

January 9, 2020

**FORT WAYNE
PUBLIC TRANSPORTATION
CORPORATION
BOARD OF DIRECTORS**

BOARD MEMBERS

Sherese Fortriede
Ron Steinman
Glynn Hines
Nelson Coats
Lana Keesling
Nathan Hartman
Howard Traxmor

CITILINK STAFF

Maurice Pearl
Jean Marie Boykins
Bruce Miller
Jason Trabert
Claudia Harris-Stevenson
Pam Schieber
Ruth Vosmeier
Ernest Johnson

CORPORATE COUNSEL

Tom Trent
Denny Logan

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Resolutions and Ordinances

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Old Business and New Business

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Open Discussion by the Board

TENTATIVE AGENDA
FORT WAYNE PUBLIC TRANSPORTATION CORPORATION
BOARD OF DIRECTORS MEETING
ORDER OF BUSINESS
THURSDAY, JANUARY 9, 2019 AT 5:30 PM
801 LEESBURG ROAD FORT WAYNE, IN 46808

- I. REGULAR MEETING: to start at 5:30 PM
1. Reading, correcting and approval of the Minutes of the previous meeting(s):
 - a. Regular Board Meeting Minutes (12/12/2019)
 - b. Executive Session of the Board of Directors Meeting Minutes (12/12/2019)
 - c. Executive Session Personnel Committee Meeting Minutes (12/12/2019)
 2. Written Communications from the public¹, including petitions and remonstrance's:
 3. Board of Directors Reports:
 - a. Finance Committee:
 - b. Personnel Committee:
 - c. Marketing Committee:
 - d. Executive Committee
 - e. Legislative Committee
 - f. Transportation Committee
- Staff Reports:
4. Financial Report
 5. Operations Report
 6. Marketing Report
 7. Human Resources Report
 8. Maintenance Report
 9. General Manager's Report
10. Introduction and/or Adoption of Resolutions and Ordinances:
 - a. Resolutions
 - b. Appropriations Ordinances:
 - c. General Ordinances:
 11. Old Business: and New Business:
 12. Open Discussion by the Board

¹ Public Comment is only available to those individuals who pre-registered according to Citilink Policy Meeting Minutes

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION**Board Minutes****December 12, 2019**

The December meeting of the Board of Directors of the Fort Wayne Public Transportation Corporation/Citilink was held on Thursday December 12, 2019 with Executive Session of the Board of Directors starting at 4:34 PM and regular meeting starting at 5:35 PM at the Citilink offices, 801 Leesburg Road, Fort Wayne, Indiana.

Directors Present: Ms. Fortriede, Mr. Steinman, Mr. Hines, Mr. Coats, Mr. Hartman, and Mr. Traxmor

Directors Absent: Ms. Keesling

Staff Present: Mr. Pearl, Ms. Boykins, Mr. Miller, Ms. Wagner, Mr. Trabert, Mr. Thomas, Ms. Schieber, and Ms. Vosmeier

Others Present: Mr. Trent, Corporate Counsel, Mr. Logan, Corporate Counsel, Ms. Gilbert-Johnson, Corporate, and Officer Barbour

Staff Absent: Mr. Johnson

Ms. Fortriede began with roll call of members and noted that all Board Members were present, with the exception of Ms. Keesling.

Approval of Minutes: Ms. Fortriede moved to the reading, correcting and approval of the previously distributed regular Board Meeting minutes from 11/14/2019. Mr. Coats made the motion to approve the minutes. Mr. Hines seconded. The minutes were approved unanimously.

Communications from the Public, Including Petitions and Remonstrance's: None

Resolutions:

R-05-2019 Contract for Physicians Health Plan (PHP) Health Insurance.

Mr. Miller presented the PHP Agreement and recommended that Citilink renew their contract. Mr. Trent discussed a new feature that PHP would refund charges less than the amount in the contract. Mr. Pearl presented the fact that this new contract had some favorable options for the company. Mr. Miller said that the PHP's agent fought to get Citilink a much lower deductible increase than that company wanted. It started out at 13%; however, the agent was able to get it down to 2%.

Mr. Hines asked if Citilink had compared rates with other companies. Mr. Miller assured him that Citilink did,

Mr. Trent had noted that the insurance broker had switched Broker and Group in the preamble of the contract. Mr. Trent recommended that the wording be changed.

Mr. Hines made the motion to approve the PHP Contract. Mr. Steinman seconded. The contract to renew PHP as the health care provider for Citilink was approved unanimously.

Board of Directors Reports:

Finance Committee: No Report

Personnel Committee: No Report

Marketing Committee: Minutes are attached to Board Packet

Legislative Committee: No Report

Executive Committee: No Report

Transportation Planning Committee: Mr. Traxmor indicated that they did meet, and that they saw a presentation of the Transit Development Plan from Mr. Troe.

Staff Reports:

Controller's Report

Mr. Miller distributed the Interim Record of Transmittals for the period of December 1 – December 13, 2019. Mr. Traxmor had a question regarding a \$1,000 payment for D and A for lunch. Mr. Pearl explained that this was for lunch for Citilink employees for going 30 days without a preventable accident.

Mr. Steinman made the motion to approve the Interim Record of Transmittals for December 1 – 13, 2019. Mr. Hines seconded. The Interim Record of Transmittals were approved unanimously.

Ms. Fortriede asked Mr. Pearl to explain the new format of the Board packages. Mr. Pearl explained that the packet was broken down into segments. Each section has numbered pages so that it is easier to hone in to where things are during the Board presentations. Citilink directors and managers will be presenting their section of the report to the Board.

In the Controller's Report, Mr. Miller pointed out that the overall revenue is under budget by approximately 7 % this was largely due to not needing to draw down all of the 5307 Special Rules Operational Funds that were budgeted and the operating expenses are under budget by approximately 5.2%.

Citilink's Cash Position at the end of November 2019 is approximately \$523,000 higher than November 2018.

The Financial Summary compared to 2018 reflected that Citilink's Total Revenue was up almost 2.5% and that the company's Operating Expenses were up 5.35%.

In the Cash Balance Report, at the end of November, the Old National cash balance was at \$2,491,000. The cash balance in Horizon was \$1,110,000. The \$3,602,000 is the total cash balance of both banks.

In the Statement of Net Earnings, Mr. Miller pointed out only the unusual activities. PHP under the new contract will have a contractual rebate based on expenses and other items. However, in 2019 we received a rebate based on the Affordable Care Act. If an insurance company's profit is in excess of 25%, they need to rebate that profit back to their larger contracts. Based on this, Citilink received a check for \$82,000. Since Citilink pays 88% of the insurance, the company received approximately \$75,000. The balance of the refund was paid to employees that paid medical bills out of pocket. The Total Operating Expenses, year to date, were under budget approximately \$700,000.

Mr. Traxmor asked about where the money goes when not drawn down from the 5307 Fund. Mr. Miller explained that the company does not want to draw down the 5307 Funds unless it is absolutely necessary, because there would not be funding for buses and other large capital expenses. If all the budgeted money was drawn down, the company would be put in a risky situation. Therefore, year to year the company tries to minimize the amount of money drawn down. The last two years, it has been \$500,000. We are

about \$200,000 lower in spending, and in December there will be a conversation between Mr. Pearl and Mr. Miller regarding the funds.

Mr. Hines mentioned that Salin Bank had been bought out by Horizon, and wondered if Citilink had recently compared what is offered by different banks. Mr. Miller said it has been a couple of years since the company compared what the banks offer. Mr. Hines recommended that Citilink investigate what is available at different banks.

Operations Report:

Mr. Thomas introduced himself to the Board, he was filling in because of Ms. Harris-Stevenson's absence. He reported that 9 interviews were conducted between November 11 – 25th. There are new drivers needed because of two that retired, and for 2 new proposed routes. On November 13th, Ms. Harris-Stevenson met with Salem Manor possibly taking the bus past there to pick up passengers.

The collision total for November was 11 collisions. Fixed Route had a total of 9 accidents. 3 were preventable accidents, and 6 were non-preventable accidents. In Access there were 0 preventable accidents, and 2 non-preventable accidents.

The monthly Fixed Route ridership for November 2019 was 128,279 compared to 2018, which was 137,015. This was a decrease of 8,736 rides and a decrease of 6.38%. On-time performance was 88.86%, and average weekday ridership was 5,630. On Access, November 2019 ridership was 6,399 compared to 2018, which was 5,958, that was an increase of 441 trips, and an increase of 7.4%. The average weekday trips were 238 in November, and the on-time performance for Access 97.1%.

For ridership, Token Transit sales for November 2019 were \$8,704. The usage for Fixed Route was 2,038 and 523 for Access. Free Fare Election day rides for 2019 for Fixed Route was 7,454 which was a decrease of 310 trips from last year. Access had 306 trips, which was an increase of 11 trips over 2018. On Free Fare Saturday on November 30, 2019 Fixed Route had 3,062 trips and Access had 162 rides, this was a total increase of 489 trips over last year. CTN had 943 trips for November 2019. Greyhound sales for November were 551 tickets, compared to 721 sold in 2018. Package sales were also down- 27 packages this year, compared to 32 sold last year.

The Run Report for Fixed Route is 48 full time weekdays with 5 open runs, and 18 on Saturdays with 2 open runs, for a total of 65 full time Fixed Route runs. Access has a total of 17 full time runs.

Mr. Hines brought up the announcement that the load amount was decreased for the Bluffton Road bridge which will prohibit Fixed Route buses from utilizing that bridge due to their weight.

