

December 12, 2019

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

BOARD MEMBERS

Sherese Fortriede
Ron Steinman
Glynn Hines
Nelson C
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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|-----------|--|
| 1 | Meeting Minutes |
| 2 | Public Comment |
| 3 | Board of Directors Reports |
| 4 | Update on Financial Report |
| 5 | Update on Operations |
| 6 | Update on Marketing Activities |
| 7 | Update on Human Resources |
| 8 | Update on Maintenance Activities |
| 9 | Update on General Manager Activities |
| 10 | Introduction and/or Adoption of Resolutions and Ordinances |
| 11 | Old Business |
| 12 | New Business |
| 13 | Open Discussion by the Board |

TENTATIVE AGENDA
FORT WAYNE PUBLIC TRANSPORTATION CORPORATION
BOARD OF DIRECTORS MEETING
ORDER OF BUSINESS
THURSDAY, DECEMBER 12, 2019 AT 4:30 PM
801 LEESBURG ROAD FORT WAYNE, IN 46808

- I. EXECUTIVE SESSION of the BOARD of DIRECTORS: to start at 4:30 PM to discuss matters per I.C 5-14-1.5-6.1(b)(9)
- II. 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 (11/14/2019)
 - b. Marketing Committee Meeting Minutes (11/19/2019)
- 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. Update on Financial Report
- 5. Update on Operations
- 6. Update on Marketing Activities
- 7. Update on Human Resources
- 8. Update on Maintenance Activities
- 9. Update on General Manager Activities
- 10. Introduction and/or Adoption of Resolutions and Ordinances:
 - a. Resolutions:
 - 1. R-05-2019 Contract for Physicians Health Plan (PHP) Health Insurance
 - b. Appropriations Ordinances:
 - c. General Ordinances:
- 11. Old Business:
- 12. New Business:
- 13. Open Discussion by the Board

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

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION
Board Minutes
November 14, 2019

The March meeting of the Board of Directors of the Fort Wayne Public Transportation Corporation/ Citilink was held on Thursday November 14, 2019 with regular meeting starting at 5:30 pm at the Citilink offices, 801 Leesburg Road, Fort Wayne, Indiana.

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

Directors Absent: None

Staff Present: Mr. Pearl, Ms. Boykins, Mr. Miller, Ms. Wagner, Mr. Trabert, Ms. Harris-Stevenson,
Ms. Schieber, and Ms. Vosmeier

Staff Absent: Mr. Johnson, ATU Local 682

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

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

Approval of Minutes: Ms. Fortriede moved to the reading, correcting and approval of the previously distributed regular Board Meeting minutes from 10/10/2019. It was noted that two corrections needed to be made to October 2019's Minutes. The first correction was under Market Development in the General Manager's Report. It should have read that buses could have been provided by Citilink 2 or 3 times to firefighters in the last two years. Also, under New Business, the minutes should have read: Senators Braun and Young.

Mr. Steinman made the motion to approve the amended minutes. Mr. Hines 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 – General Manager Evaluations to Mr. Steinman. Mr. Traxmor will submit his by 11/14/2019.

Marketing Committee – No report. Meeting on 11/19/2019. Mr. Pearl introduced Citilink's new Marketing/ Community Development Director: Ms. Wagner who has been with Citilink just under a month.

Legislative Committee – No report.

Executive Committee – No Report.

Transportation Planning Committee– Another delay.

Staff Reports:

Controller's Report

Mr. Miller distributed the Interim Record of Transmittals for the period of November 15, 2019.

Mr. Traxmor had a question regarding a \$10,000 payment for Digital Highway. Mr. Miller explained that this was for 3 year renewal for the cradle point in order to have Wi-Fi and its support for the buses. Mr. Traxmor asked if that specific cost was in the budget. It was explained that the amount was not in the budget; however, that if Citilink wants to have Wi-Fi on the buses - that is the cost, and that it could change if Wi-Fi is added to more buses.

Mr. Steinman made the motion to approve the Interim Record of Transmittals for November 1 – 15, 2019. Ms. Keesling seconded. The Interim Record of Transmittals were approved unanimously.

In the Controller's Report, Mr. Miller pointed out that compared to October 2018, this October's total revenue is up just under 1.5 % and that the operating expenses are up 6.76%. This is primarily due to the fact that fuel costs are up this year, and an increase in payroll increases.

In the Cash Balance Report shows that Citilink's cash balance at the end of October 2019 is approximately \$35,000 higher than October 2018.

In the Statement of Net Earnings, Mr. Miller noted that October had 23 work days with no holidays; therefore, it was a bigger month as far as payroll was concerned. Also, under the section of Services, there was a large pay out under Temporary Help. This was due to place fee paid to Office Team in order to hire an employee who had a unique skill set that benefitted Dispatch. This was an effort to make her a permanent employee faster. Under Travel and Meetings there were much higher expenditures than normal due to the APTA Conference. Citilink's Operating Expenses for 2019 are just a little under \$540,000 under budget.

Mr. Traxmor asked about the vehicle tracking system that is over budget, and wondered what could be expected regarding the cost of this service. Mr. Miller explained that it is a cost that Citilink has to accept if there is to be Wi-Fi on the buses. Mr. Traxmor questioned the cost of this system, which Mr. Miller replied that it is roughly a little over \$3,000 a month for that system. Mr. Miller also explained that the price could go up if more buses, such as the para-transits, are fitted with Wi-Fi.

General Manager's Report

Under Financial for the month of October, 2019, fuel costs were \$2.45 per gallon, and are locked in for October, 2020 at \$2.00 a gallon. Almost all of next year, fuel is locked in well under \$2.45

per gallon and actually much closer to \$2.00 a gallon. Mr. Trabert is doing a phenomenal job of negotiating fuel prices.

Under Safety and Security, two small screens are being utilized in the drivers lounge to update them on Citilink information. The first monitor displays safety and security topics. Many of the topics from the Fall Safety Training meetings are shown on the first screen. Ms. Wagner and some of the directors chose which subjects to post that is relevant to the drivers. The second screen displays Citilink business, this could be anything from new employees to new buses anything going on with Citilink. During October 29 days without a preventable collision was reached. However, on day 29, one of the drivers had a minor preventable collision. The drivers were very disappointed, because they were looking forward to their free lunch.

Under Employee/Board Development, Valerie Lee was hired for PM Dispatch position, and Leslie Agnew was hired for a Part Time Dispatch position. Leslie is an example of an employee that was hired as Customer Service, but was able to be cross trained to do different positions. Cross section training is something that Citilink would like to utilize. Instead of having an Operations Supervisor covering for evening and weekend dispatch, Leslie is able to start her day in Customer Service the switch to PM Dispatch on Wednesdays. And instead of the PM Dispatcher having to work 13 or 14 hours on Saturday, Leslie comes in and works 6:00-10:00 AM on Saturdays. The PM Dispatcher then works a 10:00-6:00 shift. Mr. Pearl is continuing to have conference calls with Mr. Troe regarding Transit Development Plan updates. Within the next week, there will hopefully be a final report that can be presented to the Board of Directors. Mr. Troe has been working with Ms. Fortriede and Mr. Vondran, and they are hopeful that there will be community meetings before the end of the year.

Under Collaborations and Advocacy, Mr. Pearl had a conference call with Swiftly. They are an operations software solutions company that shows how to manage efficiency and reliability of transit systems. They focus on ridership impact. Citilink management is constantly looking for other software systems, and trying to be proactive in finding new solutions. Citilink employees decorated a van for Halloween and had it at Central Station. Next year the plan is to have a bus. Ms. Wagner has been doing a great job working with local, as well as regional and national businesses for them to donate items for Halloween, to put on the bus. Quite a few children and adults visited the bus, and it was well received. Next year the bus will run on different routes throughout the day, and it will be a free fare day for that bus.

Under Market Development/ Community Relations Ms. Wagner attended Rotary Club Meetings no October 21st and 28th. Ms. Wagner has also met with Mr. Bailey and Mr. Shippy.

Ridership: Fixed Route for October 2019 was 145,965, this compares to 160,011 in October 2018 which is a decrease slightly under 9%. On-time performance was at 88.66%. Token Transit's pass sales for October were 3,550 with a net of \$9,946. Citilink Access ridership for the month of October, 2019 had 7,236 trips compared to 6,528 trips in October, 2018, this was an increase over 10%. Access ridership is continually increasing. Ms. Schieber and Ms. Harris-Stevenson have been doing a great job of reviewing and keeping track of ridership trends. They are continually monitoring the ridership in order to assure ADA compliance and feasible routes. In October Greyhound sold 663 tickets, compared to 688 tickets sold in 2018.

Goal Stats Summary Report details that in October, 2019 there were 6 major road calls for Fixed Route, and 0 for Access. There were 2 preventable collisions for Fixed Route, and 0 for Access.

Citilink provided buses for the Regional Neighborhood Conference Tour on September 20, 2019. Service was provided to: Posterity House, Bottle Works, Johnnie Mae Farm, and Renaissance Pointe YMCA.

Mr. Steinman asked if Mr. Shippy had paid off his debt. Mr. Pearl said that he has been making regular payments about every other week. However, it is doubtful if he will pay off his debt by the end of the year.

Old Business: Board Retreat for Saturday January 25, 2020 hosted by Rothberg, Logan, & Warsco at 505 E. Washington Blvd. 46802 8:00 AM – 12:00 PM.

New Business: Slate of Officers for Board officers for 2020. Mr. Coats collected the ballots for nominations of candidates. The voting for Board officers will be held in the December, 2019 Board meeting.

Open Discussion: Ms. Fortriede, Mr. Pearl, and Mr. Trabert attended the APTA Conference in New York. Ms. Fortriede will have notes for December's Board meeting. This was not an expo year, so it was just vendors. There were meetings with several vendors, and Mr. Pearl has been following up with Moovit, who is a mobility as a service provider. They are talking about various mobility options through an app on cell phones. Mr. Pearl said that the meetings are always relevant, especially the legislative meetings. They attended a lot of the committee meetings on Sunday and attending conference sessions during the week. Mr. Trabert was introduced to various transportation professionals throughout industry, and this created great networking opportunities. Mr. Trabert commented that it was nice seeing his peers having the same questions he does. He valued meeting a lot of people that he never would have met had he not attended APTA. He also enjoyed the opportunity to explore New York between meetings. They did a technical tour and rode the subway.

Mr. Hines attended the Yard and Company Charrette. One of the buttons that got a lot of hits was transportation. There is a lot of focus on having more frequent service. Posterity Heights is at full occupancy. Part of the requirements to live there is employment, so that should increase ridership.

