	32
Lacretia Hinton	6933	16	19
Lavelle Tealer	5948	15	24
Tonya Penn	8040	13	14
Dennis Clark	1022	11	21
Rhonda Watts	8271	9	11
Daryl Passwater	8517	8	8
Catherine Starkey	8741	3	6
Samuel Young	9271	3	3
Mikaiah Arnold	9386	2	2
William Hazen	9613	2	2
Jonathan Lewis	9442	2	2
Frank White	9617	2	2
Steven Goodrich	9695	1	2
Jerry Turner	9291	1	3
Andre Williams	9573	1	2

Safety is at the core of IndyGo’s mission and values. We congratulate the above professional coach operators that have achieved this milestone. Your performance contributes to helping make public transportation safer each day.

***Congratulations and Thank You!***



## Finance Committee Chairperson Report – December 2021

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**To:** President/CEO Inez Evans and Chair and Board of Directors  
**From:** Finance Committee Chairperson Richard Wilson  
**Date:** December 2, 2021

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### ISSUE:

A report of IndyGo December Finance Committee Meeting will be presented at the board meeting.

### RECOMMENDATION:

Receive the report.

**Richard Wilson**  
**Finance Committee Chairperson's Report**  
December 2, 2021

The Finance Committee met on December 2, 2021 at 8:30am. In attendance was, myself, Rick Wilson, Chairman of the Finance Committee, as well as Committee Members Mark Fisher and Pat Rios. Due to the Coronavirus Pandemic, this committee met both remotely via video conferencing and in person.

We reviewed and recommended Board approval for the following items on tonight's agenda: Consent Agenda Items A-1, A-7, A-9 through A-12, & A-16 and Regular Agenda Items A-3, A-6, A-13, & A-15.

An item from the committee meeting I would like to highlight is Action Item A-10, East Campus B Building construction - 3D Professional Contracting, Inc. Vice President of Infrastructure, Strategy, and Innovation Jennifer Pyrz presented this action item to the Finance Committee. In March 2021, IPTC executed a task order for The Etica Group to complete designs for East Campus B - Building, located at 9503 East 33<sup>rd</sup> Street. The facility will become the new home to the new IPTC Board Room, Training and Professional Development Center, temporary offices for Purple Line CM team, IPTC IT department & help desk and add a new elevator. In partnership with RATP Dev they are currently occupying the space until Mobility Solutions and Customer Care Center located at 2425 W. Michigan Street is completed. The B Building space will add offices, meeting spaces and flexible use spaces and incorporate a great deal of upgrades made for safety and security throughout the facility. The recommended contractor is 3D Professional Contracting, Inc. and their bid came in within the independent cost estimate.

Mr. Chairman, that concludes my report.

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## Service Committee Chairperson Report – December 2021

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**To:** President/CEO Inez Evans and Chair and Board of Directors  
**From:** Service Committee Chairperson Adairius Gardner  
**Date:** December 2, 2021

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### ISSUE:

A report of IndyGo December Service Committee Meeting will be presented at the board meeting.

### RECOMMENDATION:

Receive the report.

**Adairius Gardner**  
**Service Committee Chairperson's Report**  
December 2, 2021

The Service Committee met on December 2, 2021 at 10:30am. In attendance was, myself, Adairius Gardner, Chairman of the Service Committee and Committee Member Lise Pace. Due to the Coronavirus Pandemic, this committee met both remotely via video conferencing and in person.

We reviewed and recommended Board approval for the following items on tonight's agenda: Consent Agenda Items A-1, A-2, A-4, A-5, A-8, A-14 & A-17 and Regular Agenda Items A-3.

An item from the committee meeting I would like to highlight is Action Item A-8, Consideration and approval to purchase materials for rub rail. Vice President of Infrastructure, Strategy, and Innovation Jennifer Pyrz presented this action item to the Service Committee. Rub rail is a Bus Rapid Transit (BRT) station feature that is affixed to the station platform that serves two main purposes: to protect buses and platforms from damage by contact and to assist operators in docking to maintain ADA compliance. It is designed so that the bus tires can rub against the rail as they approach the station, providing the operator with a guide for getting as close as possible to the platform without damaging the body of the vehicle. The Red Line project considered rub rail, but a decision was made prior to the current administration to not include it in the final construction project. The Red Line BRT has been operating for approximately two years without rub rail on its station edges. A blue guideline has been painted on the pavement at each boarding area to help accomplish this. Nevertheless, damage from buses scraping along the edges of the stations has been extensive – both to buses and platforms - and costly. IPTC has determined that installation of rub rail at all BRT stations is a good investment. It is included in the design for future Blue and Purple Line stations. Adding rub rail will not only reduce damage to the buses but will give operators a better tool for achieving ADA-compliant boarding.

Mr. Chairman, that concludes my report.

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# October Board of Directors Minutes

IndyGo

Oct 28, 2021 at 5:00 PM EDT

@ Virtual & 1501 W. Washington St - IndyGo HQ

## ACTION ITEM A – 1

### Attendance

#### Members Present:

Bart Brown, Charlie Carlino, Inez Evans, Mark Fisher, Adairius Gardner, Lesley Gordon, Greg Hahn, Chelci Hunter, Jill Russell, Brooke Thomas, Paul Williams, Richard Wilson

#### Members Present (Remote):

Brian Atkinson, Jeff Brown, Lise Pace, Jennifer Pyrz, Patricia (Pat) Rios, LaTeeka Washington

#### Members Absent:

Lacy Johnson

#### Staff Present (Remote):

Brian Clem, Mark Emmons, Latosha Higgins, Stacey Metz, Cheryl Purefoy, Mike Roth, Sean Wooding

#### 1. Call to Order and Roll Call (Presenters: Greg Hahn, Jill Russell)

 [board cover 2021 oct28.docx](#)

 [A AGENDA for October 28, 2021 Board Meeting.docx](#)

Chairman Greg Hahn called the meeting to order at 5:06pm. General Counsel Jill Russell called the roll. Four members present in person and two members present remotely via Zoom. There was a quorum. Lacy Johnson – Absent.

#### 2. Awards and Commendation (Presenters: Inez Evans)

 [A1 Awards & Commendation October.docx](#)

 [A1 September Safe Drivers board report 2021 Recognition.docx](#)

President/CEO Inez Evans gave an update on the Awards and Commendations for September 2021. Recognized were safe drivers for September 2021, two Employees with 29 years of safe driving, September Operations Employee of the month, one Employee for 35 years of service, one Employee for 40 years of service, and the IndyGo Finance Team for receiving the Outstanding Budget Award for 2021.

#### 3. Committee Chairperson Reports (Presenters: Richard Wilson, Adairius Gardner)

Finance Committee - Richard Wilson

Service Committee - Adairius Gardner

 [A Finance Committee Chair Report October.docx](#)

 [A Service Committee Chair Report October.docx](#)

The reports were read and entered into the record.

#### 4. Consent Agenda (Presenters: Greg Hahn)

##### Motion:

Approval of Consent Agenda

Motion moved by Richard Wilson and motion seconded by Mark Fisher. Richard Wilson - AYE, Adairius Gardner - AYE, Lise Pace - AYE, Mark Fisher - AYE, Pat Rios - AYE; Motion passed 5-0; Lacy Johnson – Absent

1. A-1: Consideration and approval of minutes from Board meeting held on September 23, 2021  
 [A-1 September Board of Directors Minutes.docx](#)
2. A-3: Consideration and approval of Task Order #7 for Blue Line Design Team, WSP, Inc., to provide NEPA and Design Services (Presenters: Jennifer Pyrz)  
 [A-3 Blue Line Task Order 7 - Design and NEPA Svcs for WSP.docx](#)
3. A-4: Consideration and approval of amendment for Program Management Support Services contract (Presenters: Jennifer Pyrz)  
 [A-4 Program Management Support Services Amendment.docx](#)
4. A-5: Consideration and approval of construction change order – Mobility Solutions & Customer Care Center renovations construction – Boyle Construction Management, Inc (BCMI) (Presenters: LaTeeka Washington)  
 [A-5 Boyle Construction.docx](#)
5. A-7: Consideration and approval of Charge Management Software (Presenters: Paul Williams)  
 [A-7 Charge Management Board Action Item 10.21rev.docx](#)
6. A-8: Consideration and approval to negotiate a contract with Delta Dental for group dental plan premiums and coverage (Presenters: Jeff Brown)  
 [A-8 HR Action Item - Delta Dental Renewal \(Oct 2021\).docx](#)
7. A-9: Consideration and approval to negotiate a contract with Anthem Blue Cross Blue Shield for group health insurance premiums and insurance coverage (Presenters: Jeff Brown)  
 [A-9 HR Action Item - Health Insurance Renewal \(Oct 2021\).docx](#)
8. A-10: Consideration and approval to negotiate a contract with New York Life (formerly Cigna) for life and disability plan and annual premiums (Presenters: Jeff Brown)  
 [A-10 HR Action Item - Cigna-NY Life Renewal \(Oct 2021\) \(002\).docx](#)
9. A-11: Consideration and approval of RFP 21-05-404 Independent Audit Services (Presenters: Brian Atkinson)  
 [A-11 Independent Audit Services.docx](#)

**5. Public Hearing Agenda (Presenters: Greg Hahn)**

1. A-2: Consideration and approval of final action of bond issue of \$65,000,000 to support the certain public transportation projects (Presenters: Bart Brown)  
 [A-2 Final Action Item Bond Issue for \\$65 million introduce.docx](#)  
 [A-2 Bond Ordinance IndyGo 2021.docx](#)

The bond proceeds of no more than \$65,000,000 will support the following projects estimated at \$107,430,000. Remaining funds for these projects if approved will be sought through FTA grants or Board can approve to use unrestricted funds from its cash balances.

Michigan Street – Phase 1 and 2 (building) including Furniture, Fixtures, Equipment (FFE)	\$2,725,000
Michigan Street – Phase 3 Bus Storage, Site development/Paving, lighting, fencing, heat lamps, drainage	\$1,800,000
East Campus A Building including FFE	\$2,475,000
East Campus B Building with Elevator including FFE	\$3,920,000
East Campus New Garage & Demo (Two-Story, expanded 150 bus) including FFE	\$35,000,000
UV-C Lighting for IPTC Fleet and Facilities	\$2,900,000
Computer Aided Dispatch (CAD) system	\$10,000,000
Rural Street underpass reconstruction	\$6,610,000
<u>30 60-foot electric buses</u>	<u>\$42,000,000</u>
TOTAL	\$107,430,000

There were no members of the public present in person or via Zoom for public comment.

**Motion:**

Approval of final action of bond issue of \$65,000,000 to support the certain public transportation projects

Motion moved by Mark Fisher and motion seconded by Richard Wilson. Richard Wilson - AYE, Adairius Gardner - AYE, Lise Pace - AYE, Mark Fisher - AYE, Pat Rios - AYE; Motion passed 5-0; Lacy Johnson – Absent

**6. Regular Agenda (Presenters: Greg Hahn)**

1. A-6: Consideration and approval of procurement of 28 60-foot Battery Electric Articulated Buses for Purple Line BRT (Presenters: Aaron Vogel)

 [A-6 Purple Line BYD Procurement Action Item 10.21.docx](#)

The purchase of these 28 BYD 60-foot electric buses is a part of the IPTC Board-approved award of a contract for BRT vehicles to BYD in April 2017. In negotiating the contract, IPTC staff was able to secure 31 BYD 60-foot buses with options to purchase up to 75 vehicles total, over the five-year contract. The BYD solution has been modified to provide all the performance characteristics that IPTC was seeking, including the installation of inductive charging stations to boost its fleet’s range. The buses from this procurement are intended for use on the Purple Line BRT.

**Motion:**

Approval of procurement of 28 60-foot Battery Electric Articulated Buses for Purple Line BRT

Motion moved by Richard Wilson and motion seconded by Adairius Gardner. Richard Wilson - AYE, Adairius Gardner - AYE, Lise Pace - AYE, Mark Fisher - NO, Pat Rios - AYE; Motion passed 4-1; Lacy Johnson – Absent

2. A-12: Consideration and approval of the 2021 amendment to the IndyGo Capital Plan (Presenters: Brooke Thomas)

 [A-12 Capital Plan 2021 Update Board Action Memo October 14 2021.docx](#)

 [A-12 IndyGo 2019-2025 Capital Plan - Adopted 08.28.2019 - Amending 10.28.2021 FINAL.pdf](#)

IndyGo’s Capital Plan serves as a roadmap to implementing IndyGo’s capital investment program. It provides a forecast of planned capital revenue and expenditures based on currently available information. IPTC maintains its capital plan by revisiting its assumptions and projections as capital projects are implemented, recognizing when revenue is realized, and/or inserting additional information as it becomes available. Last updated in December 2020, IndyGo’s Capital Plan was initially presented to, and adopted by, the IPTC Board of Directors on December 7, 2017. At that time, it became a “living document,” meaning that it would be updated regularly as revenue is realized and projects are advanced. The plan was updated in March 2018 and again in August 2018. This amendment builds upon the version that was adopted by the IPTC Board of Directors on August 20, 2019 and follows the August 20, 2020 adoption of the IndyGo’s 5-year Capital Budget Summary.

**Motion:**

Approval of the 2021 amendment to the IndyGo Capital Plan

Motion moved by Mark Fisher and motion seconded by Richard Wilson. Richard Wilson - AYE, Adairius Gardner - AYE, Lise Pace - AYE, Mark Fisher - AYE, Pat Rios - AYE; Motion passed 5-0; Lacy Johnson – Absent

3. A-13: Consideration and approval of Resolution 2021-13 free days for 2021 Holiday Season (Presenters: Lesley Gordon)

 [A-13 Free Fare Action Item.docx](#)

 [A-13 Resolution 2021-13 Free Fare Holidays.docx](#)

IPTC will offer free rides on Thanksgiving Day (November 25, 2021), Christmas Day (December 25, 2021), and beginning at 8 p.m. on New Year's Eve (December 31, 2021) for both fixed route and Open Door service. For the past two years IPTC has supported free fare during the holiday season. By removing the barrier of transportation cost and promoting safety during the holiday season we can help support and attract new riders.

**Motion:**

Approval of Resolution 2021-13 free days for 2021 Holiday Season

Motion moved by Mark Fisher and motion seconded by Adairius Gardner. Richard Wilson - AYE, Adairius Gardner - AYE, Lise Pace - AYE, Mark Fisher - AYE, Pat Rios - AYE; Motion passed 5-0; Lacy Johnson – Absent

## 7. Information Items (Presenters: Greg Hahn)

1. I-1: Mobility Advisory Committee (MAC) Update (Presenters: Eddie Rickenbach)

 [I-1 MAC Meeting Minutes for 9-15 Draft.docx](#)

 [I-1 2021 September MAC numbers.pdf](#)

The Board received an update on the Mobility Advisory Committee (MAC).

2. I-2: Consideration of Receipt of the Finance Report for August 2021 (Presenters: Bart Brown)

 [I-2 Sept 2021 Financials Summary.docx](#)

 [I-2 Capital Project Spending - September Final.pdf](#)

The Board heard a Financial update for September 2021 from Chief Financial Officer Bart Brown.

3. I-3: Supplier Diversity Department Update (Presenters: Chelci Hunter)

 [I-3 Supplier Diversity Board Update October 2021..pptx](#)

The Board heard a Supplier Diversity Department update from Senior Supplier Diversity Officer Chelci Hunter.

4. I-4: CEO Report (Presenters: Inez Evans)

 [I-4 CEO Report.docx](#)

President/CEO Inez Evans gave an update to the Board. Included in the update was COVID-19 Vaccination site at the Carson Transit Center, Becoming a Transit Ambassador, and IndyGo is hiring, come join our Team!

5. I-5: Fare Policy Transition Update

 [I-5 Oct2021 BoardUpdate FareTransition v1.docx](#)

 [I-5 FareTransitionPolicy 2021 Oct2021.docx](#)

The Board received an update on the Fare Policy Transition Update.

6. I-6: Department Reports

 [I-6a October Risk and Safety Board Report.docx](#)

 [I-6b PLANNING AND CAPITAL PROJECTS REPORT for October 2021.docx](#)

 [I-6c October 2021 Board Report Public Affairs.pdf](#)

 [I-6d Operations Monthly Board Report - 10.2021.docx](#)

 [I-6e HR Board Report \(October 2021\).docx](#)

 [I-6f October Diversity & Inclusion and Workforce Development Board Report.docx](#)

 [I-6g Supplier Diversity - October 2021..pdf](#)

The Board received Department Reports for Risk & Safety, Capital Projects, Public Affairs, Operations, Human Resources, Diversity/Inclusion & Workforce Development, and Supplier Diversity.

## **8. Adjourn (Presenters: Greg Hahn)**

On order of Chairman Hahn and there being no objection, the meeting was adjourned at 5:50pm.

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Jill D. Russell  
General Counsel



Date: November 16, 2021  
 Current Meeting: December 09, 2021  
 Board Meeting: December 09, 2021

**BOARD MEMORANDUM**

**TO:** Indianapolis Public Transportation Corporation (IPTC) Board of Directors  
**THROUGH:** President/CEO Inez P. Evans  
**FROM:** President/CEO Inez P. Evans  
**SUBJECT:** Consideration and approval of Board of Directors meeting dates for 2022

**ACTION ITEM A – 2**

**RECOMMENDATION:**

Approval of the proposed dates.

**BACKGROUND:**

The following dates are proposed for Board meetings during 2022. Board meetings are scheduled for 5:00pm in the IPTC Board Room located at 1501 W. Washington Street. Executive Sessions may precede the board meetings as needed.

Finance Committee and Service Committee meetings occur on the Thursday a week before the Board meeting at 8:30am and 10:30am respectively and will have the option for Committee Members to attend in person in the IPTC Board Room or virtually.

<b>Board Meeting Dates YEAR 2022</b>
Thursday, January 27 <sup>th</sup>
Thursday, February 24 <sup>th</sup>
Thursday, March 24 <sup>th</sup>
Thursday, April 28 <sup>th</sup>
Thursday, May 26 <sup>th</sup>
Thursday, June 23 <sup>rd</sup>
Thursday, July 28 <sup>th</sup> <b>Budget 2023 Introduced</b>
Thursday, August 11 <sup>th</sup> <b>Public Hearing for Budget 2023</b>
Thursday, August 25 <sup>th</sup> <b>Final Adoption of Budget 2023</b>
Thursday, September 22 <sup>nd</sup>
Thursday, October 27 <sup>th</sup>
Thursday, November 17 <sup>th</sup>
Thursday, December 15 <sup>th</sup>

**DISCUSSION:**

None

**ALTERNATIVES:**

None

**FISCAL IMPACT:**

None

**DBE/XBE DECLARATION:**

None

**STANDING COMMITTEE DISCUSSION/RECOMMENDATION:**

This action was reviewed by the Service Committee on December 02, 2021 and will be placed on the Consent Agenda.



Date: November 16, 2021  
Current Meeting: December 09, 2021  
Board Meeting: December 09, 2021

**BOARD MEMORANDUM**

**TO:** Indianapolis Public Transportation Corporation (IPTC) Board of Directors  
**THROUGH:** President/CEO Inez P. Evans  
**FROM:** Director of Service Planning Annette Darrow  
**SUBJECT:** Consideration and approval of bus stop construction bid (2021-A)

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**ACTION ITEM A – 4**

**RECOMMENDATION:**

In a manner consistent with IPTC contract award standards, it is requested that the Board authorize the President/CEO to execute a contract with Shuck Corporation for an amount not to exceed \$415,354 for the construction of 29 local bus stops along E. 42<sup>nd</sup> Street, N. Post Road, N. Mitthoeffer Road, Eagle Creek Parkway, W. 46<sup>th</sup> Street, High School Road, Michigan Street, and Dr. MLK Jr. Drive.

**BACKGROUND:**

IPTC has approximately 2,900 bus stops in the agency’s service area. Due to the existing built environment, many bus stops do not meet accessibility requirements, per the Americans with Disabilities Act (ADA). IPTC’s Service Planning Department manages bus stop design and construction projects to bring bus stops into ADA compliance.

**DISCUSSION:**

This construction contract includes 29 local bus stop sites. The bus stops are located on both the eastside and westside of IPTC’s service area. This includes bus stops along E. 42<sup>nd</sup> Street, N. Post Road, N. Mitthoeffer Road, Eagle Creek Parkway, W. 46<sup>th</sup> Street, High School Road, Michigan Street, and Dr. MLK Jr. Drive. Each site is a unique location, and improvement needs vary for each site. The sites in this construction contract require some or all of the following: new or reconstructed curb ramps, boarding pads, sidewalks, shelter pads, or bench pads. This construction contract was awarded to Shuck Corporation through a competitive bid process.

**ALTERNATIVES:**

IPTC could choose not to build these bus stops. This would mean that these bus stops, which IPTC has already paid to design, would not be improved to ADA accessibility standards until a later date.

**FISCAL IMPACT:**

The bid price by Shuck Corporation for the construction of the 29 bus stops is \$415,354. This is funded entirely using local funds allocated to local bus stop improvements in the IPTC Capital Plan.

**DBE/XBE DECLARATION:**

Funded locally, these services require XBE participation. For Shuck Corporation’s bid, five certified subcontractors have been included: Platinum Level Construction Services (WBE), MJ Shuetz (WBE), Reiss Structural & Architectural Proc

(WBE), B&B Contracting (WBE), and Chisholm Lumber Company (MBE). The overall utilization for this contract will be 11.69%.

**STANDING COMMITTEE DISCUSSION/RECOMMENDATION:**

This action was reviewed by the Service Committee on December 2, 2021 and will be placed on the Consent Agenda.



Date: November 16, 2021  
Current Meeting: December 09, 2021  
Board Meeting: December 09, 2021

**BOARD MEMORANDUM**

**TO:** Indianapolis Public Transportation Corporation (IPTC) Board of Directors  
**THROUGH:** President/CEO Inez P. Evans  
**FROM:** Director of Service Planning Annette Darrow  
**SUBJECT:** Consideration and approval of Sole Source - Annual Renewal for GIRO, HASTUS

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**ACTION ITEM A – 5**

**RECOMMENDATION:**

In a manner consistent with IPTC contract award standards, it is requested that the Board authorize the President/CEO to enter into a sole-source contract with Giro Inc. to provide the required Licensing, Maintenance, and Support of HASTUS related software in the amount not to exceed \$170,377.

**BACKGROUND:**

IPTC has used HASTUS by GIRO since 2005 and is currently upgrading to version 2021 in the cloud. The platform includes modules for Planning, Scheduling, Operator Bid, Bid Web, Daily Operations, Customer Service, and web-based route planning information systems. The Daily Operations Module manages operator payroll and attendance. The Planning side provides all data from bus stops and shelters to route schedules and operator work shifts. Customer services manages comments as well as trip planning via the website and other real-time platforms.

**DISCUSSION:**

HASTUS software designed for public transit is a tool that ties together many operational functions. From planning and building of service, distribution of work, and daily operations management HASTUS has helped IPTC achieve efficient run cuts/staffing levels, operator bidding, and vehicle requirements. It also allows IPTC to share schedule information with the public through multiple platforms such as Google, third party apps, Avail, and Swiftly.

**ALTERNATIVES:**

The Board could choose not to award. This would mean IPTC would not have future support for the software and would create undue hardship to daily bus operations.

**FISCAL IMPACT:**

The total cost of this procurement is \$170,377. The funding for this project is budgeted and will come out of the Operating Budget.

**DBE/XBE DECLARATION:**

No applicable.

**STANDING COMMITTEE DISCUSSION/RECOMMENDATION:**

This action was reviewed by the Service Committee on December 2, 2021 and will be placed on the Consent Agenda.



Date: November 18, 2021  
Current Meeting: December 09, 2021  
Board Meeting: December 09, 2021

**BOARD MEMORANDUM**

**TO:** Indianapolis Public Transportation Corporation (IPTC) Board of Directors  
**THROUGH:** President/CEO Inez P. Evans  
**FROM:** Vice President of Infrastructure, Strategy, and Innovation Jennifer Pyrz  
**SUBJECT:** Consideration and approval to modify the minimum change order amount requiring Board Action on the Purple Line Bus Rapid Transit (BRT) Project

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**ACTION ITEM A – 7**

**RECOMMENDATION:**

It is requested that the Board authorize IPTC to modify the procurement policy to allow President/CEO Inez Evans to approve change orders of \$250,000 or less through construction of the Purple Line BRT project.

**BACKGROUND:**

The Purple Line BRT project will be the second of three rapid transit lines in the City of Indianapolis/Marion County. It will connect downtown Indianapolis to the City of Lawrence, via East 38th Street. The project was identified in the regional transit framework, Indy Connect, in 2009-2010 and advanced to an Alternatives Analysis (AA) study in 2014-2015. Both studies were conducted by the Indianapolis Metropolitan Planning Organization (MPO) in cooperation with IPTC, the Central Indiana Regional Transportation Authority (CIRTA), and other regional partners. Those plans eventually resulted in the Marion County Transit Plan, which was presented to Marion County voters in November 2016 for adoption of a 0.25% income tax, dedicated to transit. In December 2017, the IPTC 2018-2022 Capital Plan was adopted by the IPTC board of directors. This plan outlined The Purple Line project in more detail, including the specific mix of funding sources and timelines for the development of the project.

Per existing IPTC procurement policy, any Change Orders that exceed \$100,000 are presented to the board for approval. This policy applies to all projects, regardless of size. Under this process, large Change Orders can be approved no more than once per month at scheduled board meetings.

During construction of the Carson Transit Center, IPTC learned that the pace of construction on a large project required more administrative flexibility in change management. The IPTC Board at that time gave the President/CEO the authority to approve certain change orders over \$100,000 in order to avoid project delays. Similarly, in December 2018, the IPTC Board voted to approve a change in policy, specifically for the Red Line BRT construction project, for the execution of change orders up to \$250,000 with approval by the President/CEO. Any such change orders would be brought to the next Board meeting as informational items. Any change orders over that amount required Board approval.

Under that same action item, the Board also approved a modification to policy to allow change orders over \$250,000 to be approved via ratification, rather than pre-approval, in time-sensitive situations. Under this revised policy, IPTC staff was required to notify board members of the pending change order via email concurrently with its execution, and the change order would then be ratified at the following board meeting. This latter process was to be used only in times of urgent need.

**DISCUSSION:**

Purple Line construction is expected to start in January 2022 and be completed in 2024. Similar to the Carson Transit Center and Red Line projects, staff and the Construction Management Team desire greater flexibility to respond to project needs in a timely manner through this construction period. Staff are requesting that President/CEO Inez Evans be authorized to approve change orders of \$250,000 or less, with any approved changes brought to the next board meeting as informational items. Approvals will happen through written documentation of the request and corresponding approval.

Independent cost estimates are completed for each project change and all changes are reviewed and recommended for approval by the Designer of Record and Construction Management Team prior to IPTC execution. Change orders will be monitored by IPTC staff and the Construction Management Team via weekly change management meetings and reported to the executive team in regular meetings.

Efficient change management procedures also allow for the prompt payment of the Purple Line contractors, which allows for their prompt payment to DBEs, other subcontractors and suppliers.

**ALTERNATIVES:**

The Board could choose not to approve this request and require that all change orders of \$100,000 or greater receive board approval before proceeding, per existing procurement policy. This scenario could delay construction progress and potentially result in increased costs or delay claims from the contractor on critical-path items.

**FISCAL IMPACT:**

The Purple Line project is funded from a variety of sources, including FTA Small Starts, Bond Revenues, 5307 Formula Funds, and local funds, as documented in the Capital Plan. The overall project budget includes contingency, which is available to be used for changes deemed necessary by the project team. The project budget will not be impacted as long as the sum of all change orders does not exceed the contingency amount.

**DBE/XBE DECLARATION:**

Not applicable

**STANDING COMMITTEE DISCUSSION/RECOMMENDATION:**

This action was reviewed by the Finance Committee on December 2, 2021 and will be placed on the Consent Agenda.

**BOARD MEMORANDUM**

**TO:** Indianapolis Public Transportation Corporation (IPTC) Board of Directors  
**THROUGH:** President/CEO Inez P. Evans  
**FROM:** Vice President of Infrastructure, Strategy, and Innovation Jennifer Pyrz  
**SUBJECT:** Consideration and approval to purchase materials for rub rail

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**ACTION ITEM A – 8**

**RECOMMENDATION:**

In a manner consistent with IPTC procurement contract award standards, it is requested that the Board authorize IPTC to purchase rub rail materials from Polymer Industries for an amount not to exceed \$153,600.

**BACKGROUND:**

Rub rail is a Bus Rapid Transit (BRT) station feature that is affixed to the station platform that serves two main purposes: to protect buses and platforms from damage by contact and to assist operators in docking to maintain ADA compliance. It is designed so that the bus tires can rub against the rail as they approach the station, providing the operator with a guide for getting as close as possible to the platform without damaging the body of the vehicle. The Red Line project considered rub rail, but a decision was made not to include it in the final construction project.

**DISCUSSION:**

The Red Line BRT has been operating for approximately two years without rub rail on its station edges. Operators are asked to dock close enough to the platform to facilitate ADA-compliant boarding, but far enough away to prevent damaging the buses. A blue guideline has been painted on the pavement at each boarding area to help accomplish this. Nevertheless, damage from buses scraping along the edges of the stations has been extensive – both to buses and platforms - and costly.

IPTC has determined that installation of rub rail at all BRT stations is a good investment. It is included in the design for future Blue and Purple Line stations. Adding rub rail will not only reduce damage to the buses but will give operators a better tool for achieving ADA-compliant boarding.

A project is underway to design and install rub rail at all Red Line stations, with construction procurement expected for 1<sup>st</sup> quarter of 2022. The rub rail installation will be combined with concrete bus pad maintenance to minimize impacts to Red Line operations.

The materials needed for the rub rail have been determined to have a 20-week lead time. As such, IPTC desires to procure the materials in advance of the construction contract being bid. This will allow the project to proceed early in 2022, which is the desired timeframe for conducting the concrete bus pad maintenance.

**ALTERNATIVES:**

IPTC could wait until the pavement maintenance and rub rail project is procured and have the contractor procure these materials. However, this would delay project start by up to three months.

**FISCAL IMPACT:**

This project will be funded with 2021 local capital funds.

**DBE/XBE DECLARATION:**

This is a sole source procurement from a specialized vendor. There is no DBE participation on this contract. When the project is bid for construction and installation, XBE participation goals will be set for the contractors to meet.

**STANDING COMMITTEE DISCUSSION/RECOMMENDATION:**

This action was reviewed by the Service Committee on December 2, 2021 and will be placed on the Consent Agenda.

**BOARD MEMORANDUM**

**TO:** Indianapolis Public Transportation Corporation (IPTC) Board of Directors  
**THROUGH:** President/CEO Inez P. Evans  
**FROM:** Senior Director of Capital Assets and Facility Modernization LaTeeka Washington  
**SUBJECT:** Consideration and approval of new facility new furniture – RJE Business Interiors

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**ACTION ITEM A – 9**

**RECOMMENDATION:**

In a manner consistent with IPTC procurement and contract award standards, it is requested that the Board authorize President/CEO Inez Evans to enter a contract with RJE Business Interiors, for new furniture for new facilities, East Campus Administration, East Campus B Building for an amount not to exceed \$597,337.

**BACKGROUND:**

With the purchase of new facilities and construction of the necessary renovations, furniture is needed for staff to occupy. The furniture will be installed in two phases, one for each building: Phase 2 – East Campus Administration and Phase 3 – East Campus B Building. Phase 1 is being awarded separately.

**DISCUSSION:**

The contract will cover the duration of the two buildings' installation. The vendors had an opportunity to bid on each phase individually or combined, with alternates. This was a best value procurement with scoring applied for quality/warranty, bid cost, implementation, and references/past performance.

Project construction schedules were provided for each facility phase for planned coordination of installation. A question-and-answer period was provided, and one addendum was issued to obtain the most accurate proposals possible. The agency's independent cost estimates for the project reflected recently increasing material and labor costs.

The recommended vendor is RJE Business Interiors. Their bid is within the independent cost estimate.

**ALTERNATIVES:**

The Board could choose not to contract as recommended; however, IPTC would need to accommodate staff furniture needs by potentially leasing furniture and/or revising staff move-in schedules.

**FISCAL IMPACT:**

Funding for this procurement is IPTC local funds.

**DBE/XBE DECLARATION:**

The project is not federally funded so no DBE goal is set, however XBE participation goals have been set at 15% MBE, 8% WBE, 3% VBE and 1% DOBE.

RJE has contracted with Seven Points (DOBE) to perform logistics and project management; Allied Healthcare Solutions - AHS (MBE & VBE) to perform Installations; and A.G. Maas (XBE) to perform order management.

**STANDING COMMITTEE DISCUSSION/RECOMMENDATION:**

This action was reviewed by the Finance Committee on December 2, 2021 and will be placed on the Consent Agenda.



Date: November 17, 2021  
Current Meeting: December 09, 2021  
Board Meeting: December 09, 2021

**BOARD MEMORANDUM**

**TO:** Indianapolis Public Transportation Corporation (IPTC) Board of Directors  
**THROUGH:** President/CEO Inez P. Evans  
**FROM:** Senior Director of Capital Assets and Facility Modernization LaTeeka Washington  
**SUBJECT:** Consideration and approval of East Campus B Building construction - 3D Professional Contracting, Inc.

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**ACTION ITEM A – 10**

**RECOMMENDATION:**

In a manner consistent with IPTC procurement and contract award standards, it is requested that the Board authorize President/CEO Inez Evans to enter a contract with 3D Professional Contracting, Inc., for construction of East Campus B Building for an amount not to exceed \$3,598,000.

**BACKGROUND:**

In March 2021, IPTC executed a task order for The Etica Group to complete designs for East Campus B - Building, located at 9503 East 33<sup>rd</sup> Street. The facility will become the new home to the new IPTC Board Room, Training and Professional Development Center, temporary offices for Purple Line CM team, IPTC IT department & help desk and add a new elevator.

**DISCUSSION:**

In partnership with RATP Dev they are currently occupying the space until Mobility Solutions and Customer Care Center located at 2425 W. Michigan Street is completed.

The B Building space will add offices, meeting spaces and flexible use spaces and incorporate a great deal of upgrades made for safety and security throughout the facility.

Staff provided the opportunity for a walk-thru of the site at the time of the contractor pre-bid meeting. A question/answer period, along with several addenda were issued to obtain the most accurate proposals possible. The agency’s independent cost estimates for the project reflected recently increasing material and labor costs as well.

