

July 9, 2020

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

BOARD MEMBERS

Sherese Fortriede
Ron Steinman
Glynn Hines
Nelson Coats
Lana Keesling
Howard Traxmor
Konrad Urberg

CITILINK STAFF

Maurice Pearl
Jean Marie Boykins
Bruce Miller
Kylee Wagner
Junior Rodriguez
Claudia Harris-Stevenson
Pam Schieber
Ruth Vosmeier
Ernest Johnson

**CORPORATE
COUNSEL**

Tom Trent
Denny Logan

Meeting Minutes

Public Comment

Board of Directors Reports

Financial Report

Operations Report

Marketing Report

Human Resources Report

Maintenance Report

General Manager's Report

Introduction and/or Adoption
of Resolutions and Ordinances

Old Business and New Business

Open Discussion by the Board

TENTATIVE AGENDA
FORT WAYNE PUBLIC TRANSPORTATION CORPORATION
BOARD OF DIRECTORS MEETING
ORDER OF BUSINESS
THURSDAY, JULY 9, 2020 5:30 PM
801 LEESBURG ROAD, FORT WAYNE, INDIANA 46808

REGULAR MEETING to start at 5:30 PM via Zoom

1. Reading, correcting and approval of the Minutes of the previous meeting(s):
 - a. Regular Board Meeting Minutes (6/11/2020)
2. Written Communications from the public¹, including petitions and remonstrances:
3. Board of Directors Reports:
 - a. Executive Committee - Sherese Fortriede
 - b. Finance Committee - Nelson Coats
 - c. Legislative Committee - Lana Keesling
 - d. Marketing Committee - Sherese Fortriede
 - e. Personnel Committee - Ron Steinman
 - f. Transit Planning Committee - Reese Pearl

Staff Reports:

4. Financial Report
 - a. Approval of the Record of Transmittals
5. Operations Report
6. Marketing Report
7. Human Resources Report
8. Maintenance Report
9. General Manager's Report
10. Introduction and/or Adoption of Resolutions and Ordinances:
 - a. Resolutions: R-04-20
 - i. Award of AVL/AVA System to DoubleMap
 - b. Appropriation Ordinances
 - c. General Ordinances
11. Old Business and New Business:
 - a. Old Business
 - i. Marketing Plan
 - ii. 2020 Strategic Plan
 - b. New Business
12. Open Discussion by the Board

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



BOARD MEETING MINUTES

Board of Directors Meeting
801 Leesburg Road, Fort Wayne, Indiana 46808
June 11, 2020 at 5:30 PM

1. Call to Order

The regular meeting of the Board of Directors of the Fort Wayne Public Transportation Corporation (d/b/a Citilink) was called to order at approximately 5:43 PM by Chairperson Fortriede. There was a delay in the start of the meeting due to technical difficulties of the Zoom meeting.

2. Roll Call

Roll call was administered by Chairperson Fortriede. She noted that all Board Members were present.

Members Present: Sherese Fortriede, Glynn Hines, Ron Steinman, Nelson Coats, Lana Keesling, Howard Traxmor, and Konrad Urberg

Members Absent: None

Staff Present: Reese Pearl, Jean Marie Boykins, Bruce Miller, Kylee Wagner, Pam Schieber, and Ruth Vosmeier

Staff Absent: Ernest Johnson, President: Local 682

Others Present: Tom Trent, Corporate Counsel, Denny Logan, Corporate Counsel

3. Reading, Correcting and Approving of Minutes

- a. Regular Board Meeting Minutes (5/14/2020)
- b. Marketing Committee Meeting (6/4/2020)

The Regular Board Meeting minutes of May 14, 2020, along with the Marketing Committee Meeting minutes of June 4, 2020, as corrected by Mr. Traxmor, were approved unanimously by the Board of Directors. Mr. Hines advanced the

underlying motion, and Mr. Coats seconded the motion. Mr. Traxmor's proposed corrections to the minutes were as follows: (1) with respect to the Regular Board Meeting minutes, and specifically the second paragraph of the *Financial Report*, Mr. Traxmor requested that the word "operating" be struck and replaced with the word "fare"; and (2) with respect to the Marketing Committee Minutes, Mr. Traxmor asked that the minutes show, more explicitly, what action was taken by the committee on Eric Shippy's request for forbearance by Citilink in enforcing the terms of his "arrangement" with Citilink (his request was denied), and that the minutes further reflect his request that all meeting minutes and board packets be posted to the Citilink Website.

