

REVISED
TENTATIVE AGENDA
FORT WAYNE PUBLIC TRANSPORTATION CORPORATION
BOARD OF DIRECTORS MEETING
ORDER OF BUSINESS
THURSDAY, NOVEMBER 14, 2019 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 (10/10/2019)
 - b. Marketing Committee Meeting Minutes (00/00/2019)
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
 2. Controller's Update
 - 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:
 - a. Board Retreat reminder: Saturday, January 25, 2020 @ 9:00 AM – 5:00 PM
Location to be determined.
7. New Business:
 - a. Nominating Committees – Slate of Officers
8. Open Discussion by the Board

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION

Board Minutes October 10, 2019

The October meeting of the Board of Directors of the Fort Wayne Public Transportation Corporation/ Citilink was held on Thursday October 10, 2019, starting at 5:30 pm located at the Citilink offices, 801 Leesburg Road, Fort Wayne, Indiana.

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

Directors Absent: None

Staff Present: Mr. Maurice Pearl, GM, Ms. Jean Marie Boykins, Mr. Bruce Miller, Mr. Jack Havens, Operations Supervisor, Ms. Pam Schieber, and Ms. Ruth Vosmeier.

Staff Absent: Claudia Harris-Stevenson, Mr. Richard Thomas Jr., Mr. Jason Trabert, and Mr. Ernest Johnson, ATU Local 682 President.

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

Others Absent: Mr. Denny Logan, Corporate Counsel.

Ms. Fortriede began with roll call of members and noted that all Board members were in attendance.

Approval of Minutes: Ms. Fortriede moved to the reading, correcting and approval of the previously distributed regular Board Meeting minutes from 9/12/2019, which had Executive Session minutes from 9/12/2019, and Steering Committee minutes from 9/12/2019. Mr. Steinman made the motion to approve the minutes. Mr. Coats seconded. The minutes were approved unanimously.

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

Board of Directors Committee Reports:

Finance Committee – No report.

Personnel Committee – Two bus drivers are on Leave. One will be returning to work on 11/7/2019 and the second will be evaluated on 11/29/2019 to determine when to return.

Marketing Committee – No report.

Legislative Committee – No report

Executive Committee – No Report.

Transportation Planning Committee– There will be two public meetings on October 29th and 30th to discuss the Transit Development Plan.

Staff Reports:

Controller's Report:

Mr. Miller distributed the Interim Record of Transmittals for 10/01/2019 to 10/11/2019 for review. Mr. Steinman made motion to approve the Interim Record of Transmittals for October 1- 11, 2019, and the Record of Transmittals for September 1- 30, 2019. Mr. Coats seconded. *They were approved unanimously, with Mr. Coats abstaining from any payments to DWD.*

There was a brief discussion concerning the price of the cell phone service; however, it was determined that the amount was due to the fact that all of the buses now have Wi-Fi in them. Mr. Steinman motioned to approve the expenditures, and Mr. Coats seconded the motion, they were unanimously approved.

Overall revenue is under budget by approximately 7% primarily due to the fact that Citilink does not plan on drawing down as much 5307 Special Rule Operations funds in the current year as what had been budgeted. Operating expenses are under budget by approximately 4.6%.

As of September 30, 2019, Citilink's cash position is roughly \$360,000 higher than the same date a year ago. This is primarily due to the timing of Federal Grant draw downs, and Indiana PMTF payments.

Total revenue is roughly the same as it was in 2018; however, operating expenses are up 6.56 % over last year.

Cash Balance Reports: Total at the end of September 2019 is approximately \$3,230,408.66.

In the month of September sick pay was significantly higher due to the fact that a retiree had a substantial "sick bank," that was paid out. The pension fund also had an additional expense due to the retirement of that employee.

Materials and supplies had a large expenditure in the area of parts/supplies – revenue equipment. In September, that department spent over \$45,000, of which approximately \$25,000 was to replace an engine in one of the buses.

Total operating expenses are down \$502, 899.97 year to date.