The recommended contractor is 3D Professional Contracting, Inc. Their bid came in within the independent cost estimate.

**ALTERNATIVES:**

The Board could choose not to contract as recommended, however, IPTC would need to accommodate staff capacity limitations, by continuing to lease other spaces and would also need to revise schedule for relocation.

**FISCAL IMPACT:**

Funding for this procurement is IPTC local funds.

**DBE/XBE DECLARATION:**

The project is federally funded with a DBE goal of 12%.

**STANDING COMMITTEE DISCUSSION/RECOMMENDATION:**

This action was reviewed by the Finance Committee on December 2, 2021 and will be placed on the Consent Agenda.



Date: November 17, 2021  
Current Meeting: December 09, 2021  
Board Meeting: December 09, 2021

**BOARD MEMORANDUM**

**TO:** Indianapolis Public Transportation Corporation (IPTC) Board of Directors  
**THROUGH:** President/CEO Inez P. Evans  
**FROM:** Manager of Special Projects and Regional Mobility Integration Ryan Wilhite  
**SUBJECT:** Consideration and approval of RFQ 21-09-425 Transit Asset Management Planning (TAMP) consultant/support

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**ACTION ITEM A – 11**

**RECOMMENDATION:**

In a manner consistent with IPTC contract award standards, it is requested that the Board authorize the President/CEO to enter into contract negotiations with Cambridge Systematics, to acquire consulting services not to exceed \$200,000 for the purpose of assisting IPTC in developing a transit asset management plan.

**BACKGROUND:**

Since the passage of the Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) in 2012, Congress has required the gathering and reporting on the performance of projects funded with federal transportation monies. Agencies receiving funding from the Federal Transit Administration (FTA) that own and/or maintain assets are required to complete a transit asset management plan, commonly called a TAMP. IPTC completed its first TAMP in 2018, as required by the FTA.

The TAMP communicates IPTC’s asset management policies, its inventory, risk management, performance measures, targets, and estimates investments for the length of the plan; the plan is required to cover four years. IPTC staff update the inventory annually, which supports the submittal of state of good repair (SGR) targets and narrative, which is required to be submitted to the National Transit Database (NTD).

**DISCUSSION:**

An updated TAMP is due by October 1, 2022. IPTC staff previously led the entire effort in-house. The 2022 effort would largely be updated in-house. With this update, IPTC staff wanted to engage a consultant to review existing processes, recommend software solutions, and assist with tasks as-needed. Consultant recommendations would be implemented over the next four years by IPTC staff tasked with overseeing the TAM process.

**ALTERNATIVES:**

The board could decide not to approve this action item. IPTC staff could update the TAMP, as required. However, the resulting plan would not benefit from an expert, third-party review and limited IPTC staff capacity could impact schedule and depth of analysis.

**FISCAL IMPACT:**

The project is included in the 2022 operating budget.

**DBE/XBE DECLARATION:**

Funded by operations dollars, an XBE goal was placed on the project. This opportunity had limited subcontracting availability due to the specific nature and specialized areas of the overall project.

**STANDING COMMITTEE DISCUSSION/RECOMMENDATION:**

This action was reviewed by the Finance Committee on December 2, 2021 and will be placed on the Consent Agenda.



Date: November 22, 2021  
Current Meeting: December 09, 2021  
Board Meeting: December 09, 2021

**BOARD MEMORANDUM**

**TO:** Indianapolis Public Transportation Corporation (IPTC) Board of Directors  
**THROUGH:** President/CEO Inez P. Evans  
**FROM:** Senior Director of Facilities and Preventative Maintenance Paul Williams  
**SUBJECT:** Consideration and approval of RFP-21-08-413 HVAC and maintenance services

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**ACTION ITEM A – 12**

**RECOMMENDATION:**

In a manner consistent with IPTC contract award standards, we ask the Board to authorize the President/CEO to enter into a three-year contract with two one-year options with Ellis Mechanical for an amount not to exceed \$1,728,000.

**BACKGROUND:**

The HVAC equipment consists of a chiller system, rooftop units, make-up air units, exhaust fans, and multiple other systems controlled by our automated BMS (Building Management System). An RFP was released to solicit qualified contractors to maintain IPTC’s HVAC equipment. The selected contractor would be required to supply all labor, supplies, materials, and equipment needed to perform preventative maintenance and keep all warranties valid. The contract will apply to all IPTC locations.

**DISCUSSION:**

IPTC procurement department released a solicitation for HVAC maintenance services on October 7, 2021. The solicitation was advertised in several local papers and online. The procurement team also contacted 13 local mechanical contractors and sent a link to download the RFP packet. IPTC held a pre-bid meeting offering location tours for the equipment inspection. Two vendors attended, one being the incumbent Ellis Mechanical. Procurement received one bid, Ellis Mechanical; this bid was found to be responsive and responsible.

**ALTERNATIVES:**

The Board could choose not to approve the contract and restart the bid process. It is the procurement department's belief that withdrawal and repost would yield the same results.

**FISCAL IMPACT:**

The funding for this project will come out of the Operating Budget.

**DBE/XBE DECLARATION:**

Ellis Mechanical has letters of commitment from Pinnacle Equipment (MBE), Service Pipe & Supply (WBE), and Worldwide Filters (MBE) for suppliers of needed materials to be used to perform their scope of work.

**STANDING COMMITTEE DISCUSSION/RECOMMENDATION:**

This action was reviewed by the Finance Committee on December 2, 2021 and will be placed on the Consent Agenda.



Date: November 23, 2021  
Current Meeting: December 09, 2121  
Board Meeting: December 09, 2021

**BOARD MEMORANDUM**

**TO:** Indianapolis Public Transportation Corporation (IPTC) Board of Directors  
**THROUGH:** President/CEO Inez P. Evans  
**FROM:** Senior Director of Mobility Solutions Michael Roth  
**SUBJECT:** Consideration and approval of new Mobility Advisory Committee (MAC) Member

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**ACTION ITEM A – 14**

**RECOMMENDATION:**

Approval of the nominee recommended for membership to the Mobility Advisory Committee.

**BACKGROUND:**

The bylaws of the Mobility Advisory Committee (MAC) require staggering the member’s terms to assure continuity in representation and new membership. There is currently one open position on the MAC. The IPTC Board of Directors recently approved changes to the bylaws, which increased the MAC membership from nine members to eleven. This increase would only affect the representatives from the rider category. The MAC has approved one member and seeks board approval for Brittany Latoz to fill the open position. The MAC submitted the nominations to the Service Committee on August 19, 2021, with a recommendation for approval by the IPTC Board of Directors.

**DISCUSSION:**

The attached biography represents the nominee recommended by the IPTC Service Committee for appointment to the MAC.

**Brittany Latoz**

Brittany has quite extensive experience with fixed route and paratransit around Indy for the last few years. She has trained and helped several riders learn and understand the transit systems, how to use them, who to get ahold of, and what the operations look like. She has called dispatch countless times, customer service, and several employees within the IPTC company. Having my feet on the ground and direct feedback from riders, She has been able to help make the riding experience better and share what opportunities IPTC faces.

**ALTERNATIVES:**

The Board could choose not to approve the appointment of the new MAC member.

**FISCAL IMPACT:**

No Fiscal Impact.

**DBE/XBE DECLARATION:**

No DBE/XBE Declaration.

**STANDING COMMITTEE DISCUSSION/RECOMMENDATION:**

This action was reviewed by the Service Committee on December 2, 2021 and will be placed on the Consent Agenda.



Date: November 24, 2021  
Current Meeting: December 09, 2021  
Board Meeting: December 09, 2021

**BOARD MEMORANDUM**

**TO:** Indianapolis Public Transportation Corporation (IPTC) Board of Directors  
**THROUGH:** President/CEO Inez P. Evans  
**FROM:** Vice President of Infrastructure, Strategy, and Innovation Jennifer Pyrz  
**SUBJECT:** Consideration and approval of an amendment to the agreement regarding stormwater management and Citizens and CWA infrastructure and the Purple Line Bus Rapid Transit Project

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**ACTION ITEM A – 16**

**RECOMMENDATION:**

It is requested that the Board authorize the President/CEO to execute Amendment No. 2 to the *Agreement Regarding Stormwater Management and Citizens and CWA Infrastructure and the Purple Line Bus Rapid Transit Project* to increase IPTC’s contribution to Citizens’ Purple Line utility relocation costs from a maximum of \$1,400,000 to a maximum of \$3,000,000.

**BACKGROUND:**

The original referenced agreement between Citizens, Indianapolis DPW, and IPTC was approved by the Board at its May 28, 2020 meeting and was executed by all parties on May 29, 2020. It provides for the design and construction of stormwater drainage facilities within the Purple Line BRT Project and includes provisions for IPTC’s Purple Line Contractor to complete a combined storm sewer separation project and IPTC’s reimbursement of a portion of Citizens’ utility relocation costs.

At the time the agreement was signed, the cost of the utility’s relocations work was estimated at \$3,800,000 with contingency. The agreement stipulates that Citizen’s pay the first \$2,400,000 of the costs incurred and that IPTC pay the next \$1,400,000. If costs exceed the combined total of these two costs, Citizen’s and IPTC agreed to meet to determine a fair and reasonable allocation of costs for the additional work. IPTC has not yet paid any of these costs.

Amendment No. 1 was approved by the Board at its May 27, 2021 meeting and modified the section of the agreement related to utility relocation costs. Per the amendment, an option was added whereby IPTC could pay its share of relocation costs first, with Citizens reimbursing IPTC in the event that final costs are less than the \$3,800,000 estimate. The amendment also provides an option for IPTC to pay up to \$2,000,000 of the initial relocation work costs (\$600,000 more than IPTC’s anticipated share), with all costs over \$1,400,000 reimbursed. These options were not exercised.

**DISCUSSION:**

The necessary relocations of Citizens’ utilities are underway. As with the Purple Line construction bids, bids for the utility relocation work have also come in over budget. The overages are a result of increased material and labor costs, presumed to be influenced by the pandemic.

Relocations are performed only pursuant to approved work plans. Citizens has notified IPTC that, by the time all work is completed, water relocations may be as much as \$2,700,000 over the original estimate and that gas relocations may be as much as \$1,552,000 over the original estimate. They have asked IPTC to consider how these costs will be shared and proposed that Citizens and IPTC share in the overages in the same proportion that was agreed to in the original

agreement. In that agreement, Citizens' \$2,400,000 contribution is approximately 63% of the total relocation costs and IPTC's \$1,400,000 contribution covers the remaining 37%.

This amendment would modify the original agreement to extend that 63/37 split to all costs incurred on the relocations, including anything over and above the originally estimated \$3,800,000. IPTC would only contribute to construction labor and material costs; soft costs would be specifically excluded from the cost share agreement. Under this amendment, IPTC would pay 37% of any relocation costs determined to be allowable, allocable, and reasonable. Current estimates put this contribution in the range of \$1 Million to \$1.5 Million. The agreement would require additional approval for any contribution from IPTC that exceeds \$3,000,000.

IPTC anticipates starting Purple Line construction in the 4<sup>th</sup> quarter of this year. It is imperative that utilities be relocated as soon as possible so as not to delay construction progress. IPTC's contribution to the relocation of Citizens' utilities will help keep the project on schedule.

**ALTERNATIVES:**

The Board could choose not to support this amendment. This would result in further negotiation with Citizens related to share of utility relocation costs and could require mediation and formal dispute resolution proceedings to come to agreement. This could delay relocations and, ultimately, impact the project schedule.

**FISCAL IMPACT:**

This action can be funded by the more than \$20 million of capital budget underspending in 2021. There will be no negative impact to fund balances if approved.

**DBE/XBE DECLARATION:**

Not applicable

**STANDING COMMITTEE DISCUSSION/RECOMMENDATION:**

This action was reviewed by the Finance Committee on December 2, 2021 and will be placed on the Consent Agenda.



Date: November 29, 2021  
Current Meeting: December 09, 2021  
Board Meeting: December 09, 2021

**BOARD MEMORANDUM**

**TO:** Indianapolis Public Transportation Corporation (IPTC) Board of Directors  
**THROUGH:** President/CEO Inez P. Evans  
**FROM:** Indianapolis Public Transportation Foundation Executive Director Emily Lovison  
**SUBJECT:** Consideration and approval of extending Indianapolis Public Transportation Foundation (IPTF) Board Members terms

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**ACTION ITEM A – 17**

**RECOMMENDATION:**

Approval of extending the terms of IPTF Board Members Danny Crenshaw, Adairius Gardner, Greg Hahn and Rick Wilson for one year.

**BACKGROUND:**

The bylaws of the IPTF require the approval of the Board of Directors of the Indianapolis Public Transportation Corporation (IPTC) to approve Board Members for IPTF. The IPTF Board consisted of seven members initially appointed by the IPTC Board when the IPTF was incorporated in August 2018. The three-year terms for the initial Board started in 2019 and will end January 2022.

Four of these initial members are still on the Board while five other community members were recruited and joined the Board in 2020 for a total of nine. One individual was unable to fulfill his term and the Board currently stands at eight members.

The terms of the initial four Board Members will expire at the end of this year. IPTF is requesting the extension of the terms for these Board Members for one additional year to allow time to recruit new Board Members in order to maintain a minimum of seven Board Members at all times.

**DISCUSSION:**

The current Indianapolis Public Transportation Foundation Board Members presented for your consideration and approval is:

- Danny Crenshaw
- Adairius Gardner
- Greg Hahn
- Rick Wilson

**ALTERNATIVES:**

The Board could choose not to extend these Board Members terms to the IPTF Board of Directors but would jeopardize the Boards ability to function as there would not be a full Board of Directors to conduct business.

**FISCAL IMPACT:**

N/A

**DBE/XBE DECLARATION:**

N/A

**STANDING COMMITTEE DISCUSSION/RECOMMENDATION:**

This action was reviewed by the Service Committee on December 2, 2021 and will be placed on the Consent Agenda.



Date: November 23, 2021  
Current Meeting: December 09, 2021  
Board Meeting: December 09, 2021

**BOARD MEMORANDUM**

**TO:** Indianapolis Public Transportation Corporation (IPTC) Board of Directors  
**THROUGH:** President/CEO Inez P. Evans  
**FROM:** General Counsel Jill D. Russell  
**SUBJECT:** Consideration and approval of adoption of IPTC Board Bylaws

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**ACTION ITEM A – 3**

**RECOMMENDATION:**

In a manner consistent with the standards of the Indianapolis Public Transportation Corporation (IPTC) and pursuant to State and Local requirements, it is requested that the Board approve and adopt the proposed IPTC Board Bylaws outlining the rules prescribing the conduct of the Board of Directors of the Corporation in accordance with those set out in the Code and other laws of the State of Indiana.

**BACKGROUND:**

IPTC was created under the authority of Indiana Code 36-9-4 and Title I, Chapter 116, Article IV the Revised Code on the Consolidated City and County Indianapolis/Marion County (Municipal Code) and is a municipal corporation, body politic and unit of local government of the State of Indiana. While the Indiana and Municipal Codes outline the authority and responsibility of the Board of Directors, the Board has never adopted their own bylaws based upon that authority and responsibility as contained in the Indiana Code and Municipal Code.

**DISCUSSION:**

With the onset of the pandemic, it became apparent that state and municipal codes lacked the necessary provisions allowing the IPTC Board of Directors to operate by way of electronic and virtual means unless allowed pursuant to Executive Orders of the Governor of Indiana. And while the statutes and code gave direction concerning how the Board is to conduct business, it lacked specificity and detail on certain administrative matters facilitating and assisting in the conduction of meetings and execution of responsibilities.

**ALTERNATIVES:**

Maintain the current status and continue to operate as outlined in the Indiana and Municipal Codes.

**FISCAL IMPACT:**

Not applicable.

**DBE/XBE DECLARATION:**

Not applicable.

**STANDING COMMITTEE DISCUSSION/RECOMMENDATION:**

This action was reviewed by the Finance Committee and Service Committee on December 2, 2021 and will be placed on the Regular Agenda.

**INDIANAPOLIS PUBLIC TRANSPORTATION CORPORATION**

**IPTC BOARD BYLAWS**

**Adopted** \_\_\_\_\_



**INDIANAPOLIS PUBLIC  
TRANSPORTATION  
CORPORATION**

**IPTC BOARD BYLAWS**

**Table of Contents**

<b><u>ARTICLE I</u></b>	<b><u>NAME AND PURPOSE</u></b>	<b>1</b>
Section 1	Name	1
Section 2	Background	1
<b><u>ARTICLE II</u></b>	<b><u>OFFICES</u></b>	<b>1</b>
Section 1	Principal Office	1
Section 2	Additional Offices	1
<b><u>ARTICLE III</u></b>	<b><u>BOARD OF DIRECTORS</u></b>	<b>1</b>
Section 1	General Powers	1
Section 2	Number and Composition	2
Section 3	Qualification	2
Section 4	Compensation	2
Section 5	Tenure and Vacancies	2
Section 6	Regular Meetings	2
Section 7	Special Meetings	2
Section 8	Quorum	2
Section 9	Agenda	2
Section 10	Notice	3
Section 11	Voting	3
Section 12	Presumption of Assent	3
Section 13	Procedure of Meetings	3
Section 14	Conflicts of Interest	3
Section 15	Attendance	3

<b><u>ARTICLE IV</u></b>	<b><u>OFFICERS</u></b>	
Section 1	Election	4
Section 2	Chair	4
Section 3	Board Vice-Chair	4
Section 4	Secretary	4
Section 5	Treasurer	5
Section 6	Chief Executive Officer	5
Section 7	Term	5
Section 8	Removal	5
Section 9	Resignation	5
Section 10	Vacancies	5
<b><u>ARTICLE V</u></b>	<b><u>COMMITTEES</u></b>	6
Section 1	Board Committees	6
Section 2	Mobility Advisory Committee	6
Section 3	Appointment	6
Section 4	Quorum	6
Section 5	Alternate Committee Member	6
Section 6	Procedure of Meetings	7
<b><u>ARTICLE VI</u></b>	<b><u>BUDGET AND FINANCE</u></b>	7
Section 1	Fiscal Year	7
Section 2	Accounts	7
Section 3	Annual Budget, Financial Plan and Business Plan	7
Section 4	Financial Standards Policy	8
Section 5	Audit	8
<b><u>ARTICLE VII</u></b>	<b><u>RULES, POLICIES AND PROCEDURES</u></b>	8
<b><u>ARTICLE VIII</u></b>	<b><u>INDEMNIFICATION OF BOARD MEMBERS</u></b>	8
<b><u>ARTICLE X</u></b>	<b><u>AMENDMENTS TO BYLAWS</u></b>	9

**ARTICLE I**  
**NAME AND PURPOSE**

Section 1. Name. The name of the authority shall be the Indianapolis Public Transportation Corporation ("IPTC").

Section 2. Background. IPTC is created under the authority of Indiana Code 36-9-4-12 and 36-9-4-13 and is a municipal corporation, body politic and unit of local government of the State of Indiana. Certain rules prescribing the conduct of the Board of Directors of the Corporation are set forth in the Code and other laws of the State of Indiana and nothing in these Bylaws is intended to or has the effect of altering or deviating from any grant of power, duty, or responsibility set forth in the provisions of the Code or any other Indiana law, as the same now exists or may hereafter be amended. Where inconsistencies exist between these Bylaws and any law of the State of Indiana, such law shall govern the conduct of the Board.

**ARTICLE II**  
**OFFICES**

Section 1. Principal Office. The principal office of IPTC shall be located at 1501 W. Washington Street, Indianapolis, IN 46222, or at such other location within the IPTC service area as the Board may direct.

Section 2. Additional Offices. IPTC also may have offices at such other places as the Board of Directors of IPTC from time to time may determine or as the activities of IPTC may require.

**ARTICLE III**  
**BOARD OF DIRECTORS**

Section 1. General Powers. The responsibility for the operation and control of the properties belonging to IPTC is vested in the Board of Directors (the "Board") (*IC 36-9-4*). The Board may exercise responsibility by appointing and prescribing compensation for a Chief Executive Officer whom the Board may designate chief executive officer and president of the

corporation. The Chief Executive Officer (CEO) shall administer the daily operations of IPTC and employ persons, firms, partnerships, or corporations deemed necessary by the Board for the conduct of the affairs of IPTC.

Section 2. Number and Composition. The number of members of the Board is set by statute at seven (7): four (4) members to be appointed by the City-County legislative body and three (3) members by the city executive (*IC 36-9-4-15*). The appointing authorities shall make appointments to the Board of Directors so that the number of directors belonging to either of the two (2) political parties does not exceed the number belonging to the other by more than one (1) (*IC 36-9-4-17*).

Section 3. Qualification. The members of the Board shall be residents of the taxing district of the corporation (*IC 36-9-4-14 (b)*).

Section 4. Compensation. Members of the Board are entitled to compensation of not more than One Thousand Twelve Hundred Dollars (\$1,200) as determined in the budget and reimbursement for any expenses incurred in the interest of the Board of Directors (*IC 36-9-4-20*).

Section 5. Tenure and Vacancies. Members shall serve staggered terms of four (4) years. Any vacancy occurring on the Board shall be filled by the appointing authority making the original appointment. If a member leaves office before the member's term has expired, the appointing authority shall appoint a new member to serve the remainder of the term (*IC 36-9-4-18*).

Section 6. Regular Meetings. The Board shall hold regular public meetings at designated intervals throughout the year (*IC 36-9-4-22*). The Board shall adopt by resolution an annual schedule of Regular Meetings. The schedule shall specify the date, time and place of each Regular Meeting. The Board Chair shall have the authority to cancel, postpone or change the date or time of a Regular Meeting subject to statutory requirements.

Section 7. Special Meetings. The Board shall convene special meetings whenever such a meeting is called for by the chair or the majority of members. Notice of a special meeting must be given by publication in accordance with statute (*IC 5-3-1*).

Section 08. Quorum. A majority of the members of the Board shall constitute a quorum for the purpose of conducting its business and exercising its powers (*IC 26-9-4-23*).

Section 09. Agenda. The Board Chair, in cooperation with the CEO/President, shall be responsible for having the agenda prepared for meetings of the Board and shall provide the agenda to the Assistant to the Board for posting in accordance with applicable state laws. The Board Chair

shall add an item to the agenda as provided for in the Board's Rules of Procedure.

Section 10. Notice. All meetings of the IPTC Board, its committees, or any other occasion where any deliberation as defined in the Indiana Open Door Law (*IC 5-14-1.5*) occur, shall be in compliance with the Open Door Law and all Board members shall be given notice of such meetings or occasions.

Section 11. Voting. Each member of the Board shall be entitled to one (1) vote. Actions may be taken by the Board upon the affirmative vote of a majority of the members present at a meeting at which a quorum is present.

Section 12. Presumption of Assent. There shall be no presumption of assent. Whenever an action is taken at a meeting of the Board, it shall be necessary for a Board member to be present in the room and voting in order for the minutes to reflect the Board member as having voted.

Section 13. Procedure of Meetings. Notice of all meetings and hearings of the Board shall be given to members of the Board, and such meetings and hearings shall be held and conducted in accordance with the following hierarchical order: applicable law, these Bylaws, and the current edition of Robert's Rules of Order Newly Revised, to the extent not in conflict. The General Counsel of IPTC shall serve as parliamentary advisor to the Board.

Section 14. Conflicts of Interest. All members of the Board shall comply with the provisions of the Municipal code for the Consolidated City-County of Marion. The President/CEO shall promulgate and enforce an appropriate conflict of interest policy applicable to IPTC staff.

Section 15. Attendance. Members of the Board are required to physically attend all Board meetings. The appointing authority will be advised of the appointed member or members failing to attend one third (1/3) of all regular board meetings within a twelve (12) month period beginning January 1 and ending December 31. The Board may vote to remove any member failing to attend one third (1/3) of the scheduled Board meetings. Members may attend committee meetings through virtual means. Absences of Board members with the approval of the Board Chair for transit related business on behalf of IPTC shall not be counted.

**ARTICLE IV**  
**OFFICERS**

Section 1. Election. The Board shall elect from its membership a Board Chair, a Board Vice-Chair, Secretary, and Treasurer. No two offices shall be held by the same person.

Section 2. Board Chair. The Board Chair shall preside at all regular, special, and emergency meetings of the Board. The Board Chair shall see that all orders and resolutions adopted by the members are carried into effect, shall appoint members to serve on committees of the Board, shall appoint a Chair of such committees, shall execute instruments and documents on behalf of IPTC which the Board has authorized the Board Chair to execute, and shall perform all duties and have such other powers incident to the office of Board Chair as may be prescribed by the Indiana Code, these Bylaws, the Board Rules of Procedure, or the Board.

Section 3. Board Vice-Chair. The Board Vice-Chair shall preside at any meeting of the Board upon request of the Board Chair or from which the Board Chair is absent and, unless otherwise determined by the Board, in the absence or disability of the Board Chair, shall perform the duties and exercise the powers of the Board Chair. The Board Vice-Chair shall perform all other duties and have all other powers as may be prescribed by the Indiana Code, these Bylaws, the Board Rules of Procedure, or the Board.

Section 4. Secretary. The Secretary shall keep the permanent record of all proceedings and transactions of IPTC or may delegate such responsibility to the Director of the Office of Board Support. The Secretary shall attend all regular, special, and emergency meetings of the Board and shall keep the minutes or delegate the keeping of the minutes of all meetings of the Board to the Director of the Office of Board Support in records kept for that purpose and shall certify to the accuracy of such minutes, actions, and all resolutions of the Board. The Secretary shall give or cause to be given by the Director of the Office of Board Support, notice of all regular, special and emergency meetings of the Board in accordance with these Bylaws, and

shall perform such other duties and have such other powers as may be prescribed by the Indiana Code, the Bylaws, the Board Rules of Procedure, or the Board.

Section 5. Treasurer. The Treasurer will offer guidance to the Chief Executive Officer and Chief Financial Officer in ensuring good fiscal planning, decision-making and oversight at a governance level. The Treasurer shall serve as the Chair of the Finance Committee.

Section 6. Chief Executive Officer. The Board shall appoint and prescribe the duties, tenure and compensation of a Chief Executive Officer who shall administer the daily operations of IPTC. The Chief Executive Officer may use such title or titles as deemed appropriate by the Board.

Section 7. Term Alterations and Succession. The officers of the Board shall be elected on an annual basis and shall hold forth such office for one year (*IC 36-9-4-21*). Each officer shall serve until the officer's successor is duly elected and qualified or until the officer's earlier removal, resignation, disqualification, or death.

Section 8. Removal. Any officer may be removed by a majority vote of the Board at a properly noticed and posted meeting of the Board at which a quorum is present, and a proper agenda item is posted.

Section 9. Resignation. Any officer may resign at any time by giving written notice to the Board or the Board Chair.

Section 10. Vacancies. If any officer position becomes vacant more than 90 days prior to the Annual Meeting in February, the Board shall hold a special election no later than 90 days following the creation of the vacancy, to fill the vacant position for the remainder of any unexpired term. If any officer position becomes vacant 90 or fewer days prior to the Annual Meeting, the Board may hold a special election before the Annual Meeting to fill the vacant position for the remainder of any unexpired term.

**ARTICLE V**  
**COMMITTEES**

Section 1. Board Committees. There shall be a Board Governance and Audit Committee, a Board Service Committee, a Board Finance Committee, and only such other committees and subcommittees of the Board as the Board Chair may from time to time deem appropriate and designate. The Board committees shall not have any power or authority to act on behalf of or create any obligation of IPTC except that the Board Audit Committee may exercise those powers authorized by the Board and identified in the Board Audit Committee Charter (copies of which are in the Office of Governance and Audit).

Section 2. Mobility Advisory Committee. There shall be a Mobility Advisory Committee (*MAC*) for the purpose of advocating for public transit and providing appropriate input to the Board concerning the provision of public transportation to individuals with disabilities. The MAC shall consist of members appointed by the IPTC Board of Directors, who also have the authority to remove members of the MAC.

Section 3. Appointment. Any member of the Board may submit in writing a request to the Board Chair for appointment to a Board committee. The Board Chair shall appoint members to serve on each committee of the Board each fiscal year.

Section 4. Quorum. A majority of the members of a committee shall constitute a quorum for the purpose of conducting its business and exercising its power. Actions may be taken by a committee upon the affirmative vote of a majority of the members of the committee present at a meeting at which a quorum is present. If a quorum is not present, the committee members may meet, discuss issues, and receive information, but no official action may be taken.

Section 5. Alternate Committee Member. When a quorum of a committee is not present for a committee meeting, the Board Chair may appoint a Board member to serve as an alternate member of the committee for purposes of making a quorum. Upon appointment, the member shall have all the privileges of other committee members so long as the alternate's presence is necessary to maintain a quorum. To be effective, such appointment must be in writing and filed with the Director of the Office of Board Support. Such appointment shall be effective only until the adjournment of the meeting for which the appointment is made.

Section 6. Procedure of Meetings. Members of the Board who are not members of a committee may attend all meetings of any committee and participate in the deliberations of any committee but shall not be entitled to vote.

## **ARTICLE VI**

### **BUDGET AND FINANCE**

Section 1. Fiscal Year. The Fiscal Year of IPTC shall begin on January 1 and end on December 31 of each year.

Section 2. Accounts. The Board shall approve a complete system of accounts, shall designate authorized representatives to invest funds, withdraw money from authorized accounts, and complete other transactions as required, and shall approve and regularly review such policies governing financial matters as necessary.

Section 3. Annual Budget, Financial Plan and Business Plan.

(a) Annual Budget. The Board shall adopt an Annual Budget prior to the commencement of each fiscal year. The Board shall make the proposed Annual Budget available to the governing bodies of each municipality within the service area at least thirty days before it adopts the Annual Budget.

(b) Financial Plan. The Board shall adopt a Financial Plan prior to the commencement of each fiscal year. The purpose of the Financial Plan is to determine the affordability of ongoing operations and future expansion programs as described in the Transit System Plan. The Annual Budget is the first year of the five-year Financial Plan. The Board may delay adoption of a Financial Plan by majority vote. The Board shall provide the proposed Financial Plan to the governing bodies of each municipality within the service area at least thirty days before its adoption.

(c) Business Plan. The Chief Executive Officer shall develop and present to the Board a Business Plan that identifies specific actions necessary to implement and administer the Annual Budget, the Financial Plan and the Transit System Plan.

Section 4. Financial Standards Policy. The Board shall adopt and periodically review not less than annually a Financial Standards Policy that addresses standards for investments, cash reserves and debt limitations, and that sets out a procedure for amending the Financial Plan.

Section 5. Audit. The Board shall have an audit of the affairs of the authority prepared each year by an independent certified public accountant or a firm of independent certified public accountants as recommended by the Board Governance and Audit Committee and approved by the Board. The annual audit shall be conducted by persons who have no direct or indirect personal interest in the fiscal affairs of IPTC and are qualified and experienced in public accounting and the auditing of public bodies. The annual audit shall be open to public inspection.

## **ARTICLE VII**

### **RULES, POLICIES AND PROCEDURES**

The Board shall adopt and provide for the enforcement of rules, policies or procedures in connection with its management, operation and control of IPTC.

## **ARTICLE VIII**

### **INDEMNIFICATION OF BOARD MEMBERS**

IPTC shall indemnify any current and former member of the Board, Board Chair appointees, Pension Committee members and Executives to the extent applicable by law for any negligent act resulting in actual damages, cost and fees arising from an act or omission within the course and scope of the individual's duties. IPTC may not pay damages awarded against an individual that arise from a cause of action for official misconduct or that arise from a cause of action involving a willful or wrongful act or omission or an act or omission constituting gross negligence.

**ARTICLE IX**  
**AMENDMENTS TO BYLAWS**

These Bylaws may be altered, amended, or repealed, or new Bylaws may be adopted, by a favorable vote of two-thirds of the Board at any regular, properly posted meeting of the Board or at any properly posted special meeting of the Board at which a quorum is present; provided that prior to consideration and vote by the Board, any proposed revisions to the Bylaws may be reviewed by and commented on by a Bylaws Committee and shall be provided in writing to all Board members at least two weeks prior to Board action on the amendments.



Date: November 18, 2021  
 Current Meeting: December 09, 2021  
 Board Meeting: December 09, 2021

**BOARD MEMORANDUM**

**TO:** Indianapolis Public Transportation Corporation (IPTC) Board of Directors  
**THROUGH:** President & CEO, Inez P. Evans  
**FROM:** Vice President of Infrastructure, Strategy, and Innovation Jennifer Pyrz  
**SUBJECT:** Consideration and approval of contracts to construct the Purple Line Bus Rapid Transit (BRT) Project

**ACTION ITEM A – 6**

**RECOMMENDATION:**

In a manner consistent with IPTC procurement contract award standards, it is requested that the Board authorize IPTC to execute a contract with Crider & Crider, Inc. for the construction of Package A of the Purple Line BRT Project, for an amount of \$95,662,258.74 and with F.A. Wilhelm Construction Co., Inc. for the construction of Package B of the Purple Line BRT Project for an amount of \$18,187,000.00.

**BACKGROUND:**

The Purple Line BRT project will be the second of three rapid transit lines in the City of Indianapolis/Marion County. It will connect downtown Indianapolis to the City of Lawrence, via East 38th Street. The project was identified in the regional transit framework, Indy Connect, in 2009-2010 and advanced to an Alternatives Analysis (AA) study in 2014-2015. Both studies were conducted by the Indianapolis Metropolitan Planning Organization (MPO) in cooperation with IPTC, the Central Indiana Regional Transportation Authority (CIRTA), and other regional partners. Those plans eventually resulted in the Marion County Transit Plan, which was presented to Marion County voters in November 2016 for adoption of a 0.25% income tax, dedicated to transit. In December 2017, the IPTC 2018-2022 Capital Plan was adopted by the IPTC board of directors. This plan outlined the Purple Line project in more detail, including the specific mix of funding sources and timelines for the development of the project.

Design of the Purple Line BRT project was completed in Spring 2021. A Small Starts Grant Agreement was executed with the Federal Transit Administration (FTA) in August 2021, which contributes \$80.975 Million of the overall \$169.4 Million project budget. The remaining funds come from a combination of funds from the Federal Transit Administration, the City of Indianapolis Department of Public Works (DPW) general fund, Citizen’s Water Authority (CWA), and IndyGo Capital Revenues and Bonds proceeds.