The options presented were that passengers either walk down to Fairfield and take the #3, or that they somehow get to Broadway and Taylor. It was asked if there were any alternate routes that would enable the Bluffton Road area to be serviced. Due to the fact that the side streets in that area are very narrow, and Rudisill is closed off, it will be very difficult to find an alternate route for the #1 Broadway bus. Another option would be to go down Broadway and pick up passengers, then back track and continue on the route. The problem with this is that there might not be enough time to complete the route. It was mentioned that the bridge will potentially be closed for several years, and that all options pertaining to routes need to be explored.

There will also be a road closure Hessen Castle between Pauling and Tillman Road., which means that the area by Harding will not be serviced. However, Hessen Castle should reopen by January.

Marketing Report:

Ms. Wagner introduced herself to the Board. Then she proceeded with a brief summary of her activities.

- Mark Russet gave an estimate to update Citilink's website.
- Ms. Wagner sent out two press releases in regards to Free fare Saturdays, and another press release about the TDP Public Input Meetings.
- Citilink will host a Christmas Bus December 17th and 19th for people in need. On December 11th, Ms. Wagner went with a group of children from Woodburn Christian Children's Home. She will be hosting 3 groups next for the Christmas Bus event.
- On December 12, 2019, she and Steven Bailey captured video for social media and YouTube to promote Citilink and to promote the Transit Development Plan.
- Ms. Wagner is working on the 2020 Marketing Plan to present to the next Marketing Committee Meeting.

Human Resources Update:

Ms. Boykins presented her report to the Board.

- Citilink currently has 123 employees
- Recruitment:
 - Drivers: approved for 5, but need 2 more because of 2 new Access routes
 - 2 of 4 mechanics are still needed
 - Safety position needs to be filled
 - HR Generalist needs to be filled
- New Hires: 1 Hostler as of November 30, 2019
- Training Senior Management Staff for FTA requirements in South Bend
 - 2 from Administration
 - 2 from Operations
 - 1 from Maintenance
 - 1 from Customer Service
- Triennial Training in Columbus, Ohio
 - Mr. Miller from Finance
 - Mr. Trabert from Maintenance
- Terminations
 - 2 from Maintenance
 - 2 from customer Service
- As of November 30, 2019, there have been no EEOC claims filed against Citilink

Maintenance Report:

Mr. Trabert presented his report to the Board of Directors.

- Fixed Route Buses traveled 113,687 miles, with a fuel consumption of 21,100 gallons, with an average of 5.39 MPG. For Preventative Maintenance, there were 21 scheduled services, with 100% completion rate. And for Road Calls, there were 3 major road calls in November, with 37,896 miles between them.
- Access Buses traveled 36,681, with a fuel consumption of 4,014 gallons, with an average of 9.14 MPG. For Preventative Maintenance, there were 12 scheduled services, with 100% completion rate. For Road Services, there were 0 road calls with 36,681 miles between road calls.
-

December 12, 2019

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- Labor had 200 work orders completed in 580.6 hours, with an average repair time of 2.803 hours. There is a need to hire 2 more mechanics, and the hostlers are fully staffed with 5 part-time, and 1 full-time.
- Fuel Consumption for November 2019 was 25,114 gallons with an average price of \$2.12 per gallon with a total cost of \$53,241.68. Total fuel consumption was 25,114 gallons with a cost of \$2.12 per gallon, for a total cost of \$53,241.68.

Mr. Hines asked if Citilink was recruiting through Ivy Tech. He mentioned that he had spoken to someone from Ivy Tech who said they wanted to supply local shops with mechanics. Mr. Trabert had mentioned that he was on their Diesel Curriculum Advisory Board and does work closely with their staff. However, because Citilink is a Union shop, their program doesn't jive with our CBA.

General Manager's Report:

Mr. Pearl presented his report to the Board. He reported on several activities:

- Attending Rotary Club International Meetings
- Participated in numerous conference calls with Bill Troe of SRF
- Attended the Marketing Committee Meeting on November 19, 2019
- Attended the Northeast Indiana Disability Action Committee Meeting on November 20th
- Conference call with Samsara Vehicle Tracking Company
- Attended the annual Drug and Alcohol Meeting held at Citilink
- Met with Tina Acosta at Turnstone about getting buses closer to their facility
- Mr. Trabert and Mr. Pearl met with a representative from BAE Systems on bus electric technology
- Met with state Senator Holdman on December 2nd
- Attended FTA Substance Abuse Training in South Bend with several staff members
- Attended Transit development Plan Meetings on December 11th and 12th
- On December 5th, Mr. Pearl, Mr. Trabert, and Ms. Wagner viewed a BYD electric bus

Old Business:

Mr. Troe gave an update of the Transit Development Plan

- 4 Public Meetings: 2 each day on 12/10/2019 and 12/11/2019
 - Each day there was an Open House at Central Station
 - Each day there was a presentation at a library branch followed by an open discussion period.
- Basic topics at all meetings
 - How will the changes affect their trips?
 - Need for more: run time, coverage, frequency
- Plan to release final document by January 15, 2020
- Future adoption, and implementation of plan.

At the end of Mr. Troe's presentation, Mr. Traxmor passed out a proposed modification to the TDP that will under consideration.

New Business:

- Slate of Officers for Election

- Ms. Fortriede as Chair
- Mr. Steinman as Vice Chair
- Mr. Hines as Secretary

Mr. Coats moved to re-elect the current slate of officers to their positions. Mr. Hines seconded the motion. The officers were re-elected unanimously.

Open Discussion by the Board:

- Ms. Fortriede passed out papers from the APTA Conference
- Ms. Fortriede thanked Mr. Pearl for implementation of a new reporting process for Board presentations.

There being no further business, the meeting adjourned at 6:34 PM.

Attest:

Sherese Fortriede
Chair

Ron Steinman
Vice Chair

Public Comment:

BOARD OF DIRECTORS REPORTS

**FORT WAYNE PUBLIC TRANSPORTATION CORPORATION-
Executive Session Meeting of the Personnel Committee Minutes
December 12, 2019**

An Executive Session of the Personnel Committee of the Board of Directors of the Fort Wayne Public Transportation Corporation was held on Thursday, December 12, 2019, beginning at 4:05 p.m. at the Citilink offices located at 801 Leesburg Road, Fort Wayne, Indiana.

Personnel Committee Members Present: Mr. Ronald Steinman - Chair, Mr. Glynn Hines and Ms. Sherese Fortriede.

Staff Present: Mr. Maurice Pearl and Ms. Jean Marie Boykins.

Others Present: Mr. Thomas Trent and Mr. Dennis Logan, Rothberg Logan & Warsco LLP.

The Personnel Committee of the Board of Directors met for one or more of the purposes stated in the notice of such meeting. No other matters were discussed.

There being no further business, the meeting adjourned at approximately 4:30 p.m.

Attest:

Ronald Steinman
Chairman

Sherese Fortriede
Committee Member

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION-
Executive Session Meeting of the Board of Directors Minutes
December 12, 2019

An Executive Session of the Board of Directors of the Fort Wayne Public Transportation Corporation was held on Thursday, December 12, 2019, beginning at 4:34 p.m. at the Citilink offices located at 801 Leesburg Road, Fort Wayne, Indiana.

Board Members Present: Mr. Glynn Hines, Ms. Sherese Fortriede, Mr. Nelson Coats, Mr. Howard Traxmor, Mr. Nathan Hartman and Mr. Ronald Steinman

Board Members Absent: Ms. Lana Keesling

Staff Present: Mr. Maurice Pearl and Ms. Jean Marie Boykins joined the meeting at 4:52 p.m.

Others Present: Mr. Thomas Trent and Mr. Dennis Logan, Rothberg Logan & Warsco LLP

The Board of Directors met for the purposes stated in the notice of such meeting.

There being no further business, the meeting adjourned at 5:25 p.m.

Attest:

Sherese Fortriede
Chair

Glynn Hines
Secretary

TO FORT WAYNE PUBLIC TRANSPORTATION CORPORATION BOARD OF DIRECTORS

FROM: BRUCE MILLER, CONTROLLER

JANUARY 9, 2020

SUBJECT: FINANCIAL REPORT

Agenda Item #4.1

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TO FORT WAYNE PUBLIC TRANSPORTATION CORPORATION BOARD OF DIRECTORS

FROM: BRUCE MILLER, CONTROLLER

JANUARY 9, 2020

SUBJECT: FINANCIAL REPORT

CONTROLLER'S REPORT

January 9, 2020

DECEMBER 2019 FINANCIAL DATA

Overall revenue is under budget (after accounting for budgeted circuit breaker) by approximately 6.7% due to the fact that we don't anticipate drawing down as much 5307 Special Rule Operations funds in the current year as was budgeted. Operating expenses are under budget by approximately 5.0%. Part of the reason for the savings is due to the fact that we have experienced large savings in Group Medical Insurance and Fuel. These are lower due to the health insurance renewal coming in lower than what we had anticipated and diesel fuel prices being significantly lower than budgeted.

Citilink's cash position as of December 31, 2019 is roughly \$813,000 higher as compared to the cash position as of December 31, 2018.