General Manager Report:

Financial

- Fuel cost for the month of September was \$2.45 a gallon. Locked in for September/October 2020 at \$2.02 and \$2.00 per gallon, respectively.
- Election Day November 5th, Free Fare Day

Safety & Security

- Jason Trabert and Maurice Pearl attended a training webinar on Public Agency Safety Plans.
- Safety Plans are mandated for implementation June/July 2020.

Employee/ Board Development

- Operations started weekly meetings to discuss updates and issues.
- Multiple employees signed up for US DOT training: safety & security, drug & alcohol, operations management, and Bus Operations Supervisor training for 2019 and 2020.
- Bill Roberson's last day was October 11th.
- Kylee Wagner will begin on October 21st as Marketing Manager.
- Interviews on Friday October 11th for PM Dispatcher.
- There is a newly created Customer Service/ Dispatcher position to relieve for days off.

Collaborations/ Advocacy

- Jason Trabert, Bruce Miller, and Maurice Pearl met with Enterprise Vanpool regarding commute programs for Fort Wayne.
- Maurice Pearl met with John Guingrich from the League.
- Bill Troe and Maurice Pearl met with Parkview representatives regarding the Carew Medical Park and Route 15. Parkview approves of the proposed changes. Mr. Pearl would like to present these proposals to the public.
- Jason Trabert, Junior Rodriguez, Maurice Pearl, and Kerri Garvin (IMP) met with Ken Becker from Proterra to discuss the route analysis and potential electric bus pilot program.

Market Development/ Community Relations

- Transit Development Plan: Maurice Pearl, Sherese Fortriede, and Bill Troe participated in a TDP logistics conference call.
- Mr. Pearl suggested that Citilink start a program that would provide buses to firefighters on extremely cold days. In the past two years, buses were provided to them 2 or 3 times.

Ridership

- Fixed Route ridership for September 2019 was 130,904, which is a decrease of 3.18 % from 2018.
- Token Transit sales were 3,128 in September, and usage was 9,393 passes for Fixed Route, and 512 for Access.
- Access ridership in September 2019 was 6, 212 trips, which was an increase of 9.99%.

Goal Stats Summary

- In September, there was one major road call for Fixed Route, and two for Access.
 - Fixed Route had four preventable collisions in September, and Access had one.

Mr. Steinman congratulated the staff for going 30 consecutive working days without a preventable collision. He commented on the numerous “thank you’s” and pictures that were posted on Facebook.

Old Business: None to report.

New Business

- General Manager evaluation is due to Mr. Steinman by November 14, 2019.
- General Manager evaluation will be held in an Executive Session Prior to December’s Board Meeting.
- Ad Hoc Committee to meet prior to November’s board Meeting.
- Review Citilink Goals and Objectives.
- Board Retreat in January 2020
- Mr. Traxmor mentioned that we need to contact State Senators Braun and Young regarding opposition to Senate Bill 2520 which would cut funding to public transportation. It was proposed that there would be a meeting to further discuss the components of this bill.

Public Comments: None

Items for Open Discussion: None

There being no further business, the meeting was adjourned at 5:59 PM.

Attest:

Sherese Fortriede
Chair

Ron Steinman
Vice Chair



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

To: Citilink Board of Directors

From: Reese Pearl, General Manager

Date: November 8, 2019

Re: Board Meeting Thursday, November 14, 2019

Here is an update on current projects and notes for your next board meeting which is set for Thursday, November 14, 2019 in the Conference Room at the Citilink Offices, 801 Leesburg Road, and beginning at 5:30 pm. **Please contact Ruth Vosmeier if you are unable to attend the meeting.**

Financial (Goal 5: Financial Responsibility)

- Fuel costs for the month of October: Current per gallon cost - \$2.45. Locked in for September /October 2020 at \$2.02 and \$2.00 per gallon, respectively.