Mr. Steinman asked about the Redline in Indianapolis and stated that he heard they would have to spend \$4,000,000 for two charging stations. Mr. Pearl mentioned a meeting he had attended with the General Managers of: Bloomington, Lafayette, and Indianapolis. In this meeting discussed legislative agenda for next year and the BYD buses. Indianapolis is not paying for these buses. An article that came out on 11/14/2019 said that the reliability of the electric buses is less than 25%.and are not reliable at this point.

Mr. Steinman Brought up that some people did not get their name tags. It was discovered that Ms. Vosmeier had put them up. Immediately following the meeting, she passed them out.

There being no further business, the meeting adjourned at 6:07 PM.

Attest:

Sherese Fortriede
Chair

Ron Steinman
Vice Chair

Public Comment:





FORT WAYNE PUBLIC TRANSPORTATION CORPORATION

**Marketing Committee Meeting
November 19, 2019**

The Marketing Committee of the Board of Directors of Fort Wayne Public Transportation Corporation held a meeting at Citilink Offices at 801 Leesburg Road, November 19, 2019 beginning at 4:45 pm

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

Others Present: Maurice Pearl, General Manager/CEO, Kylee Wagner, Marketing Manager, Stephen Bailey, PH Digital

Discussion topics:

Marketing Position:

Bus Prices for Wraps: Reese suggested to increase beginning August 1, 2019 to move from \$500/month to \$1,000/month for new buses only. Nelson suggested anyone new coming on board also would pay \$1,000/month. All agreed for the increase. Time limit for the wraps could be 3 months to 3 years. We currently bill quarterly.

Continuous rotation topics for Social Media: Stephen met with Reese on 7/10/19. Discussed bio regarding Reese and why he rides the bus. General overview of riding public transit and actively riding the bus.

Next Meeting: Date to be determined

The meeting adjourned at approximately 5:30 pm.

ATTEST:

Sherese Fortriede, Chair

J. Nelson Coats



TO: FORT WAYNE PUBLIC TRANSPORTATION CORPORATION BOARD OF DIRECTORS
 FROM: BRUCE MILLER, CONTROLLER
 DATE: DECEMBER 6, 2019
 SUBJECT: FINANCIAL REPORT

CONTROLLER'S REPORT

December 12, 2019

NOVEMBER 2019 FINANCIAL DATA

Overall revenue is under budget (after accounting for budgeted circuit breaker) by approximately 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 5.2%. 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 November 30, 2019 is roughly \$523,000 higher as compared to the cash position as of November 30, 2018.

Financial Summary Comparison

| | November | | Year-to-date | | | |
|-----------------------|-----------------|-----------------|------------------|------------------|-----------------|--------|
| | 2019 | 2018 | 2019 | 2018 | \$ Diff | % Diff |
| Operating revenue | \$ 142,116.28 | \$ 155,916.52 | \$ 1,705,400.20 | \$ 1,812,968.44 | \$ (107,568.24) | -5.93% |
| Non-operating revenue | \$ 987,415.24 | \$ 831,214.90 | \$ 10,879,518.12 | \$ 10,465,656.01 | \$ 413,862.11 | 3.95% |
| Total Revenue | \$ 1,129,531.52 | \$ 987,131.42 | \$ 12,584,918.32 | \$ 12,278,624.45 | \$ 306,293.87 | 2.49% |
| Operating Expenses | \$ 1,065,052.44 | \$ 1,157,467.43 | \$ 12,774,104.14 | \$ 12,125,457.77 | \$ 648,646.37 | 5.35% |

RECORD OF TRANSMITTALS

The Record of Transmittals for November 2019 is included in your packet. The interim Record of Transmittals for December 1-12, 2019 will be distributed at the meeting for your review and approval.

Respectfully submitted,

Bruce Miller
 Controller

CITILINK

**Cash Balances Report
11/30/2019**

OLD National Bank

| | | |
|------------------------|----|-----------------|
| Checking | \$ | 2,480,779.53 |
| Ticket Vending Machine | \$ | 1,153.00 |
| Credit Card | \$ | 4,584.65 |
| Money Market | \$ | <u>5,336.48</u> |
| | \$ | 2,491,853.66 |

Horizon Bank (was Salin)

Savings

TOTAL

\$ 1,110,651.68

\$ 3,602,505.34

Fund Balances

| | | |
|---------------|----|---------------------|
| Operating | \$ | 1,123,418.10 |
| Workers' Comp | \$ | 1,000,000.00 |
| Liability | \$ | 260,512.20 |
| Matching | \$ | 350,384.52 |
| Levy Excess | \$ | - |
| Rainy Day | \$ | <u>868,190.52</u> |
| | \$ | <u>3,602,505.34</u> |

CASH ACTIVITY SUMMARY

| | <u>Current Month</u> | <u>Y-T-D</u> |
|-------------------|------------------------|-------------------------|
| Beginning Balance | \$ 2,826,483.45 | \$ 2,994,879.79 |
| Receipts | \$ 2,163,886.85 | \$ 14,942,792.73 |
| Disbursements | <u>\$ 1,387,864.96</u> | <u>\$ 14,335,167.18</u> |
| Ending Balance | <u>\$ 3,602,505.34</u> | <u>\$ 3,602,505.34</u> |

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION/CITILINK

STATEMENT OF NET EARNINGS
For the Month Ending November 30, 2019

| | Period to Date | | | Year to Date | | |
|--|---------------------|---------------------|--------------------|----------------------|----------------------|--------------------|
| | Actual | Budget | Variance | Actual | Budget | Variance |
| REVENUE | | | | | | |
| OPERATING REVENUE | | | | | | |
| Passenger Fares | 79,183.93 | 119,466.67 | -40,282.74 | 1,028,832.06 | 1,314,133.33 | -285,301.27 |
| Paratransit | 14,251.10 | 15,330.00 | -1,078.90 | 166,981.47 | 168,630.00 | -1,648.53 |
| Fare Subsidy | 35,601.75 | 32,460.00 | 3,141.75 | 362,244.35 | 357,060.00 | 5,184.35 |
| Advertising Service | 12,909.00 | 13,333.33 | -424.33 | 145,020.50 | 146,666.67 | -1,646.17 |
| ID Cards | 170.50 | 50.00 | 120.50 | 2,321.82 | 550.00 | 1,771.82 |
| TOTAL OPERATING REVENUE | 142,116.28 | 180,640.00 | -38,523.72 | 1,705,400.20 | 1,987,040.00 | -281,639.80 |
| NON-OPERATING REVENUE | | | | | | |
| Federal Operating Assistance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| State Operating Assistance | 174,417.00 | 175,611.17 | -1,194.17 | 1,918,587.00 | 1,931,722.83 | -13,135.83 |
| Property Taxes | 457,918.44 | 450,509.67 | 7,408.77 | 5,037,102.84 | 4,955,606.33 | 81,496.51 |
| Excise Taxes | 29,937.00 | 29,936.58 | 0.42 | 329,307.00 | 329,302.42 | 4.58 |
| Bank Taxes | 2,520.00 | 2,519.50 | 0.50 | 27,720.00 | 27,714.50 | 5.50 |
| COIT Tax | 76,964.42 | 79,473.92 | -2,509.50 | 911,370.62 | 874,213.08 | 37,157.54 |
| Commercial Vehicle Taxes | 2,878.00 | 2,878.08 | -0.08 | 31,658.00 | 31,658.92 | -0.92 |
| JARC | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Capitalize Maintenance | 170,000.00 | 164,666.67 | 5,333.33 | 1,705,000.00 | 1,811,333.33 | -106,333.33 |
| CMAQ | 0.00 | 6,666.67 | -6,666.67 | 0.00 | 73,333.33 | -73,333.33 |
| Complementary Paratransit | 26,250.00 | 26,250.25 | -0.25 | 288,750.00 | 288,752.75 | -2.75 |
| FTA 5307 - Operations | 41,667.00 | 93,257.42 | -51,590.42 | 458,337.00 | 1,025,831.58 | -567,494.58 |
| 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 | 0.00 | 1,666.67 | -1,666.67 | 26,764.00 | 18,333.33 | 8,430.67 |
| FTA 5310 - Operational Funds Pass Thru | 0.00 | 8,333.33 | -8,333.33 | 64,000.00 | 91,666.67 | -27,666.67 |
| 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 | 916.67 | -608.40 |
| Investment Income | 303.54 | 416.67 | -113.13 | 3,515.57 | 4,583.33 | -1,067.76 |
| Accident Repair Recovery | 975.00 | 500.00 | 475.00 | 16,887.49 | 5,500.00 | 11,387.49 |
| Greyhound Agency Income | 2,840.24 | 5,000.00 | -2,159.76 | 41,234.25 | 55,000.00 | -13,765.75 |
| Other Miscellaneous Income | 744.60 | 4,583.33 | -3,838.73 | 9,913.08 | 50,416.67 | -40,503.59 |
| Gain/Loss on Sale of Fixed Assets | 0.00 | 0.00 | 0.00 | 9,063.00 | 0.00 | 9,063.00 |
| TOTAL NON-OPERATING REVENUE | 987,415.24 | 1,052,353.25 | -64,938.01 | 10,879,518.12 | 11,575,885.75 | -696,367.63 |
| TOTAL REVENUE | 1,129,531.52 | 1,232,993.25 | -103,461.73 | 12,584,918.32 | 13,562,925.75 | -978,007.43 |
| OPERATING EXPENSES | | | | | | |
| SALARIES AND WAGES | | | | | | |
| Operations Supervisors Wages | 22,099.20 | 26,086.75 | -3,987.55 | 254,369.60 | 286,954.25 | -32,584.65 |
| Drivers Wages | 331,948.40 | 337,298.25 | -5,349.85 | 3,703,196.69 | 3,710,280.75 | -7,084.06 |
| Dispatchers & Other Wages | 23,123.43 | 21,423.75 | 1,699.68 | 288,260.56 | 235,661.25 | 52,599.31 |
| Maintenance Supervisors Wages | 10,197.68 | 10,031.33 | 166.35 | 116,809.20 | 110,344.67 | 6,464.53 |
| Mechanics & Service Wages | 52,145.62 | 53,442.25 | -1,296.63 | 638,467.57 | 587,864.75 | 50,602.82 |
| General Office Wages | 21,675.55 | 14,821.25 | 6,854.30 | 224,326.40 | 163,033.75 | 61,292.65 |
| General Management Wages | 15,243.28 | 6,272.08 | 8,971.20 | 154,547.20 | 68,992.92 | 85,554.28 |
| Sick Pay | 14,722.72 | 21,858.33 | -7,135.61 | 233,439.64 | 240,441.67 | -7,002.03 |
| Holiday Pay | 22,070.88 | 11,646.75 | 10,424.13 | 129,000.30 | 128,114.25 | 886.05 |
| Vacation Pay | 27,393.76 | 30,915.83 | -3,522.07 | 327,338.20 | 340,074.17 | -12,735.97 |
| Other Paid Absence | 5,769.64 | 10,305.25 | -4,535.61 | 76,232.20 | 113,357.75 | -37,125.55 |
| TOTAL SALARIES AND WAGES | 546,390.16 | 544,101.83 | 2,288.33 | 6,145,987.56 | 5,985,120.17 | 160,867.39 |

