

TENTATIVE AGENDA
FORT WAYNE PUBLIC TRANSPORTATION CORPORATION
BOARD OF DIRECTORS MEETING
ORDER OF BUSINESS
THURSDAY, AUGUST 9, 2018 AT 5:30 PM
801 LEESBURG RD.
FORT WAYNE, IN 46808

REGULAR MEETING:

1. Roll call of members
2. Reading, correcting and approval of the Minutes of the previous meeting(s):
 - a. Regular Board Meeting Minutes (7/12/2018)
 - b. Executive Session Meeting Minutes (7/12/2018)
 - c. Marketing Committee Meeting Minutes (7/26/2018)
 - d. Finance Committee Meeting Minutes (7/26/2018)
3. Communications from the public, including petitions and remonstrances:
4. Reports in the following order:
 - a. Board of Directors Reports:
 - i. Finance Committee:
 - ii. Personnel Committee:
 - iii. Marketing Committee:
 - iv. Legislative Committee:
 - v. Executive Committee:
 - vi. Transportation Planning Committee:
 - b. Staff Reports:
 - i. Controller's Report:
 1. Record of Transmittals
 - ii. General Manager's Report
5. Introduction and/or Adoption of Resolutions and Ordinances:
 - a. Resolutions:
 - b. Appropriations Ordinances:
 - c. General Ordinances:
6. Old Business:
7. New Business:
 - a. 2019 Budget
8. Open Discussion by the Board

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION
Board Minutes
July 12, 2018

The July meeting of the Board of Directors of the Fort Wayne Public Transportation Corporation/ Citilink was held on Thursday July 12, 2018 with Executive Session beginning at 4:30 pm and the regular meeting starting at 5:30 pm at the Citilink offices, 801 Leesburg Road, Fort Wayne, Indiana.

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

Directors Absent: Ms. Lana Keesling

Staff Present: Mr. John Haenftling, Ms. Betsy Kachmar, Ms. Jean Marie Boykins, Mr. Bruce Miller

Others Present: Mr. Denny Logan, Corporate Counsel

Mr. Hines began with roll call of members. Mr. Hines noted that all Board Members were present with the exception of Ms. Keesling.

Approval of Minutes: Mr. Hines moved to the reading, correcting and approval of the previously distributed regular Board Meeting minutes of 6/14/2018 (with correction on page 1 under auditors report to change wording to read “Clean opinion on Financial Statements”), Executive Session meeting of the board minutes of 6/14/2018 and Marketing Committee Meeting Minutes of 6/28/2018.

Mr. Steinman made the motion to approve all sets of minutes; with correction to the regular Board Meeting minutes. Mr. Traxmor seconded. Minutes were approved unanimously.

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

Mr. Hines officially welcomed Mr. John Haenftling, Interim General Manager from RATP Dev to Citilink family. Mr. Hines stated that we have a pretty good group with the Board and the staff.

Board of Directors Committee Reports:

Finance Committee –No report.

Personnel Committee –No report.

Marketing Committee – Meeting scheduled for 7/26/18.

Legislative Committee – Met with our lobbyist Mr. Mark Palmer. Will be meeting with State Representative Dave Heine on 7/18/18 to provide a tour and discuss how he can help us. Mr. Palmer will provide updates to Mr. Hartman so he can communicate them to the Board. Mr. Palmer is also setting up a meeting with Nick Goodwin, Indiana Department of Workforce Development, main focus is more workforce development and to see how Citilink can fit into that from a state perspective.

Transportation Planning Committee– Focus of most recent meeting was community input. We had a focus group discussion with other members of the community regarding the Citilink COA/TDP plan.

Staff Reports:

Controller's Report

Mr. Miller distributed the Record of Transmittals for the month of July.

Mr. Traxmor submitted a series of questions on the record of transmittals to Mr. Miller with no rush on getting the answers back. Mr. Miller said he would respond.

Comparing this year from last year, operating and non-operating revenue are up 2%. Operating expenses are up by 4.6%. Main component of this increase is salaries and wages. We have had more overtime due to being short of drivers and mechanics. Both items are being resolved with new hires.

Citilink's cash position as of June 30, 2018 is roughly \$140,000 which is lower than this time frame last year.

Cash balances are roughly similar to where we were a year ago. Operating balance resides at \$2,264,000. Workers' Comp at \$1,000,000. Liability fund at \$234,000. Cumulative fund is roughly at \$350,000 and Rainy Day fund at \$868,000.

Statement of Net Earnings: Most of trends that we see January through May are generally the same. We do not accrue for pensions on a monthly basis, in June we had three payroll periods which caused it to be higher; roughly \$12,000 over budget. Under accident repairs, roughly \$20,000 of this line item is payment for labor to fix bus 1353 which was sent to Lafayette for frame repair; the previous expense of about \$18,000 was for parts that we ordered & had sent to Lafayette. Professional and technical services of \$61,614 is abnormally high for the month. We have been negotiating what is due to RATP Dev for April, May and June when Citilink was without two contracted staff; as Ms. Kachmar was also serving as Acting General Manager. The June accrual is an estimate of what Citilink feels is a reasonable payment for this time period.

Total operating expenses for the month of June were under budget by about \$100,000 a month; year-to-date under budget by about \$600,000.

Mr. Traxmor asked about farebox revenue being down in June but ridership was up. Mr. Miller indicated we have vendors that buy bus passes from us at full retail price for their customers/clients and sell/distribute them. The month of May was a big month for sales, as is January when the discount pass program purchases are made.

Mr. Traxmor inquired on who we use to purchase fuel contracts. Mr. Miller indicated we use AG Plus.

Mr. Steinman made motion to approve record of transmittals. Ms. Fortriede seconded. They were approved unanimously, with Mr. Coats abstaining from any payments to DWD.