Financial Summary Comparison

	December		Year to date			
	2019	2018	2019	2018	\$ Diff	% Diff
Operating revenue	\$ 125,101.49	\$ 129,753.17	\$ 1,830,501.69	\$ 1,942,721.61	\$ (112,219.92)	5.78%
Non-operating revenue	\$ 1,098,884.29	\$ 1,026,922.95	\$ 11,978,402.41	\$ 11,492,578.96	\$ 485,823.45	4.23%
Total Revenue	\$ 1,223,985.78	\$ 1,156,676.12	\$ 13,808,904.10	\$ 13,435,300.57	\$ 373,603.53	2.78%
Operating Expenses	\$ 1,185,791.53	\$ 1,123,025.53	\$ 13,959,895.67	\$ 13,248,483.30	\$ 711,412.37	5.37%

RECORD OF TRANSMITTALS

The Record of Transmittals for December 2019 is included in your packet. The interim Record of Transmittals for January 1-9, 2020 will be distributed at the meeting for your review and approval.

Respectfully submitted,



Bruce Miller
Controller

Prepared By:



Approved By:



CITILINK

**Cash Balances Report
12/31/2019**

OLD National Bank

Checking	\$	2,687,308.20
Ticket Vending Machine	\$	1,153.00
Credit Card	\$	3,263.49
Money Market	\$	<u>5,336.53</u>
	\$	2,697,061.22

Horizon Bank (was Salin)

Savings	\$	1,110,906.37	
TOTAL			<u>\$ 3,807,967.59</u>

Fund Balances

Operating	\$	1,473,205.47	
Workers' Comp	\$	1,000,000.00	
Liability	\$	266,187.08	
Matching	\$	200,384.52	
Levy Excess	\$	-	
Rainy Day	\$	<u>868,190.52</u>	
			<u>\$ 3,807,967.59</u>

CASH ACTIVITY SUMMARY

	<u>Current Month</u>		<u>Y-T-D</u>	
Beginning Balance	\$	3,602,505.34	\$	2,994,879.79
Receipts	\$	1,283,317.54	\$	16,226,110.27
Disbursements	\$	<u>1,077,855.29</u>	\$	<u>15,413,022.47</u>
Ending Balance	\$	<u>3,807,967.59</u>	\$	<u>3,807,967.59</u>
	\$	-	\$	(0.00)

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION/CITILINK

STATEMENT OF NET EARNINGS
For the Month Ending December 31, 2019

	Period to Date			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
REVENUE						
OPERATING REVENUE						
Passenger Fares	77,093.14	119,466.67	-42,373.53	1,105,925.20	1,433,600.00	-327,674.80
Paratransit	13,735.75	15,330.00	-1,594.25	180,717.22	183,960.00	-3,242.78
Fare Subsidy	30,224.60	32,460.00	-2,235.40	392,468.95	389,520.00	2,948.95
Advertising Service	3,880.00	13,333.33	-9,453.33	148,900.50	160,000.00	-11,099.50
ID Cards	168.00	50.00	118.00	2,489.82	600.00	1,889.82
TOTAL OPERATING REVENUE	125,101.49	180,640.00	-55,538.51	1,830,501.69	2,167,680.00	-337,178.31
NON-OPERATING REVENUE						
Federal Operating Assistance	0.00	0.00	0.00	0.00	0.00	0.00
State Operating Assistance	174,422.00	175,611.17	-1,189.17	2,093,009.00	2,107,334.00	-14,325.00
Property Taxes	484,959.34	450,509.67	34,449.67	5,522,062.18	5,406,116.00	115,946.18
Excise Taxes	78,530.13	29,936.58	48,593.55	407,837.13	359,239.00	48,598.13
Bank Taxes	9,588.54	2,519.50	7,069.04	37,308.54	30,234.00	7,074.54
COIT Tax	76,964.42	79,473.92	-2,509.50	988,335.04	953,687.00	34,648.04
Commercial Vehicle Taxes	7,899.00	2,878.08	5,020.92	39,557.00	34,537.00	5,020.00
JARC	0.00	0.00	0.00	0.00	0.00	0.00
Capitalize Maintenance	120,000.00	164,666.67	-44,666.67	1,825,000.00	1,976,000.00	-151,000.00
CMAQ	0.00	6,666.67	-6,666.67	0.00	80,000.00	-80,000.00
Complementary Paratransit	26,253.00	26,250.25	2.75	315,003.00	315,003.00	0.00
FTA 5307 - Operations	41,663.00	93,257.42	-51,594.42	500,000.00	1,119,089.00	-619,089.00
New Freedom	0.00	0.00	0.00	0.00	0.00	0.00
Private Grants	0.00	0.00	0.00	0.00	0.00	0.00
FTA - Program Administration for 5310	3,555.00	1,666.67	1,888.33	30,319.00	20,000.00	10,319.00
FTA 5310 - Operational Funds Pass Thru	32,000.00	8,333.33	23,666.67	96,000.00	100,000.00	-4,000.00
Sale of Fuel	0.00	0.00	0.00	0.00	0.00	0.00
Sale of Scrap	0.00	83.33	-83.33	308.27	1,000.00	-691.73
Investment Income	353.11	416.67	-63.56	3,868.68	5,000.00	-1,131.32
Accident Repair Recovery	13,508.15	500.00	13,008.15	30,395.64	6,000.00	24,395.64
Greyhound Agency Income	3,347.92	5,000.00	-1,652.08	44,582.17	60,000.00	-15,417.83
Other Miscellaneous Income	840.68	4,583.33	-3,742.65	10,753.76	55,000.00	-44,246.24
Gain/Loss on Sale of Fixed Assets	25,000.00	0.00	25,000.00	34,063.00	0.00	34,063.00
TOTAL NON-OPERATING REVENUE	1,098,884.29	1,052,353.25	46,531.04	11,978,402.41	12,628,239.00	-649,836.59
TOTAL REVENUE	1,223,985.78	1,232,993.25	-9,007.47	13,808,904.10	14,795,919.00	-987,014.90
OPERATING EXPENSES						
SALARIES AND WAGES						
Operations Supervisors Wages	17,807.12	26,086.75	-8,279.63	272,176.72	313,041.00	-40,864.28
Drivers Wages	345,557.89	337,298.25	8,259.64	4,048,754.58	4,047,579.00	1,175.58
Dispatchers & Other Wages	22,428.84	21,423.75	1,005.09	310,689.40	257,085.00	53,604.40
Maintenance Supervisors Wages	9,248.00	10,031.33	-783.33	126,057.20	120,376.00	5,681.20
Mechanics & Service Wages	47,423.41	53,442.25	-6,018.84	685,890.98	641,307.00	44,583.98
General Office Wages	21,699.94	14,821.25	6,878.69	246,026.34	177,855.00	68,171.34
General Management Wages	17,594.64	6,272.08	11,322.56	172,141.84	75,265.00	96,876.84
Sick Pay	13,203.00	21,858.33	-8,655.33	246,642.64	262,300.00	-15,657.36
Holiday Pay	22,086.60	11,646.75	10,439.85	151,086.90	139,761.00	11,325.90
Vacation Pay	40,766.56	30,915.83	9,850.73	368,104.76	370,990.00	-2,885.24
Other Paid Absence	9,440.46	10,305.25	-864.79	85,672.66	123,663.00	-37,990.34
TOTAL SALARIES AND WAGES	567,256.46	544,101.83	23,154.63	6,713,244.02	6,529,222.00	184,022.02