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION/CITILINK

STATEMENT OF NET EARNINGS
For the Month Ending November 30, 2019

| | Period to Date | | | Year to Date | | |
|-------------------------------------|-------------------|-------------------|-------------------|---------------------|---------------------|--------------------|
| | Actual | Budget | Variance | Actual | Budget | Variance |
| FRINGE BENEFITS | | | | | | |
| FICA Taxes | 41,922.99 | 40,979.92 | 943.07 | 452,543.83 | 450,779.08 | 1,764.75 |
| Pension | 68,645.46 | 49,393.58 | 19,251.88 | 551,778.59 | 543,329.42 | 8,449.17 |
| Group Medical Insurance | 130,088.97 | 247,705.25 | -117,616.28 | 2,267,051.10 | 2,724,757.75 | -457,706.65 |
| Group Dental Insurance | 7,453.12 | 7,864.67 | -411.55 | 80,091.01 | 86,511.33 | -6,420.32 |
| Group Life Insurance | 3,050.60 | 2,948.67 | 101.93 | 32,951.20 | 32,435.33 | 515.87 |
| Group Disability Insurance | 5,923.71 | 8,024.92 | -2,101.21 | 62,810.54 | 88,274.08 | -25,463.54 |
| Group Vision Insurance | 2,584.23 | 2,787.50 | -203.27 | 27,729.22 | 30,662.50 | -2,933.28 |
| Separation Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Unemployment Taxes | 69.72 | 502.75 | -433.03 | 6,348.15 | 5,530.25 | 817.90 |
| Workers' Compensation | 10,471.17 | 10,496.17 | -25.00 | 118,415.83 | 115,457.83 | 2,958.00 |
| Drivers' Uniforms | 5,911.13 | 3,181.67 | 2,729.46 | 29,459.30 | 34,998.33 | -5,539.03 |
| TOTAL FRINGE BENEFITS | 276,121.10 | 373,885.08 | -97,763.98 | 3,629,178.77 | 4,112,735.92 | -483,557.15 |
| MATERIALS AND SUPPLIES | | | | | | |
| Fuel and Lubricants | 69,169.25 | 89,235.42 | -20,066.17 | 796,880.37 | 981,589.58 | -184,709.21 |
| Tires and Tubes - Fixed Route | 5,961.70 | 6,250.00 | -288.30 | 62,363.59 | 68,750.00 | -6,386.41 |
| Tires and Tubes - Paratransit | 1,374.44 | 1,613.33 | -238.89 | 11,224.31 | 17,746.67 | -6,522.36 |
| Tickets, Transfers and Schedules | 0.00 | 1,666.67 | -1,666.67 | 8,684.90 | 18,333.33 | -9,648.43 |
| Parts - Rebuilt | -444.00 | 0.00 | -444.00 | 1,872.82 | 0.00 | 1,872.82 |
| Parts - Other Vehicles | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Parts/Supplies - Paratransit | 9,568.06 | 8,066.67 | 1,501.39 | 116,151.81 | 88,733.33 | 27,418.48 |
| Parts/Supplies - Revenue Equipment | 20,164.42 | 31,250.00 | -11,085.58 | 355,729.23 | 343,750.00 | 11,979.23 |
| Inventory Adjustment | 0.00 | 0.00 | 0.00 | -3,262.79 | 0.00 | -3,262.79 |
| Parts/Supplies - Shop Equipment | 1,218.89 | 2,500.00 | -1,281.11 | 21,629.89 | 27,500.00 | -5,870.11 |
| Parts/Supplies - Service Equipment | 3,270.28 | 1,000.00 | 2,270.28 | 13,170.37 | 11,000.00 | 2,170.37 |
| Accident Repairs | 447.74 | 0.00 | 447.74 | 3,475.21 | 0.00 | 3,475.21 |
| Coveralls | 1,842.05 | 2,472.92 | -630.87 | 24,799.29 | 27,202.08 | -2,402.79 |
| Service Supplies | 3,583.97 | 2,083.33 | 1,500.64 | 33,692.52 | 22,916.67 | 10,775.85 |
| Farebox Repairs | 1,591.88 | 2,000.00 | -408.12 | 33,091.32 | 22,000.00 | 11,091.32 |
| Outside Maintenance | 8,093.52 | 8,333.33 | -239.81 | 76,188.76 | 91,666.67 | -15,477.91 |
| Other Materials & Supplies | 4,994.51 | 4,000.00 | 994.51 | 41,400.59 | 44,000.00 | -2,599.41 |
| TOTAL MATERIALS AND SUPPLIES | 130,836.71 | 160,471.67 | -29,634.96 | 1,597,092.19 | 1,765,188.33 | -168,096.14 |
| SERVICES | | | | | | |
| Professional and Technical | 6,172.20 | 35,765.00 | -29,592.80 | 175,583.23 | 393,415.00 | -217,831.77 |
| Temporary Help | 6,885.37 | 0.00 | 6,885.37 | 55,560.39 | 0.00 | 55,560.39 |
| Maintenance Contracts | 10,178.44 | 8,291.25 | 1,887.19 | 101,318.71 | 91,203.75 | 10,114.96 |
| Custodial Services | 723.80 | 4,700.00 | -3,976.20 | 32,740.56 | 51,700.00 | -18,959.44 |
| Security Services | 5,127.95 | 3,500.00 | 1,627.95 | 42,666.60 | 38,500.00 | 4,166.60 |
| Legal Services | 13,487.75 | 20,125.00 | -6,637.25 | 197,794.92 | 221,375.00 | -23,580.08 |
| Data Processing | 1,756.42 | 2,175.00 | -418.58 | 26,074.79 | 23,925.00 | 2,149.79 |
| TOTAL SERVICES | 44,331.93 | 74,556.25 | -30,224.32 | 631,739.20 | 820,118.75 | -188,379.55 |
| UTILITIES | | | | | | |
| Heat, Lights and Water | 8,154.35 | 13,000.00 | -4,845.65 | 110,302.49 | 143,000.00 | -32,697.51 |

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION/CITILINK

STATEMENT OF NET EARNINGS
For the Month Ending November 30, 2019

| | Period to Date | | | Year to Date | | |
|--|---------------------|---------------------|--------------------|----------------------|----------------------|----------------------|
| | Actual | Budget | Variance | Actual | Budget | Variance |
| INSURANCE | | | | | | |
| Physical Damage Insurance | 833.33 | 833.33 | 0.00 | 9,166.63 | 9,166.67 | -0.04 |
| Liability Insurance | 15,000.00 | 15,000.00 | 0.00 | 165,300.00 | 165,000.00 | 300.00 |
| Other Corporate Insurance | 16,674.36 | 14,418.92 | 2,255.44 | 182,474.75 | 158,608.08 | 23,866.67 |
| TOTAL INSURANCE | 32,507.69 | 30,252.25 | 2,255.44 | 356,941.38 | 332,774.75 | 24,166.63 |
| TAXES | | | | | | |
| Fuel and Lubricant Taxes | 487.50 | 306.00 | 181.50 | 6,217.84 | 3,366.00 | 2,851.84 |
| Other Taxes | 0.00 | 0.00 | 0.00 | 284.20 | 0.00 | 284.20 |
| TOTAL TAXES | 487.50 | 306.00 | 181.50 | 6,502.04 | 3,366.00 | 3,136.04 |
| PURCHASED TRANSPORTATION | | | | | | |
| Purchased Transportation | 8,000.00 | 8,333.33 | -333.33 | 88,000.00 | 91,666.67 | -3,666.67 |
| MISCELLANEOUS EXPENSES | | | | | | |
| Dues and Subscriptions | 3,420.83 | 2,500.00 | 920.83 | 22,390.97 | 27,500.00 | -5,109.03 |
| Travel and Meetings | 39.99 | 2,125.00 | -2,085.01 | 44,332.51 | 23,375.00 | 20,957.51 |
| Bad Debt Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Advertising/Media | 3,801.16 | 7,915.50 | -4,114.34 | 31,219.88 | 87,070.50 | -55,850.62 |
| Communications Service | 3,793.96 | 3,973.00 | -179.04 | 42,878.60 | 43,703.00 | -824.40 |
| CDL/Phys/Drug Test | 1,859.00 | 835.00 | 1,024.00 | 9,169.50 | 9,185.00 | -15.50 |
| Bank Fees | 1,623.46 | 1,000.00 | 623.46 | 18,930.25 | 11,000.00 | 7,930.25 |
| Other Miscellaneous Expense | 581.60 | 500.00 | 81.60 | 4,776.85 | 5,500.00 | -723.15 |
| TOTAL MISCELLANEOUS EXPENSES | 15,120.00 | 18,848.50 | -3,728.50 | 173,698.56 | 207,333.50 | -33,634.94 |
| LEASES AND RENTALS | | | | | | |
| Office Equipment Lease | 0.00 | 180.00 | -180.00 | 523.95 | 1,980.00 | -1,456.05 |
| VEHICLE TRACKING SYSTEM | | | | | | |
| Vehicle Tracking System | 3,103.00 | 1,100.00 | 2,003.00 | 34,138.00 | 12,100.00 | 22,038.00 |
| TOTAL OPERATING EXPENSES | 1,065,052.44 | 1,225,034.92 | -159,982.48 | 12,774,104.14 | 13,475,384.08 | -701,279.94 |
| NET EARNINGS (LOSS) BEFORE NON-BUDGETED ITEMS | 64,479.08 | 7,958.33 | 56,520.75 | -189,185.82 | 87,541.67 | -276,727.49 |
| NON-BUDGETED ITEMS | | | | | | |
| Depreciation | 156,524.88 | 0.00 | 156,524.88 | 1,721,773.68 | 0.00 | 1,721,773.68 |
| Unfunded Pension Liability | 12,750.00 | 0.00 | 12,750.00 | 140,250.00 | 0.00 | 140,250.00 |
| Unfunded Other Postretirement Employee Benefits Liability | 43,500.00 | 0.00 | 43,500.00 | 478,500.00 | 0.00 | 478,500.00 |
| NET EARNINGS (LOSS) | -148,295.80 | 7,958.33 | -156,254.13 | -2,529,709.50 | 87,541.67 | -2,617,251.17 |