Acting General Manager Report:

- Mr. Haenftling shared that he is originally from Fort Wayne and that he did a summer internship when it was formerly PTC. Mr. Haenftling indicated in the four days here the staff has been really

great and Ms. Boykins has been assisting with various needs. He has secured an apartment downtown. He intends to ride the bus as much as he can and be a good transit user and good manager. He deferred the General Manager's report to Ms. Kachmar for this meeting.

- Ms. Kachmar provided an update on the Triennial Review process. We have not heard back yet but understand that the notes from the site visit are at Region V for comment. We were fully briefed at the end of the visit so Ms. Kachmar is not expecting any surprises.
- We are excited to have five new drivers. Our new bonus system is somewhat to credit for that. Our first new driver has successfully completed the 90 day probation and received the first bonus check. Ms. Kachmar took a picture so she can post it on Facebook to use as a recruiting tool.
- Ms. Kachmar decided that Citilink would not provide a free fare day on the Three Rivers Festival opening day/parade day Saturday, July 14. We had been doing this promotion for several years and paying for the lost revenue using our CMAQ grant. Since we don't have CMAQ funding this year, and it doesn't appear that we will have CMAQ in the future, it didn't seem prudent to continue this benefit. It cost about \$3,000 to do a free fare day in terms of lost revenue and additional drivers needed to cover the expense. Park & Ride options were promoted via press release and social media to help ease downtown congestion on this busy day.

Ms. Kachmar noted that fixed route ridership increased by 3,000 trips when compared to last year. Ridership could be up because gas prices are up and weather is hot. Didn't really see any trend yet.

Collaborations/Advocacy: We have heard from University of Saint Francis. They do intend to renew their contract with Cougar Express. We have been corresponding regularly with Ivy Tech about campusLink. We have expressed some concern regarding the ongoing expense. You may recall that USF and Parkview Health pay 100% for all the service that we provide for them. Ivy Tech pays about 30-40% of the cost to provide that service. Ridership went down significantly last year so our cost per trip, even their share of it, didn't really make a whole lot of sense.

CampusLink has been speaking with Lyft as an option. Not sure which way they are leaning.

- We have been invited to participate to Mayor's press conference on Councilman Arp's proposal to repeal personal property tax. It would cost Citilink an estimated \$800,000/year. Ms. Kachmar asked for permission for Citilink to attend the press conference and present a letter of concern to City Council on behalf of Citilink. Chairman Hines agreed.

Introduction and/or Adoption of Resolutions and Ordinances: None

Old Business: None

New Business:

- 2018 Strategic Plan Mid-Year Report was distributed by Ms. Kachmar.
- Highlights of the report include: Significant progress on the COA/TDP: We have had on board surveys on both fixed route and access. We have had several meetings with more scheduled. We received \$2.5M discretionary grant through FTA and will be applying for more, the next application is due August 6, 2018 and it will be solar panels on the barn roof and backup emergency generator. We are also looking into availability of energy efficient grants. Mr. Hines encouraged Citilink to apply for every grant that is available.

- Draft of Citilink Board Member Governance Overview was distributed. Ms. Kachmar drafted this as a Citilink Board Member job description when Ms. Keesling joined the Board to help clarify how the Board functions and what their role is. Mr. Traxmor thinks it should be clear that Board Members don't accept the \$1,200 per year allowed by state statute as compensation. Mr. Hines asked Ms. Boykins to order the book for the new Board Members that was purchased for the January 2018 Board Retreat.
- Mr. Hines reported that during Executive Session the board determined that Citilink should pay for only the General Manager's portion of the RATP Dev management contract for the time period of April 1, 2018 through July 8, 2018 since Ms. Kachmar served as Acting General Manager and no additional personnel were provided to assist as Assistant General Manager until Mr. Haenftling started. Therefore, Mr. Hines moved to send RATP Dev a check for April, May & June at \$16,648 per month and a prorated amount for July 1-8, 2018 for the General Manager's portion of the management contract. Mr. Coats seconded. The motion was approved unanimously.
- During Executive Session the Board also recommended for compensation for Ms. Kachmar to be paid at the General Manager's salary during her time as Acting General Manager. Although it is not under the Board's control, it is the Board's recommendation that Ms. Kachmar be paid at the higher rate; since she carried us through those months. Mr. Logan was instructed to write a letter to accompany the checks that Mr. Miller will be sending. Mr. Hines made an addendum to the above motion to reflect the compensation recommendation for Ms. Kachmar. Mr. Coats seconded. Recommendation to RATP DEV to pay compensation at GM level to Ms. Kachmar while serving as Acting GM was approved unanimously.

Open Discussion by the Board:

Mr. Traxmor shared a story about using trip planner. Noticed if you choose bus route the fastest route may say to walk. Ms. Kachmar indicated there are different preferences that can be selected for fastest trip, least walking, etc.

Mr. Coats indicated that they are trying to schedule a Finance Committee meeting. Mr. Miller sent out an email this afternoon, so please respond with your availability. Mr. Miller did receive response from Ms. Keesling.

There being no further business, the meeting adjourned at 6:12 PM.

Attest:

Glynn Hines
Chairman

Sherese Fortriede
Vice Chairman

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION-
Executive Session Meeting Minutes
July 14, 2018

An Executive Session of the Board of Directors of the Fort Wayne Public Transportation Corporation was held on Thursday, July 12, 2018 beginning at 4:30 p.m at the Citilink offices, 801 Leesburg Road, Fort Wayne, Indiana.

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

Directors Absent: Ms. Lana Keesling

Staff Present: None

Others Present: Mr. Denny Logan, Corporate Counsel

The Board of Directors met and discussed one or more of the purposes stated in the notice for such meeting. Nothing else was discussed.

There being no further business, the meeting adjourned at 5:15 p.m.