**DISCUSSION:**

With funding secured for the total project, IPTC advertised two construction projects in September 2021 as part of IFB 21-05-385. Package A contains the civil elements of the project, including roadway, pedestrian facility, drainage, and other utility construction. Package B contains the stations and communications elements of the project. Bidders had the option of submitting on Package A alone, Package B alone, or a combined Package A + Package B. IPTC provided an opportunity for prospective bidders to attend a pre-bid conference September 16 and accepted two rounds of questions. Addendums were published on September 30 and October 15 as addendums to the IFB. Bids were due on October 28, 2021.

IPTC received two bids for Package A. Rieth-Riley Construction Co. bid \$117,698,893.40. Crider & Crider was the low bidder at \$95,662,258.74.

IPTC received two bids for Package B. RLTurner Corporation bid \$21,888,978.00. F.A. Wilhelm Construction Co. was the low bidder at \$18,187,000.00.

All bids were found to be responsive and responsible.

If both packages are awarded to the low bidders as identified above, the combined construction cost for the Purple Line will be \$113,849,258.74. This is approximately 18% over the project's independent cost estimate (ICE), as prepared by project team's engineering consultants. FTA recently awarded IPTC, and the Purple Line Project specifically, an additional \$12 Million from the American Rescue Plan. This award will offset the higher-than-expected construction cost.

**ALTERNATIVES:**

These services are required for construction of the Purple Line. If the Board determines that this contract should not be awarded as recommended by staff, the project could be re-bid at a later date. This would delay construction completion and, ultimately, the service start date. Re-bidding the project may or may not result in more favorable bids.

**FISCAL IMPACT:**

The Purple Line project is funded from a variety of sources, including FTA Small Starts, Bond Revenues, 5307 Formula Funds, and local funds, as documented in the Capital Plan.

**DBE/XBE DECLARATION:**

Crider and Crider's bid included DBE participation of 8.08%. This was below the set goal for Package A of 13%. Crider and Crider were found to have met good faith efforts for achieving the stated DBE goal. F.A. Wilhelm's bid included DBE participation of 5% which meets IPTC's stated goal for Package B.

IPTC staff will work with both vendors after contract award to increase DBE participation.

**STANDING COMMITTEE DISCUSSION/RECOMMENDATION:**

This action was reviewed by the Finance Committee on December 2, 2021 and will be placed on the Regular Agenda.



Date: November 19, 2021  
Current Meeting: December 09, 2021  
Board Meeting: December 09, 2021

**BOARD MEMORANDUM**

**TO:** Indianapolis Public Transportation Corporation (IPTC) Board of Directors  
**THROUGH:** President/CEO Inez P. Evans  
**FROM:** Deputy CFO Hardi Shah and Vice President of Finance/CFO Bart Brown  
**SUBJECT:** Consideration and approval of Resolution 2021-14 – carry forward of outstanding encumbrances for FY2021.

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**ACTION ITEM A – 13**

**RECOMMENDATION:**

Authorize the approval of Resolution 2021-14 – carry forward of outstanding encumbrances for fiscal year 2021.

**BACKGROUND:**

With the opening of a new budget year and a new set of ledgers, it is advantageous to review the unpaid purchase orders and contracts which remain on the ledgers as “encumbered.” Whenever a valid appropriation has been lawfully encumbered by a contract or by the issuance of a purchase order, the appropriation to the extent of the encumbrance may be carried forward to the succeeding year and made available for payment of the obligation which encumbered it. Only so much of the appropriation as is lawfully encumbered may be carried forward.

**DISCUSSION:**

The State guidelines allow the Board to authorize Carry Forward of the outstanding purchase orders at year-end. These outstanding purchase orders were not paid prior to December 31, 2021. Therefore, it will be prudent and sound financial practice to carry them forward into the next fiscal year (2021) pending available cash balances at the close of the fiscal year 2021. The appropriation to cover the purchase orders, once expensed, will come from the 2021 budget.

**ALTERNATIVES:**

If the Board chooses not to approve this action, IPTC would not be able to use fiscal year 2021’s appropriations to pay for the outstanding purchase orders/contracts. As a result, the obligations will have to be charged against fiscal year 2022’s appropriations which can jeopardize fiscal year 2022’s planned projects subject to availability of funds.

**FISCAL IMPACT:**

There is no fiscal impact on fiscal year 2022 budget as appropriations were provided for the purchase orders in the fiscal year 2021 budget.

**DBE/XBE DECLARATION:**

N/A

**STANDING COMMITTEE DISCUSSION/RECOMMENDATION:**

This action was reviewed by the Finance Committee on December 2, 2021 and will be placed on the Regular Agenda.

Outstanding Encumbrances to be Carried into Fiscal Year 2022

	Sum of Amount remaining
<b>Capital</b>	<b>\$117,450,280</b>
Fleet	\$77,335,028
BRT & On-Street Infrastructure	\$26,952,546
Facilities	\$10,820,531
IT/Finance and Other Administration	\$2,102,175
Safety/Security	\$240,000
<b>Operating</b>	<b>\$6,659,626</b>
<b>Grand Total</b>	<b>\$124,109,906</b>

	Sum of Amount remaining
<b>Capital</b>	<b>\$117,450,280</b>
<b>Fleet</b>	<b>\$77,335,028</b>
BYD Coach & Bus LLC	\$38,195,131
BYD 60' Purple Line	\$36,387,652
GILLIG CORPORATION	\$2,389,581
Ampley	\$220,100
BYD Bike Rack Installation.	\$70,645
FSX Equipment, Inc.	\$56,302
MacAllister Machinery Co, Inc.	\$11,918
GLOBAL INDUSTRIAL (EQUIP)	\$3,699
<b>BRT &amp; On-Street Infrastructure</b>	<b>\$26,952,546</b>
Butler, Fairman & Seufert, Inc.	\$13,161,304
WSP USA, INC	\$4,446,143
CEG/DPW Purple Line Utility Relocation	\$3,000,000
WSP - Task Order Blue Line Design/NEPA	\$2,620,000
City of Indianapolis	\$922,486
HNTB Amendment	\$850,000
Bus Stops 2021-A - Shuck	\$415,354
Lochmueller Group, Inc.	\$403,877
HNTB Corporation	\$382,429
RIETH-RILEY CONST CO.,INC	\$300,001
Rub Rail Materials - Full Red Line	\$160,000
Shrewsbury & Associates LLC	\$147,443
F.A. Wilhelm Construction Co., Inc.	\$45,128
THE ETICA GROUP	\$32,146
City of Lawrence Utilities	\$29,105
Simme	\$24,991
Laird Plastics Inc	\$8,292
FASTENAL COMPANY	\$2,891
Triumvirate Environmental BestPLUS division	\$956
<b>Facilities</b>	<b>\$10,820,531</b>
B Bldg Contractor - East Campus. 3D Professional Contracting	\$3,598,000
Boyle Construction Management Inc.	\$2,515,148

Outstanding Encumbrances to be Carried into Fiscal Year 2022

3D Professional Contracting, Inc.	\$1,730,000
THE ETICA GROUP	\$1,643,661
Office furniture, phase 2 and 3. RJE Business Interiors	\$597,337
WSP USA, INC	\$417,183
Woolpert, Inc.	\$145,066
UV Lighting for Facilities (CTC and 1501)	\$73,860
Office furniture, phase 1. Business Furniture	\$71,193
Solar Expansion - WSP on-call procurement oversight	\$29,082
<b>IT/Finance and Other Administration</b>	<b>\$2,102,175</b>
Crowe LLP	\$764,000
Luminator Technology Group	\$442,586
GIRO	\$276,626
Clevor Consulting Group, Inc	\$250,535
ELECTRONIC STRATEGIES,INC	\$192,525
Dynaway A/S	\$90,240
Flowbird AXIO upgrades	\$62,690
Parkeon Inc.	\$22,973
<b>Safety/Security</b>	<b>\$240,000</b>
D.P ASSOCIATES A DIVISION OF L3 TECHNOLOGIES, INC.	\$240,000
<b>Operating</b>	<b>\$6,659,626</b>
<b>Operating</b>	<b>\$6,659,626</b>
CO-ALLIANCE LLP	\$1,937,520
Microtransit Pilot - VIA	\$1,545,000
Legal Settlement	\$700,000
Avail Technologies, Inc.	\$387,171
Nelson Nygaard Consulting Associates, Inc	\$233,724
TAM Plan Consultant	\$200,000
Giro/Hastus Renewal	\$170,400
CUMMINS MID-STATES POWER-INC.	\$160,187
Parkeon Inc.	\$111,711
Corey A. Saunders	\$110,047
Dovetail Inc.	\$104,033
Spare bus parts for BYD buses	\$99,832
HHR Consultants	\$92,000
KSM Fare Evasion - Possible	\$85,000
THE ETICA GROUP	\$72,527
API Ecolane & WellTrans	\$71,994
Microtransit Pilot - Pathways	\$70,000
CSched (Courval Scheduling)	\$63,908
ZILO INTERNATIONAL GROUP LLC	\$63,625
DLZ Indiana, LLC	\$44,913
SHUCK CORPORATION	\$42,610
RLS & ASSOCIATES, INC.	\$38,388
THE TRUSTEES OF PURDUE UNIVERSITY DBA PURDUE UNIVERSITY	\$37,333
EDM INC.	\$34,960
Procurement System	\$25,000
Johnson Controls	\$21,587

Outstanding Encumbrances to be Carried into Fiscal Year 2022

HNTB Corporation	\$21,070
GTT	\$20,000
Veteran Strategies PR Consulting for Govt Affairs	\$17,600
TOLAR MANUFACTURING CO. INC	\$17,040
Automated Doors & Access	\$15,678
BUSINESS FURNITURE, LLC-DEPARTME	\$12,590
Sheena Maria Simpson	\$11,250
Pristine Image Intl., LLC	\$8,250
The McCormick Group, Inc.	\$4,675
Janek Corporation	\$2,995
GIRO	\$2,742
GFI - GENFARE	\$2,266

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**INDIANAPOLIS PUBLIC TRANSPORTATION CORPORATION**

**RESOLUTION 2021-14**

A RESOLUTION approving the encumbered balances of outstanding purchase orders for the General Fund for the calendar year ending December 31, 2021. These changes are in response to the needs of INDIANAPOLIS PUBLIC TRANSPORTATION;

**GENERAL FUND**

**WHEREAS**, the accounting guidelines established by the State of Indiana include the approval of outstanding purchase orders at year-end, and

**WHEREAS**, the attached listing includes all purchase orders from budgeted funds (including funds 8001, 8090, 9500 and 9502) unpaid at year-end 2021.

**THEREFORE BE IT RESOLVED**, that the Indianapolis Public Transportation Corporation Board of Directors hereby approve the attached list of purchase orders totaling an amount not to exceed \$124,109,906 from 2021 be carried forward to the next budget year (2022) and be paid from 2021 appropriations.

NOW, THEREFORE, BE IT ORDAINED BY THE INDIANAPOLIS PUBLIC TRANSPORTATION CORPORATION:

SECTION 1. The IPTC will make the changes in appropriations as given above.

SECTION 2. The ordinance shall be effective December 9, 2021 and in accordance with all laws pertaining thereto.

The Board will meet in the offices of the Board, located at 1501 West Washington Street, Indianapolis, Indiana at the hour of 5:00 P.M. (local time) on December 9, 2021 to conduct a public meeting on this resolution.

INDIANAPOLIS PUBLIC TRANSPORTATION CORPORATION

RESOLUTION 2021-14

BOARD OF DIRECTORS

**Aye**

**Nay**

**Greg Hahn, Chair**

\_\_\_\_\_

\_\_\_\_\_

**Adairius Gardner, Vice Chair**

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\_\_\_\_\_

**Mark Fisher, Secretary**

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\_\_\_\_\_

**Richard Wilson, Treasurer**

\_\_\_\_\_

\_\_\_\_\_

**Lise Pace**

\_\_\_\_\_

\_\_\_\_\_

**Pat Rios**

\_\_\_\_\_

\_\_\_\_\_

**ATTEST**

Name	Title	Signature
Jill D. Russell	Secretary/ General Counsel	



Date: November 22, 2021  
 Current Meeting: December 09, 2021  
 Board Meeting: December 09, 2021

**BOARD MEMORANDUM**

**TO:** Indianapolis Public Transportation Corporation (IPTC) Board of Directors  
**THROUGH:** President/CEO Inez P. Evans  
**FROM:** General Counsel Jill D. Russell  
**SUBJECT:** Consideration and approval of Resolution 2021-15 to acquire appraisal and purchase real property located at 9625 E. 33<sup>rd</sup> Street, Indianapolis, Indiana

**ACTION ITEM A – 15**

**RECOMMENDATION:**

In a manner consistent with IPTC standards and pursuant to State and Local requirements, it is requested that the Board issue a Resolution directing the President/CEO, on behalf of the Indianapolis Public Transportation Corporation, to appoint two appraisers to appraise the fair market value of the real estate located at 9625 E. 33<sup>rd</sup> Street, Indianapolis IN., and to provide a copy of both appraisals to the Chair of the Board of Directors. It is also requested that the Board direct the President/CEO to enter into an agreement for the purchase real estate located at 9625 E. 33<sup>rd</sup> Street, Indianapolis, IN. for a sum not exceed the average of the two appraisals required by IC 36-1-10.5-6.

**BACKGROUND:**

IPTC is committed to providing bus rapid transit and increased services as required by the Marion County Transit Plan. To achieve increased service, additional coaches have been purchased resulting in a vehicle fleet larger than the facility at 1501 W. Washington can accommodate. Implementation of the Marion County Transit Plan has also required the increase in both operational and administrative staff. To effectively house and maintain the vehicle fleet required and train new operators, IPTC requires additional maintenance facilities and land for vehicle storage and training.

**DISCUSSION:**

The increased fleet size necessary for the implementation of the Marion County Transit Plan has resulted in overcrowding in the garage. The overcrowding has led to unsafe operational conditions for staff, and coaches being parked outside the building. In addition, IPTC currently lacks the land necessary to construct a training track for new operators as well as an on-site location for Commercial Driver’s License (CDL) testing. Securing the additional maintenance facility and space would allow for all vehicle storage and maintenance as well training and CDL testing site.

**ALTERNATIVES:**

Maintain the current status and continue to park revenue vehicles outside with limited ability to perform maintenance and charging with no access to a training course or on-site CDL testing.

**FISCAL IMPACT:**

IPTC may not purchase the property for more than the average of two appraisals as required by law.

**DBE/XBE DECLARATION:**

Not applicable.

**STANDING COMMITTEE DISCUSSION/RECOMMENDATION:**

This action was reviewed by the Finance Committee on December 2, 2021 and will be placed on the Regular Agenda.

## RESOLUTION 2021-15

### RESOLUTION OF THE BOARD OF DIRECTORS OF THE INDIANAPOLIS PUBLIC TRANSPORTATION CORPORATION

**A RESOLUTION** establishing that the Board of Directors of the Indianapolis Public Transportation Corporation, is interested in making a purchase of specified land.

**WHEREAS**, the Indianapolis Public Transportation Corporation (IPTC) in a municipal corporation pursuant to Indiana Code 36-9-4-10; and

**WHEREAS**, Indiana Code 36-19-4-14 establishes management of the Corporation by a Board of Directors; and

**WHEREAS**, Indiana Code 36-9-4-30 authorizes the Board of Directors to acquire real property through purchase; and

**WHEREAS**, the addition of bus rapid transit lines requires an expansion of service requiring additional vehicles and staffing; and

**WHEREAS**, the current location of IPTC maintenance garage lacks the needed space to house and perform necessary maintenance of the increases necessary fleet; and

**WHEREAS**, the property located at 9625 E. 33<sup>rd</sup> Street, immediately adjacent to the future site of IPTC headquarters has become available and provides a maintenance garage; and

**WHEREAS**, the location provides additional space for a training course for new operators and Commercial Driver's License (CDL) testing; and

**WHEREAS**, the IPTC Board of Directors having considered the acquisition and being duly advised, finds that the Board of Directors has as an interest in acquiring the Real Estate; now, therefore:

### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE INDIANAPOLIS PUBLIC TRANSPORTATION CORPORATION:**

Section 1. The Board of Directors desires to exercise its authority under Indiana Code 36-9-4-30 for the acquisition of real property to accommodate increased staff and vehicle inventory, an additional maintenance garage and area for conducting CDL testing and training course.

Section 2. The Board of Directors establishes that it has an interest in the acquiring the Real Estate and described and depicted in Exhibit "A" attached hereto.

Section 3. For purposes of Revised Code Sec. 151-66, the Real Estate is owned by the Ascona REM Corporation.

Section 4. The Board hereby having directed the CEO and President, on behalf of the Indianapolis Public Transportation Corporation, to appoint two (2) appraisers to appraise the fair market value of the Real Estate and to provide a copy of both appraisals to the Chair of the Board of Directors of Indianapolis Public Transportation Corporation.

Section 5. That upon receipt of those appraisals the Board hereby directs the CEO and President to enter into negotiations for the purchase of said property in an amount not to exceed the average of the two fair market price appraisals. This Resolution shall be in full force and effect from and after its adoption and compliance with all laws pertaining thereto.

Section 6. If any section, paragraph or provision of this resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of any such section, paragraph or provision shall not affect any of the remaining provisions of this resolution.

**Adopted this 9th day of December 2021.**

BOARD OF DIRECTORS INDIANAPOLIS  
PUBLIC TRANSPORTATION CORPORATION

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**Gregory F. Hahn**  
Chairman of the Board of Directors

Attest: \_\_\_\_\_

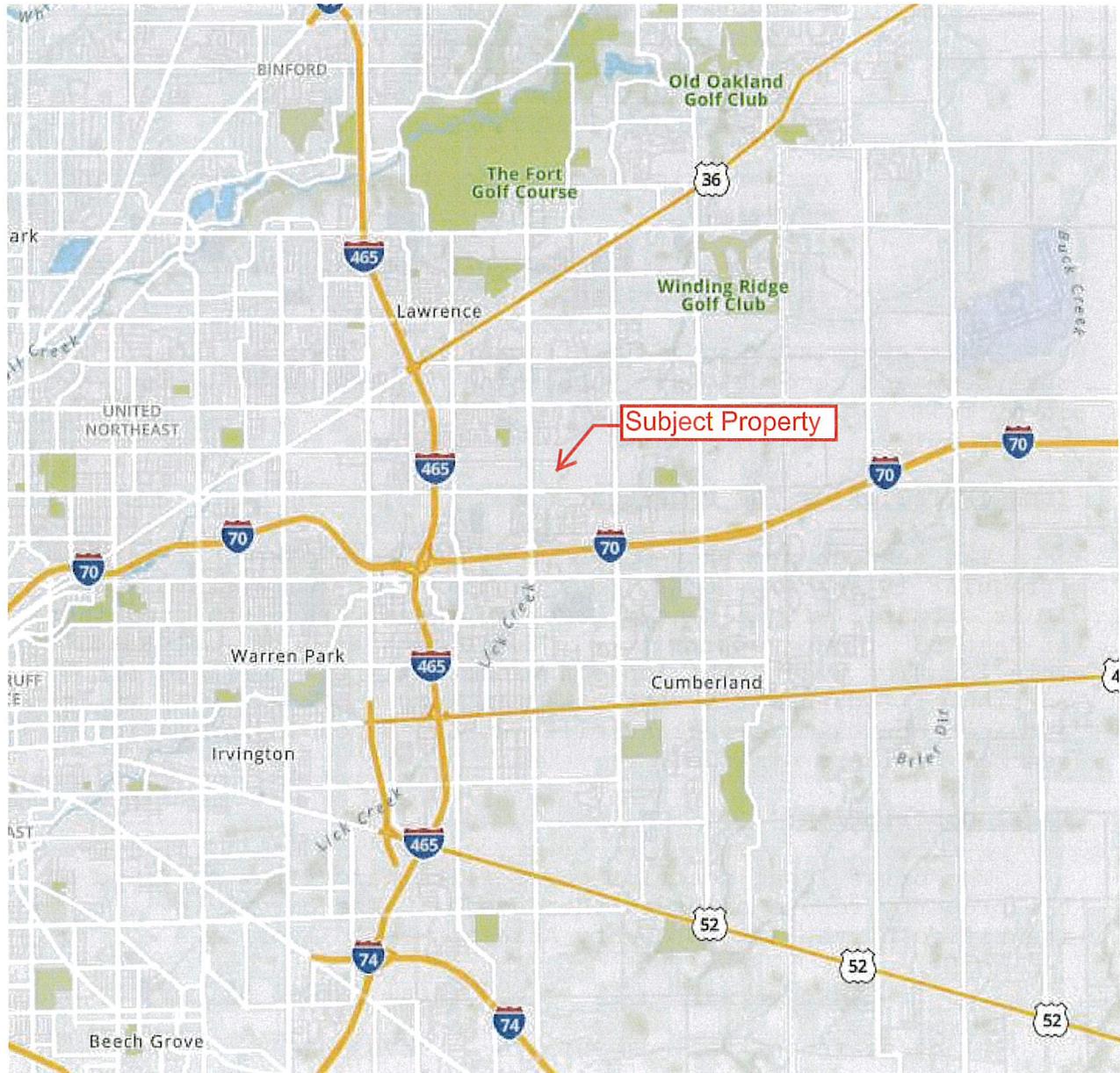
Jill D. Russell, General Counsel  
Indianapolis Public Transportation Corporation

## Attachment A

**9625 E. 33<sup>rd</sup> Street, Indianapolis Indiana**

Legal Description: The brief legal descriptions for the parcel can be found on the property record cards in the addenda. The parcel is identified by the Marion County Assessor as follows: State Parcel No. Local Parcel No. 49-08-20-101-002.000-701 7030636 Please see the following location map

LOCATION MAP





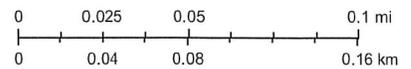
4/11/2021

1:2,257

Parcel

2020 Aerial Photography

- Red: Band\_1
- Green: Band\_2
- Blue: Band\_3



Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community





Indianapolis Public Transportation Corporation  
dba IndyGo  
1501 W. Washington Street  
Indianapolis, IN 46222  
www.IndyGo.net

## Mobility Advisory Committee (MAC) Update – November 2021

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**To:** Chair and Board of Directors  
**Through:** President/CEO Inez P. Evans  
**From:** Mobility Advisory Committee (MAC) Chair Mandla Moyo  
**Date:** December 9, 2021

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### Mobility Advisory Committee Update – November 2021

**ISSUE:** An update from the Mobility Advisory Committee (MAC) will be presented at the Board meeting.

**RECOMMENDATION:** Receive the report

## Mobility Advisory Committee (MAC)

### Meeting Minutes

November 17, 2021

### Attendees

Mandala Mayo- MAC Chair  
Linda Gosnell- MAC  
Erin Hardwick- MAC  
Cori Wills- MAC  
Greg Meyer- MAC  
Eddie Rickenbach- MAC  
Eric Schlegel- MAC  
Tammy Hollingsworth-Visitor  
Belinda Jones-Visitor  
Latash Higgins- Visitor  
Sarah L Meyer-Visitor  
Andrea's Iphone-Visitor  
Brittany Latoz-Visitor  
DeeAnn Hart-Visitor

Mike Roth- IndyGo  
Teresa Franklin- IndyGo  
Aaron Vogel- IndyGo  
Ryan Wilhite- IndyGo  
Chauncyia Colman- IndyGo  
Myisha Foster- IndyGo  
Jennifer Pyrz- IndyGo  
Schlanda Maxwell-IndyGo  
Ricardo Boulware-RATPDEV  
Angela Milroy-RAPTDEV

### Welcome and introduction:

- **Manager of Mobility Solutions, Teresa Franklin** Took the attendance of the MAC members

### Approval of the September Minutes- Mandla Moyo

- **Meeting Agenda-** Presented to MAC for Approval, Approved
- **Motion to add vote for Chair and Vice Chair to agenda-** TBD MAC bylaws need review
- **Motion to vote for One new member added to MAC-** Approved
- **Brittany Latoz MAC new member introduction-** Approved
- **Minutes from September 2021** Meeting presented to MAC for approval, Approved.

### Aaron Vogel - Chief Operating Officer

- Service Operating hour adjustments have been implemented for fixed route
- These adjustments are due to driver shortages
- Service frequency has decreased for fixed route
- Currently we are sitting at 83% On time performance
- Fixed route is not closing routes, no riders have been stranded
- Fixed route is still reliable
- Announcing IndyGo board of directors awarding a contract with Luminair to deploy and equip all vehicles with air filtration UVC light technology
- Luminair will clean, disinfect, reduce pathogens, allergens, and eliminate odors
- This will provide clear air to our riders and operators to give the best experience possible
- Fixed route fleet along with Paratransit fleet, BRT fleet will be equipped with this technology

- This Technology allows for IndyGo to promote safety within its fleet
- Goal is to install this technology within the next 30days

**Brian Clem - Director of Risk and Safety**

- UVC Technology- Luminair
- This is to provide clean air in a public transit vehicle – some of the cleanest air in the world
- IndyGo is one of the first agencies to install this UVC Technology
- 901 Vehicles will also be equipped with this technology
- The first Fleet of our vehicles that will have this technology is our paratransit vehicles
- This Technology is the same technology hospitals use to clean and disinfect surgical rooms
- Technology will be installed within 30 days
- To locate a video of this equipment and how it’s installed you can watch on IndyGo.net and/or Luminair.com

**Cameron Radford - VP of Government Affairs**

- 2022 Budget passed through the city council by participant support
- Question: Did the full budget get passed or did city make cuts
- Answer: No adjustment made to the 2022 Budget

**Jennifer Pyrz - VP of Infrastructure, Strategy, and Innovation**

- Bids have been received for the purple line project
- Contractors have had an opportunity to look over plans and submit a cost
- 2 low bidders currently
- 1 Bidder for package A which is all the civil work ex: Road, drainage, sidewalk, and ramps etc.
- Package B will be brought to the board December 2<sup>nd</sup>- Board meeting will be December 9<sup>th</sup> and will be recorded
- Once board approves construction should start
- CAC (Citizen Advisory committee) meeting for both project where conducted this week
- Blue line and Purple line CAC meetings are different meetings depending upon which stake holders are on the committee
- Full on public meetings will be had in the Spring
- Strong planning for local route planning is being conducted to ensure regular routes aren’t affected by projects
- Rubber rails will be added to boarding platforms of the new project to prevent damage to the coaches

**Ryan Wilhite - Manager of Special Projects and Regional Mobility**

- A team is working on making sure the education and policies are written from September’s meeting regarding new practices
- Fare change policy discussed
- Transition to half fare for open door riders discussed
- Fare transition due to be in progress by January 3, 2023

**Mike Roth - Sr. Director of Mobilities Solutions**

- Mobility Summit seminar past two days was attended by Mike Roth
- Facilitator was: Head by Design
- Local Transportation companies within the county and state of Indiana including states outside of Indiana Discussed Challenges with hiring operators to run service
- Discussed service cuts due to the demand/lack of drivers
- The struggle to have top tier service due to not having enough drivers
- RATPDEV and IndyGo continue to work through the challenges of not having enough drivers

- RATPDEV is looking into alternative solution which are TNC's, but please keep in mind TNC's are struggling with staffing as well
- IndyGo understands there are issue due to the pandemic

**Ricardo Boulware - General Manager of RATPDEV**

- Significant improvement has been spotted already since Oct 1 regarding improving OTP
- Strategy is to use high volume location to better contain groups so those riders can be pickup and dropped off on time
- Ecolane system updates have helped improve service as well for scheduling
- High volume locations, Dialysis locations, and centers RATPDEV is strategizing to find solutions to perform better on time performance
- For hiring- job fairs are to be conducted at Public library, communication with workone, radio ads, and help from the RATPDEV corporate level
- Staffing solutions are underway
- Dispatchers have been working on proficiency in Ecolane
- **Angela Milroy – Manager of Operations RATPDEV** is working diligently with group centers with set drop off and pickup times
- Grouping riders to send vehicles to centers would be better than random vehicles with sporadic trips
- Dispatchers are being trained to work together as a team
- 4 Dispatchers are in the dispatch office at any given time
- Self Service app “IndyGo Mobility” is a wonderful tool to use to book and cancel trips
- December 31st Green vouchers is due to end
- December 31<sup>st</sup> Welltrans options will be over; however, RATPDEV will have opportunity to negotiate with Welltrans
- Q: Can a line in brail be added for seeing impaired individuals
- A: John Mann will be contacted regarding the brail line – this has been checked on and the printer won't allow per Mike Roth
- All other brail or seeing impaired questions or concerns please contact Teresa Franklin Manager of Mobility Services

## Open Door Month End Report September 2021

Day	Trip Date	Total Trips Request	Total Trips Completed	No Shows	Missed Trips	Total Trips Attempted	Trips Over 2 Hr	Ridership	Total Cancels	Total Denials	Total Denials%	On Time Trips	On Time %	Trips per Hour	Drop Off OTP
Wednesday	9/1/2021	708	505	23	47	528	43	516	203	2	0	197	60%	1.90	55%
Thursday	9/2/2021	640	499	13	3	512	9	507	141	1	0	216	65%	1.77	70%
Friday	9/3/2021	813	477	27	80	504	16	501	336	0	0	172	54%	1.90	84%
Saturday	9/4/2021	231	183	6	10	189	0	192	48	0	0	59	49%	1.65	51%
Sunday	9/5/2021	250	123	10	27	133	2	148	127	0	0	43	44%	1.93	65%
Monday	9/6/2021	497	155	6	2	161	0	158	342	0	0	77	77%	1.49	98%
Tuesday	9/7/2021	718	426	27	149	453	14	438	292	0	0	125	47%	1.95	65%
Wednesday	9/8/2021	755	470	41	92	511	29	482	285	0	0	112	38%	1.90	53%
Thursday	9/9/2021	717	439	32	80	471	28	449	278	0	0	166	61%	1.85	65%
Friday	9/10/2021	685	433	46	75	479	11	444	252	0	0	143	54%	1.83	75%
Saturday	9/11/2021	263	148	14	44	162	14	156	115	0	0	31	32%	1.62	31%
Sunday	9/12/2021	215	120	2	22	122	3	134	95	1	0	34	40%	1.91	38%
Monday	9/13/2021	640	360	31	112	391	11	374	280	0	0	91	41%	1.91	47%
Tuesday	9/14/2021	741	421	25	132	446	18	438	320	1	0	138	49%	1.88	51%
Wednesday	9/15/2021	708	409	31	120	440	23	422	299	0	0	112	41%	1.90	59%
Thursday	9/16/2021	672	388	24	114	412	29	402	284	2	0	95	38%	1.83	46%
Friday	9/17/2021	650	378	19	111	397	19	392	272	2	0	117	47%	1.90	60%
Saturday	9/18/2021	325	148	7	78	155	3	158	177	7	0	39	38%	1.66	67%
Sunday	9/19/2021	182	122	13	10	135	1	135	60	0	0	34	40%	1.70	50%
Monday	9/20/2021	609	340	45	96	385	23	347	269	0	0	80	37%	1.78	40%
Tuesday	9/21/2021	566	386	23	24	409	7	401	180	0	0	143	55%	1.83	58%
Wednesday	9/22/2021	629	355	41	70	396	11	363	274	0	0	97	42%	1.67	51%
Thursday	9/23/2021	564	391	22	11	413	10	405	173	0	0	164	62%	1.72	75%
Friday	9/24/2021	613	343	47	68	390	16	357	270	3	0	97	46%	1.97	74%
Saturday	9/25/2021	192	122	9	8	131	0	130	70	0	0	37	42%	1.56	68%
Sunday	9/26/2021	134	104	4	1	108	0	116	30	2	0	39	47%	1.72	73%
Monday	9/27/2021	514	359	28	24	387	7	372	155	0	0	151	59%	1.63	73%
Tuesday	9/28/2021	570	364	26	40	390	11	378	206	0	0	87	41%	1.92	80%
Wednesday	9/29/2021	604	353	29	55	382	14	361	251	2	0	121	53%	2.06	53%
Thursday	9/30/2021	551	332	36	39	368	11	342	219	1	0	103	45%	1.59	63%
<b>SUMMARY</b>		<b>15,956</b>	<b>9,653</b>	<b>707</b>	<b>1,744</b>	<b>10,360</b>	<b>383</b>	<b>10,018</b>	<b>6,303</b>	<b>24</b>	<b>0</b>	<b>3,120</b>	<b>49.29%</b>	<b>1.82</b>	<b>62%</b>

## Open Door Month End Report October 2021

Day	Trip Date	Total Trips Request	Total Trips Completed	No Shows	Missed Trips	Total Trips Attempted	Trips Over 2 Hr	Ridership	Total Cancels	Total Denials	Total Denials%	On Time Trips	On Time %	Trips per Hour	Drop Off OTP
Friday	10/1/2021	869	344	56	115	400	43	362	525	0	0	71	29%	1.73	50%
Saturday	10/2/2021	273	92	32	43	124	10	104	181	0	0	20	29%	1.61	29%
Sunday	10/3/2021	204	105	23	25	128	5	117	99	0	0	37	45%	1.60	53%
Monday	10/4/2021	811	387	50	107	437	54	401	424	0	0	98	38%	1.77	43%
Tuesday	10/5/2021	762	377	56	81	433	50	388	385	0	0	99	41%	1.77	49%
Wednesday	10/6/2021	695	421	40	48	461	36	429	274	0	0	161	56%	1.76	60%
Thursday	10/7/2021	663	417	29	49	446	37	434	246	0	0	182	64%	1.76	57%
Friday	10/8/2021	707	431	28	64	459	41	446	276	0	0	148	51%	1.84	71%
Saturday	10/9/2021	376	121	32	67	153	10	125	255	0	0	18	24%	1.37	27%
Sunday	10/10/2021	153	80	3	14	83	2	92	73	0	0	41	49%	1.81	71%
Monday	10/11/2021	554	362	33	39	395	25	380	192	0	0	156	59%	1.74	82%
Tuesday	10/12/2021	600	399	29	36	428	37	421	201	0	0	173	62%	1.87	73%
Wednesday	10/13/2021	618	391	40	34	431	38	401	227	0	0	187	61%	1.79	67%
Thursday	10/14/2021	616	415	29	35	444	25	433	201	0	0	195	68%	1.81	67%
Friday	10/15/2021	795	357	30	93	387	44	378	438	0	0	89	38%	1.83	58%
Saturday	10/16/2021	289	87	40	37	127	11	97	202	0	0	20	30%	1.48	27%
Sunday	10/17/2021	200	113	12	25	125	3	122	87	0	0	40	49%	1.66	54%
Monday	10/18/2021	698	367	29	66	396	41	382	331	0	0	93	37%	1.90	63%
Tuesday	10/19/2021	749	412	30	62	442	46	433	337	0	0	148	52%	1.89	61%
Wednesday	10/20/2021	825	431	37	77	468	42	455	394	0	0	165	54%	1.83	56%
Thursday	10/21/2021	724	417	26	40	443	37	436	307	0	0	175	58%	1.80	74%
Friday	10/22/2021	738	346	34	47	380	42	354	392	1	0	115	50%	1.68	66%
Saturday	10/23/2021	293	102	16	31	118	5	109	191	0	0	57	55%	1.61	48%
Sunday	10/24/2021	159	91	10	4	101	2	101	68	1	0	54	76%	1.78	88%
Monday	10/25/2021	724	371	30	33	401	21	381	353	1	0	134	53%	1.73	78%
Tuesday	10/26/2021	872	371	40	96	411	58	383	501	8	0	113	44%	1.87	58%
Wednesday	10/27/2021	899	379	30	84	409	48	388	520	10	0	131	48%	1.75	54%
Thursday	10/28/2021	925	379	30	86	409	53	395	546	7	0	120	42%	1.76	56%
Friday	10/29/2021	819	341	22	78	363	52	349	478	4	0	106	41%	1.80	60%
Saturday	10/30/2021	252	98	18	35	116	8	109	154	0	0	37	40%	1.65	41%
Sunday	10/31/2021	201	122	12	12	134	2	136	67	1	0	72	76%	1.74	68%
<b>SUMMARY</b>		<b>17,867</b>	<b>9,004</b>	<b>914</b>	<b>1,651</b>	<b>9,918</b>	<b>926</b>	<b>9,405</b>	<b>8,863</b>	<b>32</b>	<b>0</b>	<b>3,255</b>	<b>50.08%</b>	<b>1.77</b>	<b>52%</b>

## Information Update – October 2021 Financials Summary

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**To:** Chair and Board of Directors  
**Through:** President/CEO Inez P. Evans  
**From:** Vice President of Finance/CFO Bart Brown and Deputy CFO Hardi Shah  
**Date:** November 15, 2021

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### OCTOBER 2021 FINANCIAL SUMMARY

#### Revenue

- Federal Assistance Revenue is under budget by \$117,682 (-13%) for the month and over budget by \$1,147,927 (12%) year to date. We have drawn majority of the ADA funds throughout the year and as a result, October draws were somewhat lesser than the previous months.
- Other Operating revenue category is over budget by \$66,256 (111%) for the month as we received third quarter settlement/reconciliation for advertising revenue in October. Year to date, this revenue is over budget by \$296,491 (49.6%).
- The passengers service revenue continues to trend under budget due to lingering effects of the COVID-19 pandemic. This category is under budget by \$133,289 (-24%) and \$1,029,122 (-19%) year to date.
- Year to date, we have fully drawn the State of Indiana Public Mass Transit Funds (PMTF).
- The monthly receipt of Local Income Tax (LIT) is on par with budget. Year to date, we are over budget by \$4,915,445 (19%) due to supplemental distribution received in May 2021.
- The property tax revenue is on budget for the month and \$2,476,081 (10%) over budget due to higher than budgeted June property tax settlement distributions.
- Service Reimbursement Program revenue is \$7,392 (21%) over budget for the month and \$140,429 (41%) over budget year to date.