FORT WAYNE PTC
RECORD OF TRANSMITTALS

Agenda item #4.2

Page 1 of 15

DATE RANGE: 11/01/2019 to 11/30/2019

| Check Number | Check Date | Vendor Name/Description | Amount |
|--------------|------------|--|--|
| 088086 | 11/01/2019 | ATU COPE Employee COPE (Union) Withheld | 13.70 |
| | | | <u>13.7</u> |
| 088087 | 11/01/2019 | CITILINK ELITE CLUB Elite Club Employees Withholding | 115.00 |
| | | | <u>115.0</u> |
| 088088 | 11/01/2019 | FWPTC EMPLOYEE SUNSHINE CLUB Sunshine Club Employee Withholdings | 110.00 |
| | | | <u>110.0</u> |
| 088089 | 11/01/2019 | INDIANA MICHIGAN POWER COMPANY Account Number 048-498-441-1-5 | 24.90 |
| | | | <u>24.9</u> |
| 088090 | 11/01/2019 | LINCOLN NATIONAL LIFE INS D/C Employee 457 Withholdings | 2,883.00 |
| | | | <u>2,883.0</u> |
| 088091 | 11/01/2019 | LOCAL #682 SHEILA VANASPEREN Employee Union Dues Withheld | 5,002.75 |
| | | | <u>5,002.7</u> |
| 088092 | 11/01/2019 | WELLS FARGO INST TRUST SERV Pension Deductions/Contributions | 24,289.34 |
| | | | <u>24,289.3</u> |
| 088093 | 11/15/2019 | HEATHER LYNN CAMPBELL & BOUGHTER Full & Final Property Damage Settleme | 7,023.00 |
| | | | <u>7,023.0</u> |
| 088094 | 11/15/2019 | ENTERPRISE RENT A CAR - NORREKDA Rental Car for Norrekda Elkins | 331.57 |
| | | | <u>331.5</u> |
| 088095 | 11/15/2019 | CMS/MEDICARE Mediation Settlement Deborah Faurote | 498.57 |
| | | | <u>498.5</u> |
| 088096 | 11/15/2019 | DEBORAH FAUROTE & MANGES LAW FIRM Mediation Settlement Deborah Faurote | 7,001.43 |
| | | | <u>7,001.4</u> |
| 088097 | 11/15/2019 | AFLAC INSURANCE Account Number KR783 | 1,449.70 |
| | | | <u>1,449.7</u> |
| 088098 | 11/15/2019 | AG PLUS LP 1312.7 Gal Unleaded - 10/22/2019 1500 Gal Unleaded - 10/08/2019 1600 Gal Unleaded - 11/12/2019 7500 Gal Diesel - 10/09/2019 7502 Gal Diesel - 10/18/2019 7501 Gal Diesel - 11/04/2019 7502 Gal Diesel - 10/24/2019 | 3,071.72 3,810.00 3,744.00 18,408.75 18,413.66 16,061.89 18,413.66 |
| | | | <u>81,923.6</u> |

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 11/01/2019 to 11/30/2019

| Check Number | Check Date | Vendor Name/Description | Amount |
|--------------|------------|---|--|
| 088099 | 11/15/2019 | ALLSTATE - AMERICAN HERITAGE Case Number W1330 | 822.74 |
| | | | 822.74 |
| 088100 | 11/15/2019 | AMERICAN EXPRESS Monroe - Nuts & Bolts Amazon - Magnets for loft Marriot Marquis - NY - Hotel SF/RP/JT Shoplet.com - Brd Mtg paper HubCap Express - Hub Caps Stk Refund on Conference Berkheimer - Damper Vent for Office Indeed.com - Job Posting Listing Shoplet.com - Sheet Protectors AppleSpice Junction - Catered Lunch Kroger - Ice for Drinks Shoplet - Banker's Boxes Shoplet - Binders/Yearend Supplies Amazon -Badge hldr/Draft Stopper/Binde Amazon - Cork Brd for Cust Compliment | 17.64 19.98 5,074.85 58.11 627.04 -70.00 11.42 110.15 52.10 1,060.24 8.63 236.91 297.24 108.64 48.90 |
| | | | 7,661.85 |
| 088101 | 11/15/2019 | AMO CORP Copy Paper Accordinging Files for Year End | 349.90 24.12 |
| | | | 374.02 |
| 088102 | 11/15/2019 | A PLUS IRRIGATION INCORPORATED Winterize Irrigation System | 85.00 |
| | | | 85.00 |
| 088103 | 11/15/2019 | APPLIED TECHNOLOGY GROUP INC Partner Protection Program | 293.95 |
| | | | 293.95 |
| 088104 | 11/15/2019 | ARROW PEST CONTROL SERV.INC Monthly Pest Control Monthly Pest Control BAKER ST | 258.00 86.00 |
| | | | 344.00 |

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 11/01/2019 to 11/30/2019

| Check Number | Check Date | Vendor Name/Description | Amount |
|---------------|------------|-------------------------------------|-----------------|
| 088105 | 11/15/2019 | AUTOMOTIVE & IND SUPPLY INC | -65.36 |
| | | Stems. Fuse. Calipers and Core | |
| | | Calipers, Blower Mtr, Idlerarm | 668.22 |
| | | Remanufactured Valve | 32.35 |
| | | Pipe/Batteries/Cores/Filters | 34.86 |
| | | Brake Calipers, Filters, Caps | -65.36 |
| | | Pipe/Batteries/Cores/Filters | 2,151.48 |
| | | Fittings/Brake Fluid | 11.13 |
| | | Antifreeze Coolant | 37.98 |
| | | Calipers, Blower Mtr, Idlerarm | 11.28 |
| | | Terminal/Connector #1262 | 29.25 |
| | | Filters & Oil | 149.39 |
| | | Transaxle/Differential | 27.84 |
| | | 7594R - NAPA Legend for #1417 | 141.66 |
| | | Idler Pulley Purchase/Exchange | -10.29 |
| | | 75-150 - 5W20 Motor Oil | 83.76 |
| | | Scotseal, Calipers & cores | 318.66 |
| | | Belt Idler Pulley | 14.79 |
| | | Pipe/Batteries/Cores/Filters | 72.45 |
| | | 1725 - Oil Filter for forklift | 9.61 |
| | | Filters & mounts | 504.20 |
| | | Scotseal, Calipers & cores | 264.58 |
| | | Returned SE5367A Core | -27.78 |
| | | | 4,394.70 |
| 088106 | 11/15/2019 | STEPHEN J. BAILEY | |
| | | Social Media Management - September | 600.00 |
| | | Social Media Management - August | 600.00 |
| | | | 1,200.00 |
| 088107 | 11/15/2019 | JACK L BARBOUR | |
| | | Security for 11/02-11/08/2019 | 525.00 |
| | | Security for 10/26-11/01/2019 | 525.00 |
| | | Security for 10/05-10/11/2019 | 575.00 |
| | | Security for 10/12-10/18/2019 | 525.00 |
| | | Security for 10/19-10/25/2019 | 525.00 |
| | | | 2,675.00 |
| 088108 | 11/15/2019 | GEORGE BARLAG | |
| | | 2019 Cleaning Allowance | 85.00 |
| | | | 85.00 |
| 088109 | 11/15/2019 | MIDWEST AUTO ELECTRIC INC | |
| | | (6) SB Housing Kit Red - Roof/Duct | 108.00 |
| | | | 108.00 |
| 088110 | 11/15/2019 | BLACKSTONE LABORATORIES INC | |
| | | Oil Reports | 450.00 |
| | | | 450.00 |
| 088111 | 11/15/2019 | JEAN MARIE BOYKINS | |
| | | Cell Phone Reimbursement | 45.00 |
| | | | 45.00 |

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 11/01/2019 to 11/30/2019

| Check Number | Check Date | Vendor Name/Description | Amount |
|-------------------|------------|---------------------------------------|----------------|
| 088112 | 11/15/2019 | BRAKE MATERIALS & PARTS INC. | 885.44 |
| | | Rebuilt Brake Shoes | 413.40 |
| | | mini bus brake pads for stock | 891.68 |
| | | | 2,190.5 |
| 088113 | 11/15/2019 | BRATEMAN'S INC | |
| | | Debra Rupp | 282.98 |
| | | Charles Roland | 193.93 |
| | | Chris Phillips | 373.94 |
| | | Sam Benson | 101.99 |
| | | Sam Benson | 31.99 |
| | | Richard Thomas SR | 323.94 |
| | | Nina Brownlee | 147.04 |
| | | Arnetta Ervin | 375.00 |
| | | Briana Phillips | 369.93 |
| | | Nina Brownlee | 24.00 |
| | | Dorsey Simmons SR | 374.94 |
| | | Marquitta Flournoy | 9.00 |
| | | James Meyers | 140.99 |
| | | James Fisher | 375.00 |
| | | Michael Roberson | 139.99 |
| | | Willa Brown | 99.98 |
| | | James White | 174.96 |
| | | Ernest Johnson | 139.99 |
| | | Alfred Lee | 276.96 |
| Marcy Graham | 374.89 | | |
| Gena Hindle-Clark | 375.00 | | |
| Erik Allen Jr | 375.00 | | |
| | | | 5,081.4 |
| 088114 | 11/15/2019 | SHANE M CARRIER | |
| | | Security for 11/05-11/08/2019 | 225.00 |
| | | Security for 10/28-11/01/2019 | 225.00 |
| | | Security for 10/07-10/11/2019 | 225.00 |
| | | Security for 10/14-10/18/2019 | 225.00 |
| | | Security for 10/21-10/25/2019 | 225.00 |
| | | | 1,125.0 |
| 088115 | 11/15/2019 | GREATER FORT WAYNE INC. | |
| | | 19/20 LFW Program Fee - Maurice | 1,800.00 |
| | | | 1,800.0 |
| 088116 | 11/15/2019 | CINTAS FIRST AID & SAFETY | |
| | | Cabinet Restocks - Baker Street | 127.08 |
| | | Cabinet Restocks/Gloves/Eye Wash Stat | 702.62 |
| | | Cabinet Restocks & All-In-One Posters | 810.35 |
| | | Cabinet Restocks/Posters BAKER ST | 171.60 |
| | | | 1,811.6 |
| 088117 | 11/15/2019 | CITILINK ELITE CLUB | |
| | | Elite Club Employees Withholdings | 115.00 |
| | | | 115.00 |