Safety & Security (Goal 1: Safety)

- Citilink employees went 29 days without a preventable collision

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

- **Employee Update:**
- Valerie Lee hired for the PM dispatcher position
- Leslie Agnew hired for part-time dispatch position
- Sherese Fortriede, Jason Trabert and Maurice Pearl attended the 2019 APTA Annual Conference
- Conference call with Bill Troe regarding TDP update
- Maurice Pearl attended Leadership Fort Wayne Orientation

Collaborations/Advocacy (Goal 7: Community Livability)

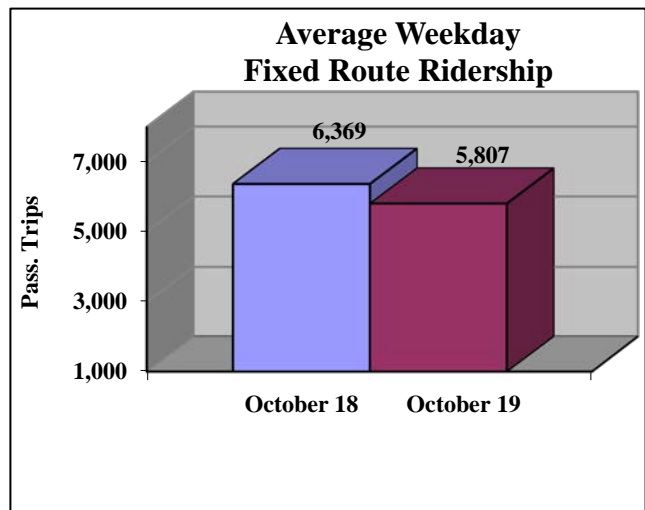
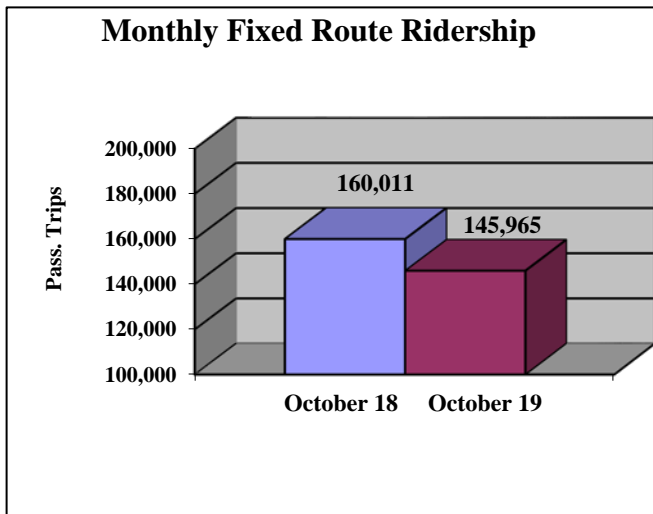
- Conference call with Swiftly. Operations software solution
- Maurice Pearl attended the Associated Churches Gala
- Citilink employees decorated a van for Halloween on October 31st and staged it at Central Station
- Maurice Pearl attended the Disability Council Committee Meeting on November 8th

Market Development/Community Relations (Goal 6: Ridership)

- Pam Schieber attended the monthly NIMAN Committee Meeting
- Kylee Wagner attended the Rotary Club meeting on October 21st and 28th
- Kylee Wagner met with Stephen Bailey on October 30th
- Kylee Wagner met with Eric Shippy on November 8th

Ridership (Goal 6: Ridership)

- **Fixed Route:** Ridership for the month of October 2019 was 145,965 trips. This compares to 160,011 passenger trips for October 2018 (**decrease of -14,046 trips/-8.78%**). On-time performance was at 88.66%. Average weekday ridership for the month of October was 5,807.
- **Token Transit:** Mobile pass sales for October was 3,550 for net of \$9,946.23. Usage was 11,107 on fixed route and 636 on Access.