Attest:

Glynn Hines
Chairman

Ronald Steinman
Board Member

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION
Marketing Committee Meeting
July 26, 2018

The Marketing Committee of the Board of Directors of Fort Wayne Public Transportation Corporation held a meeting at Citizen's Square room 335 on Thursday, July 26, 2018 beginning at 8:30 AM.

Board Members Present: Sherese Fortriede, Chair, Lana Keesling, Nelson Coats & Howard Traxmor

Others Present: Betsy Kachmar, Asst. GM

Marketing Budget: Bruce has proposed budget for 2019 that remains at \$94,986 - Finance Committee will discuss. Remaining budget for 2018 approx. \$70,000. No CMAQ for 2018 will try again to get NIRCC to provide \$80,000 for 2019.

Transit Awareness Campaign: Betsy will touch base with Asher about doing basic updates to materials & website with messaging in preparation for & conjunction with TDP report. Asher to present suggestions at next committee meeting that would include webmaster Russett & social media Bailey. Betsy will also follow up with Access TV on video interviews editing.

Connections: Sherese suggested distributing map/schedule display racks at pass sales outlets. Betsy & Trish will investigate with Kroger & social service agencies that buy in bulk. Currently stock at library branches, Urban League, WorkOne, Park Center & others upon request.

The meeting adjourned at 9:45 AM

ATTEST:

Glynn Hines, Chairman

Ron Steinman, Secretary

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION
Finance Committee Meeting
July 26, 2018

The Finance Committee of the Board of Directors of Fort Wayne Public Transportation Corporation/Citilink held a meeting at 801 Leesburg Road, on Thursday, July 26, 2018 beginning at 2:30 PM.

Board Members Present: Nelson Coats, Chair, Lana Keesling, Ron Steinman

Board Members Absent: Glynn Hines

Others Present: John Haenftling, General Manager, Betsy Kachmar, Asst. GM, Bruce Miller, Controller, Denny Logan, General Counsel

The staff presented the proposed 2019 Citilink budget. Mr. Miller stated that the current budget approval schedule calls for the proposed budget to be presented to the full Board of Directors at the August 9, 2018 Board meeting. Attached are the proposed schedule for Fort Wayne City Council approval as well as the proposed budget.

There was some discussion about sources of funds (fares, property taxes, federal & state grants) as well as the chief expenses (wages & benefits, fuel, maintenance). Ms. Keesling asked about current year to date expenditures in some categories to get a better feel for the proposed budget. Mr. Miller addressed her question and referenced the year-to-date financial information provided in the monthly board packets. It was agreed by the committee members that they would continue to review the proposed budget after the meeting and convey any changes, modifications, concerns, or suggested adjustments to Mr. Miller for modification and/or presentation to the full Board.

The meeting adjourned at 3:45 PM

ATTEST:

Glynn Hines, Chairman

Ron Steinman, Secretary

Howard Traxmor

Phone: 260-456-5846 Email: traxmor@yahoo.com

Member

Citilink Fort Wayne Public Transportation Company

Board of Directors

Report to

2030 - Transit Development Plan Process

Presented at the Board Meeting of August 9, 2018

After review of the two information meetings on the 2030 - Transit Development Plan hosted by SRF Consulting Group, Inc. at the Fort Wayne Urban League and the Allen County Public Library, participation in the survey process including meeting with stakeholders such as the Parkview Health Patient Advisory Council and community members, reviewing the consultant's "Route Workshop" report, participating on the Marketing Committee, and discussing related issues with staff, other members and the consultants, I offer the following observations:

A. The 2030 Transit Development Plan needs a more dynamic and transparent survey framework:

Critique: (1) The survey period needs flexibility, officially ending June 29 yet remaining on-line until well into July was confusing. (2) The survey needs to target specific stakeholders by bus line as well as by zip code, especially in under performing areas. (3) "Every five to ten years, Citilink completes a process of updating the Transit Development Plan" so the data needs more analysis relative to previous surveys.

Suggestion: (1) Intersperse multiple survey periods between or keep the survey open in conjunction with the public discussions and 'information meetings' or even ongoing as a 'suggestion box'. (2) Identify stakeholders by bus line and send survey forms to a sample of the bus line businesses, industries, organizations, home owners and renters. (3) Provide some longitudinal data analysis that may help to explain trends and to better understand bus service history such as how routes have changed over time. Direct the Marketing Committee to put a priority on agency transparency with online access to previous year TDP documents, minutes of meetings, financial reports and active links to related NIRCC, State of Indiana and FTA documents.

B. The 2030 Transit Development Plan needs to evaluate the intersection of service, infrastructure and strategic development:

Critique: (1) The initial rounds of information meetings at the Fort Wayne Urban League and Allen County Public Library focused on "current service" and "the consultant's review of the system." This focus seemed to create an unnecessary limit on participation, perhaps the poor turnout in participation is a reflection of this problem over time. Interest in areas outside of improving current services are relevant and although they are intended to be covered by future TDP steps, they are all interconnected in many ways and participants should be encouraged to speak freely across the spectrum of public transit planning steps. (2) The TDP cycle, proliferation of transit issues and information, the complexity of public transit relationships, vast bureaucracies of acronyms, and the legislative funding drama in our "One Nation, Divided By Cars" (CityLab.com) may aggravate the personal anxieties felt by citizens responding to how "best" to get from point A to point B.

Suggestion: (1) Seek out a broad diversity of concerns from riders, commuters, bus drivers, police officers, school officials, environmentalists, academics and others. Divergent discussions across an

array of public transit issues with proper facilitation to highlight 'service' and related needs would provide some coherency and interest across the TDP process. An open format across the TDP from service to strategy, allows for both big picture issues such as a greening of public transit, community cooperation, and mobility management services to resonate with individual needs such as for regional service. (2) Realign the Marketing Committee around the organization of a broad community-based movement for public mass transit including a diverse citizen advisory committee including home owners, renters, nonprofit and for profit corporations, government and others.