4. Public Comment

None

5. Board of Directors Reports

- a. Finance Committee: No Report
- b. Personnel Committee: No Report
- c. Marketing Committee: Minutes were included in the Board packet. The Marketing Committee recommended, to management, that an RFP be issued for one advertising vendor by the end of July. Presently, there are two vendors, which puts an increased burden on Citilink staff to manage multiple vendors.
- d. Legislative Committee: No Report
- e. Executive Committee: No Report
- f. Transportation Planning Committee: Mr. Pearl reported that during the TPC meeting, there was a lot of discussion from CTN and Turnstone regarding the decrease in ridership due to COVID 19. Citilink and CTN's trips were down 70-80%. CTN was supplementing their trips by: delivering groceries, delivering Aging and In-Home Services packages, and doing medical and employment related runs.

This is the second week of services after Turnstone reopened. They gave criteria to their transportation providers regarding COVID 19.

Citilink went through a couple of studies with INDOT regarding transportation. One study related to collision reduction and highway traffic. There was a discussion on the 5310 Grant status, and UTAB voted on the 5310 Grant.

6. Financial Report

The Board reviewed the Interim Record of Transmittals for the period between

6/1/2020 – 6/12/2020, and the May Record of Transmittals, which were included in the Board packet. Mr. Traxmor motioned to approve the Record of Transmittals, and Mr. Steinman seconded the motion. Mr. Traxmor inquired about the KC Claims in the transmittals.

Mr. Miller explained that KC Claims serves as adjuster/third party administrator for Citilink bus accident claims. The Records of Transmittals were approved by unanimous vote of the Board.

Mr. Miller proceeded to highlight that the pension expenditure was higher than normal due to the fact that there were 3 pay periods in May. He also noted that Citilink did not resume collecting fares until May 26th, which greatly impacted revenue. Mr. Miller then gave the Board an overview of the February financial statement, which was also set forth in the Board packet.

7. Operations Report

Claudia Harris-Stevenson provided the Board with an overview of the May Operations report, a complete copy of which was set forth in the Board packet. An inquiry was made concerning a social-distancing complaint lodged by a passenger. Citilink addressed the complaint by using yellow-tape eliminate the usage of certain seats on the bus, which seemingly satisfied the passenger as no further communications have been received by Citilink.

8. Marketing Report

Marketing Manager, Ms. Wagner provided the marketing report for the month of May, a complete copy of which was set forth in the Board packet. Ms. Wagner highlighted the Sound the Horn event, which occurred on May 21st and the campaign to promote Citilink's Summer Fun Passes.

9. Human Resources Report

Ms. Boykins provided the Human Resources report for the month of May. A complete copy of the report was included in the Board packet. Ms. Boykins informed the Board that there were two new drivers hired since the last Board Meeting. On June 15th, they will begin their orientation while: practicing social distancing, wearing PPE's, and watching videos as part of their training. Ms. Boykins informed the Board that Citilink is following guidelines from the CDC and the Health Department. Also, she announced that Richard Lamb will be retiring after 42 years of service to Citilink. Mr. Pearl said that he received a very nice plaque to commemorate his years of service. Ms. Fortriede requested that he, "send him our best," from the Board.

10. Maintenance Report

Maintenance Supervisor Rodriguez provided the maintenance report for the month of May. A complete copy of the report was included in the Board packet. Mr. Rodriguez highlighted that there was a significant decrease in fuel expenditure due to the decrease in ridership because of COVID 19. He also noted that there were only two major road calls in the month of May.

11. General Manager's Report

Mr. Pearl provided the General Manager's report for the month of May. A complete copy of the report was included in the Board packet. Mr. Traxmor inquired about where the City was in fixing the cross walks. Mr. Pearl advised that he did not know, but that he would inquire with the City.

At the conclusion of the General Manager's Report, Mr. Traxmor requested a copy of the grant submitted by Citilink for electric buses, along with any reply thereto. Mr. Pearl indicated that he would provide Mr. Traxmor with a copy of the grant request, but that Citilink's grant request was declined, and notice of such was provided by a telephone communication. Mr. Pearl advised that another grant has been applied for under section 5339 for a couple of electric buses for a downtown circulator route.

Ms. Fortriede inquired about whether we have been able to draw down any Covid 19 funds from the FTA, and Mr. Miller replied that the grant has not yet been executed.

Introduction and/or Adoption of Resolutions and Ordinances

None

13. Old Business and New Business

Old Business: The 2020 Strategic Plan will be up for Board consideration at the July Board meeting. Ms. Fortriede requested a memo explaining the major changes from the last draft of the Strategic Plan.

New Business: The 2020 Marketing Plan was not circulated to the Board in advance of the meeting; therefore, the matter was tabled to the July meeting of the Board of Directors.

14. Open Discussion

Mr. Hines inquired about the condition of some of the bus huts, Ms. Fortriede said, "Maintenance of the bus huts is currently handled by Eric Shippy and his company. Mr. Shippy has a contract with the City's Board of Public Works. The blue bus huts are owned and maintained by Citilink. Bus huts and benches in the public right of way must be approved by the City's Right of Way Department and citizens should call that department if they have concerns. Mr. Traxmor said that he thought Mr. Shippy had

agreed to do repair work to his huts. Mr. Pearl clarified that this was part of Mr. Shippy's recent proposal which was declined by the Marketing Committee.