October Average Fixed Route Passengers per Hour By Route – Weekdays Only

Route 1-Waynedale Northcrest	15.12
Route 2-Time Corners Georgetown	23.26
Route 3-Village Woods Canterbury	15.50
Route 4-Wells Ludwig Parkview	19.45
Route 5-Southeast Local	7.72
Route 6-Franke Park McKinnie	17.31
Route 7-Anthony Oxford	15.91
Route 8-Glenbrook Southtown	19.78
Route 9-Broadway Taylor Gateway	14.31
Route 10-Lewis New Haven	20.39
Route 21-Dupont Road	3.97
Route 22-West Jefferson Lutheran	6.03
Route 97-Cougar Express	4.52
Route 31X-Downtown/ARC Express	3.23
Route 15-MedLink	2.86

- **ACCESS:** Citilink Access ridership for the month of October 2019 was 7,236 trips compared to 6,528 provided in October 2018 (**decrease of 295 trips/-4.32%**). On-time performance was 95.72%. Average Access weekday ridership for October was 301 trips/day.
- **5310 Pass Through to Community Transportation Network:** CTN provided 989 trips in October 2019.
- **Greyhound:** For the month of October 2019 Citilink CSR's at Central Station sold 663 tickets (688 were sold in 2018) & processed 43 packages/bags (32 processed in 2018).

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

2019 Citilink Goal Stats Summary Report

Goal 1 - Safety

	January	February	March	April	May	June	July	August	September	October	November	December	Total	Goal	Description
Road Calls															
Fixed Route															
2019 Major Road Calls	3	0	0	3	2	3	4	2	1	6			24	35 or less	Total Road Calls
YTD	3	3	3	6	8	11	15	17	18	24					
Access															
2019 Major Road Calls	1	0	1	2	2	3	3	1	2	0			15	10 or less	Total Road Calls
YTD	1	1	2	4	6	9	12	13	15	15					
Accidents															
Fixed Route															
2019 Preventable Accidents	1	6	2	0	0	4	1	1	4	2			21	20 or less	Preventable
YTD	1	7	9	9	9	13	14	15	19	21					
Total Collision Accidents	1	10	5	2	1	7	5	3	4	2			42	report only	Total Accidents
YTD	1	11	16	18	21	28	33	36	40	42					
Access															
2019 Preventable Accidents	0	1	0	1	0	1	1	3	1	0			8	8 or less	Preventable
YTD	0	1	1	2	2	3	4	7	8	8					
Total Collision Accidents	2	1	2	0	0	2	1	5	2	0			15	report only	Total Accidents
YTD	2	3	5	5	5	7	8	13	15	15					

Goal 2 - Customer Service

On-time Performance															
Fixed Route															
2019 On time performance	90.16%	91.52%	90.81%	87.24%	88.69%	86.89%	89.83%	89.83%	85.83%	88.66%			88.95%	90%	
Access															
2019 On time performance	94.50%	93.63%	96.75%	98.05%	98.59%	99.29%	98.51%	98.86%	96.30%	95.72%			97.02%	95%	