*The Total Revenue for the agency is under budget by \$980,188 (-11%) for the month and over budget by \$9,552,953 (11%) year to date.*

#### Expenditures

- l) Personnel Services
- Fringe benefits are under budget for the month by \$42,013 (-2.7%) and \$2,139,809 (-13%) year to date.
  - Overtime expenses continue to trend higher due to shortage of drivers and mechanics and unfilled vacancies. It is over budget by \$109,719 (50%) and by \$1,209,537 (52%) year to date. However, it's set off against under budget salary expenses.

- Salary expenses are under budget by \$624,082 (-16.9%) and \$6,015,008 (-10%) year to date.

*The Personnel Services category is under budget by \$501,111 (-7%) and by \$5,458,633 (-10%) year to date.*

## II) Other Services and Charges

- Claims were under budget by \$148,070 (-50%). Year to date, it is under budget by \$527,289 (-17.8%).
- Miscellaneous Expense category is over budget for the month by \$18,003 (21%) and under budget by \$388,275 (-46%) year to date. A lumpsum budget pertaining to new facilities is accounted for in this category which will be trued up in November based on the expenditure tracking in each area.
- The Purchased Transportation category is under budget by \$356,552 (-36%) due to decreased ridership. Year to date, this expense is under budget by \$2,866,469 (-29%).
- For the month the “Services” expense category is under budget by \$408,731 (-31%) and \$3,076,768 (-22%) year to date.
- Utilities expenses are under budget by \$2,067 (-1%) for the month and by \$25,835 (-2%) year to date.

*Overall, the Other Services & Charges category is under budget by \$897,418 (-31%) and by \$6,884,637 (-24%) year to date.*

## III) Materials & Supplies

- The fuel and lubricant category is significantly under budget by \$257,103 (-51%) for the month. Year to date also, this category is under budget by \$2,454,284 (-49%). This is partially due to the less fuel consumption and carry over impact of a Fuel PO from 2020.
- The maintenance materials category is under budget by \$91,319 (-18%) and under budget by \$720,575 (-14%) year to date.
- The other materials and supplies category is over budget by \$84,987 (93%) for the month due to a payment related to one-time charges. Overall, this category is under budget by \$208,855 (-23%) year to date.
- For the month, the “Tires & Tubes” category is under budget by \$10,399 (-15%) and by \$214,510 (-31%) year to date.

*For the month, the Total Materials and Supplies category is under budget by \$273,833 (-24%). Year to date also, this category is under budget by \$3,598,226 (-31%).*

*Overall, the expenditures came under budget by \$1,727,626 (-18%) and by \$16,497,871 (-16%) year to date.*

*Budgets related to the encumbrances are spread out throughout the rest of the year.*

### **RECOMMENDATION:**

Receive the report.

Vice President of Finance/CFO Bart Brown and Deputy CFO Hardi Shah



Indianapolis Public Transportation Corporation

Budget to Actuals (Comparative Statement) - IndyGo

For the Ten Months Ending Sunday, October 31, 2021

	Current Month				YTD			
	Actual	Budget	Budget	Budget	Actual	Budget	Budget	Budget
			Variance	Variance			Variance	Variance
			\$	%			\$	%
<b>Operating Revenue</b>								
Federal Assistance	816,341.00	934,023.00	(117,682.00)	(12.60)	10,488,147.60	9,340,220.00	1,147,927.60	12.29
Other Operating Income	126,029.41	59,773.00	66,256.41	110.85	894,219.68	597,729.00	296,490.68	49.60
Passenger Service Revenue	412,374.95	545,664.00	(133,289.05)	(24.43)	4,252,965.65	5,282,088.00	(1,029,122.35)	(19.48)
PMTF Revenue		802,860.00	(802,860.00)	(100.00)	9,634,315.00	8,028,595.00	1,605,720.00	20.00
Local Property & Excise Tax Revenue	3,005,797.00	3,005,803.00	(6.00)	(0.00)	32,534,087.34	30,058,024.00	2,476,063.34	8.24
Local Transit Income Tax Revenue	3,225,979.00	3,225,979.00		0.00	37,175,234.80	32,259,790.00	4,915,444.80	15.24
Service Reimbursement Program	41,974.96	34,583.00	7,391.96	21.37	486,263.03	345,834.00	140,429.03	40.61
<b>Total Operating Revenues</b>	<b>7,628,496.32</b>	<b>8,608,685.00</b>	<b>(980,188.68)</b>	<b>(11.39)</b>	<b>95,465,233.10</b>	<b>85,912,280.00</b>	<b>9,552,953.10</b>	<b>11.12</b>
<b>Operating Expenses</b>								
<b>Personal Services</b>								
Fringe Benefits	1,480,282.47	1,522,295.13	(42,012.66)	(2.76)	14,400,446.21	16,540,255.83	(2,139,809.62)	(12.94)
Overtime	326,269.98	216,550.45	109,719.53	50.67	3,537,454.77	2,327,917.30	1,209,537.47	51.96
Salary	3,058,433.74	3,682,516.26	(624,082.52)	(16.95)	34,502,313.53	39,587,049.69	(5,084,736.16)	(12.84)
<b>Total Wages and Benefits</b>	<b>4,864,986.19</b>	<b>5,421,361.84</b>	<b>(556,375.65)</b>	<b>(10.26)</b>	<b>52,440,214.51</b>	<b>58,455,222.82</b>	<b>(6,015,008.31)</b>	<b>(10.29)</b>
<b>Other Services &amp; Charges</b>								
Claims	147,035.82	295,106.26	(148,070.44)	(50.18)	2,423,773.23	2,951,062.60	(527,289.37)	(17.87)
Miscellaneous Expenses	101,823.15	83,820.22	18,002.93	21.48	454,427.04	842,702.20	(388,275.16)	(46.08)
Purchased Transportation	633,305.53	989,857.72	(356,552.19)	(36.02)	7,032,107.99	9,898,577.20	(2,866,469.21)	(28.96)
Services	925,784.98	1,334,516.00	(408,731.02)	(30.63)	11,089,051.89	14,165,820.00	(3,076,768.11)	(21.72)
Total Utilities	151,266.30	153,333.33	(2,067.03)	(1.35)	1,507,497.89	1,533,333.30	(25,835.41)	(1.68)
<b>Total Other Services &amp; Charges</b>	<b>1,959,215.78</b>	<b>2,856,633.53</b>	<b>(897,417.75)</b>	<b>(31.42)</b>	<b>22,506,858.04</b>	<b>29,391,495.30</b>	<b>(6,884,637.26)</b>	<b>(23.42)</b>
<b>Materials &amp; Supplies</b>								
Fuel & Lubricants	244,621.32	501,723.94	(257,102.62)	(51.24)	2,562,955.04	5,017,239.40	(2,454,284.36)	(48.92)
Maintenance Materials	402,268.68	493,587.76	(91,319.08)	(18.50)	4,215,302.50	4,935,877.60	(720,575.10)	(14.60)
Other Materials & Supplies	175,587.93	90,600.25	84,987.68	93.81	697,972.19	906,827.50	(208,855.31)	(23.03)
Tires & Tubes	58,944.31	69,343.66	(10,399.35)	(15.00)	478,925.71	693,436.60	(214,510.89)	(30.93)
<b>Total Materials &amp; Supplies</b>	<b>881,422.24</b>	<b>1,155,255.61</b>	<b>(273,833.37)</b>	<b>(23.70)</b>	<b>7,955,155.44</b>	<b>11,553,381.10</b>	<b>(3,598,225.66)</b>	<b>(31.14)</b>
<b>Total Operating Expenses</b>	<b>7,705,624.21</b>	<b>9,433,250.98</b>	<b>(1,727,626.77)</b>	<b>(18.31)</b>	<b>82,902,227.99</b>	<b>99,400,099.22</b>	<b>(16,497,871.23)</b>	<b>(16.60)</b>
<b>OPERATING INCOME/(LOSS)</b>	<b>(77,127.89)</b>	<b>(824,565.98)</b>	<b>747,438.09</b>		<b>12,563,005.11</b>	<b>(13,487,819.22)</b>	<b>26,050,824.33</b>	
GAIN/LOSS ON ASSET DISPOSAL				0.00	152,934.82		152,934.82	0.00
<b>NET INCOME/(LOSS)</b>	<b>(77,127.89)</b>	<b>(824,565.98)</b>	<b>747,438.09</b>	<b>(90.65)</b>	<b>12,410,070.29</b>	<b>(13,487,819.22)</b>	<b>25,897,889.51</b>	<b>(192.01)</b>

Capital Plan Group	Capital Plan Project	2021 Budget	2020 Budget Carried into 2021	Total 2021 Appropriation	YTD Expenses and Encumbrances	Remaining 2021 Appropriation
BRT and On-Street Infrastructure	Local Route Stop/Shelter/Sidewalk Installation	850,000	1,492,878	2,342,878	1,979,549	363,329
BRT and On-Street Infrastructure	Super Stops	1,548,998	157,041	1,706,040	247,588	1,458,451
BRT and On-Street Infrastructure	Transit-Oriented Development	0	7,468	7,468	0	7,468
BRT and On-Street Infrastructure	Purple Line	37,865,000	24,328,118	62,193,118	39,156,486	23,036,632
BRT and On-Street Infrastructure	Red Line	0	16,054,177	16,054,177	16,494,754	(440,577)
BRT and On-Street Infrastructure	Red Line - Route Extensions	0	0	0	296,859	(296,859)
BRT and On-Street Infrastructure	Transit Signal Priority Installation	1,520,000	0	1,520,000	44,913	1,475,088
BRT and On-Street Infrastructure	Rural St Underpass Clearance Modification	0	105,016	105,016	23,069	81,947
BRT and On-Street Infrastructure	30th St. Improvements (constr)	2,150,000	0	2,150,000	0	2,150,000 *
BRT and On-Street Infrastructure	Michigan St. Improvements (Constr)	4,350,000	0	4,350,000	0	4,350,000 *
BRT and On-Street Infrastructure	Blue Line	3,750,000	3,374,198	7,124,198	3,111,664	4,012,534
BRT and On-Street Infrastructure	BRT Program Management	0	90,000	90,000	610,428	(520,428)
<b>BRT and On-Street Infrastructure Total</b>		<b>52,033,998</b>	<b>45,608,895</b>	<b>97,642,893</b>	<b>61,965,309</b>	<b>35,677,584</b>
Facilities	Bus Charging Infrastructure in Garage	0	412,487	412,487	686,911	(274,424)
Facilities	Building Exterior Improvements	1,400,000	0	1,400,000	0	1,400,000 *
Facilities	Board Room & Lobby Improvements	580,000	0	580,000	0	580,000 *
Facilities	Maintenance Area Renovations	1,375,000	0	1,375,000	0	1,375,000
Facilities	Maintenance Office Renovations	0	68,823	68,823	68,823	0
Facilities	Solar Array Expansion (1501)	630,000	0	630,000	36,839	593,161
Facilities	Training/Contingency Facility Construction	0	69,869	69,869	1,630	68,239
Facilities	Additional Facilities - E. Campus Design/Construction	0	0	0	3,505,501	(3,505,501)
Facilities	Additional Facilities - Michigan Ave. Design/Construction	0	0	0	3,358,762	(3,358,762)
Facilities	Additional Facilities - North College Design/Construction	0	0	0	187,423	(187,423)
Facilities	Additional Facilities - S. Madison Ave. Design/Construction	0	1,600,000	1,600,000	1,649,577	(49,577)
Facilities	Wall Repair	0	0	0	7,750	(7,750)
Facilities	In Route Charging	0	0	0	57,034	(57,034)
Facilities	Additional Facilities - Miscellaneous	0	0	0	97,020	(97,020)
<b>Facilities Total</b>		<b>3,985,000</b>	<b>2,151,179</b>	<b>6,136,179</b>	<b>9,657,271</b>	<b>(3,521,093)</b>
Safety/Security	Main Facility CCTV Upgrade	0	0	0	18,654	(18,654)
Safety/Security	Training Simulators	0	0	0	240,000	(240,000)
Safety/Security	Vehicle CCTV Replacement	220,000	1,000,000	1,220,000	2,003,668	(783,668)
Safety/Security	Mobile Command Center	0	0	0	6,602	(6,602)
<b>Safety/Security Total</b>		<b>220,000</b>	<b>1,000,000</b>	<b>1,220,000</b>	<b>2,268,924</b>	<b>(1,048,924)</b>
Fleet	Support Vehicle Replacement	0	0	0	262,284	(262,284)
Fleet	Automatic Passenger Counters Upgrade	181,500	190,755	372,255	134,400	237,854
Fleet	Paratransit Bus Replacement	1,415,000	1,566,248	2,981,248	1,632,554	1,348,694
Fleet	Fixed Route Bus Replacement	22,500,000	21,843,447	44,343,447	19,934,999	24,408,448
Fleet	Radio Equipment & Accessories	78,806	0	78,806	0	78,806
Fleet	Dispatch Consoles	170,000	0	170,000	0	170,000
Fleet	Maintenance Heavy Equipment	300,000	0	300,000	86,280	213,720
Fleet	Driver Partitions	0	151,541	151,541	0	151,541
<b>Fleet Total</b>		<b>24,645,306</b>	<b>23,751,991</b>	<b>48,397,297</b>	<b>22,050,517</b>	<b>26,346,780</b>

Capital Plan Group	Capital Plan Project	2021 Budget	2020 Budget Carried into 2021	Total 2021 Appropriation	YTD Expenses and Encumbrances	Remaining 2021 Appropriation
IT/Finance	ERP	800,000	0	800,000	1,063,236	(263,236)
IT/Finance	Fare Collection/Validation System	0	444,637	444,637	381,775	62,862
IT/Finance	ITS Upgrade/Replacement (CAD AVL)	0	442,605	442,605	387,171	55,434
IT/Finance	Hastus Software Upgrade	0	558,735	558,735	563,018	(4,283)
IT/Finance	Farebox Replacement	375,000	0	375,000	0	375,000
IT/Finance	Disaster Recover and Business Continuity Plan	0	216,497	216,497	196,363	20,134
IT/Finance	IT Radio Replacement/Other IT	800,000	0	800,000	0	800,000
IT/Finance	Mobility Technology Services	0	0	0	71,046	(71,046)
<b>IT/Finance Total</b>		<b>1,975,000</b>	<b>1,662,474</b>	<b>3,637,474</b>	<b>2,662,609</b>	<b>974,865</b>
Public Affairs	Public Affairs Intranet	0	140,080	140,080	0	140,080
Public Affairs	Mobility Concierge	392,375	0	392,375	260,000	132,375
<b>Public Affairs Total</b>		<b>392,375</b>	<b>140,080</b>	<b>532,455</b>	<b>260,000</b>	<b>272,455</b>
Miscellaneous & Unbudgeted	Miscellaneous Capital Purchase	0	0	0	1,999,525	(1,999,525)
<b>Miscellaneous &amp; Unbudgeted Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>1,999,525</b>	<b>(1,999,525)</b>
<b>Grand Total</b>		<b>83,251,679</b>	<b>74,314,619</b>	<b>157,566,298</b>	<b>100,864,155</b>	<b>56,702,143</b>

Budget Savings and Unbudgeted Expenses	
* Anticipated budget savings	8,480,000
Unbudgeted expenses	(12,444,653)
<b>Surplus/(Shortfall)</b>	<b>(3,964,653)</b>

Procurement Activity Report/Forecast  
Dec-21

Released
Received
Awarded
Contracted/Kickoff
Renewal
Task/Change Order
Withdrawn
Closeout

Project #	Project Name	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-21
21-07-407	60 Ft. Electric Bus		Released	Received	Awarded	Contracted/Kickoff		
21-09-428	Benefits Insurance Broker			Released Received		Awarded	Contracted/Kickoff	
21-09-424	Blue Line Construction Management			Released	Received	Awarded	Contracted/Kickoff	
21-09-426	Bus Stops 2021-A		Released	Received	Awarded	Contracted/Kickoff		
21-09-427	Coach Operator Uniforms		Released	Received		Awarded	Contracted/Kickoff	
19-01-308	Copier & Printer Lease					Task/Change Order		
21-07-410	CY 2022 Diesel Fuel IFB	Contracted/Kickoff						
NA	DPF Cleaning Machine		Released	Received	Awarded			
21-07-409	East Campus- Building A Const.	Contracted/Kickoff						
21-09-420	East Campus- Building B Const.		Released	Received	Awarded	Contracted/Kickoff		
NA	Electric Bus Charging Software		Awarded		Contracted/Kickoff			
NA	Emergency Paratransit Services	Awarded Contracte						
NA	Fare System Analysis			Released Received	Awarded Contracte			
NA	Fuel Intake Study			Released Received	Awarded Contracte			
NA	HASTUS				Renewal			
21-08-413	HVAC Services		Released Received		Awarded	Contracted/Kickoff		
21-05-404	Independent Audit Services	Released	Received Awarded			Contracted/Kickoff		
21-10-431	Industrial Soaps				Released		Received Awarded	Contracted/Kickoff
21-07-411	Landscaping		Released	Received		Awarded	Contracted/Kickoff	
21-05-405	Microtransit Pilot				Contracted/Kickoff			
NA	Misc-Recycling Services	Contracted/Kickoff						
NA	Motor Pool Vehicles	Released Received	Awarded	Contracted/Kickoff				
21-09-422	New Facilities- Office Furniture	Released	Received	Awarded	Awarded Contracte			
21-09-425	On-Call Catering	Released	Received		Awarded	Contracted/Kickoff		
21-09-427	Operator Uniforms		Released		Received	Awarded	Contracted/Kickoff	
21-04-396	Paratransit Operations	Contracted/Kickoff						
17-09-271	Paratransit Operations		Closeout					
NA	Pest Control					Released		
21-10-430	Printing Solutions				Released	Received	Awarded	Contracted/Kickoff
NA	Procurement System			Released Received	Awarded Contracte			
21-03-394	Property Manager			Contracted/Kickoff				
16-11-243	Purple Line Bus Purchase		Awarded		Contracted/Kickoff			
21-05-385	Purple Line Construction	Released	Received		Awarded	Contracted/Kickoff		
NA	Recruiter	Awarded Contracted/Kickoff						
21-08-416	Red Line Crack Sealing		Contracted/Kickoff					
21-09-421	Red Line HMA	Released	Received Withdrawn					
NA	Safety & Claims Electronic Tracking Sytem			Released Received	Awarded Contracte			
21-09-425	Transit Asset Mgt. Support		Released Received		Awarded Contracte			
21-06-408	UV Lighting for Buses	Awarded		Contracted/Kickoff				
NA	Visitor Management System					Released		
21-01-383	Wellness Clinic			Contracted/Kickoff				
21-10-429	Year End Inventory Consultant			Released Received	Awarded Contracte			



## Information Update – Transportation Network Companies

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**To:** Chair and Board of Directors  
**Through:** President/CEO Inez P. Evans  
**From:** Senior Director of Mobility Solution Michael L. Roth  
**Date:** December 9, 2021

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### TRANSPORTATION NETWORK COMPANY – ZTRIP AND UZURV

#### BACKGROUND:

In 2020, The IndyGo Board of Directors authorized President and CEO to enter into contracts with UZURV and zTrip for Non-ADA and ADA trips. IndyGo agreed to a term one (1) year after successful negotiations.

Our current contracts with zTrip and UZURV have terminated. The monies needed to close the contracts will be allocated from the last approved, purchased transportation budget line of \$300,000.00.

Transportation Network Companies will be the responsibility of our paratransit provider, and our customers will still have the option to use alternative transportation solutions.

The decision to utilize TNC's was based on the past provider's poor performance. Since the onset of COVID, Transportation providers have experienced challenges regarding staffing and staff recruitment.

IndyGo has added additional transportation providers to help mitigate the staffing challenges. Due to the staffing challenges, On Time Performance (OTP) has been below the contractual goal of 93%, and customer comments have increased. The Mobility Solutions team continues to address customer comments and transportation options available to improve the paratransit experience.

#### RECOMMENDATION:

Receive the report.

Michael L. Roth  
Senior Director of Mobility Solutions

## Information Update – CEO Report

**To:** Chair and Board of Directors  
**From:** President/CEO Inez P. Evans  
**Date:** December 9, 2021

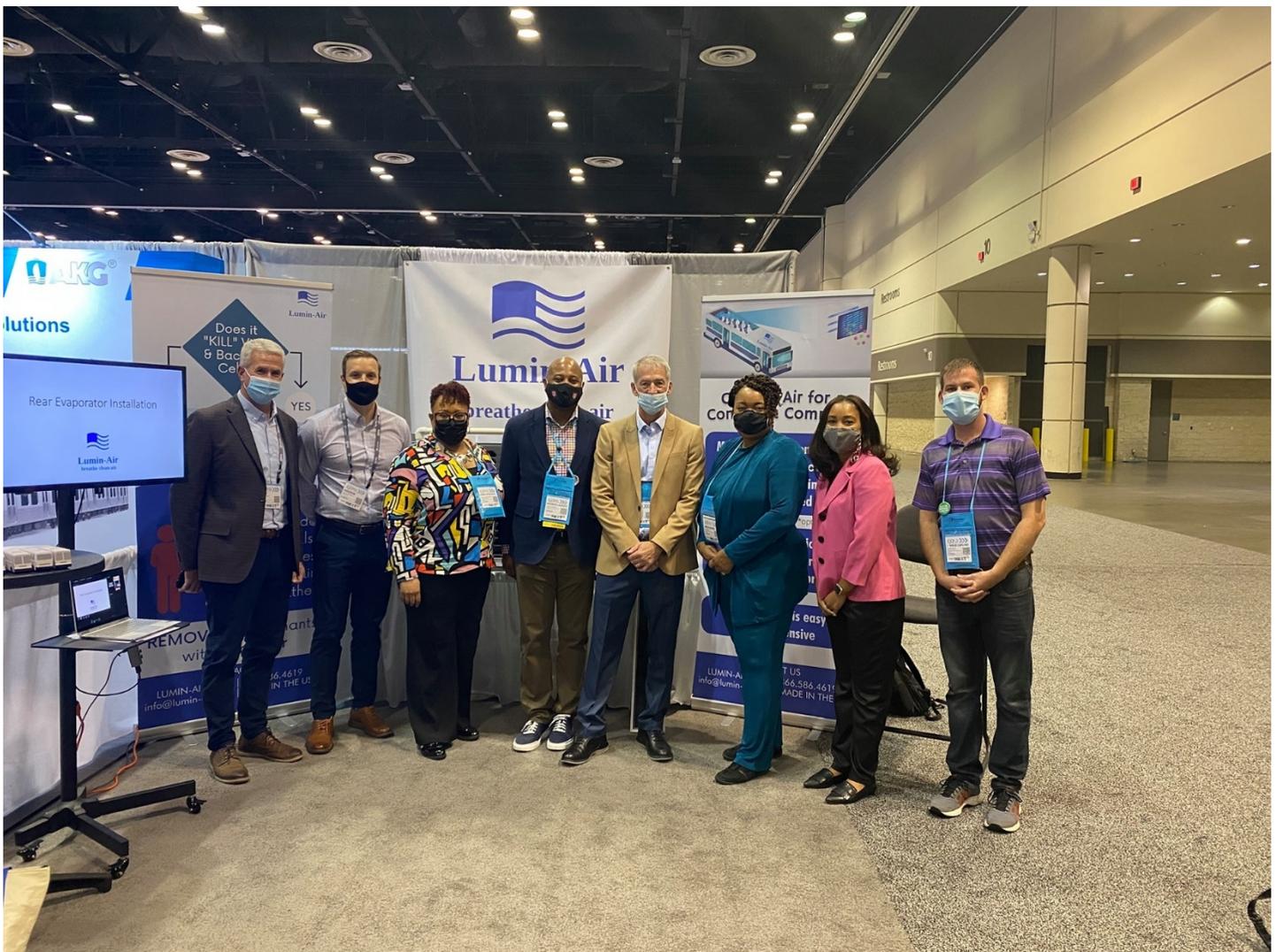
### CEO Report

**ISSUE:** An update from the CEO will be presented at the board meeting

**RECOMMENDATION:** Receive the report

#### 1. Lumin-Air Partnership

- Let us put your mind at ease. Our newest partner Lumin-Air will be installing air filtration systems throughout our entire fleet! This system will reduce pathogens and allow riders to breathe cleaner air.



## 2. Free Fares Christmas Day and New Year's Eve

- Traveling this holiday season? All fixed routes and Open Door service will be FARE-FREE all day on Christmas Day and starting at 8pm on New Year's Eve! Plan your holiday trip ahead of time by using Google Maps or the Transit app.



## 3. Lise Pace – “I Can See Clearly Now” Keynote Speaker, Indy Chamber Women in Business

- Our team members supported Board Member Lise Pace as the keynote speaker for the Indy Chamber Women In Business Breakfast. Lise shared an empowering message that included how IndyGo made an impact on her life when she lost her vision and could no longer drive to work.



## Section 5307 Transition Update

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**To:** Chair and Board of Directors  
**Through:** President/CEO Inez Evans  
**From:** Manager of Special Projects and Regional Mobility Integration Ryan Wilhite  
**Memo Date:** November 10, 2021

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### SECTION 5307 SUBURBAN TRANSITION UPDATE

**BACKGROUND:**

The Indiana Department of Transportation (INDOT) informed the region that, effective January 1, 2022, funding for Section 5311 (rural funding) will be reduced to reflect the growth of the urbanized area. The providers in the counties outside of Marion County will transition in 2022 to subrecipients of IPTC and receive Section 5307 (urban funding) through the Indianapolis urbanized area allocation. IPTC is the designated recipient for Section 5307/5340 funds for the Indianapolis urbanized area.

The IMPO Transportation Policy Committee (TPC) recommended in February 2021 that IPTC serve as the direct recipient for the four counties that will transition from rural funding (Section 5311) to urban funding (Section 5307). The subrecipients are Hancock County, Hamilton County, Hendricks County, and Johnson County.

**UPDATE:**

IPTC worked with the subrecipients through the procurement processes. All the procurements have either begun or recently finished. IPTC has hired a new Grant Coordinator who will be assisting existing IPTC staff in subrecipient compliance and claims. IPTC also informed the subrecipients that American Rescue Plan (ARP) Act funds from the region's allocation will be used to cover the entire operating costs for the region, due to the significant effects of COVID-19 across all operational aspects for the providers.

IPTC scheduled a training for December 8, 2021 for the subrecipients and their vendors to learn more about the Section 5307 program with IPTC as the direct recipient. The training is intended to cover drug and alcohol testing, claim forms, contractor oversight, and other questions as presented by the subrecipients.

At the writing of this memorandum, IPTC staff believe there will be no significant loss of service as the subrecipients transition from Section 5311 to Section 5307.

**RECOMMENDATION:**

Receive the update.

Ryan Wilhite  
Manager of Special Projects and Regional Mobility Integration  
Department of Strategic Planning

## Risk and Safety Division Report – October 2021

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**To:** Chair and Board of Directors  
**Through:** President/CEO Inez P. Evans  
**From:** Director of Risk and Safety Brian Clem  
**Date:** December 9, 2021

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### Risk and Safety Division #24

- On October 14<sup>th</sup>, Leadership from the Risk and Safety department attended the yearly 3<sup>rd</sup> party claims stewardship meeting with CorVel. The purpose of the meeting was to discuss injury and accident claims and trends in our business. It was reported that over the last year that;
  - IndyGo Workers Compensation Supervisor Lag Time has decreased. This is the first notice of loss.
  - CorVel did not exercise their contracted yearly adjustments, resulting in a ZERO increase from the 2020 contracted rate.
  - 91% of all Workers Compensation claims are closed.
  - Preferred Provider Organization (PPO) Penetration at 75% with a total Network Solution penetration at 96%.
  - Only 3% of calls made to the 24/7 Nurse Advocacy line in 2020-2021 resulted in a trip to the Emergency Room.
  - 63% of 2020-2021 Automobile Liability claims are closed.
  - 100% of the 2018-2020 General Liability claims are closed.
  - Subrogation recoveries for Automobile Liability and Workers Compensation are up:
    - ✓ 2019-2020 Automobile Liability and Workers Comp recoveries + \$114,227
    - ✓ 2020-2021 Automobile Liability and Workers Comp recoveries + **\$263,252.84**
- Director of Risk and Safety, Brian Clem, and Director of Public Affairs, Carrie Black collaborated with representatives from Lumin-Air on the upcoming public media strategy for introducing UV-C air disinfecting technology to IndyGo buses. This will be a new technology that will result in some of the cleanest air in the world on a public transit bus. More information and announcements are being scheduled to release during November.
- IndyGo professional coach operators continue to be recognized for their performance of years of safe driving. For October, 19 operators were recognized and 8 were celebrated with them on their bus for having achieved over 10 years of safe driving. Celebrating with our employees and our customers has been an overwhelming success and a tradition that we will continue.
- Throughout the month of October, Safety and Environmental Manager, India Davidson has been working on the new IndyGo emergency quick flipbook. This project is near completion and will result in a reference book to refer to in emergencies for all staff that have a workspace. The books are color-coded and have information on all of our IndyGo properties. This is one of many new tools to be rolled out to help keep our employees safe.

## October 2021 Safe Drivers Recognition



National Safety Council Safe Driver awards are the recognized trademark of professional drivers who have proven their skill in avoiding traffic collisions. They are the highest honor for professional safe driving performance. The following Operators are recognized for their safe driving for October and received the National Safety Council recognition patch, pin, and certificate.

<u>Operator</u>	<u>ID #</u>	<u>Years of Safe Driving</u>	<u>Years of Service</u>
<b>Andy Carpenter</b>	880	42	42
<b>Phillip Boicourt</b>	580	24	37
<b>Thomas Jacobs</b>	2979	24	36
<b>Gerry Poindexter</b>	9631	23	32
<b>Lacretia Hinton</b>	6933	16	19
<b>Lavelle Tealer</b>	5948	15	24
<b>Tonya Penn</b>	8040	13	14
<b>Dennis Clark</b>	1022	11	21
<b>Rhonda Watts</b>	8271	9	11
<b>Daryl Passwater</b>	8517	8	8
<b>Catherine Starkey</b>	8741	3	6
<b>Samuel Young</b>	9271	3	3
<b>Mikaiah Arnold</b>	9386	2	2
<b>William Hazen</b>	9613	2	2
<b>Jonathan Lewis</b>	9442	2	2
<b>Frank White</b>	9617	2	2
<b>Steven Goodrich</b>	9695	1	2
<b>Jerry Turner</b>	9291	1	3
<b>Andre Williams</b>	9573	1	2

Safety is at the core of IndyGo’s mission and values. We congratulate the above professional coach operators that have achieved this milestone. Your performance contributes to helping make public transportation safer each day.