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION/CITILINK

STATEMENT OF NET EARNINGS
For the Month Ending December 31, 2019

	Period to Date			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
FRINGE BENEFITS						
FICA Taxes	41,669.15	40,979.92	689.23	494,212.98	491,759.00	2,453.98
Pension	45,435.81	49,393.58	-3,957.77	597,214.40	592,723.00	4,491.40
Group Medical Insurance	203,823.67	247,705.25	-43,881.58	2,470,874.77	2,972,463.00	-501,588.23
Group Dental Insurance	7,291.19	7,864.67	-573.48	87,382.20	94,376.00	-6,993.80
Group Life Insurance	2,943.40	2,948.67	-5.27	35,894.60	35,384.00	510.60
Group Disability Insurance	5,656.44	8,024.92	-2,368.48	68,466.98	96,299.00	-27,832.02
Group Vision Insurance	2,498.40	2,787.50	-289.10	30,227.62	33,450.00	-3,222.38
Separation Expense	0.00	0.00	0.00	0.00	0.00	0.00
Unemployment Taxes	78.40	502.75	-424.35	6,426.55	6,033.00	393.55
Workers' Compensation	10,471.17	10,496.17	-25.00	128,887.00	125,954.00	2,933.00
Drivers' Uniforms	<u>10,463.38</u>	<u>3,181.67</u>	<u>7,281.71</u>	<u>39,922.68</u>	<u>38,180.00</u>	<u>1,742.68</u>
TOTAL FRINGE BENEFITS	330,331.01	373,885.08	-43,554.07	3,959,509.78	4,486,621.00	-527,111.22
MATERIALS AND SUPPLIES						
Fuel and Lubricants	63,697.98	89,235.42	-25,537.44	860,578.35	1,070,825.00	-210,246.65
Tires and Tubes - Fixed Route	6,756.59	6,250.00	506.59	69,120.18	75,000.00	-5,879.82
Tires and Tubes - Paratransit	2,070.44	1,613.33	457.11	13,294.75	19,360.00	-6,065.25
Tickets, Transfers and Schedules	0.00	1,666.67	-1,666.67	8,684.90	20,000.00	-11,315.10
Parts - Rebuilt	56.00	0.00	56.00	1,928.82	0.00	1,928.82
Parts - Other Vehicles	0.00	0.00	0.00	0.00	0.00	0.00
Parts/Supplies - Paratransit	7,137.82	8,066.67	-928.85	123,289.63	96,800.00	26,489.63
Parts/Supplies - Revenue Equipment	18,435.88	31,250.00	-12,814.12	374,165.11	375,000.00	-834.89
Inventory Adjustment	25,000.00	0.00	25,000.00	21,737.21	0.00	21,737.21
Parts/Supplies - Shop Equipment	1,660.57	2,500.00	-839.43	23,290.46	30,000.00	-6,709.54
Parts/Supplies - Service Equipment	138.04	1,000.00	-861.96	13,308.41	12,000.00	1,308.41
Accident Repairs	6,426.05	0.00	6,426.05	9,901.26	0.00	9,901.26
Coveralls	4,457.80	2,472.92	1,984.88	29,257.09	29,675.00	-417.91
Service Supplies	1,047.40	2,083.33	-1,035.93	34,739.92	25,000.00	9,739.92
Farebox Repairs	146.90	2,000.00	-1,853.10	33,238.22	24,000.00	9,238.22
Outside Maintenance	5,689.85	8,333.33	-2,643.48	81,878.61	100,000.00	-18,121.39
Other Materials & Supplies	<u>5,848.25</u>	<u>4,000.00</u>	<u>1,848.25</u>	<u>47,248.84</u>	<u>48,000.00</u>	<u>-751.16</u>
TOTAL MATERIALS AND SUPPLIES	148,569.57	160,471.67	-11,902.10	1,745,661.76	1,925,660.00	-179,998.24
SERVICES						
Professional and Technical	6,375.00	35,765.00	-29,390.00	181,958.23	429,180.00	-247,221.77
Temporary Help	7,914.71	0.00	7,914.71	63,475.10	0.00	63,475.10
Maintenance Contracts	8,553.51	8,291.25	262.26	109,872.22	99,495.00	10,377.22
Custodial Services	23,816.22	4,700.00	19,116.22	56,556.78	56,400.00	156.78
Security Services	3,000.00	3,500.00	-500.00	45,666.60	42,000.00	3,666.60
Legal Services	20,178.64	20,125.00	53.64	217,973.56	241,500.00	-23,526.44
Data Processing	<u>1,814.27</u>	<u>2,175.00</u>	<u>-360.73</u>	<u>27,889.06</u>	<u>26,100.00</u>	<u>1,789.06</u>
TOTAL SERVICES	71,652.35	74,556.25	-2,903.90	703,391.55	894,675.00	-191,283.45
UTILITIES						
Heat, Lights and Water	11,570.23	13,000.00	-1,429.77	121,872.72	156,000.00	-34,127.28

STATEMENT OF NET EARNINGS
For the Month Ending December 31, 2019

	Period to Date			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
INSURANCE						
Physical Damage Insurance	833.33	833.33	0.00	9,999.96	10,000.00	-0.04
Liability Insurance	15,000.00	15,000.00	0.00	180,300.00	180,000.00	300.00
Other Corporate Insurance	<u>16,674.35</u>	<u>14,418.92</u>	<u>2,255.43</u>	<u>199,149.10</u>	<u>173,027.00</u>	<u>26,122.10</u>
TOTAL INSURANCE	32,507.68	30,252.25	2,255.43	389,449.06	363,027.00	26,422.06
TAXES						
Fuel and Lubricant Taxes	690.00	306.00	384.00	6,907.84	3,672.00	3,235.84
Other Taxes	<u>7.20</u>	<u>0.00</u>	<u>7.20</u>	<u>291.40</u>	<u>0.00</u>	<u>291.40</u>
TOTAL TAXES	697.20	306.00	391.20	7,199.24	3,672.00	3,527.24
PURCHASED TRANSPORTATION						
Purchased Transportation	8,000.00	8,333.33	-333.33	96,000.00	100,000.00	-4,000.00
MISCELLANEOUS EXPENSES						
Dues and Subscriptions	1,620.83	2,500.00	-879.17	24,011.80	30,000.00	-5,988.20
Travel and Meetings	2,146.57	2,125.00	21.57	46,479.08	25,500.00	20,979.08
Bad Debt Expense	0.00	0.00	0.00	0.00	0.00	0.00
Advertising/Media	1,269.95	7,915.50	-6,645.55	32,489.83	94,986.00	-62,496.17
Communications Service	3,791.38	3,973.00	-181.62	46,669.98	47,676.00	-1,006.02
CDL/Phys/Drug Test	199.00	835.00	-636.00	9,368.50	10,020.00	-651.50
Bank Fees	1,530.91	1,000.00	530.91	20,461.16	12,000.00	8,461.16
Other Miscellaneous Expense	<u>1,416.67</u>	<u>500.00</u>	<u>916.67</u>	<u>6,193.52</u>	<u>6,000.00</u>	<u>193.52</u>
TOTAL MISCELLANEOUS EXPENSES	11,975.31	18,848.50	-6,873.19	185,673.87	226,182.00	-40,508.13
LEASES AND RENTALS						
Office Equipment Lease	151.72	180.00	-28.28	675.67	2,160.00	-1,484.33
VEHICLE TRACKING SYSTEM						
Vehicle Tracking System	<u>3,080.00</u>	<u>1,100.00</u>	<u>1,980.00</u>	<u>37,218.00</u>	<u>13,200.00</u>	<u>24,018.00</u>
TOTAL OPERATING EXPENSES	<u>1,185,791.53</u>	<u>1,225,034.92</u>	<u>-39,243.39</u>	<u>13,959,895.67</u>	<u>14,700,419.00</u>	<u>-740,523.33</u>
NET EARNINGS (LOSS) BEFORE NON-BUDGETED ITEMS						
	38,194.25	7,958.33	30,235.92	-150,991.57	95,500.00	-246,491.57
NON-BUDGETED ITEMS						
NON-BUDGETED ITEMS Depreciation	156,524.88	0.00	156,524.88	1,878,298.56	0.00	1,878,298.56
Unfunded Pension Liability Unfunded Other Postretirement	12,750.00	0.00	12,750.00	153,000.00	0.00	153,000.00
Employee Benefits Liability	<u>43,500.00</u>	<u>0.00</u>	<u>43,500.00</u>	<u>522,000.00</u>	<u>0.00</u>	<u>522,000.00</u> NET EARNINGS
(LOSS)	<u>-174,580.63</u>	<u>7,958.33</u>	<u>-182,538.96</u>	<u>-2,704,290.13</u>	<u>95,500.00</u>	<u>-2,799,790.13</u>

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

<i>Check Number</i>	<i>Check Date</i>	<i>Vendor Name/Description</i>	<i>Amount</i>
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DATE RANGE: 12/01/2019 to 12/31/2019

088206	12/13/2019	ENTERPRISE RENT-A-CAR - MELISSA & ANDREW Rental Car - Melissa/Andrew Davis	660.49
			660.49
088207	12/13/2019	MELISSA & ANDREW DAVIS - FULL & FINAL Property Damage Full/Final Settlement	2,947.58
			2,947.58
088208	12/13/2019	AFLAC INSURANCE Account Number KR783	1,992.82
			1,992.82
088209	12/13/2019	AG PLUS LP 1300 Gal Unleaded - 12/02/2019 7500 Gallons Diesel - 11/29/2019 7502 Gallons Diesel - 11/15/19 7502 Gal Diesel - 11/21/2019	3,042.00 16,059.75 16,064.03 16,064.03
			51,229.81
088210	12/13/2019	SONYA ALLEN 2018 PHP Rebate - Employee Portion	81.79
			81.79
088211	12/13/2019	ALLSTAR COMMUNICATIONS INC Repair on Shop Camera	511.50
			511.50
088212	12/13/2019	ALLSTATE - AMERICAN HERITAGE Case # W1330	906.29
			906.29
088213	12/13/2019	ROBERT ALMONRODE 2019 Cleaning Allowance	85.00
			85.00
088214	12/13/2019	AMERICAN EXPRESS Indiana Stamp - Name plates for Brd Mbrs Amazon - USB Drives/Coat Rack Reese Shoplet - Calendars and Sharpies Office Depot - Cabinet for Pam's Office Meyer Plastics - Bus Lift Repair Parts Amazon - Safety Tape / Battery Backups Indeed.com - Job Posting Listing Indeed.com - Job Posting Listing Wal-mart - Gift Cards for safety meeting Indeed.com - Job Posting Listing C&C Dist - Carburetor for weedeater Office Depot - Cabinet for Kylee's Offic Shoplet - Large Envelopes Amazon - Screen Protector, Safety tape B&H Photo - Cassette Tapes Brd Mtg	227.55 187.15 65.25 359.99 200.00 390.08 502.63 504.62 80.00 51.15 35.87 779.99 76.20 251.75 59.80
			3,772.03

Check Number	Check Date	Vendor Name/Description	Amount
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DATE RANGE: 12/01/2019 to 12/31/2019