Goal 5 - Financial Responsibility

Expenses															
Fixed Route Cost/Hour	\$87.71	\$83.65	\$84.73	\$98.87	\$93.31	\$91.07	\$92.31	\$86.77	\$97.27	\$85.19			\$90.09	\$86.00	
Access Cost/Trip	\$32.14	\$26.97	\$23.68	\$32.54	\$28.04	\$29.15	\$30.43	\$31.46	\$30.01	\$27.51			\$29.19	\$29.00	\$28 or less
Free Access Trips on FR	1,420	1,256	1,453	1,674	1,504	1,366	1,471	1,553	1,625	1,694			15,016		Report only
Revenue															
Fixed Route															
2018 Farebox Revenue	\$169,525	\$84,652	\$85,158	\$88,255	\$90,190	\$86,524	\$93,742	\$93,400	\$90,656	\$111,190	\$88,172	\$73,286	\$1,154,750		
2019 Farebox Revenue	\$152,987	\$84,388	\$87,594	\$85,894	\$106,358	\$76,287	\$84,706	\$98,006	\$83,208	\$90,219			\$949,647	\$1,433,600	2019 budget amount
Monthly +/-	(\$16,538)	(\$264)	\$2,436	(\$2,361)	\$16,168	(\$10,237)	(\$9,036)	\$4,606	(\$7,448)	(\$20,971)			(\$43,645)		
YTD +/-	(\$16,538)	(\$16,802)	(\$14,366)	(\$16,727)	(\$559)	(\$10,796)	(\$19,832)	(\$15,226)	(\$22,674)	(\$43,645)					
Access															
2018 Farebox Revenue	\$12,798	\$13,767	\$17,645	\$13,636	\$17,001	\$13,304	\$16,735	\$15,157	\$13,632	\$17,571	\$14,345	\$15,260	\$180,851		
2019 Farebox Revenue	\$14,039	\$12,874	\$20,558	\$13,606	\$15,645	\$13,655	\$12,797	\$17,437	\$14,152	\$17,968			\$152,731		
Monthly +/-	\$1,241	(\$893)	\$2,913	(\$30)	(\$1,356)	\$351	(\$3,938)	\$2,280	\$520	\$397			\$1,485		
YTD +/-	\$1,241	\$348	\$3,261	\$3,231	\$1,875	\$2,226	(\$1,712)	\$568	\$1,088	\$1,485					

Goal 6 - Increase Ridership														
Fixed Route														
2018 Passenger Trips	137,760	135,422	145,440	133,499	143,397	141,706	138,350	154,608	135,116	160,011	137,015	130,804	1,693,128	
2019 Passenger Trips	121,990	125,274	135,475	139,412	139,277	127,658	135,980	144,512	130,904	145,965			1,346,447	
Monthly +/-	(15,770)	(10,148)	(9,965)	5,913	(4,120)	(14,048)	(2,370)	(10,096)	(4,212)	(14,046)			(78,862)	
YTD +/-	(15,770)	(25,918)	(35,883)	(29,970)	(34,090)	(48,138)	(50,508)	(60,604)	(64,816)	(78,862)				
Access														
2018 Passenger Trips	6,207	5,923	6,412	6,151	6,347	5,927	6,158	6,782	5,648	6,823	5958	5603	73,939	
2019 Passenger Trips	5,839	5,899	6,735	6,583	6,555	5,582	6,289	6,163	6,212	7,236			63,093	<i>report only</i>
Monthly +/-	(368)	(24)	323	432	208	(345)	131	(619)	564	413			715	
YTD +/-	(368)	(392)	(69)	363	571	226	357	(262)	302	715				
Purchased Trips														
2018 Purchased Trips	905	883	897	902	899	889	897	916	876	877	878	879	10,698	
2019 Purchased Trips	764	810	832	808	829	840	803	1037	961	989			8,673	<i>report only</i>
Monthly +/-	(141)	(73)	(65)	(94)	(70)	(49)	(94)	121	85	112			(268)	
YTD +/-	(141)	(214)	(279)	(373)	(443)	(492)	(586)	(465)	(380)	(268)				
Total Ridership														
2018 Passenger Trips	144,872	142,228	152,749	140,552	150,643	148,522	145,405	162,306	141,640	167,711	143,851	137,286	1,777,765	
2019 Passenger Trips	128,593	131,983	143,042	146,803	146,661	134,080	143,072	151,712	138,077	154,190	0	0	1,418,213	5% increase
Monthly +/-	(16,279)	(10,245)	(9,707)	6,251	(3,982)	(14,442)	(2,333)	(10,594)	(3,563)	(13,521)			(78,415)	
YTD +/-	(16,279)	(26,524)	(36,231)	(29,980)	(33,962)	(48,404)	(50,737)	(61,331)	(64,894)	(78,415)				
Greyhound Ticket Sales														
2019 Passenger tickets sold	552	647	751	608	638	639	690	755	597	663			6,540	<i>report only</i>
2019 Packages/bags	36	37	50	24	40	40	32	36	40	43			378	<i>report only</i>