***Congratulations and Thank You!***

**Public Transportation Agency Safety Plan (PTASP) Risk and Safety Key Performance Indicators (KPI):**

**October 2021**

Annual Safety Performance Targets: for the Risk and Safety Department										
Mode of Service	Fatalities (total)	Fatalities (per 100k VRM)	Injuries (total)	Injuries (per 100k VRM)	Safety Events (total)	Safety Events (per 100k VRM)	Operator Assaults (per 100k VRM)	Preventable Accidents (per 100k VRM)	Pedestrian Strikes (per 100k VRM)	Near Miss Safety Events Reported vs Closed
Fixed Route	0	0.00	0	0	7	1.13	0.00	↓	0.00	↓
Para Transit	0	0.00	0	0	0	0.00	0.00	↓	0.00	↓
Bus Rapid Transit (BRT)	0	0.00	2	4.01	3	6.41	0.00	↓	0.00	↓
<b>All Modes of Service</b>	<b>0</b>	<b>0.00</b>	<b>5</b>	<b>0.26</b>	<b>10</b>	<b>1.30</b>	<b>0.00</b>	<b>2.85</b>	<b>0.00</b>	<b>0 - Open</b>
<i>2021 Objective Targets (SPT)</i>	<i>0</i>	<i>0</i>	<i>&lt; 2.5</i>	<i>&lt; .25</i>	<i>&lt; 15 per Quarter</i>	<i>&lt; 1.5</i>	<i>&lt; .0000075 This is no more than one per month.</i>	<i>&lt; 1.8</i>	<i>&lt; .0000075 This is no more than one accident per month.</i>	<i>&lt; 30 days reported to closed and no more than</i>
<b>2021 Risk and Safety Goals</b>	<i>Eliminate vehicle and employee fatalities</i>	<i>Eliminate vehicle and employee fatalities</i>	<i>Reduce or eliminate injuries to workers and passengers</i>	<i>Reduce or eliminate injuries to workers and passengers</i>	<i>Reduce or Eliminate NTD Safety Events</i>	<i>Reduce or Eliminate NTD Safety Events</i>	<i>Eliminate Operator assaults to ZERO</i>	<i>Reduce Preventable Accidents to the lowest acceptable level</i>	<i>Eliminate Pedestrian strikes and accidents to ZERO</i>	<i>Positively change safety culture with non-punitive reporting</i>
<b>SPT = Safety Performance Target</b>										
<b>VRM= Vehicle Revenue Mile</b>										

**Fatalities:** Total number of reportable fatalities and rate per total vehicle revenue miles, by mode. FTA uses the National Transit Database (NTD) definition of fatality (death confirmed within 30 days) and excludes trespassing and suicide-related fatalities.

**Injuries:** Total number of reportable injuries and rate per total vehicle revenue miles, by mode. FTA uses the National Transit Database (NTD) definition of injury (harm to the person requiring immediate medical attention away from the scene).

**Safety Events:** Total number of reportable events and rate per total vehicle revenue miles, by mode. (Events as defined in §673.5) FTA uses the National Transit Database (NTD) major event threshold (events reported on the S&S 40 form).

**Operator Assaults:** Federal Transit Administration (FTA) defined key elements that comprise a Safety Management System (SMS) approach to preventing and mitigating transit worker assaults. Identify and examine the root causes and risk levels of assault to properly understand the scope of the problem and potential mitigation strategies.

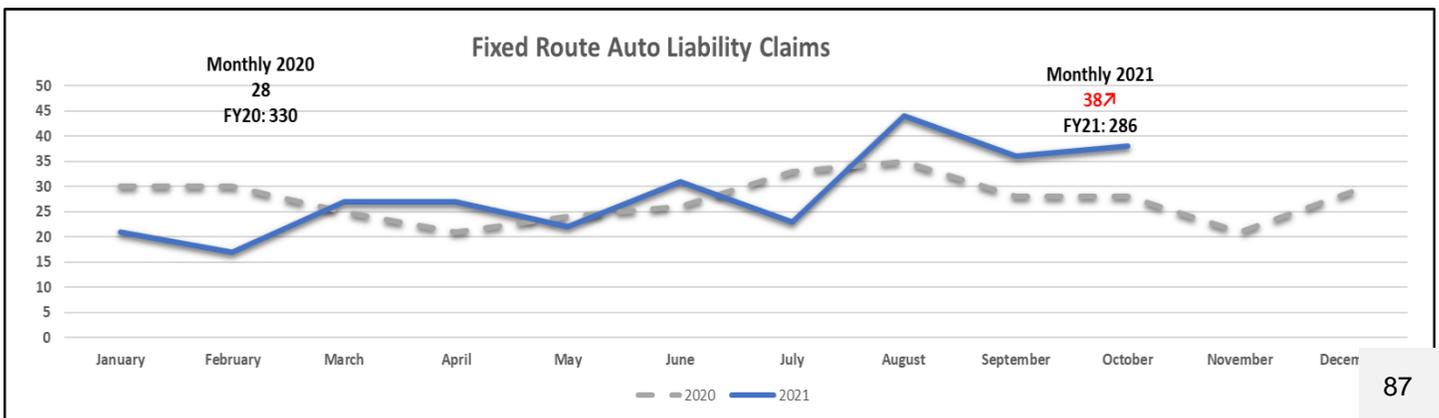
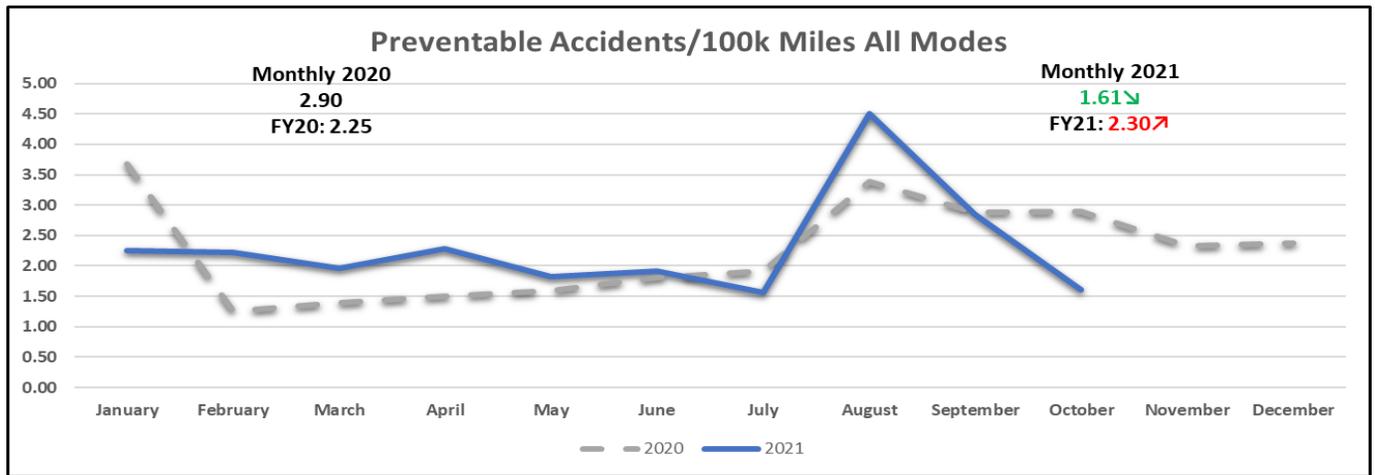
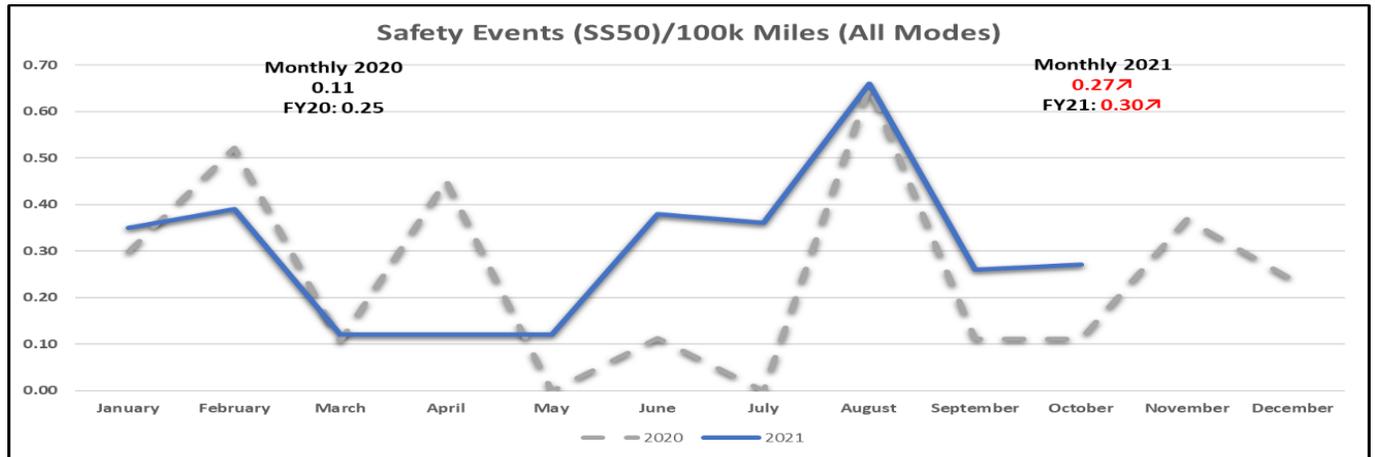
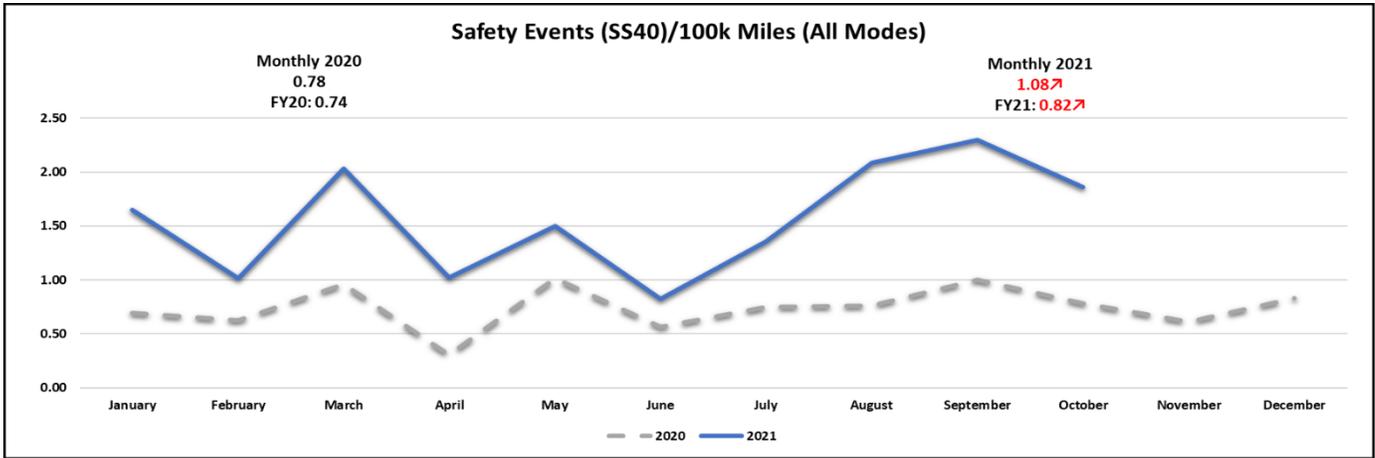
**Preventable Accidents:** Defined by the National Safety Council as: “An occurrence involving an employer-owned or leased vehicle that results in an accident in which the driver in question failed to exercise every reasonable precaution to prevent it.”

**Pedestrian Strikes:** The National Highway Traffic Safety Association (NHTSA) defines as those involving one moving vehicle striking a pedestrian

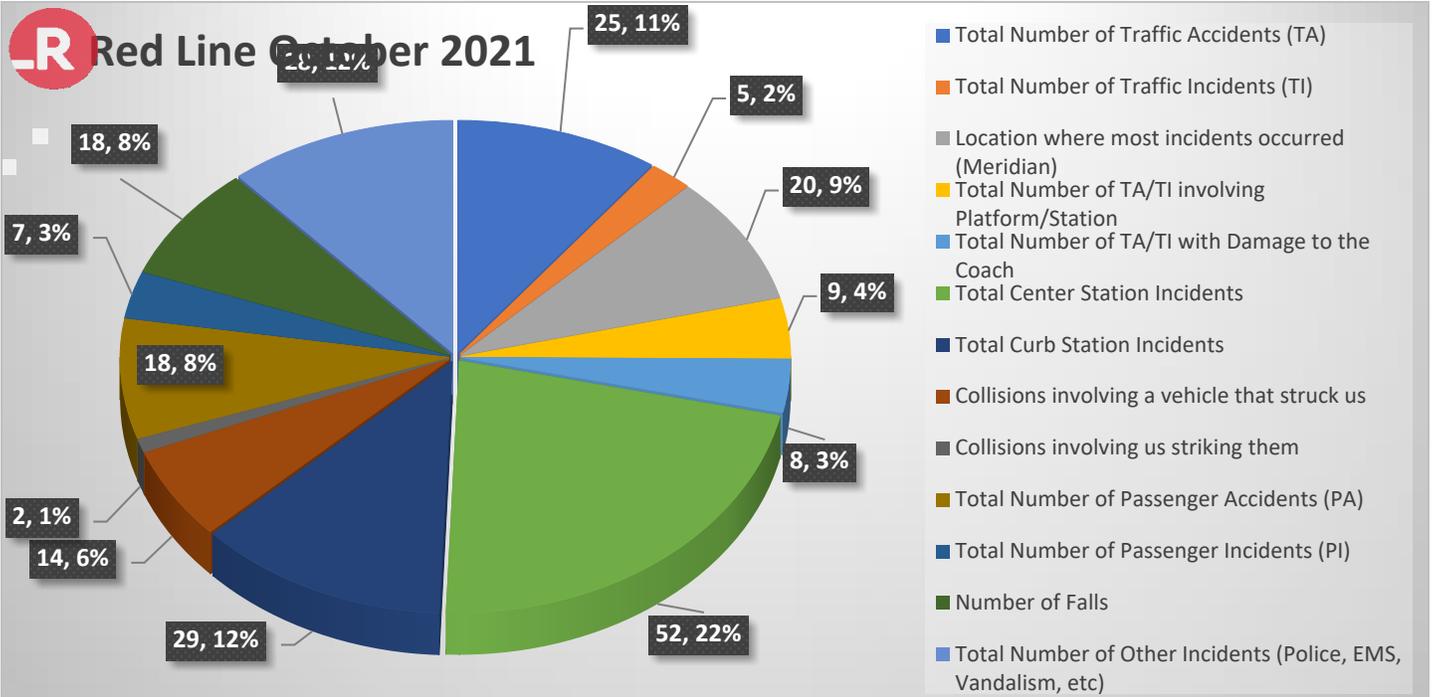
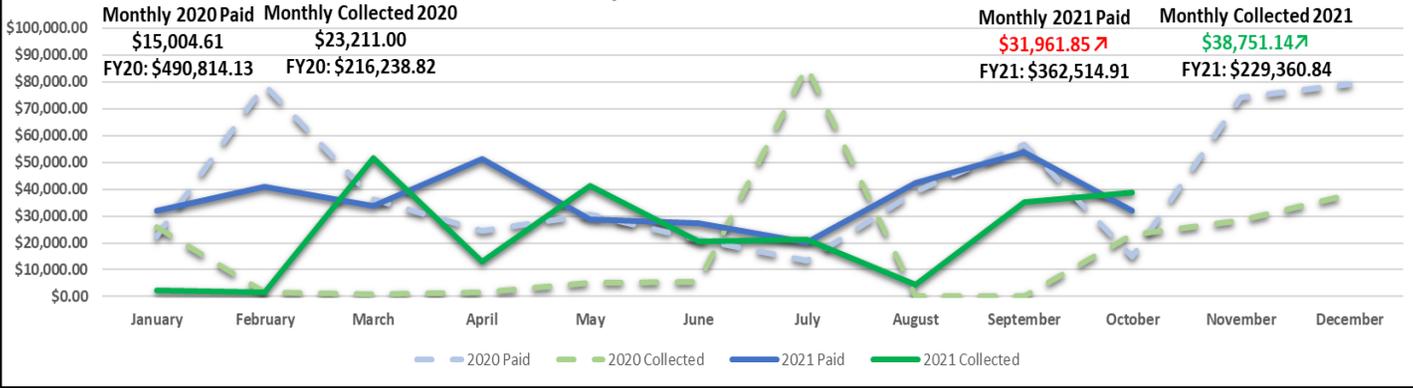
**Near Miss Safety Events:** A Near Miss is an unplanned event that did not result in injury, illness, or damage – but had the potential to do so. Only a fortunate break in the chain of events prevented an injury, fatality, or damage; in other words, a miss that was nonetheless very near.

## Safety and Accident Data

### October 2021 Compared to October 2020 Data All Modes:



### Auto Liability Claims Paid Out vs Collected



End of Report

## Planning & Capital Projects Division Report - October 2021

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**To:** Chair and Board of Directors  
**Through:** President/CEO Inez P. Evans  
**From:** Vice President of Infrastructure, Strategy, and Innovation Jennifer Pyrz  
**Date:** December 9, 2021

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### **STRATEGIC PLANNING**

#### *Project Development / Innovation*

##### **Mobility Concierge Program, MPI/MaaS Platform**

Staff continues to work with subject matter experts at Clever Consulting Group who are preparing the first set of draft deliverables: an industry review report, and a current state of the IndyGo system report. These reports may also be accompanied by one or more white papers. Immediate next steps include a needs assessment for fare payment integration. It is anticipated that the needs assessment will also address some of IndyGo's fare collection issues as well.

##### **Mobility-on-Demand Pilot**

As previously reported, in July, the IPTC Board of Directors authorized President/CEO Inez P. Evans to enter contract negotiations to establish a microtransit pilot (RFP 21-05-405, Purchased Transportation to Perform a Microtransit Pilot). These negotiations continue, but staff still expects to have an executed contract before the end of the year. This pilot begins with the identification of the remainder of the planning process and final service design. The first step will be to define a clear set of objectives. This will be followed by a simulation of the demand (demand prediction) phase and setting up the simulation environment. At the same time, IndyGo staff will be working with the vendor and their sub-consultant to establish a growth and marketing strategy. This type of work continues through the final testing and launch of the service. Staff still anticipates launching the service in early spring of 2022.

#### *Planning Activities: Long-Range Planning*

##### **ADA Paratransit Next Steps (Beyond the ADA)**

Strategic Planning staff continue to support colleagues from Public Affairs and Mobility Services in successful completion of the ADA Paratransit Next Steps process, as adopted by the IPTC Board of Directors. Staff are currently working to implement the policies within the timeframe presented to the board. Strategic Planning staff are facilitating the work, the bulk of which falls to the Public Affairs and Mobility Services team.

##### **On-Call Planning Services, Comprehensive Operational Analysis (COA)**

IndyGo, in collaboration with the Indianapolis Metropolitan Planning Organization (IMPO), continues to work to turn IndyGo's current future service plan into one that can be implemented incrementally, over time, as funding, staffing, and capacity allow.

Operations, Service Planning, and Strategic Planning staff continue to work with the consulting team led by Nelson\Nygaard to develop a strategy for phasing in local route improvements, taking into consideration short- and long-term budget targets among other factors. Outreach and education activities are ongoing as are updates to internal and external policy and decision-makers.

##### **Purple Line Baseline Survey**

Replicating a process completed by the IMPO for the Red Line, IndyGo staff have completed procurement documents to hire a consultant for a baseline survey of demographics, transportation usage, and perceptions of transit in the Purple Line corridor.

The target date for the survey remains the week of December 6. The landing webpage is complete, and a proof of the postcard has been sent to the printer for a final quote.

### Planning Activities: Capital Planning

#### **Transit Asset Management Plan**

IndyGo is required to maintain a transit asset management (TAM) plan that documents the agency's policies and procedures for asset management, as well as a complete inventory of all assets – facilities and otherwise. Staff have selected a consultant to assist in the TAM planning efforts and will present the action to the Board at its December meeting.

#### **Capital Plan Update**

With the adoption of the 5-year Capital Plan Budget Summary, IndyGo staff prepared an update to IndyGo's 5-year Capital Plan. This is a companion document to the budget summary in that it serves as a roadmap to implementing IndyGo's future service plan. The 2021 update was adopted by the IPTC Board of Directors at their October 28, 2021 board meeting.

#### **Grant: Bus and Bus Facilities, 2021 - *NEW!***

The FTA released its notice of funding opportunity (NOFO) for the 2021 Bus and Bus Facilities program. This competitive grant is the largest of the FTA opportunities and is intended to fund projects that support replacement or expansion of fleet or facilities. The total amount available is approximately \$400 million. IndyGo submitted Super Stops 2.0 for the FY2020 NOFO. While not awarded, the project was given high marks in the debrief and likely would have been funded if additional monies were available. The grant program is highly oversubscribed due to the needs of transit agencies and lack of other sources of funding.

For FY2021, IndyGo submitted Super Stops 2.0 again, with updated cost estimates. IndyGo staff anticipate receiving news of the selection by the first quarter of 2022.

### Regional Initiatives/Discussions

#### **Section 5310 2021 Call for Projects**

The Section 5310 Call for Projects (CFP) closed on May 28, 2021. IndyGo reviewed the applications and put together their recommendations. These recommendations are awaiting pricing before going to the board for any approvals for vehicle orders. Pricing from the Indiana Department of Administration (DOA) Quantity Purchase Agreement (QPA) is on hold until pricing can be agreed upon between the DOA and the vendor.

#### **Special Section 5310 Call for Projects - Stimulus**

In the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) and American Rescue Plan (ARP), Congress provided \$50 million for Section 5310. As the designated recipient, IndyGo is the program administrator for the funds. IndyGo staff is reviewing requirements for the funds and building call-for-projects documentation, with a timeline for the call to open in December.

#### **Section 5310 Program Oversight**

Aside from the total loss vehicles, IndyGo staff are now working to schedule annual monitoring meetings with its subrecipients. Staff, including the new Grant Coordinator, met with most subrecipients in October and seek to finish all visits by the end of the year.

#### **Section 5307/5311 Transition Activities**

The Section 5307/5311 project team, which now includes transit consultant RLS & Associates, has created templates for county staff to use to procure assets. Staff continue to support county staff in the transition. A reminder email was sent to each county, noting that INDOT will stop reimbursing trips that occur after January 1, 2022.

By the end of November, all four counties will have opened and closed bids for the service. Final approval is likely in December for all four counties.

#### **Section 5339 Bus and Bus Facilities**

As a part of the Urban Allocation Plan conducted by the IMPO, a recommendation is being made to have IndyGo administer these funds through a process like the existing Section 5310 process. This remains on hold as IndyGo staff are investigating the next steps in that process but prioritizing Section 5310 – Stimulus and Section 5307 Transition.

#### **Suburban Transit Planning**

The Northern Johnson County Transit Plan is in draft form and in review. IndyGo is supporting the IMPO as lead for this planning effort.

### **Indianapolis MPO SFY 2025 Call for Projects (CFP)**

The IMPO announced that the State Fiscal Year (SFY) 2024-2025 CFP is now open. Applications are due on October 15, 2021. IndyGo submitted a project application for Blue Line buses and should learn about project award by first quarter of 2022.

### **IUPUI Peterson Fellows Program**

The IUPUI Peterson Fellows Program provides funding for select candidates from the IUPUI O’Neill School of Public and Environmental Affairs who are interested in public service. In addition to IndyGo, there are two other public entities that serve as hosts to these fellows: City of Indianapolis and Indianapolis Airport Authority.

The Fellows for the current school year (2021-2022) will be working with IndyGo until August 2022. IndyGo anticipates onboarding its next graduate student by the middle of October. The selected Fellow will work on various projects, such as fare adherence and bus stop replacement prioritization.

### **IUPUI IndyGo Fellow – *NEW!***

Following the success of the Peterson Fellows Program, IndyGo has proposed a new fellow program through School of Public and Environmental Affairs (SPEA) at IUPUI to support a separate, year-long fellow solely dedicated to IndyGo. The program is intended to recruit highly skilled and passionate graduate students for short-term assignments at IndyGo. As such, the program will support not just a stipend but also will reimburse for tuition. The student will report to Strategic Planning staff. The first Fellow should begin in August 2022. A description of the IndyGo Fellowship was sent to IUPUI in early November.

### **Coordinated Plan Update (Public Transit-Humans Services Coordinated Plan)**

This federally required plan outlines the private and public transportation services available for individuals with disabilities and seniors. The purpose of this planning effort is to document gaps and identify potential solutions/projects that can be funded with Section 5310 FTA funding. The current plan was updated in 2017 and the next plan needs to be approved by the end of the year. The IMPO is managing the planning effort, with RLS & Associates as consultant support. The IMPO approved the Coordinated Plan. IndyGo staff will now work with IMPO staff in implementation.

### **Hydrogen Fuel Cell Bus Demonstration Project – *NEW!***

IndyGo staff from Operations, Finance, and Strategic Planning have been researching and discussing hydrogen fuel cell buses for approximately a year. In the last six months, a more concrete proposal for a demonstration of a hydrogen fuel cell bus has come forward. Strategic Planning staff has been working with an outside vendor to schedule the delivery of a vehicle and fuel for a two-week pilot in January/February of 2022.

## **ENGINEERING & CONSTRUCTION**

### **Blue Line BRT**

The Blue Line NEPA documentation is progressing. The NEPA process will culminate in a Documented Categorical Exclusion (DCE), which should be completed in the summer of 2022.

The team is proactively working with the community, community leaders and stakeholders to communicate the Blue Line BRT configuration, the benefits, and impacts. Meetings were held in July/August 2021 with the Indianapolis Airport, Federal Express, representatives from Infosys, and other stakeholders to review station locations on the west end of the line. A citizen’s advisory committee meeting was held virtually on November 18 to share information about project progress and next steps. Public meetings will be held in the first quarter of 2021 to share this information more broadly. Coordination is also on-going with the City of Indianapolis regarding multimodal connections, hubs, and last mile connections, some of which may be funded by other federal grants.

### **Purple Line BRT**

The Purple Line Small Starts Construction Grant Agreement (SSGA) was executed with the Federal Transit Administration in August 2021 and [IFB 21-05-385 Purple Line Bus Rapid Transit Project](#) was released on September 10, 2021 for contractor selection. Two bid packages were solicited. Package A includes all civil/roadway work, including drainage. Package B includes all station and communications work. IndyGo received two bids for each package separately. No bids were received for the combined (A+B) package. The Board will vote this month regarding the award of contracts to

contractors: one for Package A and one for Package B. Construction is expected to start at the beginning of 2022. Utility relocations are underway.

### **Red Line BRT**

Staff is currently overseeing procurements for pavement maintenance on the Red Line. Concrete crack sealing was conducted on Red Line bus pads over the past month. Asphalt patching needs to be conducted in bus and BAT lanes, but high bids on a recent procurement have delayed that work until Spring 2022, when that work will be combined with concrete bus pad maintenance and rub rail installation. Staff will be incorporating these and other pavement maintenance treatments into the agency Asset Management Plan as it is developed and will document criteria for determining when maintenance activities like this are warranted in the future.

### **Other On-Street Projects**

IndyGo's A&E consultant, Shrewsberry & Associates, has provided an engineering analysis of two feasible options for achieving the required clearance between Rural Street and the railroad bridge south of Washington Street. One of these options has been eliminated due to conflicts with the proposed drainage design along Washington Street as a part of the Blue Line. The current plan is to progress final design and NEPA on the more feasible option beginning in January 2022. Directly operating on the Rural Street corridor would eliminate the current route deviation to Sherman Drive, providing more direct travel to the new Criminal Justice Campus and resulting in operational savings as well as an improved rider experience.

Four Transit Signal Priority (TSP) vendors participated in a Proof of Concept (POC) to help IndyGo determine best next steps for moving forward with future TSP procurements. The results of the POC will inform technology decisions on our BRT and local routes. The POC was finalized in July and RFPs for TSP on the Purple Line and to-be-determined local routes are planned in the next few months.

Phase I of the Super-Stops project has been combined with DPW's Delaware St. reconstruction project and is currently under construction. This project will construct two Super Stops on Delaware St, install a Bus and Turn (BAT) lane on Delaware St, and convert Ft Wayne from one-way to two-way operation. DPW awarded the contract to Morphe Construction with a budget of \$3.9 million. IndyGo is monitoring construction in partnership with DPW and participating in change management decisions. Construction is expected to be complete in Spring 2022.

Phase II of the Super Stops project consists of Super Stops on Alabama St, Ft Wayne St, and Vermont St. Design on these projects is being finalized and NEPA has been approved. The project will move to construction pending a successful FTA Bus and Bus Facilities Grant Application.

### **FACILITY PROJECTS**

On-Call Architectural and Engineering (A&E) Services contracts were awarded in June 2020 to The Etica Group, Woolpert, and HDR. On the roadway side, A&E On-Call Consultant Lochmueller Group continues to design local bus stop improvements under direction of the Operations team.

The On-Call A&E firms are designing renovations and preparing for construction at our new facilities. The table below identifies the design teams working on each project and summarizes key milestone dates.

Furniture will have a separate procurement but will cover the needs for all properties. This is being presented at the December Board. There will also be a procurement for interior signage for all facilities. This is anticipated to be an informational item on the February 2022 Board agenda.

<b>Task Order</b>	<b>Design Team</b>	<b>Design Start</b>	<b>Construction Start</b>	<b>Staff Move-In</b>
<b>East Campus Building A – Admin.</b>	<b>Woolpert</b>	<b>2/2021</b>	<b>10/2021</b>	<b>2/2022</b>
<b>Mobility Solutions Center Phase 1/2</b>	<b>The Etica Group</b>	<b>2/2021</b>	<b>8/2021</b>	<b>12/2021</b>
<b>Mobility Solutions Center Phase 3</b>	<b>The Etica Group</b>	<b>4/2021</b>	<b>3/2022</b>	<b>7/2022</b>
<b>East Campus Building B - Elevator/Training/Board</b>	<b>The Etica Group</b>	<b>5/1/2021</b>	<b>12/2021</b>	<b>7/2022</b>
<b>North Charging Station Interior</b>	<b>Woolpert, Inc.</b>	<b>5/2021</b>	<b>7/2021</b>	<b>9/2021</b>
<b>South Charging Station Interior</b>	<b>Woolpert, Inc.</b>	<b>5/2021</b>	<b>2/2022</b>	<b>5/2022</b>

Respectfully submitted,

**Jennifer Pyrz, PE**

Vice President of Infrastructure, Strategy, and Innovation



## Public Affairs Division Report – October 2021

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**To:** Chair and Board of Directors  
**Through:** President/CEO Inez P. Evans  
**From:** Vice President of Communications and Marketing Lesley Gordon  
**Date:** December 9, 2021

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### CONSIDERATION OF PUBLIC AFFAIRS REPORT FOR October 2021

**ISSUE:**

A report of IndyGo Public Affairs will be presented at the board meeting.

**RECOMMENDATION:**

Receive the report.

Lesley Gordon  
Vice President of Communications and Marketing

**Attachments**

Contributing Staff includes:  
Lesley Gordon, Vice President of Communications and Marketing  
Carrie Black, Director of Communications  
Jordan Patterson, Special Programs Manager  
Katrina Ent, Digital Media Specialist  
Joshua Shadoan, Creative Design Specialist  
Ashlynn Neumeyer, Communications Specialist

# October 2021 Board Report



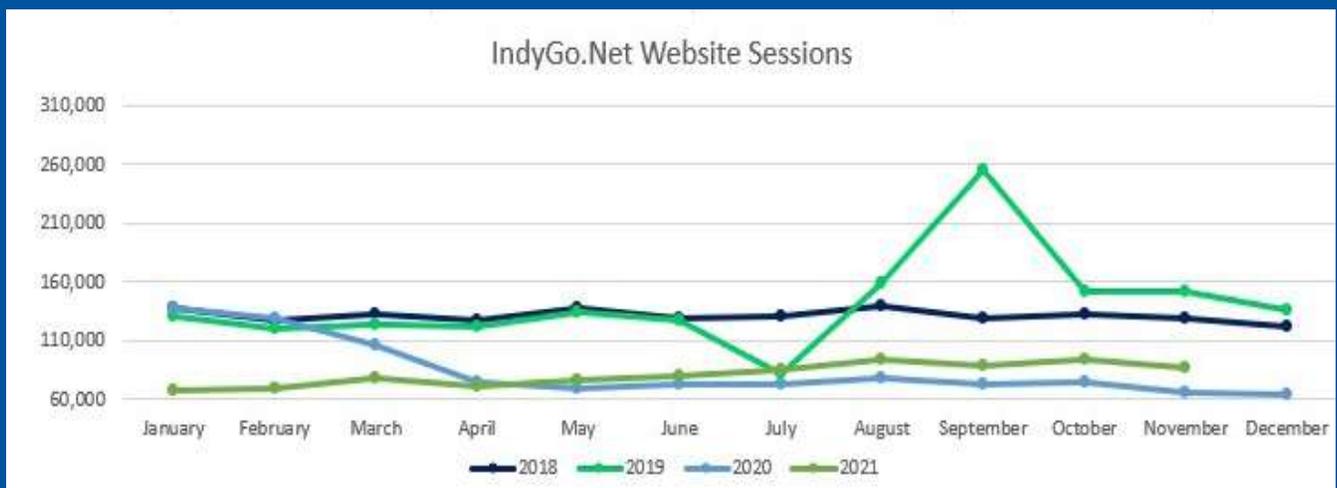
## INDYGO.NET WEBSITE STATISTICS:

(11/1/2021-11/30/2021)

Page Views	188,828
Bounce Rate	49.95%
New Users	28,905
Returning Users	13,411
Total Sessions	86,078
Total Monthly Sessions Comparison to Previous Year	↑ 20%

## Mobile Share

Date	Mobile	Desktop	Tablet
Nov-21	80.70%	18.02%	1.29%
Oct-21	80.49%	18.53%	0.98%
Sept-21	91.45%	17.66%	0.90%
Aug-21	80.81%	18.16%	1.04%
July-21	80.02%	18.99%	1.00%
June-21	80.24%	18.84%	0.92%
May-21	79.85%	19.15%	1.00%
April-21	79.08%	19.92%	1.00%
Mar-21	79.55%	19.49%	0.96%
Jan-21	67.55%	30.72%	1.73%
Dec-20	68.57%	29.70%	1.73%
Nov-20	67.91%	30.39%	1.70%



# Media Mention Highlights

## IndyGo making changes to some routes due to driver shortage

By Kelsey Anderson

WRTV 30 days ago



INDIANAPOLIS — Big changes are coming to some IndyGo routes this weekend. The changes are routine but also a result of a driver shortage.