There being no further discussion, Chairperson Fortriede adjourned the Board meeting at 6:26 PM

Attest:

Sherese Fortriede
Chair

Ron Steinman
Vice Chair

PUBLIC COMMENT

Board of Directors Reports

TO: FORT WAYNE PUBLIC TRANSPORTATION CORPORATION BOARD OF DIRECTORS
 FROM: BRUCE MILLER, CONTROLLER
 July 9, 2020
 SUBJECT: FINANCIAL REPORT

Agenda Item #4.1

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CONTROLLER'S REPORT

July 9, 2020

JUNE 2020 FINANCIAL DATA

Overall revenue is under budget by approximately 8.2% primarily due to a decrease in ridership related to Covid and 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 8.5%. Part of the reason for the savings is due to the fact that we have experienced a 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.

Please note that the Passenger Fares and Paratransit revenue line items are starting to show increases as we start to collect fares again, however they are substantially lower than prior years as we continue to experience a decline in ridership related to Covid. Sick pay and Vacation pay were higher than normal as we had a retirement during the month of June.

Citilink's cash position as of June 30, 2020 is roughly \$100,000 higher as compared to the cash position as of June 30, 2019.

Financial Summary Comparison

	June		Year-to-date			
	2020	2019	2020	2019	\$ Diff	% Diff
Operating revenue	\$ 102,010.62	\$ 135,005.85	\$ 698,699.24	\$ 968,029.38	\$ (269,330.14)	-27.82%
Non-operating revenue	\$ 1,063,281.19	\$ 1,013,987.63	\$ 6,690,176.44	\$ 5,886,640.87	\$ 803,535.57	13.65%
Total Revenue	\$ 1,165,291.81	\$ 1,148,993.48	\$ 7,388,875.68	\$ 6,854,670.25	\$ 534,205.43	7.79%
Operating Expenses	\$ 1,168,868.87	\$ 1,092,057.47	\$ 7,003,637.87	\$ 7,006,809.81	\$ (3,171.94)	-0.05%

RECORD OF TRANSMITTALS

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

Respectfully submitted,

Bruce Miller
 Controller

Prepared By:



Approved By:



CITILINK

**Cash Balances Report
6/30/2020**

OLD National Bank

Checking	\$	3,019,550.66
Ticket Vending Machine	\$	1,153.00
Credit Card	\$	3,324.62
Money Market	\$	5,336.80
	\$	<u>3,029,365.08</u>

Horizon Bank (was Salin)

Savings	\$	1,111,830.39	
TOTAL			\$ <u><u>4,141,195.47</u></u>

Fund Balances

Operating	\$	1,820,454.03	
Workers' Comp	\$	1,000,000.00	
Liability	\$	252,166.40	
Matching	\$	200,384.52	
Levy Excess	\$	-	
Rainy Day	\$	<u>868,190.52</u>	
			\$ <u><u>4,141,195.47</u></u>

CASH ACTIVITY SUMMARY

	<u>Current Month</u>		<u>Y-T-D</u>	
Beginning Balance	\$	3,116,157.13	\$	3,807,967.59
Receipts	\$	2,195,311.17	\$	7,797,723.68
Disbursements	\$	<u>1,170,272.83</u>	\$	<u>7,464,495.80</u>
Ending Balance	\$	<u>4,141,195.47</u>	\$	<u>4,141,195.47</u>
	\$	-	\$	-