C. The 2030 Transit Development Plan components and their relationships, research links, supporting graphics, tables, charts and related analysis needs to be expressed in both functional and time indexed drop down menus on the Citilink website:

Critique: (1) The mountains of information of Citilink (like most organizations at this point in time in the infancy of the digital age) is scattered, uncatalogued, poorly curated, and minimally digitized with online access. The high value of Citilink and the history of local mass transit has unused leverage for citizens to organize around public mass transportation. We need to overcome digital barriers to empower citizens to lead the next generation of public mass transit. (2) Citilink maps need to be layered into partnership maps of other agencies such as health systems which was suggested at the Parkview Health Patient Advisory Committee during a TDP survey outreach.

Suggestion: (1) Direct the webmaster to notify the board, via an online table, of any changes to the website, except for spelling, grammar corrections or other minor changes. Menus need to be organized by date and by function. Website menus need to be provisioned with a robust search tool that looks at titles or into files by a string of text. (2) Direct the Marketing Committee to assess the formats of various mapping systems of potential partners in transit support services and share the build of compatible mapping modules with Citilink's system map that can be added to such websites as Healthcaredirectory.org and be layered with maps so one can see the bus route lines with the objects of the search such as a doctor office, healthcare facility, etc. Provide a link to a table view of the bus line by the objects' title that can be sorted alphabetically or relative location order on the bus line with associated address.

D. The 2030 Transit Development Plan needs to continue to build on the partner relationships serving the neediest people in conjunction with public transit for all:

Critique: Social service agencies including Community Transportation Network and others that use vehicles serving the transit needs of disabled or low income individuals necessarily duplicate services to assure their mission critical objectives. Charitable organizations which spend many service hours assisting with transportation complexities could be refocused with more cooperation with all other transit services. This overlap of services creates higher costs for the community and less service for the needy. The CTN taking over the Ivy Tech connector route is a case in point where Citilink needs to be part of a broader community solution.

Suggestion: Build support for improved public mass transit via a cooperative and public partnership model of development with other transit agencies across the city, region, state and nation. Implement a home grown public transit management system. Organize around a new electrified national mass transit system powered by clean renewable energy.

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION/CITILINK
Proposed 2019 Budget

	2018 Budget (Adopted)	2019 Budget (Proposed)	Diff.
REVENUE			
OPERATING REVENUE			
Passenger Fares	\$1,433,600	\$1,433,600	\$0
Paratransit	151,200	183,960	32,760
Fare Subsidy	433,961	389,520	-44,441
Advertising Service	160,000	160,000	0
ID Cards	600	600	0
TOTAL OPERATING REVENUE	2,179,361	2,167,680	-11,681
NON-OPERATING REVENUE			
State Operating Assistance (PMTF)	2,111,725	2,107,334	-4,391
Property Taxes	6,049,933	6,255,631	205,698
Excise Taxes	339,547	359,239	19,692
Financial Institution Taxes	33,600	30,234	-3,366
COIT Tax	834,615	953,687	119,072
Commercial Vehicle Excise Taxes	33,501	34,537	1,036
FTA 5307 - Capitalization of Maintenance	2,090,251	1,976,000	-114,251
FTA 5307 - Complementary Paratransit	302,456	315,003	12,547
FTA 5307 - Operations	989,184	1,119,089	129,905
FTA - JARC	0	0	0
FTA - CMAQ	80,000	80,000	0
FTA - New Freedom	0	0	0
Private Grants	0	0	0
FTA - Program Administration for 5310	20,000	20,000	0
FTA 5310 - Operational Funds Pass Thru	204,500	100,000	-104,500
Sale of Fuel	0	0	0
Sale of Scrap	1,000	1,000	0
Investment Income	5,000	5,000	0
Accident Repair Recovery	6,000	6,000	0
Greyhound Agency Income	65,000	60,000	-5,000
Gain/Loss on Sale of Fixed Assets			
Other Miscellaneous Income	55,000	55,000	0
TOTAL NON-OPERATING REVENUE	13,221,312	13,477,754	256,442
TOTAL REVENUE	15,400,673	15,645,434	244,761
TRANSFER (TO)/FROM RESERVE	(913,787)	(849,515)	64,272
TOTAL FUNDS AVAILABLE	\$14,486,886	\$14,795,919	\$309,033

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION/CITILINK
Proposed 2019 Budget

	2018 Budget (Adopted)	2019 Budget (Proposed)	Diff.
OPERATING EXPENSES			
SALARIES AND WAGES			
Operations Supervisors Wages	\$273,941	\$313,041	\$39,100
Drivers Wages	3,805,154	4,047,579	242,425
Dispatchers & Other Wages	289,693	257,085	-32,608
Maintenance Supervisors Wages	115,391	120,376	4,985
Mechanics & Service Wages	638,275	641,307	3,032
General Office Wages	174,939	177,855	2,916
General Management Wages	74,308	75,265	957
Sick Pay	214,376	262,300	47,924
Holiday Pay	133,940	139,761	5,821
Vacation Pay	355,064	370,990	15,926
Other Paid Absence	118,355	123,663	5,308
TOTAL SALARIES AND WAGES	6,193,436	6,529,222	335,786
FRINGE BENEFITS			
FICA Taxes	469,208	491,759	22,551
Pension	567,279	592,723	25,444
Group Medical Insurance	3,128,979	2,972,463	-156,516
Group Dental Insurance	101,145	94,376	-6,769
Group Life Insurance	35,718	35,384	-334
Group Disability Insurance	95,042	96,299	1,257
Group Vision Insurance	35,976	33,450	-2,526
Separation Expense	0	0	0
Unemployment Taxes	5,985	6,033	48
Workers' Compensation	130,959	125,954	-5,005
Drivers' Uniforms	38,180	38,180	0
TOTAL FRINGE BENEFITS	4,608,471	4,486,621	-121,850
MATERIALS AND SUPPLIES			
Fuel and Lubricants	927,075	1,070,825	143,750
Tires and Tubes - Fixed Route	85,500	75,000	-10,500
Tires and Tubes - Paratransit	15,120	19,360	4,240
Tickets, Transfers and Schedules	20,000	20,000	0
Parts/Supplies - Paratransit	83,160	96,800	13,640
Parts/Supplies - Revenue Equipment	376,200	375,000	-1,200
Parts/Supplies - Shop Equipment	34,200	30,000	-4,200
Parts/Supplies - Service Equipment	12,000	12,000	0
Coveralls	34,875	29,675	-5,200
Service Supplies	25,000	25,000	0
Farebox Repairs	24,000	24,000	0
Outside Maintenance	100,000	100,000	0
Other Materials & Supplies	48,000	48,000	0
TOTAL MATERIALS AND SUPPLIES	1,785,130	1,925,660	140,530