NOVEMBER 15, 2021

## IndyGo announces clean air technology for full fleet of buses

TAYLOR BENNETT

IndyGo will be the first transit agency in the nation to install technology that increases clean, breathable air in its buses.

Indiana-based Lumin-Air will equip IndyGo's full fleet with a state-of-the-art active air filtration and UV-C lighting system to help continuously clean and disinfect the air, removing pathogens, allergens and odors.

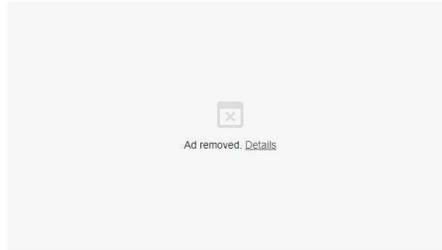
Spokeswoman Carrie Black said the technology is important, especially with the ongoing threat of COVID-19 and the flu season.



Indiana-based Lumin-Air will equip IndyGo's full fleet with a state-of-the-art active air filtration and UV-C lighting system to help continuously clean and disinfect the air, removing pathogens, allergens and odors.

## IndyGo plans to buy more electric buses from Red Line bus manufacturer

Technology fix keeps Red Line buses charged, on the road



A new technology helps recharge Red Line buses and keep them on the road.

By: Rafael Sánchez

Posted at 7:41 AM, Oct 28, 2021 and last updated 10:35 AM, Oct 28, 2021

INDIANAPOLIS — IndyGo plans to buy new electric buses from the same manufacturer it has yet to pay for those used on the Red Line.

IndyGo's payment has been delayed. In 2019, WRTV reported that the buses could not hold their promised charge of 275 miles per day, especially in cold weather.



Stream now!

### Contact WRTV Investigates

First Name

Last Name

Email

Phone Number

## IndyGo Taps RATP Dev USA for Paratransit Contract

October 4, 2021 • By Staff •



Dev USA was awarded a contract to manage paratransit services for IndyGo, the Indianapolis Transportation Corporation.

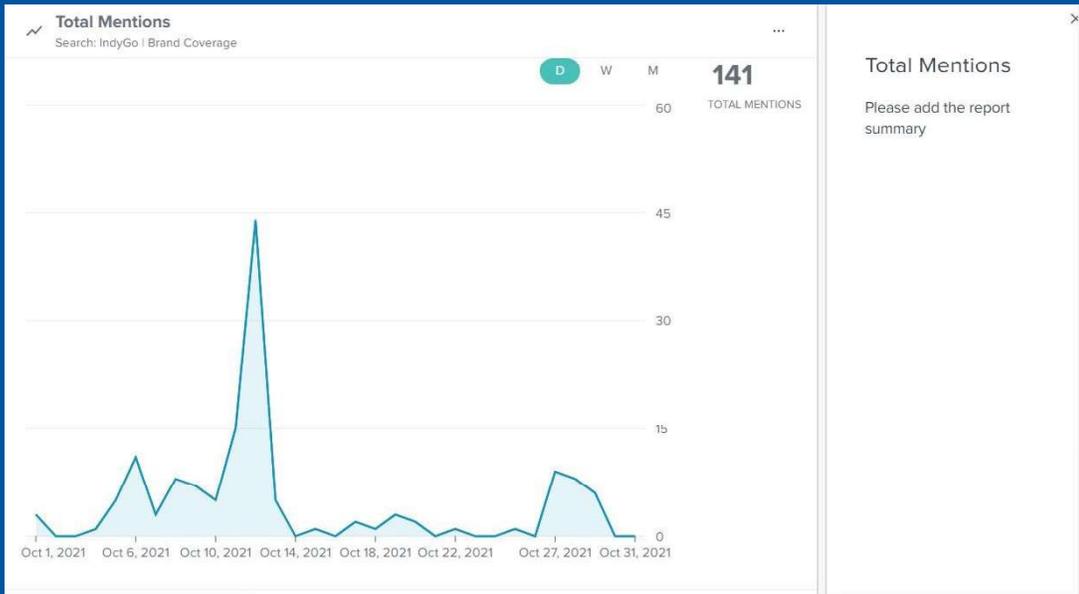
selected RATP Dev USA to provide paratransit services through a national competitive



## Topics Include:

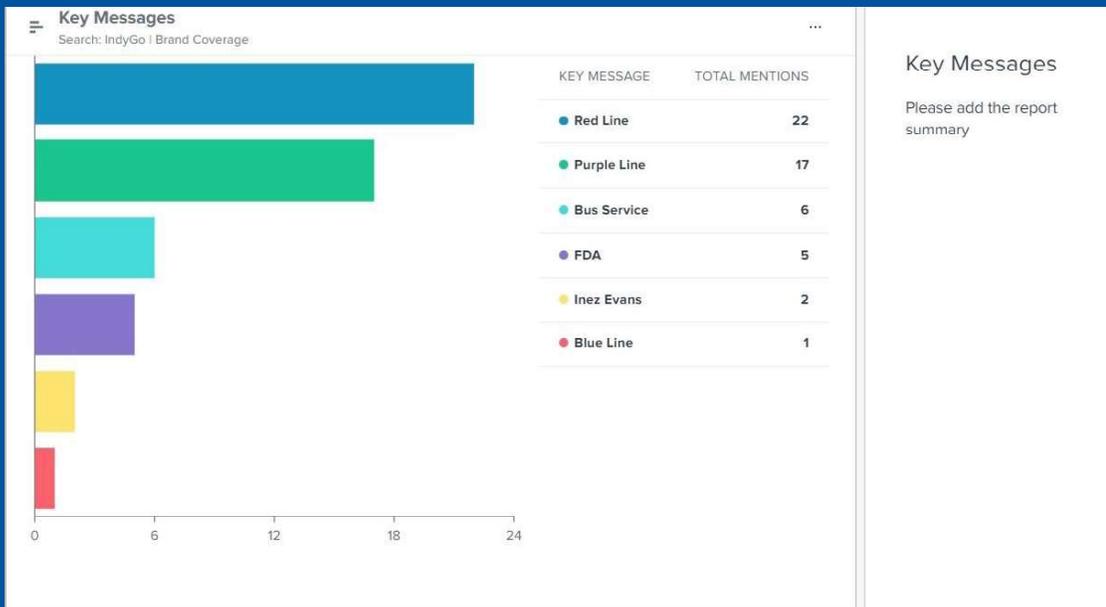
The temporary schedule adjustments due to the COVID-19 pandemic that went into effect Oct. 10 dominated IndyGo's media coverage throughout October. Coach operator recruitment was a hot topic along with it. The announcement of buying more BYD buses also picked up interest. Online coverage was the most popular overall, but TV covered the schedule adjustments frequently, with particular stations mentioning it every segment some days. IndyGo was in the media nearly **95 times** in October and **34 times** in November specifically focused on the unveiling of our partnership with Lumin-Air, who will install clean air/UV-C light technology on all of our buses.

Here's a brief coverage summary:



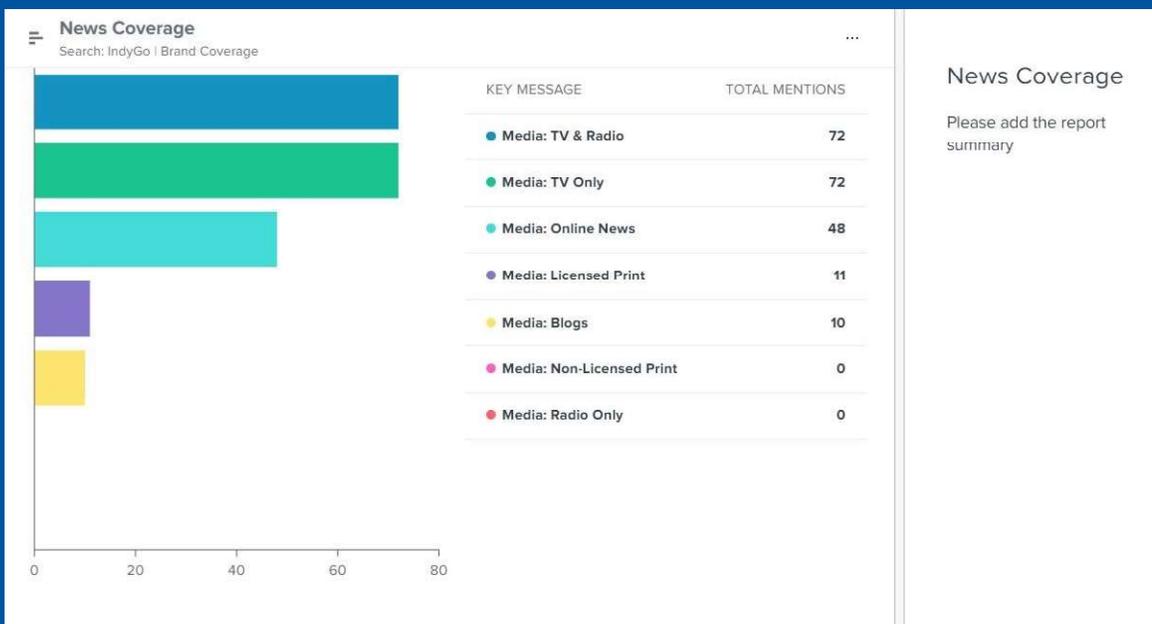
### Total Mentions

Please add the report summary



### Key Messages

Please add the report summary

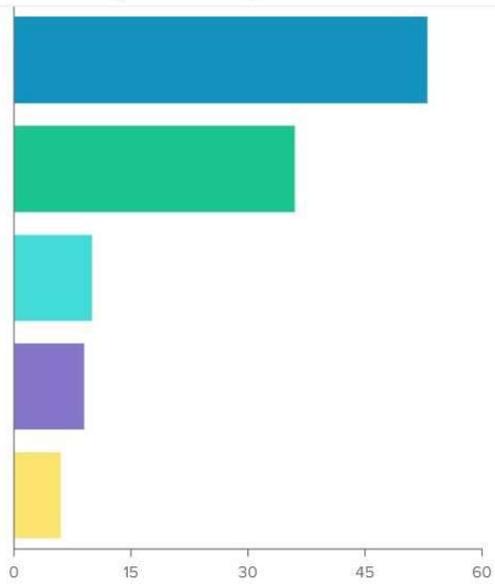


### News Coverage

Please add the report summary

## Media Performance Metrics

Search: IndyGo | Brand Coverage



KEY MESSAGE	TOTAL MENTIONS
● Feature Mentions	53
● Headline Mentions	36
● Target Publications	10
● Top Tier Readership	9
● High Performing Articles	6

## Media Performance Metrics

Please add the report summary

# Social Performance:

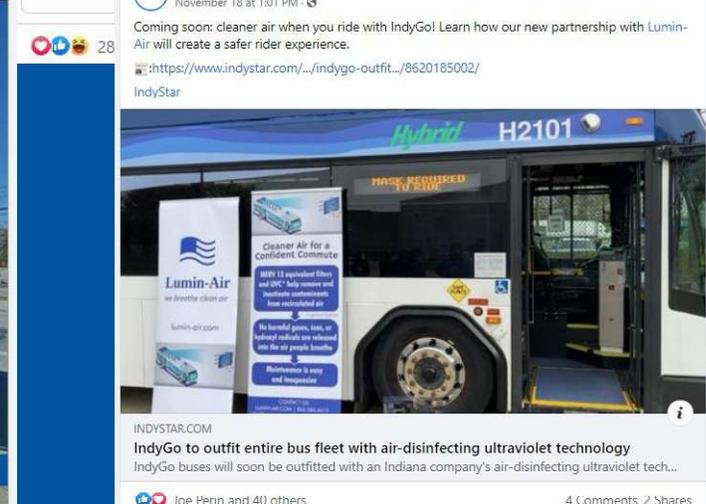
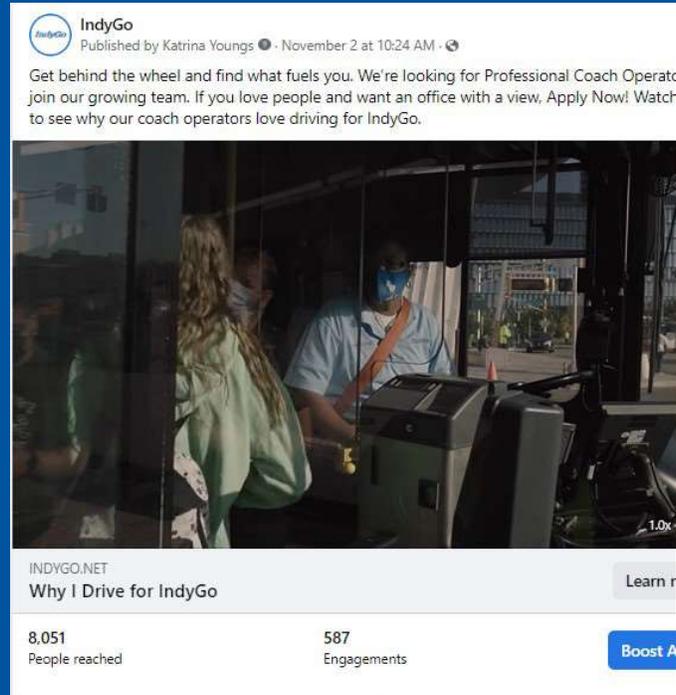
## Facebook

### October

- Had a total of **14,616 organic impressions**
- **4,007** post engagements
- **11,086** page likes
- **11,199** page follows

### November

- Had a total of **18,246 organic impressions**
- **3,698 post engagements**
- **11,211** page likes
- **12,152** page follows



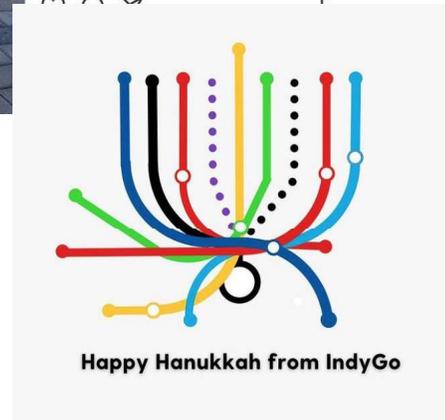
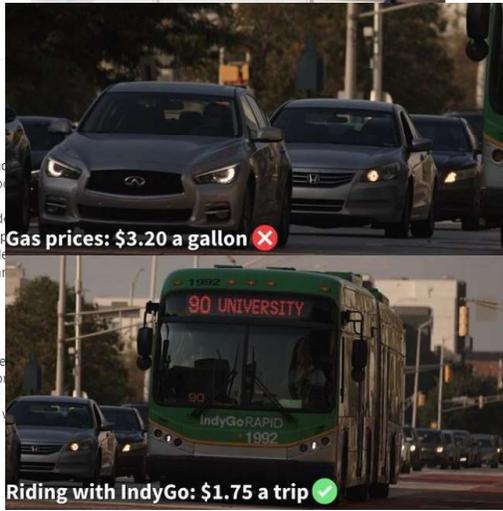
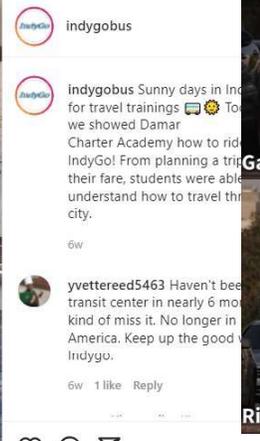
# Instagram

## October

- Generated **8,176 impressions**
- **501** total engagements; **1.6%** engagement rate
- 3,189 Current followers

## November

- Generated **9,650 impressions**
- **1,269** total engagements; **2.05%** engagement rate
- Generated **24** new followers; 3,213 Current followers



# Twitter

## October

- Had a total of **64,100 organic impressions**
  - Earned **2,100 impressions** per day
- **81** retweets, **304** likes, **18** replies, **161** link clicks, **1.3%** engagement rate
- Generated **15 new** followers; **6,146** current followers

## November

- Had a total of **115,700 organic impressions**
  - Earned **3,900 impressions** per day
- **133** retweets, **674** likes, **32** replies, **77** link clicks, **1.4%** engagement rate
- Generated **14 new** followers; **6,160** current followers

IndyGo @IndyGoBus

#DidYouKnow: More than 25.8 miles of sidewalks will be built as part of all three BRT lines. That means safer, more mobile and healthier communities for Indianapolis! October is #PedestrianSafetyMonth, but we're always keeping safety top of mind for our riders.

**Pedestrian Safety Month**

**25.8 miles** of sidewalk with all three IndyGo BRT lines

IndyGo @IndyGoBus

"The Purple Line will proceed hand in hand with the investments that we are making as part of LIFT Indy... to have a more sustainable, healthier and thriving Far Eastside." -@IndyMayorJoe

0:49 1.2K views

IndyGo @IndyGoBus

1:00 PM · Oct 22, 2021

View Tweet activity

8 Retweets 4 Quote Tweets

Congratulations to our newest graduating class welcomed five new Coach Operators to the Indy family who will help move our city forward beginning this week. We're thrilled to have you!

IndyGo @IndyGoBus

3:33 PM · Nov 17, 2021 · Twitter

View Tweet activity

3 Retweets 3 Quote Tweets

We want to give thanks to our riders. To show our gratitude, we're offering fare-free service on Thanksgiving Day! Remember all fixed routes and Open Door Service will run on Sunday schedules. Prepare for your holiday travel now by using Google Maps or the Transit app.



12:14 PM · Oct 8, 2021 · Hootsuite Inc.

View Tweet activity

Promote

1 Retweet 2 Quote Tweets 39 Likes



5:00 PM · Nov 24, 2021 · Hootsuite Inc.

View Tweet activity

Promote

5 Retweets 7 Quote Tweets 13 Likes

# LinkedIn

## October

- Generated **53,626 impressions**
- **2,944** total engagements; **2,77%** engagement rate
- Generated **37** new followers

IndyGo  
2,311 followers  
2mo •

Congratulations to our President and CEO **Inez Evans** for receiving an Honorary Doctorate in Leadership and a Humanitarian Award for her tremendous leadership within IndyGo and strong community involvement outside of work. We ...see more

IndyGo  
2,311 followers  
1mo •

Congratulations to **Champaign Urbana Mass Transit District** on today's unveiling of their new hydrogen fuel cell electric buses and hydrogen production plant with **Federal Transit Administration Administrator Nuria Fernandez & Ame** ...see more

Steven Beck and 146 others  
5 comments

Like Comment

Organic impressions: 5,040 Impressions Show stats

## November

- Generated **41,862 impressions**
- **1,311** total engagements; **0.66%** engagement rate
- Generated **37** new followers; 2,311 Current followers

IndyGo  
2,311 followers  
2w •

Easy, Breezy, Cleaner air is here. Today, we invited local media to experience the new state-of-the-art UVC light air filtration system that will be retrofitted throughout our entire fleet of buses! This cutting edge system will help ...see more

Cameron Radford and 41 others  
2 comments

IndyGo  
2,311 followers  
1w •

Our President and CEO **Inez Evans** was recognized last night as the 2021 WTS Indianapolis Chapter Woman of the Year! As IndyGo's first black female CEO, Inez has overcome many barriers and excelled in many projects. With her le ...see more

Denise Jenkins-Agurs and 514 others  
107 comments

Like Comment

Organic Impressions: 18,064 Impressions Show stats

## Email Marketing:

### NEWSLETTER

#### October

- 6,936 recipients
- 24.04% CTR
- 3% Open Rate

#### November

- 7,227 recipients
- 10.36% CTR
- 7.35% Open Rate

The screenshot shows the October newsletter layout. At the top is the 'INSIDEINDYGO' logo. Below it is a green banner with the text 'INSIDE INDYGO THIS OCTOBER'. The main content area features a white background with the heading 'Temporary Bus Route Schedule Adjustments: Effective Oct. 10'. Below this is a large green banner with the text 'TEMPORARY SCHEDULE ADJUSTMENTS EFFECTIVE OCT. 10'. Underneath is a video player showing a green IndyGo bus on a city street. Below the video is a text block explaining the schedule adjustments due to COVID-19 staffing challenges and providing a link to learn more. At the bottom, there is a section titled 'IndyGo Board of Directors Adopts Beyond ADA Policy' with a 'News Release' icon and a video player showing a white bus.

The screenshot shows the November newsletter layout. At the top is the 'INSIDEINDYGO' logo. Below it is a green banner with the text 'INSIDE INDYGO THIS NOVEMBER'. The main content area features a white background with the heading 'Find What Fuels You at IndyGo'. Below this is a video player showing a woman wearing a face mask and a dark jacket, standing in a bus garage. Below the video is a text block inviting readers to join the team of changemakers by becoming Professional Coach Operators. At the bottom, there is a section titled 'Paid Volunteers Needed' with a video player showing a person wearing a bright green vest with 'IndyGo VOLUNTEER TRANSIT AMBASSADOR' printed on it. Below the video is a text block explaining the benefits of becoming a Transit Ambassador, including a \$60 monthly stipend.

## Creative Projects

- 20 SysAid project requests completed in October
  - New inventory for thank you cards, generic IndyGo cards and envelopes.
  - Risk & Safety “Slippery When Wet” banners & anniversary coin designs
  - Purple Line route foam-core posters
  - Route maps/pocket schedule – Managed large orders for more
  - MyKey Brochures added to FineLink Portal

## Outreach Summary: October 2021

Outreach efforts in October included community events and neighborhood focused meetings. IndyGo sponsored and held an activation at IndyVolved, the city’s largest civic engagement event, where it reached 800 attendees and recruited for the agency’s Transit Ambassador program. IndyGo held an exhibit at IMPD Northwest District Community Day, where information was shared on all of IndyGo’s latest initiatives. Staff shared Purple Line information and MyKey updates with customers at Indyland II Laundromat located along the future Purple Line route.

Neighborhood outreach included a meeting with Mayor’s Neighborhood Advocates that focused on Purple Line developments. IndyGo also presented Purple Line updates at the Far Eastside Community Council.

## October Outreach Events:

Date	Name of Event
12 Oct 2021	Far Eastside Community Council
12 Oct 2021	IndyVolved
13 Oct 2021	IMPD Northwest Community Day
15 Oct 2021	Restoration Center Laundry Day
21 Oct 2021	Mayor’s Neighborhood Advocates Meeting
21 Oct 2021	Service Committee Meeting
21 Oct 2021	Finance Committee Meeting



## Operations Division Report – October 2021

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**To:** Chair and Board of Directors  
**Through:** President/CEO Inez P. Evans  
**From:** Vice President of Operations/COO Aaron Vogel  
**Date:** December 9, 2021

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### OPERATIONS DIVISION REPORT – October 2021

#### SERVICE PLANNING

##### SERVICE SCHEDULING:

The next Operator Service Bid 2202 will take effect on February 13, 2022, and will operate through June 11, 2022. Due to unprecedented staffing challenges caused by the ongoing COVID-19 pandemic, temporary service adjustments were made to bus schedules. The adjustments made were made to improve service reliability and help minimize adverse service impacts to our riders and staff. We are monitoring our staffing levels. At this time we plan to operate the same level of service for the next operator bid.

##### LOCAL BUS STOP DESIGN & CONSTRUCTION:

IndyGo re-bid a construction project for bus stop improvements in late October. The RFP included 17 stops along E 42<sup>nd</sup> St, N Post Rd, and N Mitthoefer Rd on the east side, along with 12 bus stops on the west side along Eagle Creek Parkway, High School Road, and W. 46<sup>th</sup> Street. The low bid was submitted by Shuck Corporation and is being presented to the IPTC Board for approval at the December board meeting. This project is scheduled to begin construction in March 2022.

Additional bus stop design projects are underway with IndyGo's on-call engineering contractor, Lochmueller. This includes bus stops on the near northside of downtown (Central Ave, College Ave, 30<sup>th</sup> St) and stops on the near westside of downtown (W. 10<sup>th</sup> St, W. 16<sup>th</sup> St, W. Michigan St, and Lafayette Rd). Staff continues to scope out additional local bus stops for future design and construction as part of efforts to increase accessibility across the IndyGo fixed route service area.

##### OPERATIONS PERFORMANCE MANAGEMENT:

The Operations Performance Team calculated the maintenance department's fully burdened labor rate for the technicians; wages plus indirect costs. This new fully burdened labor rate allows IndyGo to submit to the manufacturer(s) warranty claims resulting in increased recovery of warranty dollar credits.

The operations performance team is calculating the reduction of emissions for the 24 new Gillig hybrid-electric buses. Hybrid-electric buses offer greater efficiency than the replaced diesel buses resulting in lower operating costs and reduced emissions.

The Operations Performance Team completed an electricity usage project comparing on-peak to off-peak charging times on the 31 BYD electric buses. The project results helped substantiate the benefits of utilizing a 3<sup>rd</sup> party charge-management system (CMS). The CMS will integrate EVs and charging station management to ensure operational readiness while substantially decreasing energy usage.

FIXED ROUTE RIDERSHIP:

Oct-20	Oct-21	% Change	IndyGo Fixed Route Ridership	2020	2021	% Change
7,179	5,580	-22.3%	<b>2 E. 34th St.</b>	80,675	61,755	-23.5%
17,058	17,923	5.1%	<b>3 Michigan St.</b>	174,344	157,783	-9.5%
5,673	5,546	-2.2%	<b>4 Fort Harrison</b>	64,290	52,217	-18.8%
8,496	9,048	6.5%	<b>5 E. 25th</b>	92,982	74,434	-19.9%
5,677	5,899	3.9%	<b>6 N. Harding</b>	62,256	53,968	-13.3%
87,605	74,742	-14.7%	<b>8 Washington St.</b>	861,674	735,398	-14.7%
52,870	51,422	-2.7%	<b>10 10th St.</b>	544,772	459,355	-15.7%
2,467	2,388	-3.2%	<b>11 E. 16th St.</b>	27,774	22,482	-19.1%
1,935	2,059	6.4%	<b>12 Minnesota</b>	20,880	18,574	-11.0%
1,500	1,202	-19.9%	<b>13 Raymond</b>	14,520	13,502	-7.0%
3,903	2,839	-27.3%	<b>14 Prospect</b>	41,272	32,962	-20.1%
8,029	8,054	0.3%	<b>15 Riverside</b>	86,097	77,900	-9.5%
7,581	7,521	-0.8%	<b>16 Beech Grove</b>	76,454	70,992	-7.1%
3,776	2,868	-24.0%	<b>18 Broad Ripple</b>	37,644	28,452	-24.4%
13,483	12,265	-9.0%	<b>19 Castleton</b>	137,683	117,619	-14.6%
9,199	8,328	-9.5%	<b>21 East 21st St.</b>	93,990	89,512	-4.8%
8,776	7,591	-13.5%	<b>24 Mars Hill</b>	79,240	74,282	-6.3%
8,325	6,730	-19.2%	<b>25 W. 16th St.</b>	81,249	71,844	-11.6%
10,295	8,152	-20.8%	<b>26 Keystone</b>	104,100	79,349	-23.8%
6,462	6,206	-4.0%	<b>28 St. Vincent</b>	69,571	59,454	-14.5%
3,886	4,504	15.9%	<b>30 30th St.</b>	47,603	38,696	-18.7%
6,572	6,432	-2.1%	<b>31 US 31</b>	68,318	57,410	-16.0%
16,115	14,020	-13.0%	<b>34 Michigan Rd.</b>	159,042	135,594	-14.7%
20,711	19,282	-6.9%	<b>37 Park 100</b>	195,426	181,289	-7.2%
12,290	11,271	-8.3%	<b>38 Lafayette Square</b>	126,011	108,636	-13.8%
44,059	44,978	2.1%	<b>39 E. 38th St.</b>	473,343	401,506	-15.2%
2,861	2,547	-11.0%	<b>55 English</b>	30,299	24,739	-18.4%
6,785	5,645	-16.8%	<b>86 86th Street Crosstown</b>	65,243	62,440	-4.3%
7,076	6,681	-5.6%	<b>87 Eastside Circulator</b>	68,893	63,956	-7.2%
70,715	81,030	14.6%	<b>90 Red Line - BRT</b>	790,067	709,577	-10.2%
1,110	588	-47.0%	<b>901 Nora</b>	9,746	8,592	-11.8%
5,115	4,067	-20.5%	<b>902 County Line</b>	48,426	43,723	-9.7%
39	149	282.1%	<b>Others</b>	788	808	2.5%
<b>467,623</b>	<b>447,557</b>	<b>-4.3%</b>	<b>Total</b>	<b>4,834,672</b>	<b>4,188,800</b>	<b>-13.4%</b>

17,864	17,494	-2.1%	<b>Open Door Riders on Fixed Route</b>	164,596	159,040	-3.4%
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YTD ridership may be updated from prior periods due to buses probed after the 10<sup>th</sup> of the month.

## TRANSPORTATION SERVICES

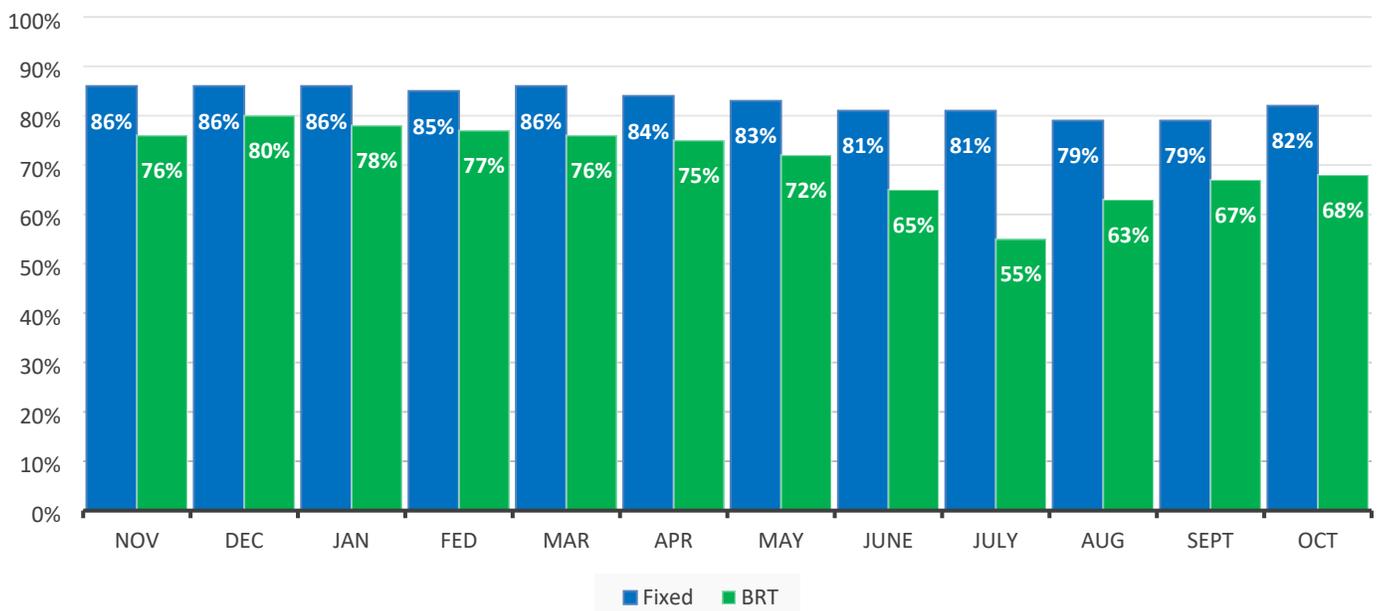
### 90% CLUB:

The following operators achieved an on-time performance rating of 90% or better during the month of October. Each name is entered into a drawing that is held each month from this group of Operators. The winner receives an extra personal day.