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 11/01/2019 to 11/30/2019

| Check Number | Check Date | Vendor Name/Description | Amount |
|--------------|------------|--|-----------------|
| 088118 | 11/15/2019 | CITY UTILITIES | 91.23 |
| | | Account Number 00242460000708 | |
| | | Account Number 002424600051506 | 625.42 |
| | | Account Number 004542000638226 | 407.01 |
| | | Account Number 004542000698334 | 173.41 |
| | | Account Number 002424600051524 | 11.63 |
| | | Account Number 004542000638218 | 531.25 |
| | | | 1,839.95 |
| 088119 | 11/15/2019 | CLARKE POWER SERVICES, INC | |
| | | Repair on Bus # 1555 | 536.55 |
| | | Filters | 165.60 |
| | | | 702.15 |
| 088120 | 11/15/2019 | MSC INDUSTRIAL SUPPLY CO | |
| | | Eversoak Preferred Roll | 49.38 |
| | | Parts and Supplies for Shop | 222.80 |
| | | Parts & Supplies for Shop | 273.06 |
| | | Parts & Supplies for Shop | 329.85 |
| | | Yellow/White Crayons | 35.14 |
| | | Eversoak Preferred Roll | 55.77 |
| | | Eversoak Preferred Roll | 49.38 |
| | | Parts and Supplies for Shop | 274.72 |
| | | Eversoak Preferred Roll | 49.38 |
| | | Parts and Supplies for Shop | 223.21 |
| | | Eversoak Preferred Roll | 46.42 |
| | | | 1,609.11 |
| 088121 | 11/15/2019 | COMCAST BUSINESS | |
| | | Account Number 939773232 | 330.19 |
| | | Account Number 939776232 | 2,590.81 |
| | | | 2,921.00 |
| 088122 | 11/15/2019 | COMMERCIAL TESTING SITE, LLC | |
| | | CDL Training/Testing M Schleiger | 1,135.00 |
| | | | 1,135.00 |
| 088123 | 11/15/2019 | COMM.TRANS. NETWORK INC. | |
| | | Oct'2019 (989 trips@\$27/trip) 50% Net | 8,000.00 |
| | | | 8,000.00 |
| 088124 | 11/15/2019 | CRAFT LABORATORIES INC | |
| | | Clearmelt Windshield Deicer | 908.75 |
| | | MAX 330g Tote | 1,237.50 |
| | | | 2,146.25 |

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 11/01/2019 to 11/30/2019

| Check Number | Check Date | Vendor Name/Description | Amount |
|-----------------------|------------|---|-----------------|
| 088125 | 11/15/2019 | CUMMINS CROSSPOINT LLC | 863.02 |
| | | Repair on Bus # 1658 | |
| | | Valve & Breather Covers | 621.18 |
| | | Nitro Oxide Sensor # 1759 | 466.02 |
| | | Speed Kit Sensor #0831 | 197.74 |
| | | Fan Hub & Support, Bearing, Retainer | 452.23 |
| | | Engine & Core #0834 | -4,500.00 |
| | | Insite Lite Registration (2) Shop Comp | 1,440.00 |
| | | Compressor & Gaskets | 2,518.50 |
| | | Coolant Level Switch | 70.30 |
| | | Filters & Sensors | 1,923.42 |
| | | Oil Pan Gasket | 22.96 |
| | | Cooler Kit -being returned | 863.35 |
| | | Plumbing, Tube, Screw | 120.56 |
| | | Valve Cover | 131.73 |
| | | Filters for stock | 525.72 |
| | | Cooler Kit returned | -863.35 |
| | | EGR cooler for 0835 the right | 1,358.18 |
| | | Filters | 117.12 |
| | | VGT actuator for 1759 | -143.75 |
| Filters for stock | 1,138.44 | | |
| Plumbing, Tube, Screw | 93.48 | | |
| DEF Pump for 1556 | 1,000.84 | | |
| | | 8,417.69 | |
| 088126 | 11/15/2019 | BOB THOMAS FORD | |
| | | Arm/Blade Asy for #1996 | 29.61 |
| | | Cap for #1994 | 14.33 |
| | | | 43.94 |
| 088127 | 11/15/2019 | DWD TECHNOLOGY GROUP INC | |
| | | Replacement of Wifi Access Point - DISP | 105.49 |
| | | Monthly Server Back Up to Cloud | 838.00 |
| | | | 943.49 |
| 088128 | 11/15/2019 | FABINI'S AUTO TRIM CO., INC. | |
| | | Seat Repairs on #0986 | 140.00 |
| | | | 140.00 |
| 088129 | 11/15/2019 | FASTENAL COMPANY | |
| | | Parts for Shop | 8.85 |
| | | PPH MS 4-40x1-14Z (100) | 5.51 |
| | | | 14.36 |
| 088130 | 11/15/2019 | SHERESE FORTRIEDE | |
| | | Travel Expense 10/12-10/16/2019 | 40.00 |
| | | | 40.00 |
| 088131 | 11/15/2019 | FORT WAYNE CLUTCH INC | |
| | | Pinion Nut for #0835 | 28.70 |
| | | Universal Joints 0835/stock | 246.88 |
| | | Driveshaft Repair on #1573 | 643.70 |
| | | U-joints for stock | 126.18 |
| | | | 1,045.46 |

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 11/01/2019 to 11/30/2019

| Check Number | Check Date | Vendor Name/Description | Amount |
|--------------|------------|-------------------------------------|-----------------|
| 088132 | 11/15/2019 | FRAME SERVICE INC | -2,600.00 |
| | | AD9- Purae AD9- Purge | 2,600.00 |
| | | | 0.00 |
| 088133 | 11/15/2019 | FRONTIER | |
| | | Account Number 260-436-7729-031609- | 70.96 |
| | | | 70.96 |
| 088134 | 11/15/2019 | FWPTC EMPLOYEE SUNSHINE CLUB | |
| | | Sunshine Club Employee Withholdings | 110.00 |
| | | | 110.00 |
| 088135 | 11/15/2019 | GFI GENFARE | |
| | | GFI Farebox / Vault Parts | 511.49 |
| | | GFI Farebox / Vault Parts | 904.75 |
| | | | 1,416.24 |
| 088136 | 11/15/2019 | GENUINE PARTS CO - NAPA | |
| | | (3) A/C Refrigerant R-134A | 452.97 |
| | | | 452.97 |
| 088137 | 11/15/2019 | GILLIG LLC | |
| | | Parts stock order | 615.85 |
| | | 34" egress window for stk | 1,772.52 |
| | | Parts for stock | 3,296.33 |
| | | Valve Coils (6) | 545.70 |
| | | Loops for W/C | 103.00 |
| | | Rear seat belts for stock | 446.85 |
| | | DEF Parts for #1555/stock | 1,048.00 |
| | | Stock Parts Order | 483.15 |
| | | Stow Latch Kits | 516.69 |
| | | Wheel Seal and Gasket for disk | 408.44 |
| | | Rear Seat Belts (3) | 446.85 |
| | | W/C Parts for # 1352 | 103.12 |
| | | Studs for seat repairs | 15.25 |
| | | | 9,801.75 |
| 088138 | 11/15/2019 | GOODYEAR TIRE & RUBBER | |
| | | Indiana Waste Tax | 7.50 |
| | | Mileage - September 2019 | 5,304.48 |
| | | | 5,311.98 |
| 088139 | 11/15/2019 | HELEN GRIFFIN | |
| | | 2019 Cleaning Allowance | 85.00 |
| | | | 85.00 |
| 088140 | 11/15/2019 | GUARDIAN INS - APPLETON | |
| | | November Vision Premiums | 2,836.71 |
| | | | 2,836.71 |
| 088141 | 11/15/2019 | HINEN PRINTING | |
| | | Business Cards - Kylee Wagner | 78.42 |
| | | | 78.42 |

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 11/01/2019 to 11/30/2019

| Check Number | Check Date | Vendor Name/Description | Amount |
|--------------|------------|--|--|
| 088142 | 11/15/2019 | RICOH USA, INC. Black/White and Color Copies | 243.42 |
| | | | 243.42 |
| 088143 | 11/15/2019 | INDIANA AUTOMOTIVE EQUIPMENT Repair to Shop Lift | 567.50 |
| | | | 567.50 |
| 088144 | 11/15/2019 | INDIANA STAMP CO INC Plaque for Regina Harden | 75.00 |
| | | | 75.00 |
| 088145 | 11/15/2019 | INGERSOLL RAND COMPANY Repair on Shop Air Compressor | 2,909.64 |
| | | | 2,909.64 |
| 088146 | 11/15/2019 | J & K COMMUNICATIONS INC Contract # 1842 - 11/10-12/09/2019 Contract # 1848 - 11/4-12/03/2019 Contract # 1833 - 11/1-11/30/2019 Antenna replacement on #0832 Contract # 1664 - 11/1-11/30/2019 Contract # 1673 - 11/1-11/30/2019 Contract # 1747 - 11/1-11/30/2019 Contract # 1787 - 11/5-12/04/2019 Contract # 1751 - 11/15-12/14/2019 | 23.50 23.50 117.50 14.50 70.50 1,551.00 117.50 47.00 94.00 |
| | | | 2,059.00 |
| 088147 | 11/15/2019 | KEEFER PRINT CO INC (23) Personnel Policy Books | 350.00 |
| | | | 350.00 |
| 088148 | 11/15/2019 | JACKSON OIL & SOLVENTS INC DEF [BULK] DELO SYN-GEAR HD 75W90 DEF [BULK] | 302.10 1,876.96 270.00 |
| | | | 2,449.06 |
| 088149 | 11/15/2019 | JANITORS SUPPLY CO INC Urinal Screens/Wipes/Hand Soap/Bowl C Had Sanitizer Pumps Wipes/Liners/Hand Cleaner/Tissue Towels 2-ply Tissue - Toilet Paper | 432.40 92.95 622.22 117.32 161.75 |
| | | | 1,426.64 |
| 088150 | 11/15/2019 | W A JONES TRUCK BODIES & Hopper II Module for #85 Cable Assy for #85 | 683.83 329.91 |
| | | | 1,013.74 |
| 088151 | 11/15/2019 | KYLE KAUSER 2019 Boot Allowance | 139.09 |
| | | | 139.09 |