088215	12/13/2019	AMO CORP Perm. Markers - JMB	13.85
		Calendars/Planners/Mousepads	235.30
		Envelopes	91.20
			340.35
088216	12/13/2019	MARK ANDERSON 2018 PHP Rebate - Employee Portion	97.43
			97.43
088217	12/13/2019	APPLIED TECHNOLOGY GROUP INC Partner Protection Program	293.95
			293.95
088218	12/13/2019	ARROW PEST CONTROL SERV.INC Monthly Pest Control	258.00
		Monthly Pest Control - Baker Street	86.00
			344.00
088219	12/13/2019	ATU COPE Employee COPE (Union) Withheld	13.70
			13.70
088220	12/13/2019	AUTOMOTIVE & IND SUPPLY INC Belts, Batteries, Filters, Lig	1,314.48
		Belts, Batteries, Filters, Lig	1,348.98
		Belts, Batteries, Filters, Lig	-270.00
		Batteries, Cores, DOT3	-144.00
		Filters, Housing. Lamp, Fittin	72.64
		Filters, Housing. Lamp, Fittin	-94.08
		Filters, Housing. Lamp, Fittin	173.22
		Returned 55328 Rear Axle Cov	-7.90
		Belts, Batteries, Filters, Lig	181.56
		Pipe/Batteries/Cores/Filters	-108.00
		06382 - Tape	43.15
		B1401 / DOT3 Brake Fluid Qrt	34.74
		Batteries, Blower Mtr, Blades	3.99
		Wiper Blades/Lamp/Blower Motor	-66.60
		Batteries, Blower Mtr, Blades	263.96
		Batteries, Blower Mtr, Blades	16.21
		Bulbs, Wiper Blades	64.22
		Batteries, Blower Mtr, Blades	60.46
		Wiper Blades/Lamp/Blower Motor	228.05
		Filters, Housing. Lamp, Fittin	157.61
		Sealer & Gasket for #71	32.86
		Spindle Nut Socket	42.99
		Batteries and Core Charges	616.74
		Batteries and Core Charges	221.28
		Calipers/Rotors for #71	840.21
			5,026.77
088221	12/13/2019	AUTOMOTIVE HARDWARE SERV INC Hardener & Paint	447.74
		DF Hookit Pad / 80+ C-Tron II	165.47
			613.21

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

<i>Check Number</i>	<i>Check Date</i>	<i>Vendor Name/Description</i>	<i>Amount</i>
DATE RANGE: 12/01/2019 to 12/31/2019			
088222	12/13/2019	STEPHEN J. BAILEY Social Media Management - Oct 2019	600.00
			600.00
088223	12/13/2019	JACK L BARBOUR Security for 11/30-12/06/2019 Security for 11/23-11/29/2019 Security for 11/09-11/14/2019 Security for 11/16-11/22/2019	525.00 525.00 575.00 525.00
			2,150.00
088224	12/13/2019	JORDAN BARRON 2018 PHP Rebate - Employee Portion	23.76
			23.76
088225	12/13/2019	KATRINA BASKERVILLE 2019 Cleaning Allowance	85.00
			85.00
088226	12/13/2019	BLACKSTONE LABORATORIES INC Oil Reports Oil Reports	120.00 330.00
			450.00
088227	12/13/2019	JEAN MARIE BOYKINS Per diem - Drug/Alcohol Training Cell Phone Reimbursement	29.11 45.00
			74.11
088228	12/13/2019	BRATEMAN'S INC Corey Winborn Michael Roberson Lorra Spencer Kevin Alexander Helen Griffin Vanessa Givands Timothy Pullom James White Armando Davila Clifton Waxton Robert Almonrode Katrina Baskerville William Baade Jack Havens Maestro Dial Clayton Mance	374.90 210.00 375.00 374.96 149.99 374.91 375.00 71.46 108.50 375.00 374.89 375.00 99.99 246.98 374.91 374.94
			4,636.43
088229	12/13/2019	DARREL BROCK 2019 Tooling Allowance	35.00
			35.00
088230	12/13/2019	LLOYD BROWN 2018 PHP Rebate - Employee Portion	16.24
			16.24

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

<i>Check Number</i>	<i>Check Date</i>	<i>Vendor Name/Description</i>	<i>Amount</i>
DATE RANGE: 12/01/2019 to 12/31/2019			
088231	12/13/2019	SHANE M CARRIER Security for 12/03-12/06/2019	225.00
		Security 11/25-11/29/2019	225.00
		Security for 11/12-11/15/2019	225.00
		Security for 11/18-11/22/2019	225.00
			900.00
088232	12/13/2019	LARRY CARSWELL 2018 PHP Rebate - Employee Portion	47.53
			47.53
088233	12/13/2019	CINTAS FIRST AID & SAFETY Cabinet Restocks - Baker Street	104.66
		Cabinet Restocks/Gloves/Eye Wash Station	611.24
			715.90
088234	12/13/2019	CITILINK ELITE CLUB Elite Club Employees Withholding	115.00
			115.00
088235	12/13/2019	CITY UTILITIES Account Number 004542000638226	444.44
		Account Number 002424600051506	641.46
		Account Number 004542000698334	173.41
		Account Number 002424600051524	11.63
		Account Number 004542000638218	539.29
			1,810.23
088236	12/13/2019	MSC INDUSTRIAL SUPPLY CO Eversoak Preferred Roll	49.67
		Parts and Supplies for Shop	198.85
		Parts and Supplies for Shop	216.65
		Parts and Supplies for Shop	125.82
		Anaerobic Gasket Maker 50ML	28.08
		Parts and Supplies for Shop	304.30
		Eversoak Preferred Roll	50.13
			973.50
088237	12/13/2019	CMS ROOFING Roof Repairs - Leesburg	2,550.00
			2,550.00
088238	12/13/2019	COMCAST BUSINESS Account Number 939773232	330.19
		Account Number 939776232	2,590.81
			2,921.00
088239	12/13/2019	COMM.TRANS. NETWORK INC. Nov'19-943 trips @\$27/trip 50% net	8,000.00
			8,000.00
088240	12/13/2019	CONFIDENTIAL SHREDDING Receptacle Paper Shredding	20.00
			20.00

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

<i>Check Number</i>	<i>Check Date</i>	<i>Vendor Name/Description</i>	<i>Amount</i>
DATE RANGE: 12/01/2019 to 12/31/2019			
088241	12/13/2019	JAMES COWAN 2018 PHP Rebate - Employee Portion	46.73
			46.73
088242	12/13/2019	ZACHARY CULP 2018 PHP Rebate - Employee Portion	11.88
			11.88
088243	12/13/2019	CUMMINS CROSSPOINT LLC Nitro Oxide Sensor # 1759 Compressor & Gaskets Filters & Sensors DEF Pump for 1556 Labor on #1556 Pressure Sensor #1042 CPR Water Outlet Tube Seal & Gasket #1555 Switch, Sensor, Speed Sensor,T Pressure Sensing Tube #1247 Turbo for 1041 injectors & parts for 1040 Valve for #1555	-80.50 -115.00 -80.50 -230.00 315.00 177.49 18.84 6.03 794.22 70.59 -143.75 667.77 156.82
			1,557.01
088244	12/13/2019	DWD TECHNOLOGY GROUP INC Monthly Server Back Up to Cloud	838.00
			838.00
088245	12/13/2019	1ST AYD CORPORATION Brake Parts Cleaner/Pentetrating Lube/St	1,407.12
			1,407.12
088246	12/13/2019	FORT WAYNE TRUCK CENTER Valve Safety	116.25
			116.25
088247	12/13/2019	FOX & FOX FRAME SERVICE INC Accident Repair on #1192	6,426.05
			6,426.05
088248	12/13/2019	FRONTIER Account Number 260-436-7729-031609-5	70.79
			70.79
088249	12/13/2019	FWPTC EMPLOYEE SUNSHINE CLUB Sunshine Club Employee Withholdings	110.00
			110.00
088250	12/13/2019	GFI GENFARE Farebox Parts and Repairs Farebox Parts and Repairs Farebox Parts / Repairs Farebox Parts and Repairs Farebox Parts & Repairs	13.20 296.65 280.11 57.38 944.54
			1,591.88

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

<i>Check Number</i>	<i>Check Date</i>	<i>Vendor Name/Description</i>	<i>Amount</i>
DATE RANGE: 12/01/2019 to 12/31/2019			
088251	12/13/2019	GENUINE PARTS CO - NAPA Belt	84.49
		Wheel Bearing/Hub Assy	623.98
			708.47
088252	12/13/2019	GILLIG LLC	
		Stock Order - Lamp Asy & Cooli	1,159.53
		Stock Order - Lamp Asy & Cooli	994.66
		Mirror	26.93
		Bulkhead Plate	76.91
		Blower parts for unit 0836	318.36
		steering wheel for 1040/stock	404.40
		Fan Controller for #1352	747.90
		Adapter Tube Lockwasher	21.63
		Parts order for stock	1,277.76
		Parts order for stock	1,259.84
		Battery Buss Bar	104.14
		Mud Flaps	63.92
			6,455.98
088253	12/13/2019	JUAN GONZALEZ	
		2018 PHP Rebate - Employee Portion	140.20
			140.20
088254	12/13/2019	SANDRA GONZALEZ	
		2018 PHP Rebate - Employee Portion	97.43
			97.43
088255	12/13/2019	Derek Goodwin	
		2019 Tooling Allowance	21.89
			21.89
088256	12/13/2019	GOODYEAR TIRE & RUBBER	
		Damaged Tires - per contract	524.37
		Mileage - October 2019	5,961.70
			6,486.07
088257	12/13/2019	GWENDOLYN GREEN	
		2018 PHP Rebate - Employee Portion	35.05
			35.05
088258	12/13/2019	GUARDIAN INS - APPLETON	
		December Vision Premiums	2,754.58
			2,754.58
088259	12/13/2019	KATHY HAGAN	
		2019 Shoe Allowance	263.12
			263.12
088260	12/13/2019	REGINA HARDEN	
		2018 PHP Rebate - Employee Portion	47.53
			47.53
088261	12/13/2019	JACK HAVENS	
		Per Diem - Drug/Alcohol Training	9.63
			9.63