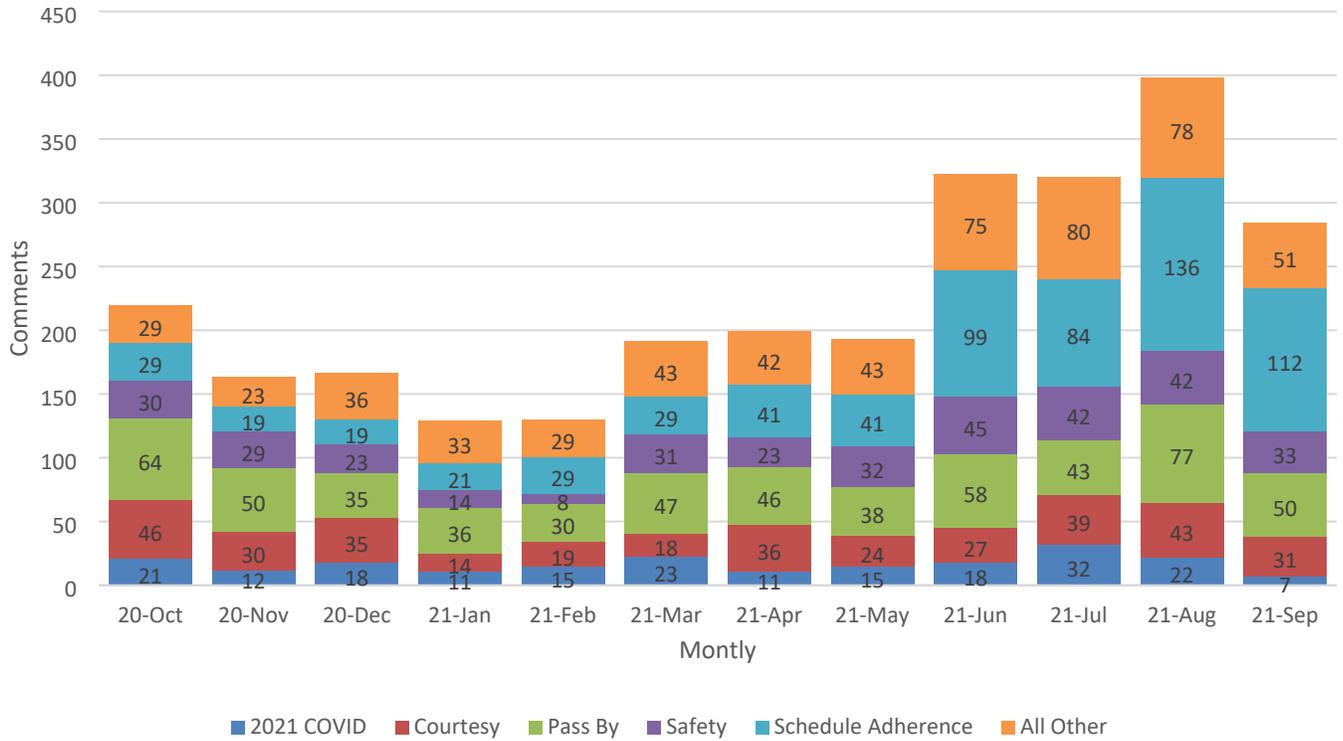
The winner for October: **Lakisha Carpenter Williams # 8174**

Gardner, Onesha	Norfolk, Terry	Solorio, Lisa
Roberson, Ashley	Anderson, Rose	Turner, Lashonda
Anderson, Treva	Clay, David	White, Anthony
Bradford, Keary	Grant, Mary	Amaya, Efrain
Hazen, William	Johnson, Montell	Carpenter Williams, Lakisha
Smith, Tamara	Bouttee Williams, Clywone	Greene, Jeffery
Hicks, Mikia	Burts, Roy	Johnson, Sheila
Hook, Sandra	Clark, Shawn	Llyod, Ashley
Thein, Stephen	Frierson, Razheana	Ricks, Pamela
Young, Samuel	Griffin, Ardis	Scott, Leo
Appleton, Gavin	Mason, Rodney	Turner-Woods, Raveen
Baine, Tenisha	Patterson, Larry	

## On Time Performance Last 12 Months



## YTD Fixed Route Comments Oct-Sep



### COMMENDATIONS:

The following employees were recognized by riders for their extraordinary customer service

### Fixed Route

Robert Rowie - 9738  
 Laniesha Corbin - 9225  
 Clyde Jordan - 8859  
 Michael Fox - 8321

Treva Anderson - 8935  
 Deidra Orkmon - 9792 (2)  
 Clymone Boutte-Williams  
 Cedric Maxwell - 9487

Laura Beck - 8445  
 Admin. General Compliment

### Supervisors

Brianna Franklin

Llarse Clemons

## VEHICLE MAINTENANCE AND FACILITIES SERVICES

### FACILITIES

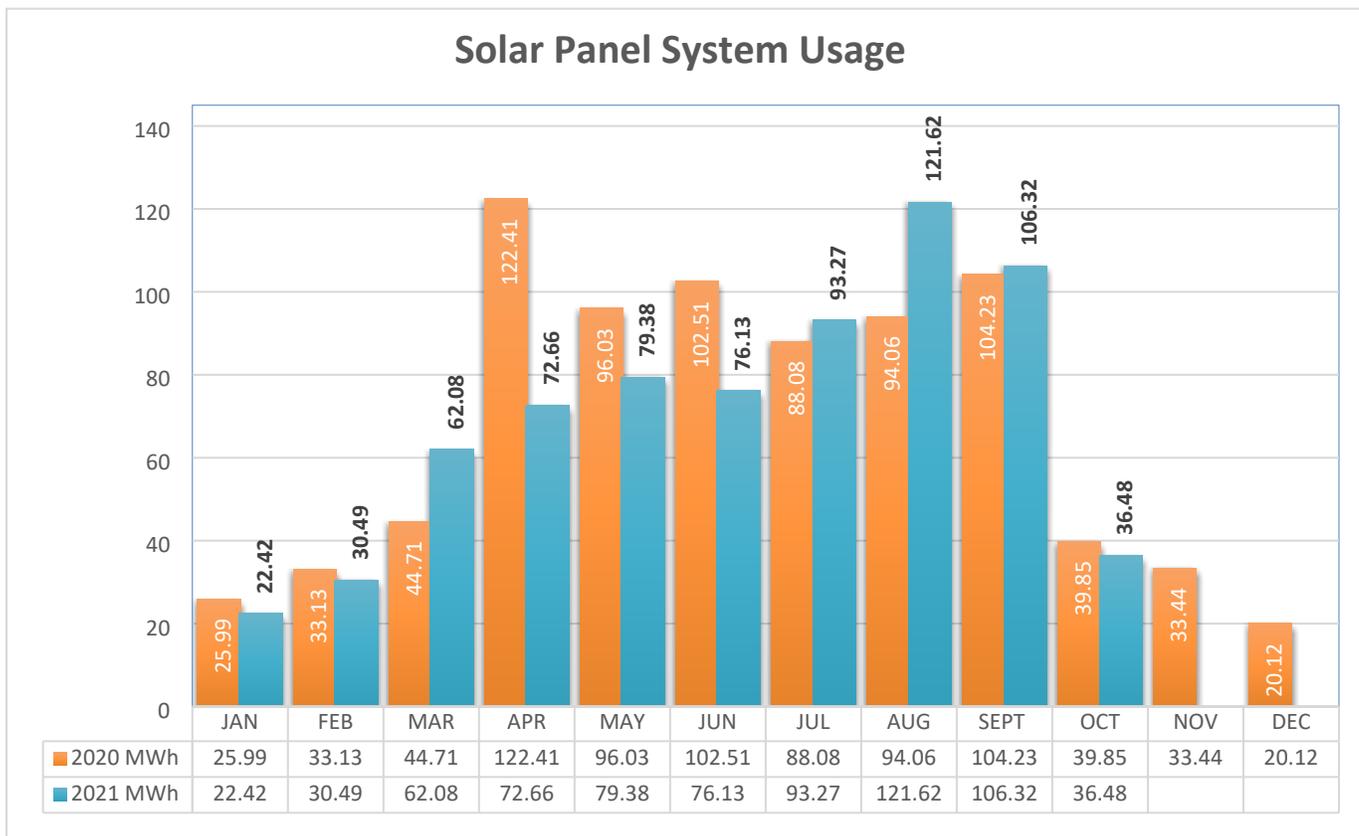
The Marion County Health Department completed their first full month as a COVID Vaccination Clinic Site. The clinic operates Tuesday, Wednesday, and Thursday. There has been a notable participation and the clinic will continue to provide vaccinations and booster shot through the winter season.

The procurement department released the Landscape/Mowing/Fertilization/Plant RFP for bid in late September, for all 11 IndyGo sites. The pre-bid meeting was held in October and responses are due back on November 10th.

RATP Dev began temporary operations at the East Campus in Building B. The future location at 2425 West Michigan Street is under construction. The Mobility Services team and RATP Dev will transition to that site upon completion.

The reduced daylight hours impacted the power produced by the solar panels at the 1501 Headquarters. The power primarily charges the ZEP buses, and the additional power is absorbed by the building. The total saving YTD is \$66,580.75

### SOLAR PANEL:



## Mean Distance

<b>Mean Distance Major Systems Failures</b>												
<b>Mean Distance Between All Systems Failures</b>												

	2021/1	2021/2	2021/3	2021/4	2021/5	2021/6	2021/7	2021/8	2021/9	2021/10	2021/11	2021/12
<b>MAJOR</b>	4,229	3,479	4959	5715	4919	3478	3574	3387	5455	4498		
<b>ALL</b>	3,878	3,193	4314	4594	4340	3161	2854	2689	4111	4033		
	2020/1	2020/2	2020/3	2020/4	2020/5	2020/6	2020/7	2020/8	2020/9	2020/10	2020/11	2020/12
<b>MAJOR</b>	5,506	5,506	5,506	5,506	5,506	7,973	7,682	6,456	5040	5249	5059	4238
<b>ALL</b>	4,307	4,307	4,307	4,307	4,307	6,816	5,278	2,531	3319	3505	4826	4057
	2019/1	2019/2	2019/3	2019/4	2019/5	2019/6	2019/7	2019/8	2019/9	2019/10	2019/11	2019/12
<b>MAJOR</b>	6,052	4,392	5,342	6,238	5,506	5,506	5,506	5,506	5,506	5,506	5,506	5,506
<b>ALL</b>	4,312	3,618	4,474	4,822	4,307	4,307	4,307	4,307	4,307	4,307	4,307	4,307

\*The green cells represent averaged totals

There were 13 vehicle requests in August for the motor pool.

All of the Hybrid Gillig buses are now on the property. Twenty-two of the twenty-four is in revenue service.

### FLEET SERVICES

IPTC has logged 7,718,393 miles YTD

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
<b>2021</b>	796,966	755,260	830,606	785,602	789,833	767,140	791,044	762,229	731,641	738,072			<b>6,248,680</b>
<b>2020</b>	878,363	875,068	917,660	705,903	701,773	865,561	888,720	866,798	844,969	850,663	767,009	817,246	<b>9,979,733</b>
<b>2019</b>	707,466	646,619	667,992	711,337	724,427	701,634	720,062	755,738	858,397	910,054	852,192	871,539	<b>9,127,457</b>
<b>2018</b>	727,094	711,683	794,958	665,856	694,173	697,882	707,050	733,567	684,009	737,985	691,012	690,486	<b>8,535,755</b>

FLUID TYPE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	Sep	OCT	NOV	DEC	YTD
ATF	78	48	49	40	38	54	37	55	62	75			536
COOLANT	607	837	1,467	1103	1,200	1,464	1,347	1,172	1,294	1,753			12,244
DEF	7	20	83	155	109	2,518	4,812	3,763	2,066	2,709			16,242
DIESEL	134,669	130,611	141,117	136,630	140,758	144,345	137,985	145,676	135,550	132,682			1,377,023
ENGINE OIL	211	124	170	169	243	297	268	363	478	448			2,771
UNLEADED	1,372	1,460	929	11	266	1,895	1,523	1,504	1,608	1,401			11,958

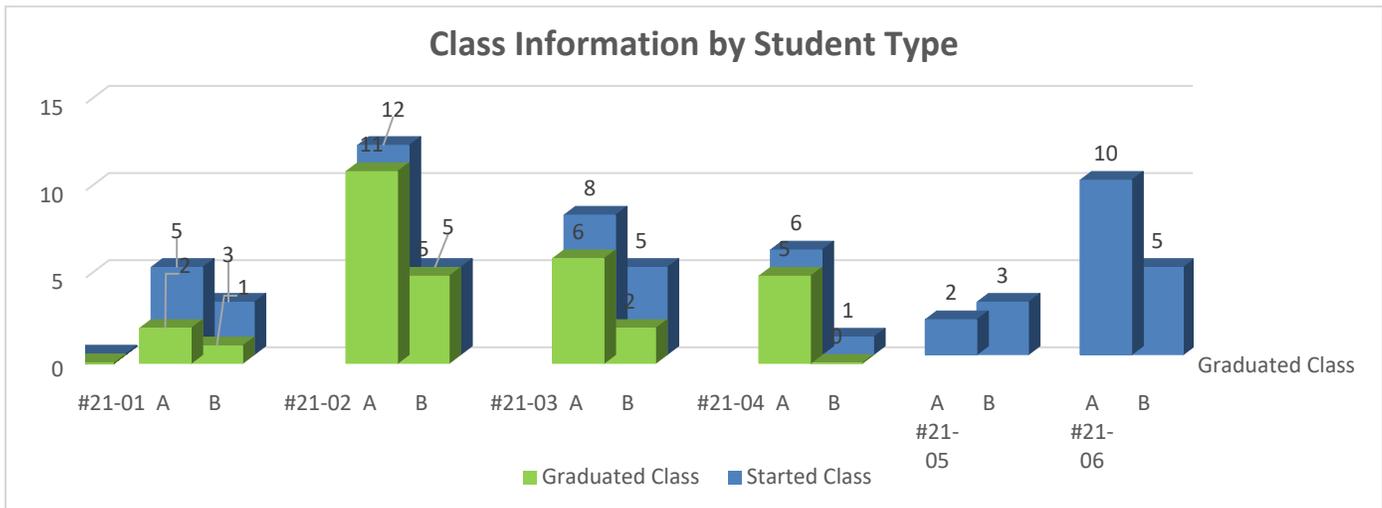
## SECURITY AND TRAINING

### TRAINING:

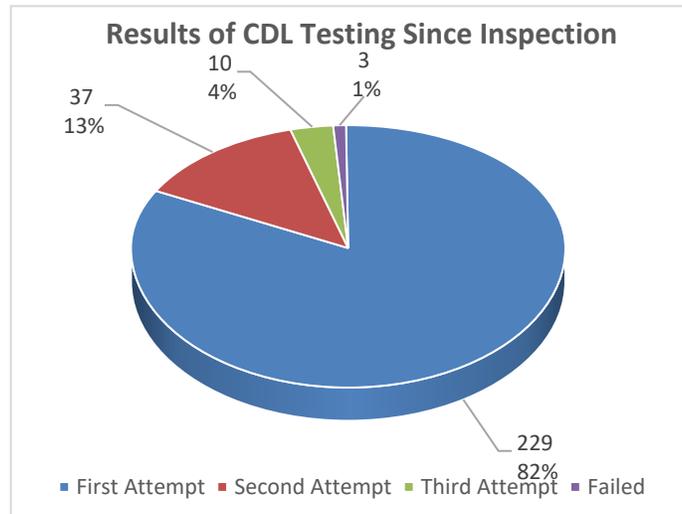
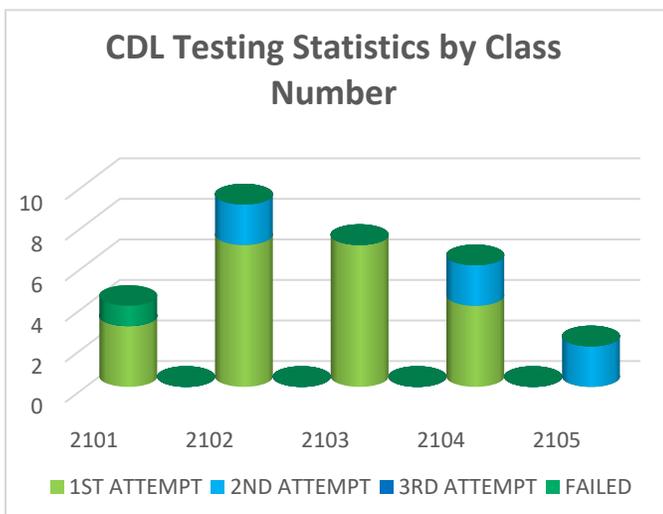
IndyGo Fixed Route Operator Class #21/04, started on August 9, 2021, with six Trainee A students, one Trainee B joined August 16<sup>th</sup>. Five (5) students completed graduated on October 8, 2021, and were transferred to revenue service on October 10, 2021.

IndyGo Fixed Route Operator Class, #21/05, started on September 14, 2021, with two Trainee A students, three Trainee B students joined September 21<sup>st</sup>. The class was in the cadetting portion of the training program, and is expected to graduate on November 5, 2021.

The chart below shows the number of Trainee A and Trainee B Students that started each class. It also shows the number of students in each group that graduated.

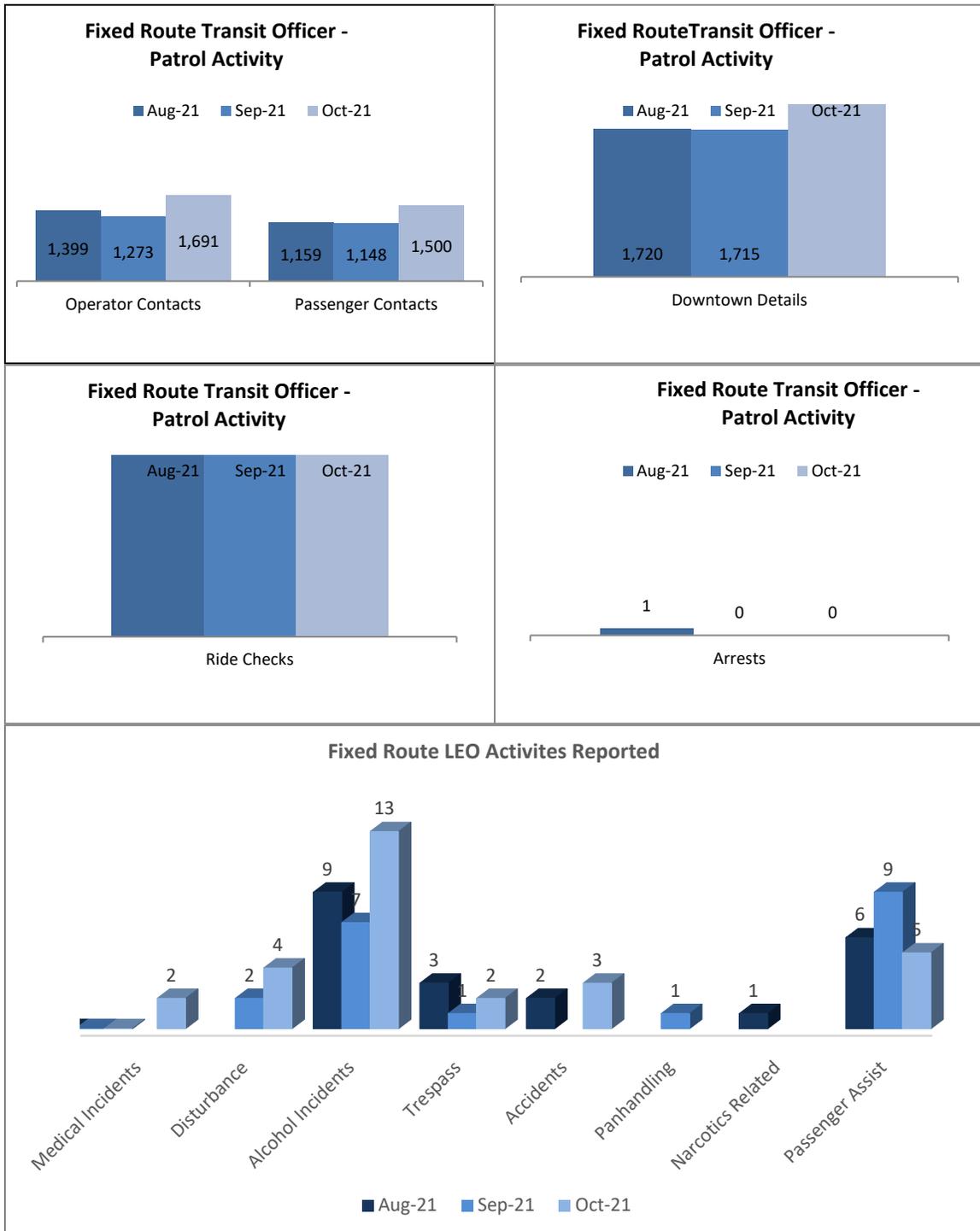


The IndyGo Training Department trains new employees that are hired without a CDL license. This training includes vehicle knowledge, pre-trip inspection knowledge, vehicle driving skills practice (on a closed course), and on-road driving skills. Those students will then be taken to a State-approved testing site and tested for their CDL licenses. The charts below will show the current year's results to date and the results since the inception of the program. They will also show the number of students who passed on their first, second, or third attempt and the number of students who could not pass it after three attempts.



SECURITY:

Fixed Route Security



The charts above show a breakdown of activities that the Law Enforcement Officers (LEO) stationed at the Julian M. Carson Transit Center and or on Route Detail have performed or addressed for the last three months.

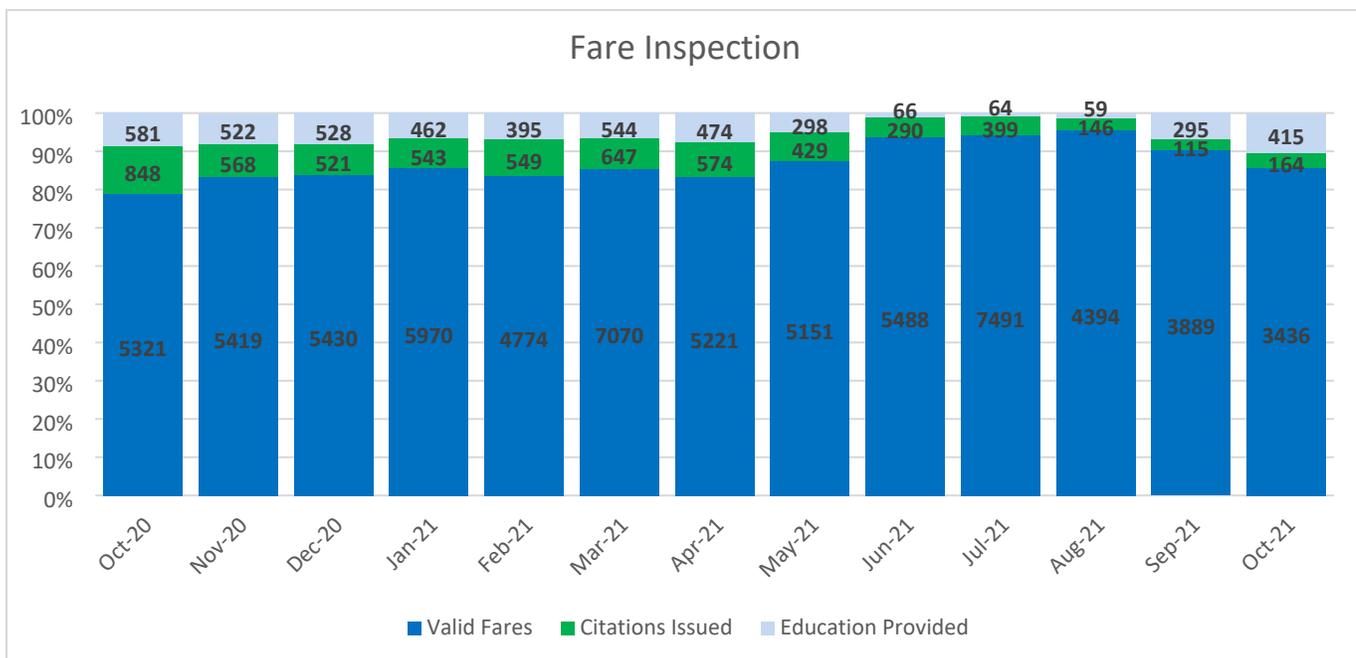
Red Line Security:



The charts above are the new Red Line Security reports. These sets of charts will show the activity that the LEO performed on the Red Line Route. These charts will also include any activities the Fixed Route LEO may have performed while assisting the Red Line LEO. As more information is obtained in the following months, these charts will start to populate more.

Nolan Security has started security coverage of the East Campus from 10:00 PM to 6:00 AM to secure the IndyGo assets now at this location. These assets include paratransit vehicles, fixed-route buses, and the building and parking lots. This coverage takes place after regular office hours at this time. As the A-Building completes renovation and occupation starts, IndyGo will be adding more security and expanded hours.

**FARE INSPECTION REPORT:**



October	Passenger Contact	Notifications	Educations
<b>Monthly</b>	3436	164	415
<b>Weekday</b>	2973	117	415
<b>Saturday</b>	307	44	0
<b>Sunday</b>	156	3	0

2021 YTD	Passenger Contact	Notifications	Educations
<b>Monthly</b>	52924	3856	3072
<b>Weekday</b>	39520	2892	2539
<b>Saturday</b>	8190	604	338
<b>Sunday</b>	5502	392	237

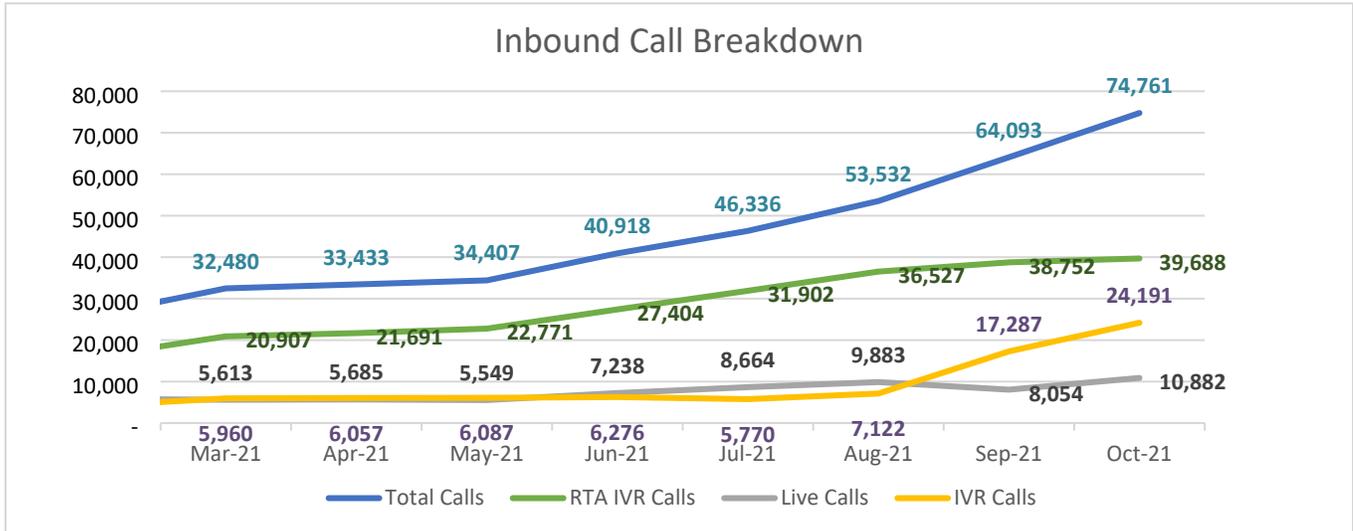
The information above shows the fare inspection information for each month and one for the total year to date for 2021. The chart will show passenger contacts which represent those passengers that had a fare when checked. It will show notifications representing passengers who did not have a fare when checked and did not/would not purchase a valid fare. Lastly, it will show education representing passengers who did not fare when checked but purchased a valid fare after being shown the proper procedures. All those numbers together count for the total number of checks each month.

**MOBILITY SOLUTIONS –  
OPEN DOOR & CUSTOMER SERVICE**

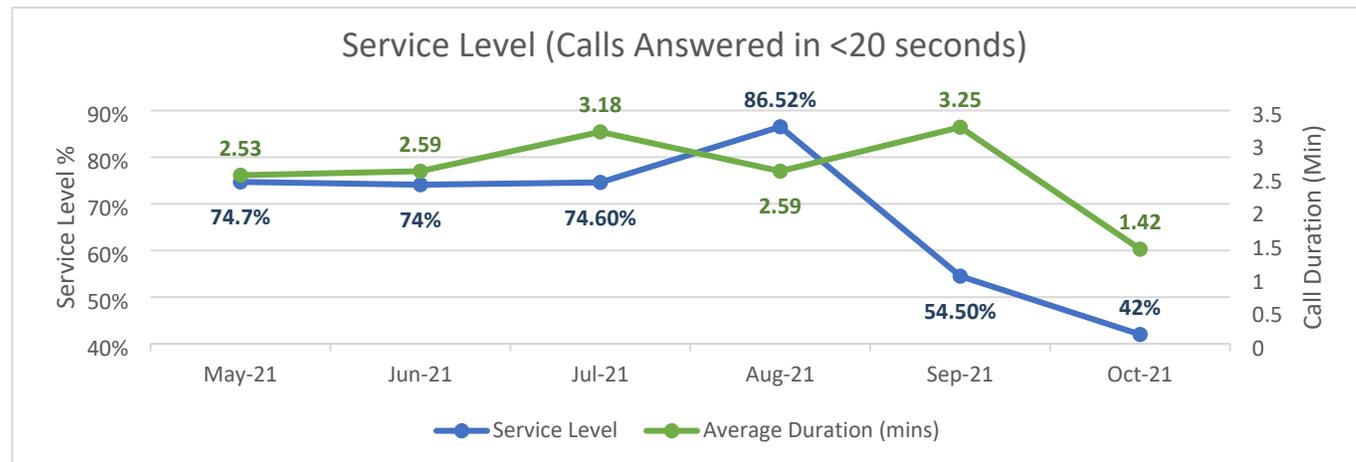
**CUSTOMER SERVICE**

**CONTACT CENTER REPORT:**

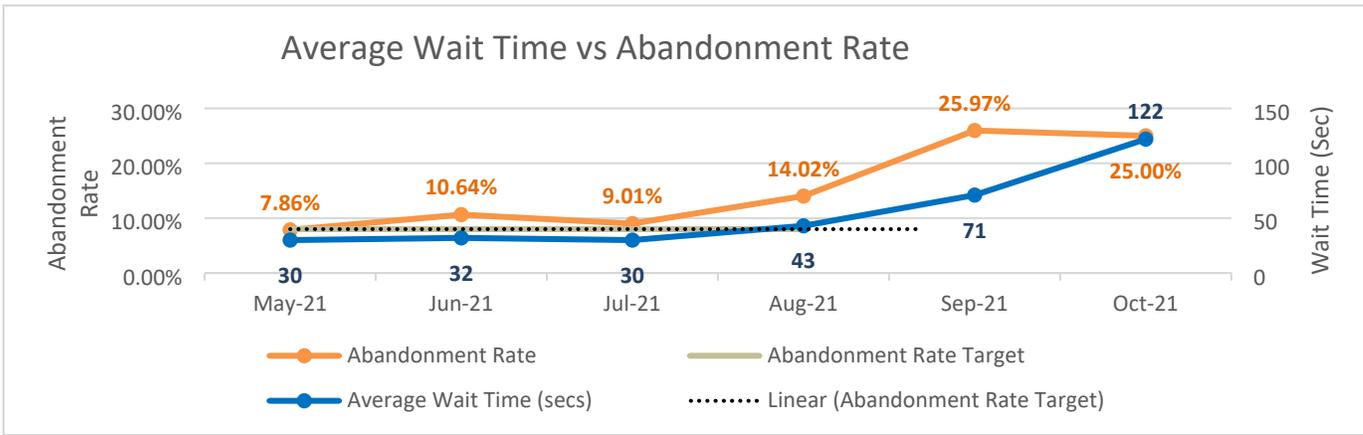
Inbound call metrics continue to see an increase in total call volume. IVR calls experienced a large influx due to the merge of both Fixed Route and Paratransit Call Centers.



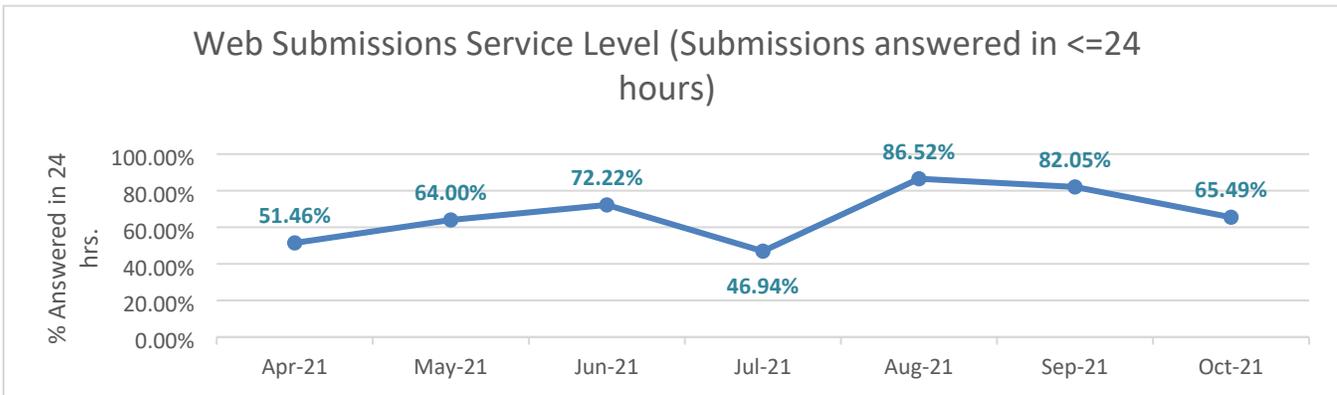
Our service level metric saw a decrease for October. October 1st marked the first day the new vendor, RATP Dev, completely took over all Care Center operations. Staffing adjustments are being made as well as continued training will be used to stabilize our service levels for November. The average call duration decreased for October as well. This also can be associated with the RATP Dev taking over Care Center operations.



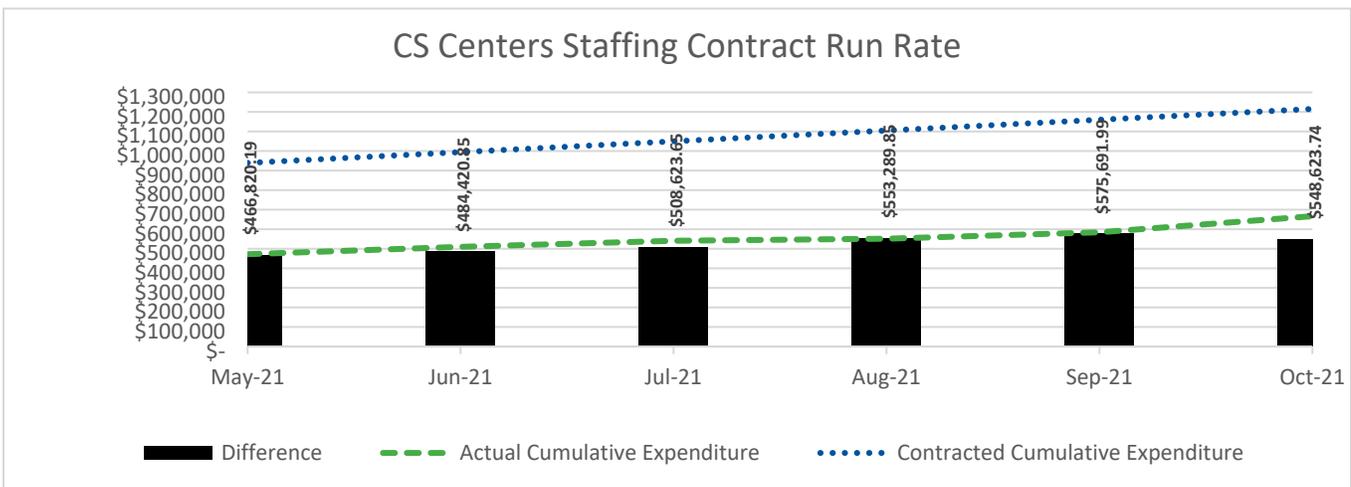
The abandonment rate for calls saw a slight decrease while average wait time continued to increase. RATP Dev has had a difficult time staffing and this staffing deficit negatively impacted average wait time. Adjustments are being made to stabilize. The abandonment rate is moving in the right direction, IndyGo Care Center Leadership will continue to monitor.



The web comment processing service level saw a decrease from our goal of 85%. Staffing shortages, as well as knowledge of systems amongst newer hires, impacted this metric. This will continue to be monitored by IndyGo Care Center Leadership. This metric has been challenging to hit with the Care Center being closed on Sunday. Merging the call centers will impact this metric positively. The Care Center will have the ability to respond to comments on Sundays instead of waiting for the next business day, which can fall outside the 24-hour mark.