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 11/01/2019 to 11/30/2019

| Check Number | Check Date | Vendor Name/Description | Amount |
|--------------------------------|------------|--|-----------------|
| 088152 | 11/15/2019 | KC CLAIMS, LLC | 390.00 |
| | | KC2019-817 / 19-068 | |
| | | KC2019-827 / 19-082 | 1,352.00 |
| | | KC2019-728 / 19-000 | 864.50 |
| | | KC2019-824 / 19-079 | 481.00 |
| | | KC2018-667 / 18-047 | 925.11 |
| | | KC2019-767 / 19-036 | 390.00 |
| | | KC2019-779 / 19-041 | 429.00 |
| | | KC2019-795 / 19-050 | 435.50 |
| | | KC2019-808 / 19-062 | 550.28 |
| | | KC2019-800 / 19-057 | 325.00 |
| | | 6,142.39 | |
| 088153 | 11/15/2019 | KELLEY CHEVROLET INC | |
| | | fuel tank & parts 0987/stock | 2,409.39 |
| | | Parts for Stock | 215.52 |
| | | fuel tank & parts 0987/stock | 2,409.39 |
| | | Pipe for #1264 | 138.92 |
| | | Connector for #1471 | 46.97 |
| | | Transmission Parts for stock | -100.00 |
| | | Turbo for #1262 | -553.64 |
| | | Thermostats, Pump, Gasket#1575 | -248.73 |
| | | Control for stock | -157.71 |
| | | Hoses for #1262 | 42.30 |
| | | turbo parts for 1262 | 687.21 |
| | | Motor for # 0937 | 52.55 |
| | | Tank & Injectors for stock | 472.49 |
| | | Mount for #1265 | 62.75 |
| | | Sunshade | 115.78 |
| | | (S) Plate 24224659 | 14.06 |
| Reductant heater drop in 1469 | 211.45 | | |
| Transmission Parts for stock | 548.95 | | |
| Sensor | 257.17 | | |
| | | 6,624.82 | |
| 088154 | 11/15/2019 | KOEHLINGER SECURITY TECH INC Keys for Pam's Desk | 101.50 |
| | | | 101.50 |
| 088155 | 11/15/2019 | KOORSEN FIRE & SECURITY INC. | |
| | | Sprinkler Repairs | 1,481.68 |
| | | Replaced Smoke Detector | 314.40 |
| | | Backflow Repairs at Baker St | 706.12 |
| | | Qrtly Fire Alarm Base - Leesburg Rd | 81.00 |
| Qtrly Comm Base - BAKER Street | 97.65 | | |
| | | | 2,680.85 |
| 088156 | 11/15/2019 | LINCOLN NATIONAL LIFE INS CO FTWAYTRAN3-BL-1470889 | 3,203.56 |
| | | | 3,203.56 |
| 088157 | 11/15/2019 | LINCOLN NATIONAL LIFE INS D/C Employee 457 Withholdings | 2,933.00 |
| | | | 2,933.00 |

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 11/01/2019 to 11/30/2019

| Check Number | Check Date | Vendor Name/Description | Amount |
|---------------|------------|--|----------|
| 088158 | 11/15/2019 | LOWE'S | 42.57 |
| | | Sanitizer Door Stop Filters | |
| | | Safety Plate & 1-3/16 Alum | 9.18 |
| | | Shop vac Filters | 14.90 |
| | | Door Seal for GM Office | 7.58 |
| | | Rubber Swivel Casters | 35.05 |
| | | Hook | 4.74 |
| | | Trashcan, Trimmer attachment | 81.68 |
| | | 195.70 | |
| 088159 | 11/15/2019 | MARKET & CAPITOL ADVOCACY, LLC | |
| | | StateGov Affairs Consult Fees-Sept/Oct1 | 5,000.00 |
| | | 5,000.00 | |
| 088160 | 11/15/2019 | McMAHON TRUCK TIRE INC | |
| | | Tires, Balance, Alignment & Labor #1263 | 408.98 |
| | | Tires/Balance/Alignment #1468 | 1,664.60 |
| | | Tires, Balance, Alignment, Labor #0984 | 1,044.02 |
| | | Tires, Balance, Alignment #1264 | 410.98 |
| | | 3,528.58 | |
| 088161 | 11/15/2019 | NATIONAL SERV-ALL INC | |
| | | Account Number 3-0091-1008754 | 260.54 |
| | | 260.54 | |
| 088162 | 11/15/2019 | NORTHERN INDIANA PUBLIC SERVIC | |
| | | Account Number 641-201-002-7 | 1,055.09 |
| | | 1,055.09 | |
| 088163 | 11/15/2019 | OFFICE CONCEPTS, INC. | |
| | | Contract # 12688 B/W & Color Prints | 705.91 |
| | | Contract # 12813 - DISPATCH | 17.04 |
| | | Contract #12189 - JMB - Inv not received | 392.22 |
| | | Contract #12688 - Inv not received | 702.19 |
| | | Contract Number 12189 - JMB | 215.60 |
| | | 2,032.96 | |
| 088164 | 11/15/2019 | OFFICETEAM INC | |
| | | Temp Help - Cust Srv - Victoria Downton | 676.29 |
| | | Temp Help - Cust Srv - Miyana Thompso | 1,089.33 |
| | | Temp Help - Cust Srv - Victoria Downton | 524.72 |
| | | Temp Help - Cust Srv - Miyana Thompso | 753.73 |
| | | Temp Help - Cust Srv - Miyana Thompso | 660.80 |
| | | Temp Help - Cust Srv - Victoria Downton | 1,180.10 |
| | | BUY OUT - Lesley Agnew | 6,240.00 |
| | | Temp Help - Cust Srv - Lesley Agnew | 495.60 |
| | | Temp Help - Cust Srv - Miyana Thompso | 826.00 |
| | | Temp Help - Cust Srv - Victoria Downton | 875.57 |
| | | Temp Help - Cust Srv - Miyana Thompso | 826.00 |
| | | Temp Help - Cust Srv - Victoria Downton | 671.74 |
| | | 14,819.88 | |
| 088165 | 11/15/2019 | O'REILLY AUTO PARTS | |
| | | 36ml thirdlock | 23.99 |
| | | 23.99 | |

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 11/01/2019 to 11/30/2019

| Check Number | Check Date | Vendor Name/Description | Amount |
|--------------|------------|--|-------------------|
| 088166 | 11/15/2019 | MAURICE PEARL | 152.68 |
| | | Trans to Hotel/Airport and back | |
| | | Cell Phone Reimbursement | 45.00 |
| | | Travel Expense - 10/11-10/16/2019 | 136.50 |
| | | | 334.18 |
| 088167 | 11/15/2019 | PHYSICIANS HEALTH PLAN INC November Health Insurance Premiums | 194,215.07 |
| | | | 194,215.07 |
| 088168 | 11/15/2019 | POWER COMPONENTS CORPORATION | |
| | | Hose Assembly for Discharge Lines | 182.15 |
| | | Hose Assembly - Air Compressor | 54.99 |
| | | | 237.14 |
| 088169 | 11/15/2019 | PRINCIPAL LIFE INSURANCE COMPANY Account Number 1103764-10001 | 13,376.83 |
| | | | 13,376.83 |
| 088170 | 11/15/2019 | PROFITS ON-HOLD PROD LLC Monthly Subscription | 125.00 |
| | | | 125.00 |
| 088171 | 11/15/2019 | Q.H.G OF FORT WAYNE COMPANY LLC | |
| | | Giere/Falls/Almonrode/Wiggins/Wyatt/Go | 589.50 |
| | | Thompson/Allen/Barlag/Giere/Flournoy/E | 760.50 |
| | | Baade/Wagner/Benson/Schleiger/Thoma | 509.00 |
| | | | 1,859.00 |
| 088172 | 11/15/2019 | RAYNOR DOOR AUTHORITY, INC. Repair to Door #12 | 464.76 |
| | | | 464.76 |
| 088173 | 11/15/2019 | RICHARD ALEXANDER BAIR Repair/PM on Tire Balancer/Changer | 194.45 |
| | | | 194.45 |
| 088174 | 11/15/2019 | MIKE ROBERSON Cell Phone Reimbursement | 45.00 |
| | | | 45.00 |
| 088175 | 11/15/2019 | JUNIOR RODRIGUEZ Cell Phone Reimbursement | 45.00 |
| | | | 45.00 |
| 088176 | 11/15/2019 | ROTHBERG LOGAN & WARSCO LLP | |
| | | Liability Matters | 3,640.75 |
| | | Liability Matters | 240.00 |
| | | Liability Matters | 639.00 |
| | | Liability Matters | 548.55 |
| | | Liability Matters | 744.00 |
| | | General Legal / Workers Comp Matters | 12,698.55 |
| | | | 18,510.85 |
| 088177 | 11/15/2019 | DEBRA RUPP 2019 Shoes (Remaining balance avail) | 2.04 |
| | | | 2.04 |

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 11/01/2019 to 11/30/2019

| Check Number | Check Date | Vendor Name/Description | Amount |
|--------------|------------|---|----------------------------|
| 088178 | 11/15/2019 | RUSS MOORE TRANSMISSION INC Transmission Parts | 434.11 |
| | | | 434.11 |
| 088179 | 11/15/2019 | RUSSETT DESIGN, INC Website Updated Sept/Oct 2019 | 100.00 |
| | | | 100.00 |
| 088180 | 11/15/2019 | PAM SCHIEBER Cell Phone Reimbursement | 45.00 |
| | | | 45.00 |
| 088181 | 11/15/2019 | MICHAEL SCHLEIGER CDL Permit CDL License | 17.00 35.00 |
| | | | 52.00 |
| 088182 | 11/15/2019 | SELECTION.COM INC Back Ground Checks Background Checks | 84.20 25.00 |
| | | | 109.20 |
| 088183 | 11/15/2019 | SHILLING SALES INC 10,000 Citilink Blue Bus Pass Holders | 3,076.16 |
| | | | 3,076.16 |
| 088184 | 11/15/2019 | SHRM - SOCIETY FOR HUMAN ID162401-SH Renewal Jean Marie 12/31 | 219.00 |
| | | | 219.00 |
| 088185 | 11/15/2019 | JEREMY SNYDER 2019 Tooling Allowance | 370.25 |
| | | | 370.25 |
| 088186 | 11/15/2019 | SRF CONSULTING GROUP, INC. COA/TDP Consultant Fees | 2,506.12 |
| | | | 2,506.12 |
| 088187 | 11/15/2019 | SUPERIOR VAN & MOBILITY Retractor & Belt Kits Switch Harness Kits for W/C Li | 268.00 398.00 |
| | | | 666.00 |
| 088188 | 11/15/2019 | THERMO KING MIDWEST AC controller for 1262 IntelligAIRE III for 1556 Display | 294.34 255.74 255.74 |
| | | | 805.82 |
| 088189 | 11/15/2019 | RICHARD THOMAS JR. Cell Phone Reimbursement | 45.00 |
| | | | 45.00 |
| 088190 | 11/15/2019 | JASON TRABERT Travel Expenses for 10/11-10/16/19 Cell Phone Reimbursement | 120.00 45.00 |
| | | | 165.00 |