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

<i>Check Number</i>	<i>Check Date</i>	<i>Vendor Name/Description</i>	<i>Amount</i>
DATE RANGE: 12/01/2019 to 12/31/2019			
088262	12/13/2019	JOHNELL HOGUE 2019 Tooling Allownace	500.00
			<hr/>
			500.00
088263	12/13/2019	RICOH USA, INC. Black/White & Color Copies	155.08
			<hr/>
			155.08
088264	12/13/2019	INDIANA CHAMBER OF COMMERCE Employment Law Handbook	159.95
			<hr/>
			159.95
088265	12/13/2019	INDIANA STAMP CO INC Notary Stamp - Ruth Vosmeier	30.00
			<hr/>
			30.00
088266	12/13/2019	J & K COMMUNICATIONS INC Contract #1833 - 12/01-12/31/19 Contract #1842 - 12/10-1/09/20 Contract #1787 - 12/05-1/04/20 Contract #1848 - 12/04-1/03/20 Repair to Antenna on Bus #0832 Contract #1664 - 12/01-12/31/19 Contract #1673 - 12/01-12/31/19 Contract #1751 - 12/15-1/14/20 Contract #1747 - 12/01-12/31/19	117.50 23.50 47.00 23.50 258.12 70.50 1,551.00 94.00 117.50
			<hr/>
			2,302.62
088267	12/13/2019	JACKSON OIL & SOLVENTS INC DEF [BULK]	300.00
			<hr/>
			300.00
088268	12/13/2019	JANITORS SUPPLY CO INC Toilet Paper & Paper Towels Ice Melt Linens, Tissues, Towels, Napkins	329.05 547.25 452.65
			<hr/>
			1,328.95
088269	12/13/2019	SOCORRO JIMENEZ 2018 PHP Rebate - Employee Portion	47.53
			<hr/>
			47.53
088270	12/13/2019	JOHNSON CONTROLS Work performed on HVAC System	1,869.80
			<hr/>
			1,869.80
088271	12/13/2019	ERNEST JOHNSON 2019 Shoe Allowance (2 Pairs)	120.02
			<hr/>
			120.02
088272	12/13/2019	TONIA JONES 2018 PHP Rebate - Employee Portion	3.96
			<hr/>
			3.96
088273	12/13/2019	W A JONES TRUCK BODIES & New Tailgate for Shop Truck	351.59
			<hr/>
			351.59

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

<i>Check Number</i>	<i>Check Date</i>	<i>Vendor Name/Description</i>	<i>Amount</i>
DATE RANGE: 12/01/2019 to 12/31/2019			
088274	12/13/2019	KC CLAIMS, LLC KC2019-091 / 19-091	702.00
		KC2019-774 / 19-038	533.00
		KC2019-836 / 19-090	474.50
		KC2019-822 / 19-071	578.50
		KC2018-695 / 18-067	416.00
		KC2019-797 / 19-046	689.00
		KC2018-711 / 18-071	383.50
		KC2019-808 / 19-062	130.00
		KC2019-818 / 19-069	240.50
		KC2019-831 / 19-085	1,046.50
		KC2019-816 / 19-067	117.00
		KC2019-825 / 19-077	513.50
		KC2019-793 / 19-047	539.50
		KC2019-828 / 19-084	513.50
		KC2019-826 / 19-080	507.00
			7,384.00
088275	12/13/2019	KELLEY CHEVROLET INC Sensor & Reservoir #1468	495.72
		PS Pump for stock	200.40
		Reservoir #1265	211.45
		Reservoir for #1471	211.45
		Control for stock	157.71
		Steering gearbox for 0986	658.71
		Module for #1469	325.63
		Tank & Pipe for #1469	426.00
		Belt Kit for #1267	144.55
		Stock Order - Sensor, Tank, Be	791.72
		Bumper & Booster for stock	645.82
			4,269.16
088276	12/13/2019	NAKIA KING 2018 PHP Rebate - Employee Portion	124.76
			124.76
088277	12/13/2019	TOMMIE KINNIE 2018 PHP Rebate - Employee Portion	46.73
			46.73
088278	12/13/2019	KOORSEN FIRE & SECURITY INC. Annual Fire Extinguisher Service	1,149.30
			1,149.30
088279	12/13/2019	LINCOLN NATIONAL LIFE INS CO FTWAYTRAN3-BL-1470889	3,091.58
			3,091.58
088280	12/13/2019	LINCOLN NATIONAL LIFE INS D/C Employee 457 Withholdings	2,933.00
			2,933.00
088281	12/13/2019	LOCAL #682 SHEILA VANASPEREN Employee Union Dues Withheld	4,948.00
			4,948.00

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

<i>Check Number</i>	<i>Check Date</i>	<i>Vendor Name/Description</i>	<i>Amount</i>
DATE RANGE: 12/01/2019 to 12/31/2019			
088282	12/13/2019	LOWE'S Cleaning Supplies	36.59
		Smarts Straps/ Wellding Helmet	59.34
		Dish Soap & Air Fresheners	45.98
			141.91
088283	12/13/2019	THOMAS MADDUX 2018 PHP Rebate - Employee Portion	7.92
			7.92
088284	12/13/2019	CLAYTON MANCE 2019 Cleaning Allowance	85.00
			85.00
088285	12/13/2019	MARKET & CAPITOL ADVOCACY, LLC StateGov Affairs Consult Fees-Novt19	2,900.00
			2,900.00
088286	12/13/2019	McMAHON TRUCK TIRE INC Tires/Mount/Balance#1573 Tires/Mount/Balance/Alignment#1994 Tires/Mount/Balance #0986 Tires/Mount/Balance #1471	591.96 414.98 1,014.40 1,026.40
			3,047.74
088287	12/13/2019	McMASTER-CARR INC Cardboard Bin Boxes for Inventory Stock	82.35
			82.35
088288	12/13/2019	METAL SUPERMARKETS INC. Materials for repair on salt spreader	14.88
			14.88
088289	12/13/2019	PAUL MEYER 2018 PHP Rebate - Employee Portion	48.72
			48.72
088290	12/13/2019	BRUCE MILLER Per Diem-FTA Triennial Review Workshop	150.00
			150.00
088291	12/13/2019	MUNCIE TRANSIT SUPPLY Slack Adjusters Stock	219.97
			219.97
088292	12/13/2019	JUAN NAVARRO 2019 Tooling Allowance	500.00
			500.00
088293	12/13/2019	NEW AVENUES, INC. Employee Assist Program Traning 11/21/19 Employee Assist Progr Nov'19-Apr'20 Employee Assist Progr 1/14,3/11,4/29 Employee Assist Progr 05/24/2019	200.00 772.20 300.00 100.00
			1,372.20

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

<i>Check Number</i>	<i>Check Date</i>	<i>Vendor Name/Description</i>	<i>Amount</i>
DATE RANGE: 12/01/2019 to 12/31/2019			
088294	12/13/2019	NORTHERN INDIANA PUBLIC SERVIC Account Number 641-201-002-7	3,643.99
			3,643.99
088295	12/13/2019	OFFICE CONCEPTS, INC. Contract # 12688 Contract # 12189 - Jean Marie Contract Number 12813 - DISPATCH	672.53 301.54 15.71
			989.78
088296	12/13/2019	OFFICETEAM INC Temp Help - Cust Srv - Miyana Thompson Temp Help - Cust Srv - Calista Jones Temp Help - Cust Srv - Calista Jones Temp Help - Cust Srv - Miyana Thompson Temp Help - Cust Srv - Victoria Downton Temp Help - Cust Srv - Miyana Thompson Temp Help - Cust Srv - Victoria Downton Temp Help - Cust Srv - Calista Jones Temp Help - Cust Srv - Miyana Thompson	841.49 856.98 660.80 598.85 676.08 1,089.33 191.84 826.00 495.60
			6,236.97
088297	12/13/2019	ONI RISK PARTNERS, INC. Commercial Package - Install 4 of 4 Commercial Auto - Install 4 of 4 Commercial Auto - Install 4 of 4	14,083.50 31,709.25 3,500.00
			49,292.75
088298	12/13/2019	JR INTERIORS INC. Pam/Nancy/(2) Side Chairs	2,021.20
			2,021.20
088299	12/13/2019	O'REILLY AUTO PARTS Belt for 0937	60.25
			60.25
088300	12/13/2019	PAINT THE TOWN GRAPHICS INC Farebox Decals Yard Signs - Now Hiring	144.60 80.80
			225.40
088301	12/13/2019	PARKVIEW OCCUPATIONAL HEALTH CENTERS Admin Fee - Flu Shots	105.75
			105.75
088302	12/13/2019	MAURICE PEARL Per Diem - Drug & Alcohol Training Cookie Cottage - Cookies for Brd Mtg Cell Phone Reimbursement Lunch - GM Discussion ITA/Legislative ag	20.73 16.50 45.00 23.49
			105.72
088303	12/13/2019	BRIANA PHILLIPS 2018 PHP Rebate - Employee Portion	47.53
			47.53