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION/CITILINK
Proposed 2019 Budget

	2018 Budget (Adopted)	2019 Budget (Proposed)	Diff.
SERVICES			
Professional and Technical	403,796	429,180	25,384
Temporary Help			
Maintenance Contracts	96,884	99,495	2,611
Custodial Services	56,400	56,400	0
Security Services	42,000	42,000	0
Legal Services	201,500	241,500	40,000
Data Processing	26,100	26,100	0
TOTAL SERVICES	826,680	894,675	67,995
UTILITIES			
Heat, Lights and Water	156,000	156,000	0
INSURANCE			
Physical Damage Insurance	10,000	10,000	0
Liability Insurance	180,000	180,000	0
Other Corporate Insurance	173,027	173,027	0
TOTAL INSURANCE	363,027	363,027	0
TAXES			
Fuel and Lubricant Taxes	0	3,672	3,672
PURCHASED TRANSPORTATION			
Purchased Transportation	204,500	100,000	-104,500
MISCELLANEOUS EXPENSES			
Dues and Subscriptions	29,600	30,000	400
Travel and Meetings	25,500	25,500	0
Bad Debt Expense	0	0	0
Advertising/Media	94,986	94,986	0
Communications Service	47,676	47,676	0
Other Miscellaneous Expense	28,020	28,020	0
TOTAL MISCELLANEOUS EXPENSES	225,782	226,182	400
LEASES AND RENTALS			
Office Equipment Lease	2,160	2,160	0
VEHICLE TRACKING SYSTEM			
Vehicle Tracking System	13,200	13,200	0
TOTAL OPERATING EXPENSES	14,378,386	14,700,419	322,033
CAPITAL BUDGET	108,500	95,500	-13,000
TOTAL OPERATING & CAPITAL BUDGET	\$14,486,886	\$14,795,919	\$309,033
CUMULATIVE TRANSPORTATION FUND	\$211,765	\$150,000	-\$61,765
TOTAL BUDGET	\$14,698,651	\$14,945,919	\$247,268

2019 Capital Budget

Capital Budget from Operating Fund	Gross	Federal	Local	
Small Buses - Access (4)	440,000.00	374,000.00	66,000.00	0.85
Computer/Office Equipment	50,000.00	40,000.00	10,000.00	0.8
AVL/Communication Hardware/Subscription Cost	47,500.00	38,000.00	9,500.00	0.8
Other Maintenance Equipment	50,000.00	40,000.00	10,000.00	0.8
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Total Capital Budget - Local Share funded through Operations			95,500.00	
Capital Budget for Cum Fund				
Big Buses (2)	1,000,000.00	850,000.00	150,000.00	0.85

**Fort Wayne PTC
2019 Budget Schedule**

Approval by FWPTC Board:	Thursday, August 9, 2018
Submit to City Controller's Office	Thursday, August 16, 2018
Levy Advertisement Submitted Online:	Thursday, August 23, 2018
Budget Introduction @ City Council Meeting:	Tuesday, September 11, 2018
Public Hearing @ City Council Meeting:	Tuesday, September 18, 2018
Budget Adoption @ City Council Meeting:	Tuesday, October 9, 2018



Fort Wayne Public Transportation Corporation
801 Leesburg Rd.
Fort Wayne, Indiana 46808

To: Citilink Board of Directors

From: John Haenftling, General Manager

Date: August 3, 2018

Re: Board Meeting Thursday, August 9, 2018

Here is an update on current projects and notes for your next board meeting which is set for Thursday, August 9, 2018 at 5:30 PM in the Conference Room at the Citilink Offices, 801 Leesburg Road. Please contact Jean Marie Boykins if you are unable to attend the meeting.

Citilink 2030 - Transit Development Plan: Consultants returned week of July 23rd to meet with project steering committee, additional stakeholders and host public meetings. The steering committee convened on Wednesday, July 25 and scheduled a follow on teleconference for August 9, 2018. Stakeholder input was gained from the City of New Haven in a meeting with Mayor Terry McDonald on Thursday, July 26. Public input meetings were held at the Fort Wayne Urban League on Wednesday, July 25 and at the Fort Wayne Central Library on Thursday, July 26.

Financial (Goal 5: Financial Responsibility)

- **Triennial Site Review:** Received the reviewer's preliminary report. Sent response and additional documentation to address findings. All but one of the issues, submission of FSRA reports relating to 5310 sub-grantee contracts, have been addressed. Deadline for compliance is mid-November.
- **Capital Projects:** Selected Safety Vision as camera upgrade provider. Selected Midwest Transit to provide 4 small buses from State QPA. Met with DWD regarding cyber security plan & IT capital upgrades. Met with consultant to update solar roof proposal in preparation for 5339 discretionary grant – Due 8/6/18.
- **2019 Budget Development:** The proposed 2019 budget was presented to the Finance Committee on Thursday, July 26 at 2:30 p.m. See Finance Committee meeting minutes for additional details.
- **Fuel:** Jason has locked in fuel from January-June, 2019 at base price of \$2.2857/gallon. This is reflected in the 2019 proposed budget as well as an estimate of \$3.25/gallon for the remainder of 2019; for an estimated average of \$2.75/gallon in the 2019 budget. Compared to average cost of \$2.016/gallon for CY 2018 actual cost.