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 11/01/2019 to 11/30/2019

| Check Number | Check Date | Vendor Name/Description | Amount |
|--------------|------------|--------------------------------------|------------------|
| 088191 | 11/15/2019 | UNIFIRST CORPORATION | 39.17 |
| | | Mats & Wet Mops RAKFR ST | |
| | | November Shop Uniforms | 333.43 |
| | | November Shop Uniforms | 400.09 |
| | | October Shop Uniforms | 316.04 |
| | | October Shop Uniforms | 451.63 |
| | | October Shop Uniforms | 327.43 |
| | | Mats & Wet Mops - Baker St | 39.17 |
| | | | 1,906.96 |
| 088192 | 11/15/2019 | RUTH VOSMEIER | |
| | | Cell Phone Reimbursement | 45.00 |
| | | | 45.00 |
| 088193 | 11/15/2019 | KYLEE WAGNER | |
| | | Items for Halloween Themed Bus | 173.69 |
| | | Cell Phone Reimbursement | 45.00 |
| | | | 218.69 |
| 088194 | 11/15/2019 | E.J. WARD, INC. | |
| | | Can Ceiver for buses | 1,026.10 |
| | | | 1,026.10 |
| 088195 | 11/15/2019 | PRAXAIR DISTRIBUTION INC. | |
| | | Cylinder Rentals | 83.75 |
| | | | 83.75 |
| 088196 | 11/15/2019 | WELLS FARGO INST TRUST SERV | |
| | | Pension Deductions/Contributions | 24,374.32 |
| | | | 24,374.32 |
| 088197 | 11/19/2019 | FRAME SERVICE INC | |
| | | air dryer parts | -600.00 |
| | | AD9- Purge | 2,600.00 |
| | | | 2,000.00 |
| 088198 | 11/29/2019 | COMCAST CABLE | |
| | | Account Number 8529 20 002 2294590 | 146.85 |
| | | | 146.85 |
| 088199 | 11/29/2019 | FWPTC EMPLOYEE SUNSHINE CLUB | |
| | | Employee Sunshine Club Dues Withheld | 110.00 |
| | | | 110.00 |
| 088200 | 11/29/2019 | INDIANA MICHIGAN POWER COMPANY | |
| | | Account Number 048-498-441-1-5 | 25.35 |
| | | Account Number 046-220-014-0-4 | 3,519.15 |
| | | Account Number 047-759-400-0-2 | 1,714.81 |
| | | | 5,259.31 |
| 088201 | 11/29/2019 | LINCOLN NATIONAL LIFE INS D/C | |
| | | Employee 457 Withholdings | 2,933.00 |
| | | | 2,933.00 |
| 088202 | 11/29/2019 | NEOFUNDS BY NEOPOST | |
| | | Acct # 7900 0440 8019 7704 - Postage | 500.00 |
| | | | 500.00 |

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 11/01/2019 to 11/30/2019

| Check Number | Check Date | Vendor Name/Description | Amount |
|---------------------------|------------|--|-------------------|
| 088203 | 11/29/2019 | NATIONAL SERV-ALL INC Account Number 3-0091-1008754 | 281.46 |
| | | | 281.46 |
| 088204 | 11/29/2019 | SPRINT Account Number 749911519 | 3,353.32 |
| | | | 3,353.32 |
| 088205 | 11/29/2019 | WELLS FARGO INST TRUST SERV Pension Deduction/Contributions | 24,191.21 |
| | | | 24,191.21 |
| W00010 | 11/29/2019 | STAR BANK HSA Company Contributions | 312.51 |
| | | | 312.51 |
| TOTAL CHECK AMOUNT | | | 575,073.35 |

EFT PAYMENTS & OTHER TRANSACTIONS

| | |
|---|--------------|
| PAYROLL DIRECT DEPOSIT & NET CHECKS | \$555,719.91 |
| PAYROLL TAXES | \$225,530.13 |
| HEALTH INSURANCE - HRA PAYMENTS/HSA Contributions | \$10,525.18 |
| WORKER'S COMP. | \$2,909.18 |
| DATA PROCESSING/ANALYSIS CHARGES | \$2,582.34 |
| PAYROLL LIENS | \$15,524.87 |
| CHECKES ISSUED PRIOR MONTH - VOIDED CURRENT MONTH | \$0.00 |

TOTAL EFT PAYMENTS & OTHER TRANSACTIONS TOTAL TRANSMITTALS

| Check Number | Check Date | Vendor Name/Description | Amount |
|--------------|------------|-------------------------|--------|
|--------------|------------|-------------------------|--------|

\$812,791.61

\$1,387,864.96

| Check Number | Check Date | Vendor Name/Description | Amount |
|--------------|------------|-------------------------|--------|
|--------------|------------|-------------------------|--------|

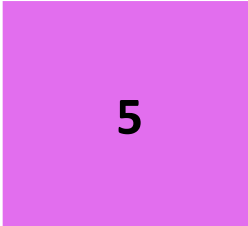
RECORD OF TRANSMITTALS

I HEREBY ATTEST THAT I HAVE EXAMINED THE VOUCHER CHECK NUMBERS 088086-088205 and W00010 IN THE AMOUNT OF \$575,073.35 AND EFT PAYMENTS AND OTHER TRANSACTIONS IN THE AMOUNT OF \$812,791.61 AS LISTED ON THE FORT WAYNE PUBLIC TRANSPORTATION CORPORATION RECORD OF TRANSMITTALS FOR THE MONTH OF NOVEMBER, 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 12th Day Of December, 2019.

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | |



TO: FORT WAYNE PUBLIC TRANSPORTATION CORPORATION BOARD OF DIRECTORS
FROM: CLAUDIA HARRIS-STEVENSON
DATE: DECEMBER 6, 2019
SUBJECT: UPDATE ON OPERATIONS ACTIVITIES

Activities:

- o Conducted 9 interviews on Nov 11 – 25
- o Met with Salem Manor/Salem View Residents on November 13th

COLLISION TOTALS - NOVEMBER 2019

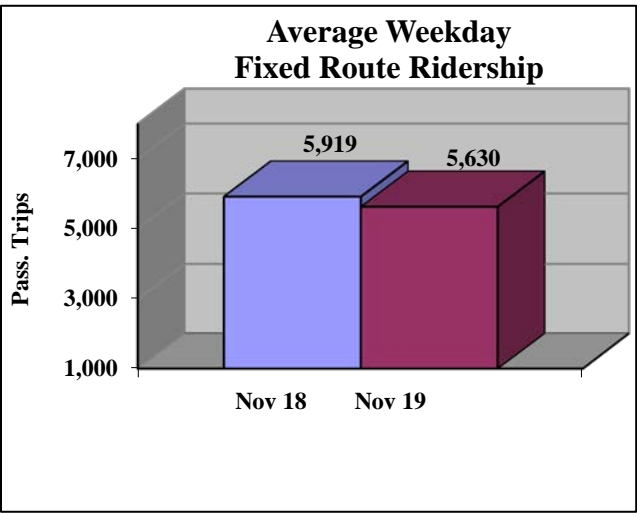
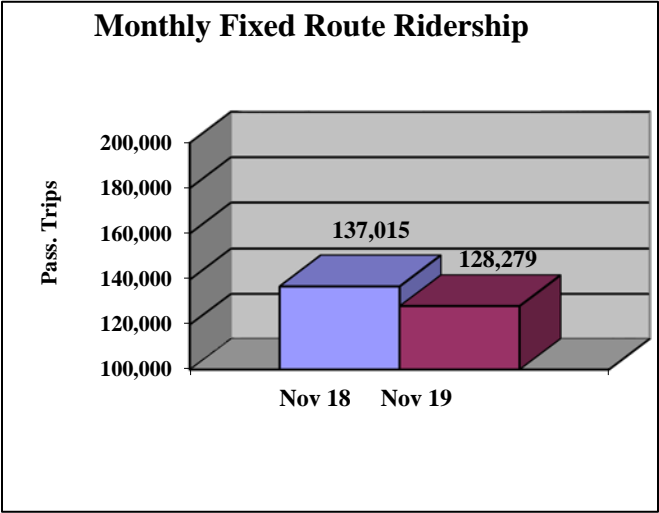
Fixed Route

- Preventable – 3
- Non –Preventable – 6

Access

- Preventable – 0
- Non –Preventable - 2

Total Collisions - 11



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

| | |
|----------------------------------|-------|
| Route 1-Waynedale Northcrest | 15.86 |
| Route 2-Time Corners Georgetown | 25.66 |
| Route 3-Village Woods Canterbury | 16.80 |
| Route 4-Wells Ludwig Parkview | 21.16 |
| Route 5-Southeast Local | 8.36 |
| Route 6-Franke Park McKinnie | 20.22 |
| Route 7-Anthony Oxford | 17.77 |
| Route 8-Glenbrook Southtown | 22.10 |
| Route 9-Broadway Taylor Gateway | 15.69 |
| Route 10-Lewis New Haven | 21.09 |
| Route 21-Dupont Road | 4.30 |
| Route 22-West Jefferson Lutheran | 5.56 |
| Route 97-Cougar Express | 3.74 |
| Route 31X-Downtown/ARC Express | 2.89 |
| Route 15-MedLink | 3.07 |

Ridership [\(Goal 6: Ridership\)](#)

- **Fixed Route:**
 - November 2019 - 128,279 trips
 - 137,015 trips November 2018 (**decrease of -8,736 trips/-6.38%**)
 - On-time performance was at 88.86%
 - Average weekday ridership - 5,630
- **ACCESS Ridership:**
 - November 2019 - 6,399
 - November 2018 - 5,958 (increase of 441 trips/ 7.40%)
 - Average weekday trips for November - 238
 - On-time performance - 97.10%

- **Token Transit:**
 - Mobile pass sales for November was 2,561 for net of \$8,704
 - Usage was 2,038 on fixed route and 523 on Access

- **Free Fare Election Day:**
 - November 5, 2019
 - 7,454 for Fixed Route - 310 trips less than we provided last year
 - 306 for Access - 11 trips more than we provided last year
 - November 2018
 - Fixed Route 7,764
 - Access 295

- **Free Fare Saturday 11/30/2019 :**
 - 3,062 Fixed Route
 - 162 Access
 - 2,667 Fixed Route and 68 for Access in 2018, an increase of 489 trips

- **5310 Pass Through to Community Transportation Network:**
 - 943 trips - November 2019

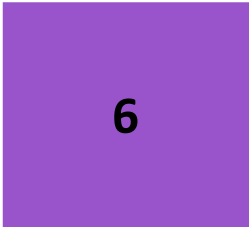
- **Greyhound:**
 - 551 tickets (721 were sold in 2018)
 - 27 packages/bags (32 processed in 2018)

- **Fixed Route Runs**
 - 49 Full Time Regular week day runs with 5 open runs
 - 18 Saturday runs with 2 open runs
 - 65 Fixed Route - Full Time

- **Access Runs**
 - 17 Access - Full Time

Prepared By,

Approved By,



TO: FORT WAYNE PUBLIC TRANSPORTATION CORPORATION BOARD OF DIRECTORS

FROM: KYLEE WAGNER, MARKETING MANAGER

DATE: DECEMBER 6, 2019

SUBJECT: MARKETING REPORT – DECEMBER 2019

SUMMARY:

- Over the last month, I have met with Mark Russett to discuss the website. He sent us an estimate to upgrade the website and make it more user friendly. We will be working closely to get the website where it needs to be.
- I have sent out two press releases: one for Free Fare Saturdays, and another for the Public Input Meetings. Free Fare Saturdays began at the end of November and will run through December 21st.
- Citilink will host a Christmas Bus December 17th and 19th for groups in need in Fort Wayne. Citilink will drive groups through the Fantasy of Lights hosted by Blue Jacket at Franke Park. These are groups who wouldn't normally have the opportunity to go through the lights.
- Stephen and I will be capturing video this week to promote on social media and YouTube for Citilink.
- I am currently working on the Marketing Plan for 2020 to present at the next marketing meeting.