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 12/01/2019 to 12/31/2019

Check Number	Check Date	Vendor Name/Description	Amount
088304	12/13/2019	PHYSICIANS HEALTH PLAN INC December Health Insurance Premiums	191,403.71
			191,403.71
088305	12/13/2019	LUTHER PILGRIM 2019 Shoe Allowance #1	135.07
			135.07
088306	12/13/2019	MOJGANTAKHTEHCHIAN-PISHVAEE 2018 PHP Rebate - Employee Portion	140.20
			140.20
088307	12/13/2019	POWER COMPONENTS CORPORATION PVC 50' Red Air Hose Assembly Brake hoses for #1876/stock (2) Truflate Interchange Female Thread c Hose Assembly #0937 / 2 for stock	16.69 118.72 19.51 55.66
			210.58
088308	12/13/2019	PRINCIPAL LIFE INSURANCE COMPANY Account Number 1103764-10001	12,947.63
			12,947.63
088309	12/13/2019	PROFITS ON-HOLD PROD LLC Monthly Subscription	125.00
			125.00
088310	12/13/2019	TIMOTHY PULLOM 2019 Cleaning Allowance	85.00
			85.00
088311	12/13/2019	QUINTE PLASTICS LTD Bus Transit Litterbags (Green)	832.00
			832.00
088312	12/13/2019	RAYNOR DOOR AUTHORITY, INC. Repair to South Gate - Leesburg	155.00
			155.00
088313	12/13/2019	MIKE ROBERSON Cell Phone Reimbursement	45.00
			45.00
088314	12/13/2019	JUNIOR RODRIGUEZ Cell Phone Reimbursement 2018 PHP Rebate - Employee Portion	45.00 23.76
			68.76
088315	12/13/2019	TANYA RORK 2018 PHP Rebate - Employee Portion	47.53
			47.53
088316	12/13/2019	ROTHBERG LOGAN & WARSCO LLP Liability Matters Liability Matters General Leagal / Workers Comp Matters Liability Matters	1,010.58 1,260.00 20,131.27 700.00
			23,101.85

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

<i>Check Number</i>	<i>Check Date</i>	<i>Vendor Name/Description</i>	<i>Amount</i>
DATE RANGE: 12/01/2019 to 12/31/2019			
088317	12/13/2019	RUSSETT DESIGN, INC Website Updates (OCT-Nov) & Webhosting	325.00
			325.00
088318	12/13/2019	SAGE MAS 90 1099's/1096 Tax Forms	114.20
			114.20
088319	12/13/2019	PAM SCHIEBER Per Diem - Drug & Alcohol Training Cell Phone Reimbursement	13.63 45.00
			58.63
088320	12/13/2019	MICHAEL SCHLEIGER 2019 Shoe Allowance (per contract)	160.48
			160.48
088321	12/13/2019	PETER SCHLIE 2018 PHP Rebate - Employee Portion	47.53
			47.53
088322	12/13/2019	SELECTION.COM INC Background Checks Background Checks	313.40 161.70
			475.10
088323	12/13/2019	PATRICK SHOVLIN 2018 PHP Rebate - Employee Portion	11.88
			11.88
088324	12/13/2019	DORSEY SIMMONS SR 2019 Cleaning Allowance	85.00
			85.00
088325	12/13/2019	SKY HIGH GRAPHIX LLC Graphics for #1759 and stock decals	258.75
			258.75
088326	12/13/2019	CEDRIC SMITH 2018 PHP Rebate - Employee Portion	15.84
			15.84
088327	12/13/2019	KIRK SNYDER 2019 Tooling Allowance	215.75
			215.75
088328	12/13/2019	LORRA SPENCER 2019 Cleaning Allowance	85.00
			85.00
088329	12/13/2019	SALLY SPURR 2018 PHP Rebate - Employee Portion	47.53
			47.53
088330	12/13/2019	SRF CONSULTING GROUP, INC. COA/TDP Consultant Fees	2,026.84
			2,026.84

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 12/01/2019 to 12/31/2019

Check Number	Check Date	Vendor Name/Description	Amount
088331	12/13/2019	TINA STEWART 2018 PHP Rebate - Employee Portion	47.53
			47.53
088332	12/13/2019	CORY STROUSE 2018 PHP Rebate - Employee Portion	8.12
			8.12
088333	12/13/2019	SUPERIOR VAN & MOBILITY Threshold tape s/w for stock Repair on Bus #0987	353.00 571.18
			924.18
088334	12/13/2019	JASON TAULBEE 2019 Boot Allowance	200.00
			200.00
088335	12/13/2019	RICHARD THOMAS JR. Cell Phone Reimbursement	45.00
			45.00
088336	12/13/2019	JASON TRABERT Per Diem - FTA Triennial Review Workshop Cell Phone Reimbursement	150.00 45.00
			195.00
088337	12/13/2019	UNIFIRST CORPORATION Mats - Wet Mops / Baker Street December Shop Uniforms December Shop Uniforms November Shop Uniforms Mats & Wet Mops November Shop Uniforms	39.17 318.66 322.11 458.58 39.17 310.86
			1,488.55
088338	12/13/2019	SHEILA VAN ASPEREN 2018 PHP Rebate - Employee Portion	97.43
			97.43
088339	12/13/2019	RUTH VOSMEIER Cell Phone Reimbursement	45.00
			45.00
088340	12/13/2019	KYLEE WAGNER Cell Phone Reimbursement	45.00
			45.00
088341	12/13/2019	PRAXAIR DISTRIBUTION INC. Cylinder Rentals	86.25
			86.25
088342	12/13/2019	WELLS FARGO INST TRUST SERV Pension Deductions/Contributions	24,191.21
			24,191.21
088343	12/16/2019	PAULETTE SANTANA Pay for 12/05/2019 - per Reese	180.16
			180.16

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

<i>Check Number</i>	<i>Check Date</i>	<i>Vendor Name/Description</i>	<i>Amount</i>
DATE RANGE: 12/01/2019 to 12/31/2019			
088344	12/27/2019	CITILINK ELITE CLUB Elite Club Employees Withholdings	115.00
			115.00
088345	12/27/2019	COMCAST CABLE Account Number 8529 20 002 2294590	146.85
			146.85
088346	12/27/2019	FWPTC EMPLOYEE SUNSHINE CLUB Sunshine Club Employee Withholdings	110.00
			110.00
088347	12/27/2019	HELEN GRIFFIN 2019 CDL Renewal	35.00
			35.00
088348	12/27/2019	INDIANA MICHIGAN POWER COMPANY Account Number 047-759-400-0-2 Account Number 046-220-014-0-4	1,930.14 4,345.11
			6,275.25
088349	12/27/2019	LINCOLN NATIONAL LIFE INS D/C Employee 457 Withholdings	2,933.00
			2,933.00
088350	12/27/2019	MAILFINANCE Postage Machine Lease # N15101637	151.72
			151.72
088351	12/27/2019	NATIONAL SERV-ALL INC Account Number 3-0091-1008754	254.71
			254.71
088352	12/27/2019	SPRINT Account Number 749911519	3,327.47
			3,327.47
088353	12/27/2019	UNITED WAY OF ALLEN COUNTY INC 2019 United Way Payroll Deductions	1,460.08
			1,460.08
088354	12/27/2019	WELLS FARGO INST TRUST SERV Pension Deductions/Contributions	24,030.77
			24,030.77

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 12/01/2019 to 12/31/2019

Check Number	Check Date	Vendor Name/Description	Amount
TOTAL CHECK AMOUNT			526,270.28

EFT PAYMENTS & OTHER TRANSACTIONS

PAYROLL DIRECT DEPOSIT & NET CHECKS	\$363,607.70
PAYROLL TAXES	\$150,463.35
HEALTH INSURANCE - HRA PAYMENTS/HSA Contributions	\$12,022.60
WORKER'S COMP.	\$13,345.62
DATA PROCESSING/ANALYSIS CHARGES	\$2,621.40
PAYROLL LIENS	\$9,524.34
CHECKES ISSUED PRIOR MONTH - VOIDED CURRENT MONTH	\$0.00

TOTAL EFT PAYMENTS & OTHER TRANSACTIONS **\$551,585.01**

TOTAL TRANSMITTALS **\$1,077,855.29**

RECORD OF TRANSMITTALS

I HEREBY ATTEST THAT I HAVE EXAMINED THE VOUCHER CHECK NUMBERS 088206- 088354 IN THE AMOUNT OF \$526,270.28 AND EFT PAYMENTS AND OTHER TRANSACTIONS IN THE AMOUNT OF \$551,585.01 AS LISTED ON THE FORT WAYNE PUBLIC TRANSPORTATION CORPORATION RECORD OF TRANSMITTALS FOR THE MONTH OF DECEMBER, 2019 AND, BY MY SIGNATURE, HAVE INDICATED APPROVAL OF SAME.

NOTE: J. NELSON COATS HAS ABSTAINED ON THE VOTE RELATING TO ALL INVOICES FROM DWD TECHNOLOGY GROUP.

Dated this 9th Day of January, 2020.