Employee/Board Development (Goal 3: Employee & Board Development)

- **Contract Negotiations:** Management staff continues to work toward CBA negotiations, currently anticipating negotiations during the week of October 1, 2018. Awaiting confirmation from ATU attorneys.
- **Staff Development:** Welcomed John Haenftling as Interim GM. See article in News Sentinel: <http://www.news-sentinel.com/news/local-news/2018/08/03/citilink-taps-fort-wayne-native-for-interim-general-manager-position/>
Betsy Kachmar participated in webinars on federal funding, livable cities. JeanMarie Boykins participated in a webinar on NTD Reporting. Jason Trabert participated in an NTD webinar on How to Effectively and Lawfully Use Security Video. Betsy Kachmar and John Haenftling participated in FTA webinar on the new FTA Safety Plan Final Rule requirements.
- **APTA Annual Meeting:** September 23-26, Nashville, TN. Hotel reservations are now available. Rooms in the host hotels fill up quickly. Please let us know as soon as possible if you would like to attend. For more information visit: <http://www.apta.com/mc/annual/Pages/default.aspx>. Tricia will assist with travel plans.

Collaborations/Advocacy (Goal 7: Community Livability)

- **Rep. Heine** & lobbyist Mark Palmer met with Citilink staff & Nathan Hartman, board Legislative Committee Chair. Informative visit for Representative Heine and Citilink Staff. Representative Heine is on the Ways and Means Committee and is a transit supporter statewide, but particularly locally, a potential good sign for things to come. Representative Heine also toured the Citilink Leesburg Road facility.
- Staff attended Mayor's press conference & GM testified to the Fort Wayne City Council's Finance Committee at a public hearing opposing Councilman Arp's proposal to eliminate new **business personal property tax** proposal.
- Met with city, housing authority & Fort Wayne United officials regarding **access to jobs**.
- **Open Streets** Transportation Hub – Citilink Central station hosted: UPS, dump truck, antique tractor, ambulance, bike share, Citilink flexroute bus, & Mike's Carwash. Demonstrated how to Rack & Roll (load bike in bus rack) & provided info on Citilink & Greyhound.
- Interviewed by Indiana AARP for their **Active Transportation** video.

Market Development/Community Relations (Goal 6: Ridership)

- **Token Transit Mobile Ticketing:** In June 1,677 passes were purchased generating \$5,360 in fare revenue and over 6,836 trips (including 238 on Citilink Access) taken using the mobile ticket app.
- **Travel Training:** Safe Haven veteran's home
- **Turnstone Route Adjustment:** Met with staff and decided to extend demo through October.
- **Cougar Express & campusLink:** Confirmed renewal of the Cougar Express Service with University of Saint Francis. The campusLink contract with Ivy Tech was not renewed and Ivy Tech announced Community Transportation Network (CTN) as their new partner in campus-to-campus shuttle service. Citilink requested that Ivy Tech provide a 100%

reimbursement for the direct cost of providing the service, as is the agreement for our other service contracts (they had previously been paying less the half of the cost). Further, campusLink ridership declined significantly last year and so the cost was about \$25/trip. Our other fixed route service costs about \$5-7/trip.

- **Discount Monthly Passes** will continue to be sold to students, faculty & staff at area universities; \$40.50/month a 10% discount. This discount pass program is continuing with Ivy Tech, Purdue Fort Wayne, Indiana Tech and University of Saint Francis.
- **Summer Celebration:** Citilink will be operating a FREE shuttle for the 2nd Annual Summer Community Celebration on August 4th from 2:00-8:30pm at McMillen Park. Concert will feature The Ohio Players with The Gap Experience and The Sweetwater All Stars. See flier attached.
- **Social Media Highlights:** TRF parade park & ride, Open Streets, Active Commute Fridays, TDP meetings, driver sign-on bonus & Moving Story:

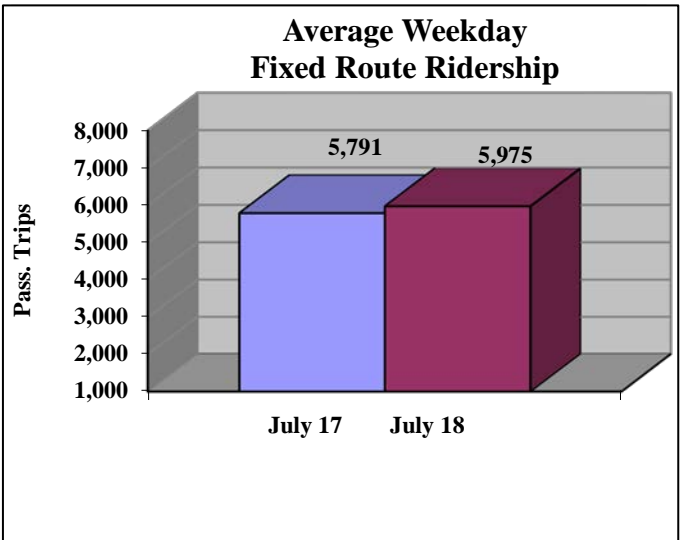
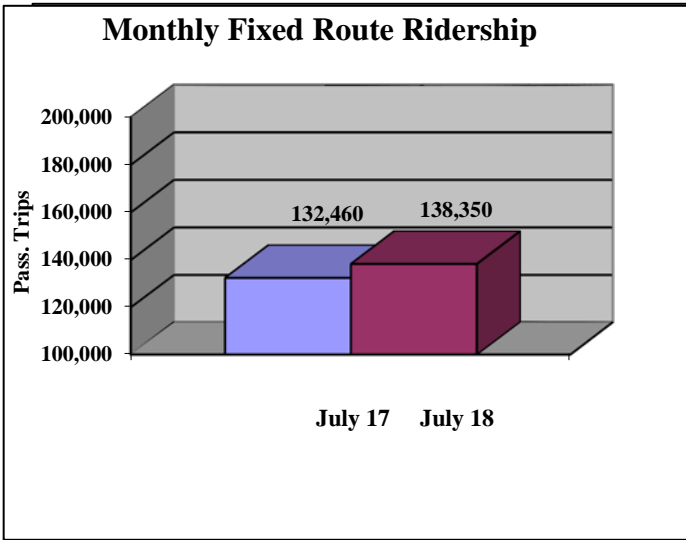
Michael is a refugee from Ethiopia, he and his family were sponsored by Catholic Charities 43 years ago. He was in sales until he was no longer able to drive three years ago. Medicare/Medicaid used to pay for his transportation but when they stopped covering it last year, he switched to Citilink. Michael loves the Citilink drivers and enjoyed meeting one of our newest drivers, Ieshia. He was also excited to learn that he won the drawing for a \$25 gift card for completing a Citilink rider survey! Congratulations, Michael!