Customer Service, Representative staffing contract, continues to be in favorable standing. RATP Dev has taken over all call center and retail operations, thus resulting in no future spending for Retail and Call Center staffing. November's reporting will show a few carry-over agents from October, but overall spending is phased out.

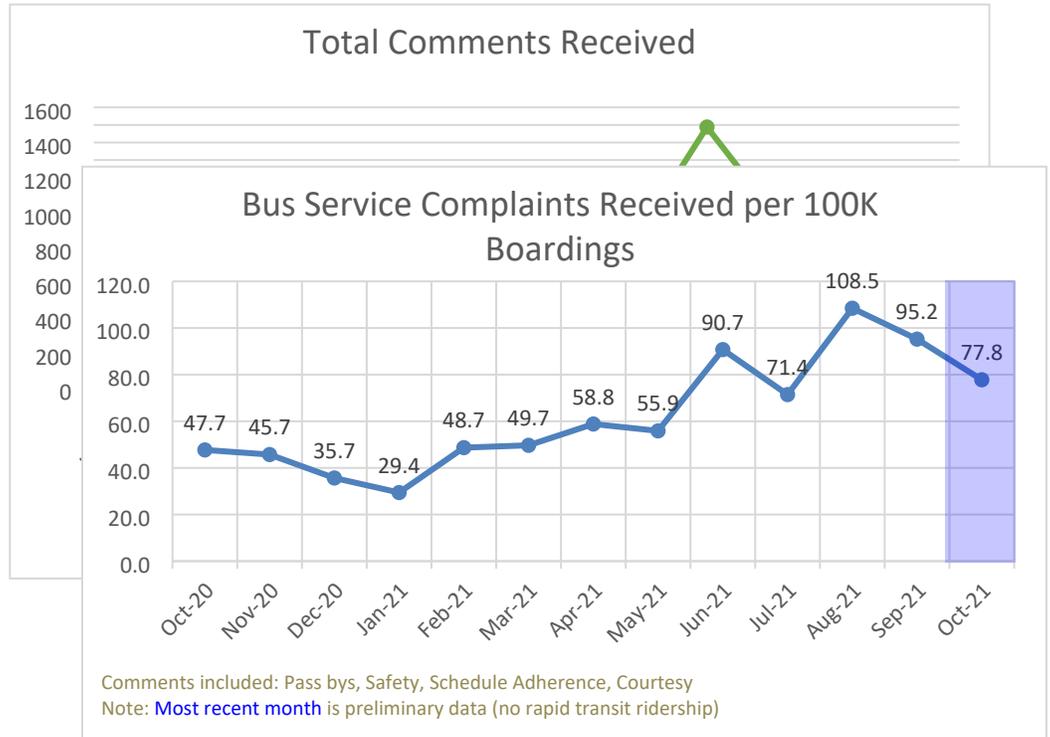


RECEIVED COMMENT REPORT:

The total number of comments received for October is 473. This number is lower than expected. In further research, with the transition of the new vendor, there was a bit of oversight, and the call center staff were not documenting all comments into our comment management systems. There was a discussion about duplicate processing between Salesforce and HASTUS. Adjustments have been made to eliminate this error in the future. IndyGo Care Center Leadership will continue to provide support and provide training as needed.

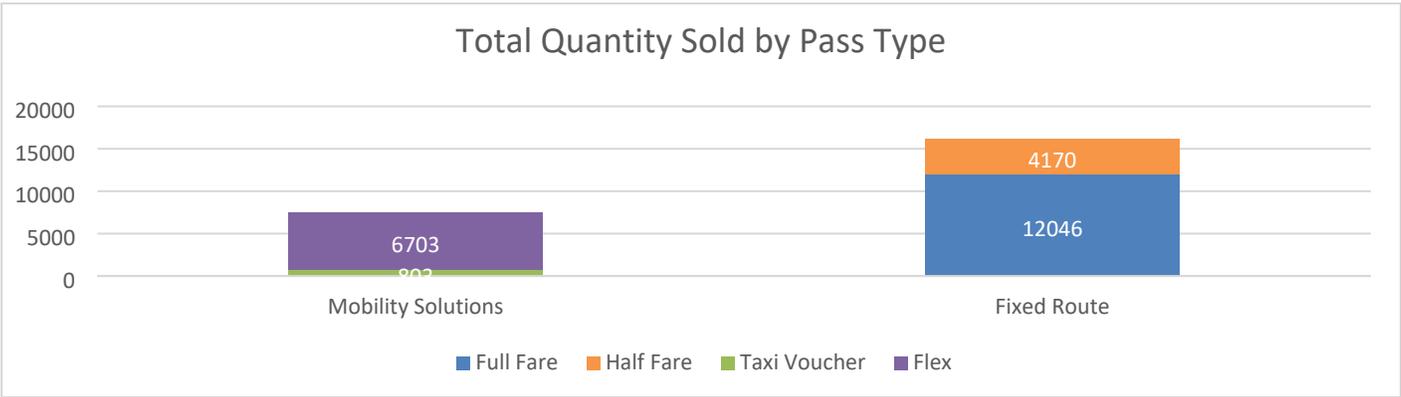
Within the comments received, Schedule Adherence is the largest category contributing to ~29% of the total comments for October. The number of Customer Service Center comments has increased over the past two months as well. This will continue to be monitored by IndyGo Care Center Leadership.

Row Labels	Count of Comment
Schedule Adherence	138
Safety	59
Pass By	50
Courtesy	35
Fares	26
Security	18
Compliment	16
Customer Service Center	16
Wrong Information	15
Route	14
Bus Stop	12
Facility Maintenance	12
2020 COVID	10
Suggestion	10
Rules	9
Request	8
Vehicle Maintenance	8
ADA	5
Denial	5
WellTran	2
ZTRIP	2
Discrimination	1
Purple Line	1
USURV	1
<b>Grand Total</b>	<b>473</b>



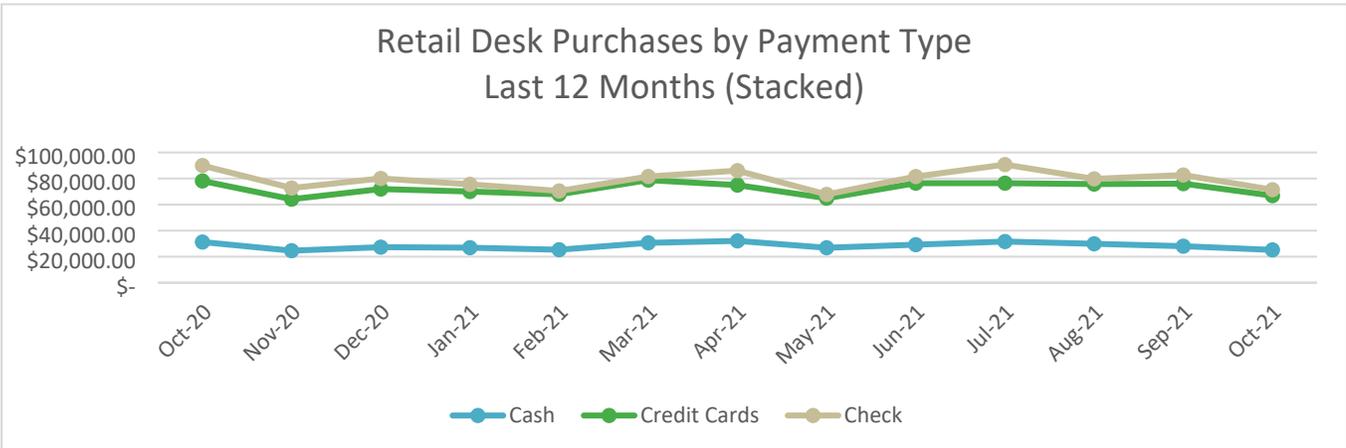
RETAIL CENTER AND SALES REPORT:

Total Quantity of Passes: 23,722



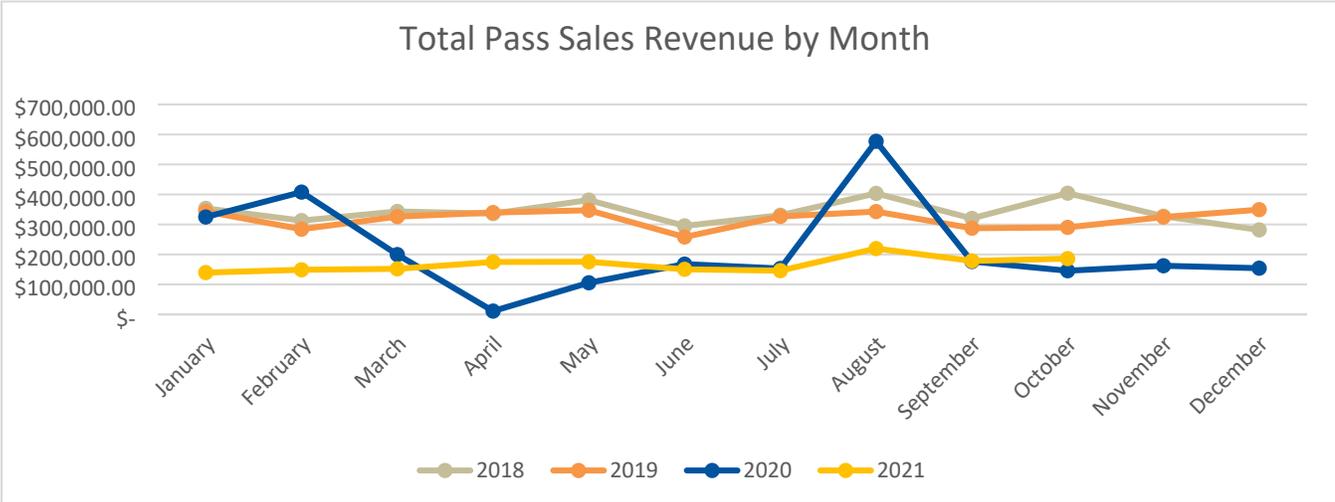
**Payment Breakdown:**

Customer Service Desk experienced a slight decrease in all payment types. Ridership did experience a decline from September to October, which could impact retail desk purchases. IndyGo Care Center Leadership will continue to monitor this.



**Total Pass Revenue (Including eCommerce, Retail, and Invoice):**

Total pass revenue continues to trend lower than pre-pandemic levels. Total pass sales experienced an increase from September to October.



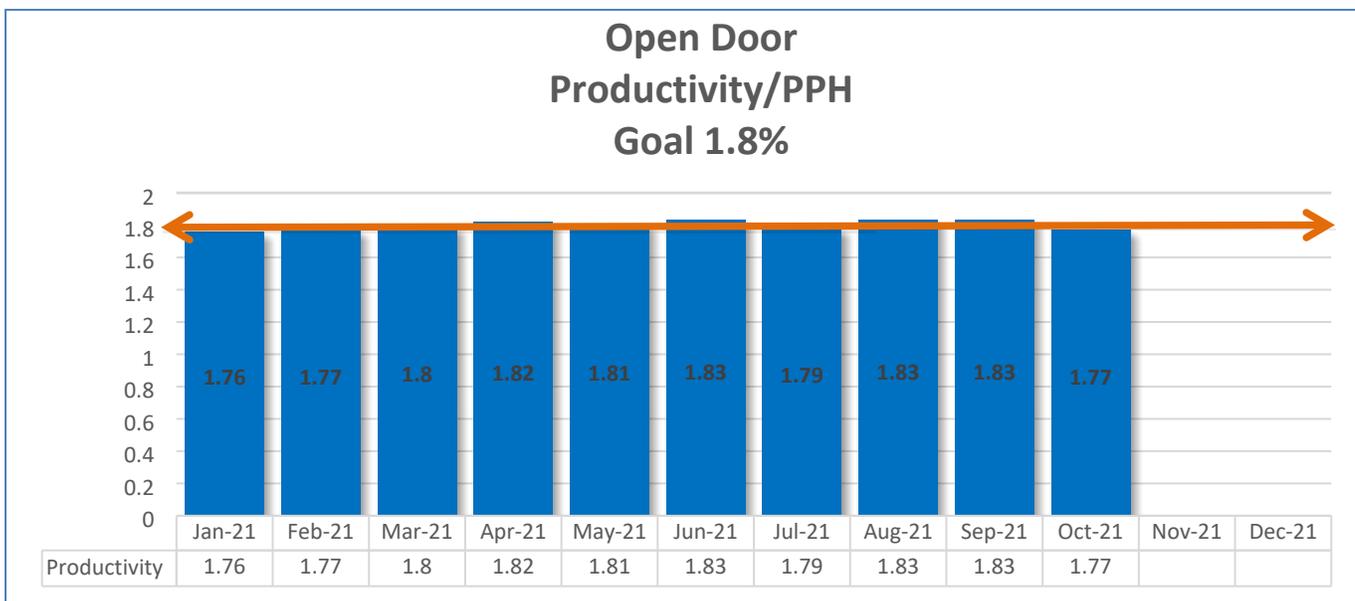
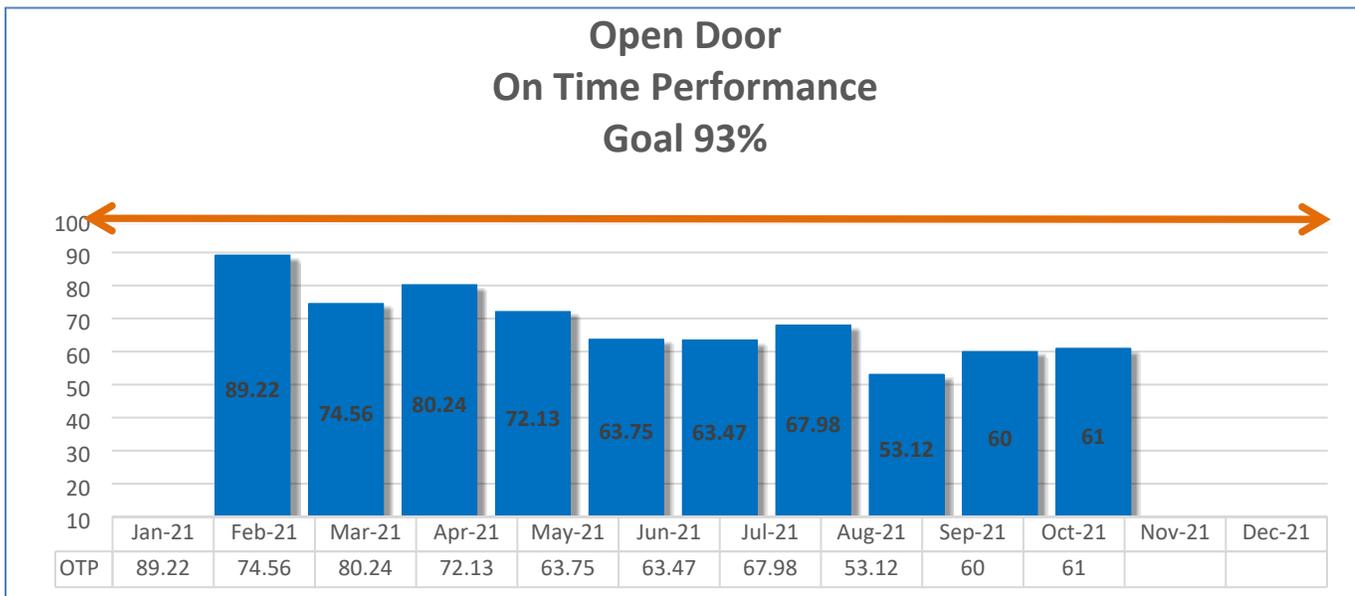
OPEN DOOR RIDERSHIP:

Ridership has decreased from prior year due to COVID-19. Ridership in October 2020 reflects 14,078 unlinked passenger trips, and for October 2021, data reflects 13,992 unlinked passenger trips, a decrease of .6% YOY.

Annual ridership has decreased from prior year due to COVID-19. Ridership in 2020 data reflects 167,300, and for 2021, data reflects 152,062 which is a decrease of -9.16%

On-Time Performance for October 2020 was 89.56%, and Productivity was 1.39%. October 2021 OTP was 51%, and Productivity was 1.77%; this is a decrease of 43.1% and an increase of 27.3%, respectively YOY.

Mobility Services team continues to perform daily monitoring on-site visits and discussions regarding a proactive outlook for the current/next day's service.



**HAWKEYE HEALTH (ASSESSMENT & ELIGIBILITY):**

The ADA requires a functional assessment evaluation within regulatory parameters for our state and federal entities using a wide range of medical conditions and their impact on an individual’s functional abilities.

**2020**

	New	Renew	Approved	New Denied	Renew Denied	Visitors
JAN	68	51	115	3	1	2
FEB	50	45	95	0	0	0
MAR	77	61	138	0	0	1
APR	19	28	47	0	0	0
MAY	17	33	49	0	1	0
JUNE	22	68	84	0	6	0
JULY	18	39	57	0	0	1
AUG	22	62	83	0	1	0
SEPT	23	44	66	0	1	0
OCT	40	43	83	0	0	0
NOV	28	37	65	0	0	0
DEC	25	27	52	0	0	1
<b>Total</b>	<b>409</b>	<b>538</b>	<b>934</b>	<b>3</b>	<b>10</b>	<b>5</b>

**2021**

	New	Renew	Approved	New Denied	Renew Denied	Visitors
JAN	22	38	60	0	0	0
FEB	29	33	62	0	0	0
MAR	46	42	87	0	1	0
APR	47	42	89	0	0	1
MAY	34	40	73	0	0	1
JUNE	35	58	91	0	1	2
JULY	28	54	82	0	0	2
AUG	80	49	128	0	0	2
SEPT	50	49	99	0	0	0
OCT	46	54	100	0	0	0
NOV						
DEC						
<b>Total</b>	<b>417</b>	<b>459</b>	<b>871</b>	<b>0</b>	<b>2</b>	<b>7</b>

	NEW UNCOND	NEW COND	NEW TEMP	RENEW UNCOND	RENEW COND	RENEW TEMP
JAN	63	2	0	46	4	0
FEB	50	0	0	43	2	0
MAR	52	1	24	48	0	13
APR	6	0	13	19	0	9
MAY	9	1	7	21	4	7
JUNE	14	8	0	47	14	1
JULY	17	1	0	38	1	0
AUG	21	0	1	56	5	0
SEPT	22	1	0	42	1	0
OCT	40	0	0	41	2	0
NOV	28	0	0	36	1	0
DEC	24	0	1	27	0	0
	<b>346</b>	<b>14</b>	<b>46</b>	<b>464</b>	<b>34</b>	<b>30</b>

	NEW UNCOND	NEW COND	NEW TEMP	RENEW UNCOND	RENEW COND	RENEW TEMP
JAN	21	1	0	36	2	0
FEB	29	0	0	33	0	0
MAR	44	2	0	40	1	0
APR	47	0	0	42	0	0
MAY	30	2	1	40	0	0
JUNE	32	1	1	57	0	0
JULY	27	1	0	53	1	0
AUG	26	0	53	46	0	3
SEPT	0	0	50	48	0	1
OCT	0	0	46	53	1	0
NOV						
DEC						
	<b>256</b>	<b>7</b>	<b>151</b>	<b>448</b>	<b>5</b>	<b>4</b>

VOUCHER PROGRAM:

Mobility Services offers a Lottery Program and a Dialysis program. Both programs are open to eligible Open-Door customers. As with all programs, IndyGo maintains the right to augment the voucher programs.

**2020 Taxi Voucher Tracking**

	Lottery		Dialysis		Total Vouchers
	Sold	Used	Sold	Used	
January	1190	1135	975	918	4,218
February	1170	875	760	824	3,629
March	920	980	837	847	3,584
April	590	627	817	833	2,867
May	660	655	715	745	2,775
June	620	684	762	728	2,794
July	740	617	817	1071	3,245
August	730	667	754	791	2,942
September	740	697	956	860	3,253
October	750	724	841	920	3,235
November	630	541	743	804	2,718
December	590	615	938	821	2,964
	<b>9,330</b>	<b>8,817</b>	<b>9,915</b>	<b>10,162</b>	<b>38,224</b>

**2021 Taxi Voucher Tracking**

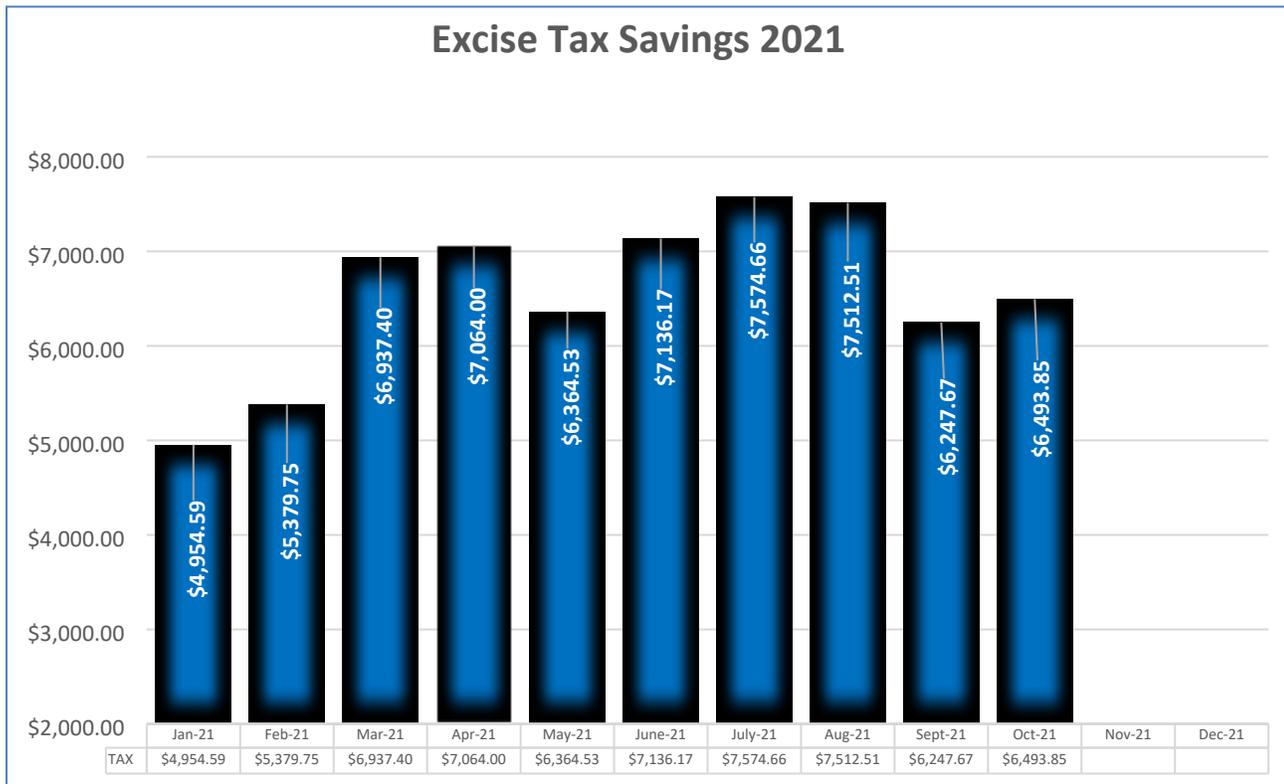
	Lottery		Dialysis		Emergency-Green		Total Vouchers
	Sold	Used	Sold	Used	Sold	Used	
January	720	591	703	749	0	0	2,763
February	760	541	673	707	0	0	2,681
March	680	589	714	761	0	0	2,744
April	680	637	828	680	0	0	2,825
May	750	587	599	697	0	0	2,633
June	640	708	742	700	0	0	2,790
July	710	609	634	636	0	0	2,589
August	610	608	706	670	592	81	2,594
September	530	499	663	687	686	553	2,379
October	740	525	729	708	1640	727	5,069
November							0
December							0
	<b>3,820</b>	<b>5,894</b>	<b>6,991</b>	<b>6,995</b>	<b>2,193</b>	<b>1,361</b>	<b>11,656</b>

WEX FUEL CARD PROGRAM:

The WEX Tax Exemption and Reporting Program have significantly reduced accounting and administrative time for qualified fleets exempt from motor fuel excise taxes or certain sales taxes at Federal, state, county, or local levels.

October 2021 savings from fuel excise taxes were \$6,493.85 (Fed Taxes = \$3,381.87 and State Taxes = \$3,111.98.)

Total annual savings is \$65,665.13





Indianapolis Public Transportation Corporation  
dba IndyGo  
1501 W. Washington Street  
Indianapolis, IN 46222  
www.IndyGo.net

## Human Resources Division Report – October 2021

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**To:** Chair and Board of Directors  
**Through:** President/CEO Inez P. Evans  
**From:** Vice President of Human Resources and Labor Relations Jeffrey M. Brown  
**Date:** December 9, 2021

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### CONSIDERATION OF HUMAN RESOURCES REPORT OCTOBER 2021

**ISSUE:**

A written report of Human Resources information that will be presented at the Board meeting.

**RECOMMENDATION:**

Receive Human Resources report.

Jeffrey M. Brown  
Vice President of Human Resources and Labor Relations

Contributing Staff:  
Tracy Jennings  
Director- HRIS & Benefits

## HUMAN RESOURCES REPORT

### **A. Coronavirus (COVID-19) Update**

- 1. General COVID Update:** Although IndyGo has a very low infection rate and staff are getting vaccinated, there are concerns about the Delta Variant as well as the new Omicron Variant and its impact on the workforce. Since the COVID-19 pandemic began in February of 2020, IndyGo has had 158 total employees who tested positive. IndyGo has continued to urge its workforce to continue to take precautions and has put forth several memorandums regarding workplace precautions and use of benefit time and contact tracing.
- 2. COVID Vaccines:** As of July 15, 2021, 57% of Marion County residents and 50% of Indiana residents are fully vaccinated. IndyGo and the Marion County Public Health Department have partnered to provide residents 18 years and older the COVID vaccine at IndyGo's future headquarters location on Indianapolis' east side. Walk-ins are welcomed, and residents can pre-registration online at [ourshot.in.gov](http://ourshot.in.gov), at 317-221-2100.
- 3. COVID Testing:** IndyGo employees are also eligible for free COVID-19 testing at various sites across Indianapolis and Marion County.
- 4. Mask Mandate Continues At IndyGo:** The federal rule that requires individuals wear a mask covering their nose and mouth when using public transportation is still in effect. People must continue to wear masks on all IndyGo buses, in airports, planes, buses and trains through January 2022 by order of the Transportation Security Administration, which extended the face mask requirement for commuters throughout the United States.
- 5. IndyGo Vaccine Data:** At this time, IndyGo currently has five hundred fourteen (514) employees, or 66.93% of the IndyGo workforce, have reported that they are fully vaccinated. IndyGo has implemented vaccination pay as an incentive for employees to become fully vaccinated before December 15, 2021.

### **B. Federal Vaccine Mandate**

Human Resources offers the following information concerning its measures to ensure compliance with the federal mandate once it becomes effective:

- 1. Background:** On September 9, 2021, President Biden announced a new rule to be created and ultimately enforced by the U.S. Department of Labor's Occupational Safety and Health Administration ("OSHA") that requires all businesses with 100 or more employees to ensure their workers are either vaccinated or tested once a week testing to protect employees from the spread of coronavirus in the workplace. OSHA's new rule was rolled out in October, however, the rule is now subject to a legal challenge and implementation is dependent upon the outcome of that litigation.
- 2. IndyGo's Efforts To Achieve Compliance:** Since the announcement that employers with 100 or more employees would be required to have employees either vaccinated or subject to weekly testing, IndyGo has several steps to ensure compliance if and when the mandate becomes effective. More specifically, IndyGo has taken the following steps: (1) it has developed a vaccination / testing policy as required by the rule; (2) it has tested and procured a vaccination/testing tracking system.

has tracked and determined which employees are unvaccinated and by shift so that testing can be provided to accommodate employees; and (4) it has worked with a contractor to develop an onsite testing regimen. IndyGo is continuing to monitor the litigation surrounding the mandate and modifying its plan to ensure compliance when required.

### **C. Recruitment and Retention Data**

Human Resources offers the following information concerning its hiring and retention of employees:

#### **1. General Background Data:**

a. Total IndyGo Employees:	777
b. Total Union Employees:	548
c. Total Coach Operators:	409
d. Annual Coach Operator Turnover Rate:	26.96%
e. Total Non-Coach Operators Employees:	368
f. Annual Non-Coach Operator Turnover Rate:	22.13%
g. Annual IndyGo Employee Turnover Rate:	24.88%

#### **2. Recruitment Efforts:** Human Resources is amplifying its recruiting efforts to pre-pandemic levels. Human Resources will be participating in the following recruitment events:

- a. **Independent Contractor for Coach Operator Recruitment:** To booster operator recruiting, IndyGo has engaged an independent contractor to focus exclusively on operator recruitment. Since the engagement began in September, the independent contractor has added roughly twenty new operator trainee recruits. IndyGo has also engaged another independent contractor who will start on January 3, 2022.
- b. **Subscription Service for CDL Holders:** As another measure to boost operator recruiting, IndyGo is now receiving contact information for 100-150 candidates who hold a valid CDL.
- c. **CHIPS:** IndyGo is working with the CHIPS to market and promote positions at IndyGo.
- d. **Indiana Muslim Advocacy Network:** IndyGo is working with the Indiana Muslim Advocacy Network to market and promote positions at IndyGo.
- e. **Second Chance Hiring Initiative:** Since IndyGo announced the implementation of the Policy (“the Policy”), three new hires have been made and three candidates was rejected because of a verified recent criminal history. Although the Policy has not yielded significant results, it has been tremendously helpful for IndyGo contractors as they have utilized the policy in over a dozen instances.

## Diversity/Inclusion & Workforce Development Division Report – October 2021

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**To:** Chair and Board of Directors  
**Through:** President/CEO Inez P. Evans  
**From:** Vice President of Diversity/Inclusion & Workforce Development Denise E. Jenkins-Agurs, MS.Ed.  
**Date:** December 9, 2021

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### Culture Engagement:

- The winner of the Fall/Halloween Office Decoration Contest was the Legal Department.
- Thanksgiving Holiday Hoorah was a huge success. We served lunch and dinner to our teammates, just to say thank you for their hard work and dedication through the pandemic.
- Thanksgiving \$25 food vouchers were given to all teammates to assist with their holiday purchase
- Toys for Toys last day to give is December 10<sup>th</sup>
- Holiday Ugly Sweater & Office/Work Station contest will take place on December 16<sup>th</sup>.

### Workforce Development:

- Six Sigma Green Belt course participants had their first project check-in with the instructor
- Preparation for partnership with a Mentorship and Pen Pal Program with Rhoades Elementary School is in the works

### Diversity & Inclusion

- New edition of [The Route](#): IndyGo's DEI Newsletter is available
- Provided 2 Lunch-n-Learns about [Community Service](#) and [Indigenous Advocacy](#) for giving back and Native American Heritage Month
- In preliminary talks with the [Fehribach Center](#) to provide an internship to support people with disabilities
- Preparing to embark upon a [Racial Equity Commitment Program](#) with APTA
- Sponsored teammate's application to the [Latinos in Transit Leadership Academy](#)

### Learning Management System:

- **Orientation:** We are in the process of making Orientation a blended learning experience by developing e-learning courses on Benefits and Sexual Harassment, for documents that require a teammates signature of acknowledgement. LMS modules for digital signatures were created to reduce paper and increase reporting efficiency. All these items are currently in review by the SMEs.
- **Operations:** Presenting to the Operations leadership meeting on Dec. 13 to provide a walkthrough of the LMS and preview the Skillsoft content currently available to all team members.
- **Operator Education:** The educational manual and classroom PowerPoint are in review by the SMEs. Classroom attendance tracking in the LMS is in the testing phase.
- **IT:** Partnered with Don Williams in IT to integrate Mimecast education into the LMS for cybersecurity and spam email learning. We are currently in the testing phase of development.

### COM-MAP updates:

#### General Updates:

- Dionna McCane was hired as the ATU Mentorship and Apprenticeship Coordinator.
- Sarah and Dionna went on a site visit to VTA in San Jose, California to observe their Mentorship and Apprenticeship program to learn their success.

***Mentorship Program:***

- The pilot of the Mentorship program is running smoothly
- We have postponed the first full class of Mentors until January due to the holidays and scheduling
- There will be another Mentorship education in December so we have adequate numbers for our next graduating classes

***Apprenticeship Program:***

- We have completed the steps needed to send our pre-registration to the DOL for approval
- Dionna and Sarah continue to communicate with the Maintenance Department on the progress of program
- All current Maintenance Mentor applicants will be trained by mid-December



## Supplier Diversity Division Report - October 2021

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**To:** Chair and Board of Directors  
**Through:** President/CEO Inez P. Evans  
**From:** Senior Supplier Diversity Officer & DBELO Chelci R. Hunter  
**Date:** December 9, 2021

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### DISCUSSION:

Between October 2021 and November 2021 IndyGo's Supplier Diversity team hosted eight unique one-on-one vendor introductory meetings and three Vendor Development Program sessions. Outside of our hosted events, we also attended White Construction's Small Business Networking Event, NAWBO's Visionary Awards Luncheon, ACEC's 15 Annual Diversity Business and Majority Networking Event, IU Health's Design and Construction Diversity Update, the City of Indianapolis OMWBD's Outreach Planning meeting for 2022, Accelerant's Breakfast event, and IndyGo's Purple Line CAC meeting.

The December 2021 semi-annual report was submitted to the FTA for review on Friday, November 19<sup>th</sup>. Although pending review and acceptance, the DBE utilization for 2021 finished at 15.93%. 5.93% above our 10% goal. Confirmation of acceptance of the 2021 semi-annual reports and DBE utilization will be made official in 2022.

"XBE" utilization for October 2021 finished at 21.70%. This number is inclusive of both City and IDOA spend. We will begin pulling data for the November 2021 "XBE" report in early December.

### UPDATES/UPCOMING ITEMS:

The City of Indianapolis Office of Minority and Women Business Development's 14<sup>th</sup> Annual Year End Forum will be held on December 8, 2021. IndyGo's Supplier Diversity team will be in attendance.

Indy Chamber's BEI Procurement Roundtable will be held on December 9, 2021. IndyGo's Supplier Diversity team will be in attendance.

Planning for IndyGo's second Vendor Development Program has begun. We intend to release the application for the program in 2022. Additional information will be brought to the board when made available.

### RECOMMENDATION:

Receive the report.

Chelci R. Hunter  
Senior Supplier Diversity Officer & DBELO