Prepared By,

Approved By,

TO: FORT WAYNE TRANSPORTATION CORPORATION BOARD OF DIRECTORS

FROM: JEAN MARIE BOYKINS

DATE: DECEMBER 6, 2019

SUBJECT: HUMAN RESOURCES UPDATE

Human Resources Board Report

12/12/2019

| | | | | | |
|--|-----------------------|------------------------|-------------------------|-------------------------|-------------------------|
| Current Count of Employees | | | | | |
| As of December 3, 2019 | 123 | | | | |
| 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 | | | | |
| | Human Resources | Access Drivers (7) | Mechanics (2) | | |
| New Hires As of November 30, 2019 | Administration | Operations | Maintenance | Finance | Customer Service |
| | | | Hostler (1) | | |
| Training Senior Mgmt Staff | Administration | Operations | Maintenance | Finance | Customer Service |
| | FTA D/A South Bend | FTA D/A South Bend | FTA D/A South Bend | FTA D/A South Bend | FTA D/A South Bend |
| | 2 | 2 | 1 | 0 | 1 |
| | | | FTA Triennial Trng Ohio | FTA Triennial Trng Ohio | |
| | | | 1 | 1 | |
| Terminations as of November 30, 2019 | Administration | Operations | Maintenance | Finance | Customer Service |
| | | | 2 | | 1 |
| Collision Accidents | Preventable | Non Preventable | Total | | |
| Fixed Route | 3 | 6 | 9 | | |
| Collision Accidents | Preventable | Non Preventable | Total | | |
| Access Route | 0 | 2 | 2 | | |
| EEOC as if November 30, 2019 | Claims Filed | Claims Open | Claims Closed | | |
| | 0 | 0 | 0 | | |

Prepared by: _____

Approved by: _____



TO: FORT WAYNE TRANSPORTATION CORPORATION BOARD OF DIRECTORS

FROM: JASON TRABERT

DATE: DECEMBER 6, 2019

SUBJECT: HUMAN RESOURCES UPDATE

Fixed Route Buses

| | | |
|--------------------|-------------------|-----------------|
| Total Miles | Fuel Usage | Ave. MPG |
| 113687 | 21100 | 5.39 |

| | | |
|-----------------------|-----------------------|--------------------|
| PMIs Scheduled | PMIs Completed | % Completed |
| 21 | 21 | 100% |

| | |
|-------------------|-------------------------|
| Road Calls | Miles Between RC |
| 3 | 37896 |

Access Buses

| | | |
|--------------------|-------------------|-----------------|
| Total Miles | Fuel Usage | Ave. MPG |
| 36681 | 4014 | 9.14 |

| | | |
|-----------------------|-----------------------|--------------------|
| PMIs Scheduled | PMIs Completed | % Completed |
| 12 | 12 | 100% |

| | |
|-------------------|-------------------------|
| Road Calls | Miles Between RC |
| 0 | 36681 |

Labor

| | | |
|-------------------------|--------------------|------------------------|
| # of Work Orders | Labor Hours | AVG Repair Time |
| 200 | 560.6 | 2.803 |

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 hired 1 new Hostler and now 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 | 25114 Gallons | \$2.12 | \$53,241.68 |
| 2018 | 26303 Gallons | \$2.37 | \$62,338.11 |
| 2017 | 27140 Gallons | \$1.76 | \$47,766.40 |

* additional charges may have been applied

Prepared By,

Approved By,

General Manager's Report

- Attended Rotary International Meetings
- Several conference calls with Bill Troe, SRF
- Attended the Marketing Committee on November 19th
- Attended the NEIDAC Meeting on November 20th
- Conference call with Samsara vehicle tracking company
- Attended the Annual D&A held at Citilink
- Met with Tina Acosta at Turnstone
- Jason Trabert and I 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 TDP Public Meetings on December 11th and 12th
- Jason Trabert, Kylee Wagner and I viewed a BYD electric bus on December 5th

Prepared By,

| 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 | 3 | | 27 | 35 or less | Total Road Calls |
| YTD | 3 | 3 | 3 | 6 | 8 | 11 | 15 | 17 | 18 | 24 | 27 | | | | |
| Access | | | | | | | | | | | | | | | |
| 2019 Major Road Calls | 1 | 0 | 1 | 2 | 2 | 3 | 3 | 1 | 2 | 0 | 0 | | 15 | 10 or less | Total Road Calls |
| YTD | 1 | 1 | 2 | 4 | 6 | 9 | 12 | 13 | 15 | 15 | 15 | | | | |
| Accidents | | | | | | | | | | | | | | | |
| Fixed Route | | | | | | | | | | | | | | | |
| 2019 Preventable Accidents | 1 | 6 | 2 | 0 | 0 | 4 | 1 | 1 | 4 | 2 | 3 | | 24 | 20 or less | Preventable |
| YTD | 1 | 7 | 9 | 9 | 9 | 13 | 14 | 15 | 19 | 21 | 24 | | | | |
| Total Collision Accidents | 1 | 10 | 5 | 2 | 1 | 7 | 5 | 3 | 4 | 2 | 9 | | 51 | report only | Total Accidents |
| YTD | 1 | 11 | 16 | 18 | 21 | 28 | 33 | 36 | 40 | 42 | 51 | | | | |
| Access | | | | | | | | | | | | | | | |
| 2019 Preventable Accidents | 0 | 1 | 0 | 1 | 0 | 1 | 1 | 3 | 1 | 0 | 0 | | 8 | 8 or less | Preventable |
| YTD | 0 | 1 | 1 | 2 | 2 | 3 | 4 | 7 | 8 | 8 | 8 | | | | |
| Total Collision Accidents | 2 | 1 | 2 | 0 | 0 | 2 | 1 | 5 | 2 | 0 | 2 | | 17 | report only | Total Accidents |
| YTD | 2 | 3 | 5 | 5 | 5 | 7 | 8 | 13 | 15 | 15 | 17 | | | | |
| 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% | 88.86% | | 88.94% | 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% | 97.10% | | 97.03% | 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 | \$83.55 | | \$89.49 | \$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 | \$28.31 | | \$29.11 | \$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 | 1,387 | | 16,403 | | 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 | \$79,184 | | \$1,028,831 | \$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) | (\$8,988) | | (\$52,633) | | |
| YTD +/- | (\$16,538) | (\$16,802) | (\$14,366) | (\$16,727) | (\$559) | (\$10,796) | (\$19,832) | (\$15,226) | (\$22,674) | (\$43,645) | (\$52,633) | | | | |
| 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 | \$14,251 | | \$166,982 | | |
| Monthly +/- | \$1,241 | (\$893) | \$2,913 | (\$30) | (\$1,356) | \$351 | (\$3,938) | \$2,280 | \$520 | \$397 | (\$94) | | \$1,391 | | |
| YTD +/- | \$1,241 | \$348 | \$3,261 | \$3,231 | \$1,875 | \$2,226 | (\$1,712) | \$568 | \$1,088 | \$1,485 | \$1,391 | | | | |

| 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 | 128,279 | | 1,474,726 | |
| Monthly +/- | (15,770) | (10,148) | (9,965) | 5,913 | (4,120) | (14,048) | (2,370) | (10,096) | (4,212) | (14,046) | (8,736) | | (87,598) | |
| YTD +/- | (15,770) | (25,918) | (35,883) | (29,970) | (34,090) | (48,138) | (50,508) | (60,604) | (64,816) | (78,862) | (87,598) | | | |
| 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 | 6399 | | 69,492 | <i>report only</i> |
| Monthly +/- | (368) | (24) | 323 | 432 | 208 | (345) | 131 | (619) | 564 | 413 | 441 | | 1,156 | |
| YTD +/- | (368) | (392) | (69) | 363 | 571 | 226 | 357 | (262) | 302 | 715 | 1,156 | | | |
| 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 | 943 | | 9,616 | <i>report only</i> |
| Monthly +/- | (141) | (73) | (65) | (94) | (70) | (49) | (94) | 121 | 85 | 112 | 65 | | (203) | |
| YTD +/- | (141) | (214) | (279) | (373) | (443) | (492) | (586) | (465) | (380) | (268) | (203) | | | |
| 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 | 135,621 | 0 | 1,553,834 | 5% increase |
| Monthly +/- | (16,279) | (10,245) | (9,707) | 6,251 | (3,982) | (14,442) | (2,333) | (10,594) | (3,563) | (13,521) | (8,230) | | (86,645) | |
| YTD +/- | (16,279) | (26,524) | (36,231) | (29,980) | (33,962) | (48,404) | (50,737) | (61,331) | (64,894) | (78,415) | (86,645) | | | |
| Greyhound Ticket Sales | | | | | | | | | | | | | | |
| 2019 Passenger tickets sold | 552 | 647 | 751 | 608 | 638 | 639 | 690 | 755 | 597 | 663 | 557 | | 7,097 | <i>report only</i> |
| 2019 Packages/bags | 36 | 37 | 50 | 24 | 40 | 40 | 32 | 36 | 40 | 43 | 27 | | 405 | <i>report only</i> |

Introduction and/or Adoption of Resolutions and Ordinances

RESOLUTION 05-2019

**A RESOLUTION OF THE FORT WAYNE PUBLIC TRANSPORTATION CORPORATION (FWPTC)
AUTHORIZING THE GENERAL MANAGER/CEO TO SIGN THE 2020 HEALTH INSURANCE
AGREEMENT BETWEEN CITILINK AND PHYSICIANS HEALTH PLAN (PHP)**

WHEREAS, The Fort Wayne Public Transportation Corporation desires to enter into an agreement with PHP for the 2020 health insurance benefit year; and

WHEREAS, Citilink previously entered into an agreement with PHP, which will expire in December 2019,

WHEREAS, the agreement was presented to the FWPTC Board of Directors, a copy of which document is attached hereto.

NOW THEREFORE, BE IT RESOLVED BY THE FORT WAYNE PUBLIC TRANSPORTATION BOARD, that the General Manager/CEO is authorized to execute the attached agreement between Citilink (FWPTC) and Physicians Health Plan (PHP) for the 2020 benefit year.

ATTEST:

APPROVED:

Glynn Hines, Secretary
Fort Wayne Public Transportation
Corporation

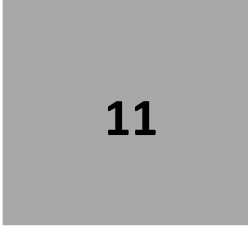
Sherese Fortriede, Chairman
Fort Wayne Public Transportation
Corporation

Adopted this 12th day of December, 2019

Old Business

Agenda item #11

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New Business

Agenda item #12

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- Board of Directors Officer Elections

Open Discussion by the Board

Agenda item #13

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