Read more of our moving stories: <https://bit.ly/2eV5tqK>



Ridership (Goal 6: Ridership)

- **Fixed Route:** Ridership for the month of July 2018 was 138,350 trips. This compares to 132,460 passenger trips for July 2017 (**Increase of 5,890 trips/4.45%**). **This is the third consecutive month of ridership increase when compared to last year.** On-time performance was at **88.87%**. Construction in the downtown area has increased tremendously since the Three Rivers Festival has come and gone and we've experienced both long and short term detours. Some due to street closure and some due to congestion from lane restrictions.



July Average Fixed Route Passengers per Hour by Route – Weekdays Only

Route 1-Waynedale Northcrest	16.05
Route 2-Time Corners Georgetown	24.70
Route 3-Village Woods Canterbury	14.60
Route 4-Wells Ludwig Parkview	18.59
Route 5-Southeast Local	6.48
Route 6-Franke Park McKinnie	16.88
Route 7-Anthony Oxford	21.04
Route 8-Glenbrook Southtown	20.68
Route 9-Broadway Taylor Gateway	15.19
Route 10-Lewis New Haven	18.39
Route 21-Dupont Road	5.17
Route 22-West Jefferson Lutheran	6.27
Route 31X-Downtown/ARC Express	8.44
Route 15-MedLink	3.65

- **ACCESS:** Citilink Access ridership for the month of July 2018 was 6,158 trips compared to 5,812 provided in July 2017 (**increase of 346 trips/5.95%**). On-time performance was 96.67%. **Year to date ridership has increased by 1,351 trips over last year while exceeding our on-time performance goal. Kudos to Access schedulers and drivers for this achievement!**
- **5310 Pass Through to Community Transportation Network:** CTN provided 897 trips in July 2018.
- **Greyhound:** For the month of July 2018 Citilink CSR's at Central Station sold 766 (760 sold in 2017) tickets & processed 38 (97 processed in 2017) packages/bags.

Mission: Connect people by providing the highest quality sustainable public transportation while pursuing continuous improvement and growth

2018 Citilink Goal Stats Summary Report

Goal 1 - Safety

Road Calls	January	February	March	April	May	June	July	August	September	October	November	December	Total	Goal	Description
Fixed Route															
2018 Major Road Calls	2	2	2	0	2	7	1						16	35 or less	Total Road Calls
YTD	2	4	6	6	8	15	16	16	16	16	16	16			
Access															
2018 Major Road Calls	2	1	1	0	3	1	0						8	10 or less	Total Road Calls
YTD	2	3	4	4	7	8	8	8	8	8	8	8			
Accidents															
Fixed Route															
2018 Preventable Accidents	4	2	3	1	2	2	3						17	20 or less	Preventable
YTD	5	7	10	11	13	15	18	18	18	18	18	18			
Total Collision Accidents	8	3	9	4	4	3	5						36	report only	Total Accidents
YTD	8	11	20	24	28	31	36	36	36	36	36	36			
Access															
2018 Preventable Accidents	1	0	1	0	1	0	0						3	8 or less	Preventable
YTD	1	1	2	2	3	3	3	3	3	3	3	3			
Total Collision Accidents	1	0	2	0	1	0	1						5	report only	Total Accidents
YTD	1	1	3	3	4	4	5	5	5	5	5	5			

Goal 2 - Customer Service

On-time Performance	January	February	March	April	May	June	July	August	September	October	November	December	Total		
Fixed Route															
2016 On-time Performance	89.57%	90.43%	90.65%	89.09%	88.70%	91.37%	87.32%	89.00%	83.20%	86.72%	87.72%	85.66%	88.29%	90%	
2017 On-time Performance	86.25%	82.38%	84.64%	80.25%	84.13%	83.58%	85.40%	82.50%	85.45%	87.01%	92.69%	91.14%	85.45%	90%	
2018 On time performance	90.28%	92.27%	91.87%	89.87%	85.34%	88.36%	88.87%						89.55%	90%	
Access															
2016 On-time Performance	94.80%	98.37%	97.83%	95.85%	96.33%	96.92%	98.56%	98.59%	97.40%	97.72%	98.97%	96.98%	97.36%	95%	
2017 On-time Performance	98.30%	98.84%	98.20%	98.35%	96.71%	97.11%	98.60%	96.29%	95.79%	96.11%	96.71%	96.67%	97.31%	95%	
2018 On time performance	95.20%	96.00%	96.21%	95.91%	95.49%	97.88%	96.67%						95.91%	95%	