TO: FORT WAYNE PUBLIC TRANSPORTATION CORPORATION BOARD OF DIRECTORS
FROM: CLAUDIA HARRIS-STEVENSON
DATE: JANUARY 2, 2020
SUBJECT: OPERATIONS REPORT

Activities:

- FTA Drug & Alcohol Training – December 3
- Fall Safety Meeting (make-up)– Dec 4

○
COLLISION TOTALS - DECEMBER 2019

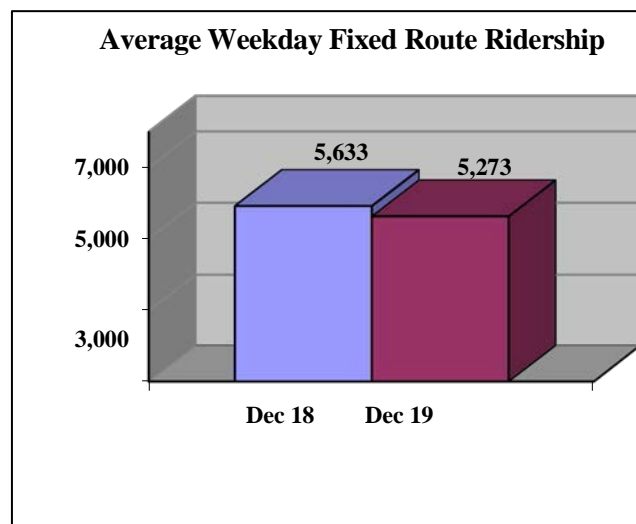
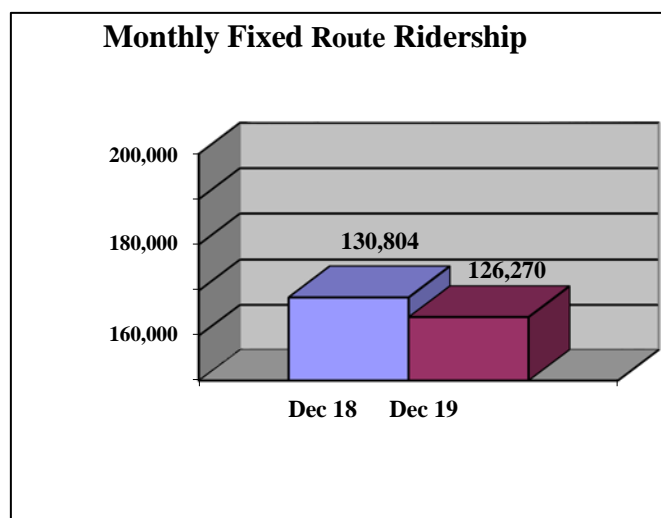
Fixed Route

- Preventable – 5
- Non –Preventable – 2

Access

- Preventable – 2
- Non –Preventable - 1

Total Collisions - 10



**December Average Fixed Route Passengers per Hour
By Route – Weekdays Only**

Route 1-Waynedale Northcrest	11.98
Route 2-Time Corners Georgetown	21.45
Route 3-Village Woods Canterbury	13.84
Route 4-Wells Ludwig Parkview	17.45
Route 5-Southeast Local	6.57
Route 6-Franke Park McKinnie	15.91
Route 7-Anthony Oxford	14.40
Route 8-Glenbrook Southtown	19.35
Route 9-Broadway Taylor Gateway	13.89
Route 10-Lewis New Haven	16.56
Route 21-Dupont Road	4.02
Route 22-West Jefferson Lutheran	5.03
Route 97-Cougar Express	4.62
Route 31X-Downtown/ARC Express	2.70
Route 15-MedLink	3.29

Ridership (Goal 6: Ridership)

- **Fixed Route:**
 - December 2019 - 126,270 trips
 - 130,804 trips December 2018 (decrease of -4,534 trips/-3.47%)
 - On-time performance was at 88.87%
 - Average weekday ridership - 5,274
 - Total yearly ridership for 2019 was 1,600,996 /2018 was 1,693,128(-5.44% decrease/-92,132)
- **ACCESS Ridership:**
 - December 2019 - 6,312
 - December 2018 - 5,603 (increase of 709 trips/ 12.65%)
 - Average weekday trips for December - 238
 - On-time performance - 96.68%
 - Total yearly ridership for 2019 was 75, 804/2018 was (2.52%increase/1,865)

- **Token Transit:**
 - Mobile pass sales for December was 2,687 for net of \$7,885.42
 - Usage was 2,231 on fixed route and 456 on Access

- **Free Fare Saturday 12/7/19**
 - 3,597 Fixed Route
 - 113 Access

- **Free Fare Saturday 12/14/19**
 - 3,685 Fixed Route
 - 129 Access

- **Free Fare Saturday 12/21/19**
 - 4,099 Fixed Route
 - 90 Access

- **Total Free Fare Saturday**
 - 11,381 Free Fixed Route
 - 332 Free Access

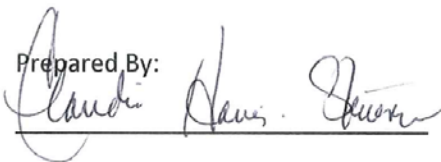
- **5310 Pass Through to Community Transportation Network:**
 - 939 trips - December 2019

- **Greyhound:**
 - 539 tickets (673 were sold in 2018)
 - 45 packages/bags (43 processed in 2018)

Total of 7,630 intercity bus tickets processed and 450 packages/bags for the year.

- **Fixed Route Runs**
 - 49 Full Time Regular week day runs with 5 open runs
 - 18 Saturday runs with 2 open runs
 - 66 Fixed Route - Full Time Drivers
 -
- **Access Runs**
 - 18 Full Time Regular Access runs
 - 17 Access – Full Time Drivers

Prepared By:



Approved By:



TO: FORT WAYNE PUBLIC TRANSPORTATION CORPORATION BOARD OF DIRECTORS

FROM KYLEE WAGNER MARKETING MANAGER

DATE: JANUARY 9, 2020

SUBJECT: MARKETING REPORT – JANUARY 2020

SUMMARY:

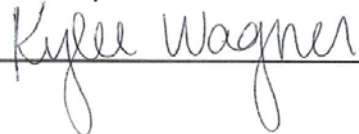
Christmas Bus

- 12/11 – Woodburn Christian Children’s Home – 21
- 12/17 – Crossroads Youth Services – 32
- 12/18 – Charis House – 35
- 12/19 – Rescue Mission – 22

2020 Marketing Plan

- Created social media content with Stephen
- Planning a campaign with United Way
- Working on the DERA Grant with Ruth

Prepared By:



Approved By:



TO: FORT WAYNE PUBLIC TRANSPORTATION CORPORATION BOARD OF DIRECTORS

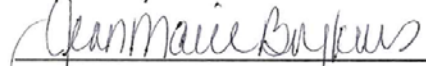
FROM JEAN MARIE BOYKINS, HUMAN RESOURCES/CLAIMS/EEOC DIRECTOR

DATE: JANUARY 9, 2020

SUBJECT: HUMAN RESOURCES REPORT – JANUARY 2020

Current Count of Employees					
As of January 6, 2020	124				
Department Fully Staffed	Administration	Operations	Maintenance	Finance	Customer Service
	No	No	No	Yes	Yes
Recruitment: New Positions & Interviews	Administration	Operations	Maintenance	Finance	Customer Service
	Safety		Maint Manager		
	Human Resources	Access Drivers (7)	Mechanics (2)		
New Hires As of January 6, 2020	Administration	Operations	Maintenance	Finance	Customer Service
			Mechanic (1)		
Training Senior Mgmt Staff	Administration	Operations	Maintenance	Finance	Customer Service
			Procurement		
			1		
Terminations as of January 6, 2020	Administration	Operations	Maintenance	Finance	Customer Service
	0	0	0	0	0
Collision Accidents	Preventable	Non Preventable	Total		
Fixed Route	5	2	7		
Collision Accidents	Preventable	Non Preventable	Total		
Access Route	2	1	3		
EEOC as of January 6, 2020	Claims Filed	Claims Open	Claims Closed		
	0	0	0		

Prepared By:



Approved By:



TO: FORT WAYNE PUBLIC TRANSPORTATION CORPORATION BOARD OF DIRECTORS

FROM JASON TRABERT, MAINTENANCE DIRECTOR

DATE: JANUARY 9, 2020

SUBJECT: MAINTENANCE REPORT

Fixed Route Buses

Total Miles	Fuel Usage	Ave. MPG
120973	21068	5.74

PMIs Scheduled	PMIs Completed	% Completed
23	23	100%

Road Calls	Miles Between RC
0	120973

Access Buses

Total Miles	Fuel Usage	Ave. MPG
37634	4184	8.99

PMIs Scheduled	PMIs Completed	% Completed
11	11	100%

Road Calls	Miles Between RC
0	37634

Labor

# of Work Orders	Labor Hours	AVG Repair Time
156	538.8	3.45

Mechanic Staff
 We lost 2 Mechanics and now have a total of 7 on staff. We have 1 new Mechanic scheduled to start January 6th.

Hostler Staff
 We have a full roster of 5 part time and 1 full time.

Fuel

	Total Fuel Used This Month	Fuel cost per Gallon	Total Fuel Cost
2019	25252 Gallons	\$2.12	\$53,534.24
2018	25008 Gallons	\$2.37	\$59,268.96
2017	26109 Gallons	\$1.89	\$49,346.01

* additional charges may have been applied

Prepared By:

Approved By:



TO: FORT WAYNE PUBLIC TRANSPORTATION CORPORATION BOARD OF DIRECTORS

FROM: MAURICE PEARL, GENERAL MANAGER

DATE: JANUARY 9, 2020

SUBJECT: GENERAL MANAGER' S REPORT

SUMMARY:

- Attended Leadership Fort Wayne Class
- Met with the Maintenance Committee on December 13th
- Skype meeting with Bill Troe from SRF
- Phone conference with FTA and Citilink legal
- Attended meeting with Union leadership to sign the CBA on December 27th
- Released GPS/AVL RFP on January 3rd
- Met with NIRCC to discuss capital TIP for 2020
- Attended Rotary International meetings
- Attending the UTAB meeting on January 7th

Prepared and Approved By:



INTRODUCTION AND/OR ADOPTION OF RESOLUTIONS AND ORDINANCES

OLD BUSINESS AND NEW BUSINESS

OPEN DISCUSSION BY THE BOARD