Goal 5 - Financial Responsibility

Expenses	January	February	March	April	May	June	July	August	September	October	November	December	Total		
Fixed Route Cost/Hour	\$80.22	\$82.04	\$83.55	\$83.58	\$82.96	\$86.00	\$87.28						\$83.66	\$86.00	
Access Cost/Trip	\$27.04	\$26.48	\$26.20	\$24.99	\$27.19	\$24.47	\$29.01						\$26.48	\$29.00	\$28 or less
Free Access Trips on FR	1,391	1,451	1,701	1,668	2,317	2,117	2,013						12,658	Report only	
Revenue															
Fixed Route															
2017 Farebox Revenue	\$166,093	\$82,845	\$86,883	\$83,381	\$87,319	\$99,951	\$73,244	\$94,918	\$87,856	\$102,620	\$85,608	\$82,236	\$1,132,954		
2018 Farebox Revenue	\$169,525	\$84,652	\$85,158	\$88,255	\$90,190	\$86,524	\$93,742						\$698,046	\$1,433,600	2018 budget amount
Monthly +/-	\$3,432	\$1,807	(\$1,725)	\$4,874	\$2,871	(\$13,427)	\$20,498	(\$94,918)	(\$87,856)	(\$102,620)	(\$85,608)	(\$82,236)			
YTD +/-	\$3,432	\$5,239	\$3,514	\$8,388	\$11,259	(\$2,168)	\$18,330	(\$76,588)	(\$164,444)	(\$267,064)	(\$352,672)	(\$434,908)			
Access															
2017 Farebox Revenue	\$12,369	\$16,877	\$16,015	\$13,293	\$16,972	\$14,066	\$15,779	\$15,978	\$18,821	\$14,590	\$13,513	\$18,462	\$186,735	\$151,200	budget amount
2018 Farebox Revenue	\$12,798	\$13,767	\$17,645	\$13,636	\$17,001	\$13,304	\$16,735								
Monthly +/-	\$429	(\$3,110)	\$1,630	\$343	\$29	(\$762)	\$956	(\$15,978)	(\$18,821)	(\$14,590)	(\$13,513)	(\$18,462)			
YTD +/-	\$429	(\$2,681)	(\$1,051)	(\$708)	(\$679)	(\$1,441)	(\$485)	(\$16,463)	(\$35,284)	(\$49,874)	(\$63,387)	(\$81,849)			

Goal 6 - Increase Ridership

Fixed Route	January	February	March	April	May	June	July	August	September	October	November	December	Total		
2017 Passenger Trips	136,128	141,614	151,492	134,238	142,598	138,395	132,460	149,350	143,061	148,065	144,100	135,328	1,696,829	5% increase	
2018 Passenger Trips	137,760	135,422	145,440	133,499	143,397	141,706	138,350								
Monthly +/-	1,632	(6,192)	(6,052)	(739)	799	3,311	5,890	(149,350)	(143,061)	(148,065)	(144,100)	(135,328)	(1,696,829)		
YTD +/-	1,632	(4,560)	(10,612)	(11,351)	(10,552)	(7,241)	(1,351)	(150,701)	(293,762)	(441,827)	(585,927)	(721,255)			
Access															
2017 Passenger Trips	5,557	5,558	6,468	5,867	6,404	6,292	5,812	6,890	6,050	6,528	6,017	5,629	73,072		

2018 Passenger Trips	6,207	5,923	6,412	6,151	6,347	5,927	6,158						43,125	<i>report only</i>
Monthly +/-	650	365	(56)	284	(57)	(365)	346	(6,890)	(6,050)	(6,528)	(6,017)	(5,629)	(29,947)	
YTD +/-	650	1,015	959	1,243	1,186	821	1,167	(5,723)	(11,773)	(18,301)	(24,318)	(29,947)		
Purchased Trips														
2017 Purchased Trips	894	947	911	963	951	891	858	921	885	899	834	804	10,758	
2018 Purchased Trips	905	883	897	902	899	889	897						6,272	<i>report only</i>
Monthly +/-	11	(64)	(14)	(61)	(52)	(2)	39	(921)	(885)	(899)	(834)	(804)	(4,486)	
YTD +/-	11	(53)	(67)	(128)	(180)	(182)	(143)	(1,064)	(1,949)	(2,848)	(3,682)	(4,486)		
Total Ridership														
2017 Passenger Trips	144,211	141,927	152,819	140,329	150,752	148,889	145,020	7,811	6,935	7,427	6,851	6,433	1,059,404	
2018 Passenger Trips	144,872	142,228	152,749	140,552	150,643	148,522	145,405						1,024,971	5% increase
Monthly +/-	661	301	(70)	223	(109)	(367)	385	(7,811)	(6,935)	(7,427)	(6,851)	(6,433)	(34,433)	
YTD +/-	661	962	892	1,115	1,006	639	1,024	(6,787)	(13,722)	(21,149)	(28,000)	(34,433)		
Greyhound Ticket Sales	January	February	March	April	May	June	July	August	September	October	November	December	Total	
2017 Passenger Trips (tickets sold)	592	599	788	700	806	801	760	866	690	650	756	754	8,762	
2018 Passenger Trips (tickets sold)	622	666	863	672	734	804	776						5,137	<i>report only</i>
YTD +/-	30	97	172	144	72	75	91	(775)	(1,465)	(2,115)	(2,871)	(3,625)		
2017 Packages/bags	30	36	37	36	41	48	72	61	23	40	47	40	511	
2018 Packages/bags	28	36	41	43	47	37	38						270	<i>report only</i>
YTD +/-	(2)	(2)	2	9	15	4	(30)	(91)	(114)	(154)	(201)	(241)		

2ND ANNUAL
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THE GAP EXPERIENCE
THE SWEETWATER ALL STARS**



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2018 Summer Community Celebration sponsored by

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