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION/CITILINK

STATEMENT OF NET EARNINGS

For the Month Ending June 30, 2020

	Period to Date			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
REVENUE						
OPERATING REVENUE						
Passenger Fares	56,066.99	119,466.67	-63,399.68	390,123.83	716,800.00	-326,676.17
Paratransit	9,380.55	15,330.00	-5,949.45	57,977.60	91,980.00	-34,002.40
Fare Subsidy	23,218.80	33,528.25	-10,309.45	173,022.75	201,169.50	-28,146.75
Advertising Service	13,188.28	13,333.33	-145.05	76,960.06	80,000.00	-3,039.94
ID Cards	156.00	50.00	106.00	615.00	300.00	315.00
TOTAL OPERATING REVENUE	102,010.62	181,708.25	-79,697.63	698,699.24	1,090,249.50	-391,550.26
NON-OPERATING REVENUE						
Federal Operating Assistance	0.00	0.00	0.00	0.00	0.00	0.00
State Operating Assistance	176,034.58	174,417.42	1,617.16	1,056,207.48	1,046,504.50	9,702.98
Property Taxes	472,482.00	472,482.33	-0.33	2,834,892.00	2,834,894.00	-2.00
Excise Taxes	31,380.67	31,380.67	0.00	188,284.02	188,284.00	0.02
Bank Taxes	2,381.33	2,381.33	0.00	14,287.98	14,288.00	-0.02
COIT Tax	81,463.17	76,964.42	4,498.75	580,396.02	461,786.50	118,609.52
Commercial Vehicle Taxes	2,707.92	2,707.92	0.00	16,247.52	16,247.50	0.02
JARC	0.00	0.00	0.00	0.00	0.00	0.00
Capitalize Maintenance	160,000.00	171,253.33	-11,253.33	960,000.00	1,027,520.00	-67,520.00
CMAQ	0.00	6,666.67	-6,666.67	0.00	40,000.00	-40,000.00
Complementary Paratransit	26,912.83	26,912.83	0.00	161,476.98	161,477.00	-0.02
FTA 5307 - Operations	100,000.00	173,525.83	-73,525.83	800,000.00	1,041,155.00	-241,155.00
New Freedom	0.00	0.00	0.00	0.00	0.00	0.00
Private Grants	0.00	0.00	0.00	0.00	0.00	0.00
FTA - Program Administration for 5310	0.00	1,666.67	-1,666.67	2,666.00	10,000.00	-7,334.00
FTA 5310 - Operational Funds Pass Thru	0.00	8,333.33	-8,333.33	24,000.00	50,000.00	-26,000.00
Sale of Fuel	0.00	0.00	0.00	0.00	0.00	0.00
Sale of Scrap	0.00	83.33	-83.33	36.88	500.00	-463.12
Investment Income	142.35	416.67	-274.32	1,272.55	2,500.00	-1,227.45
Accident Repair Recovery	7,487.80	500.00	6,987.80	8,114.55	3,000.00	5,114.55
Greyhound Agency Income	2,248.32	5,000.00	-2,751.68	12,188.22	30,000.00	-17,811.78
Other Miscellaneous Income	40.22	4,583.33	-4,543.11	30,106.24	27,500.00	2,606.24
Gain/Loss on Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING REVENUE	1,063,281.19	1,159,276.08	-95,994.89	6,690,176.44	6,955,656.50	-265,480.06
TOTAL REVENUE	1,165,291.81	1,340,984.33	-175,692.52	7,388,875.68	8,045,906.00	-657,030.32
OPERATING EXPENSES						
SALARIES AND WAGES						
Operations Supervisors Wages	22,765.44	25,148.83	-2,383.39	150,229.04	150,893.00	-663.96
Drivers Wages	351,633.14	350,661.92	971.22	2,099,231.08	2,103,971.50	-4,740.42
Dispatchers & Other Wages	28,700.84	26,399.83	2,301.01	158,838.00	158,399.00	439.00
Maintenance Supervisors Wages	9,367.20	14,686.58	-5,319.38	45,738.32	88,119.50	-42,381.18
Mechanics & Service Wages	52,471.70	55,908.83	-3,437.13	332,128.12	335,453.00	-3,324.88
General Office Wages	25,995.37	24,644.50	1,350.87	143,067.11	147,867.00	-4,799.89
General Management Wages	18,245.12	16,302.92	1,942.20	108,888.16	97,817.50	11,070.66
Sick Pay	25,741.56	22,761.50	2,980.06	115,021.71	136,569.00	-21,547.29
Holiday Pay	335.76	13,202.42	-12,866.66	67,419.48	79,214.50	-11,795.02
Vacation Pay	39,705.16	35,484.75	4,220.41	166,100.74	212,908.50	-46,807.76
Other Paid Absence	7,735.98	11,828.25	-4,092.27	44,566.13	70,969.50	-26,403.37
TOTAL SALARIES AND WAGES	582,697.27	597,030.33	-14,333.06	3,431,227.89	3,582,182.00	-150,954.11

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION/CITILINK

STATEMENT OF NET EARNINGS

For the Month Ending June 30, 2020

	Period to Date			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
FRINGE BENEFITS						
FICA Taxes	42,034.16	45,111.83	-3,077.67	250,832.02	270,671.00	-19,838.98
Pension	49,153.10	56,288.17	-7,135.07	308,237.86	337,729.00	-29,491.14
Group Medical Insurance	223,173.86	253,458.75	-30,284.89	1,296,254.59	1,520,752.50	-224,497.91
Group Dental Insurance	6,858.69	7,879.58	-1,020.89	43,845.51	47,277.50	-3,431.99
Group Life Insurance	3,061.20	3,202.50	-141.30	17,882.10	19,215.00	-1,332.90
Group Disability Insurance	6,134.49	6,355.67	-221.18	35,661.04	38,134.00	-2,472.96
Group Vision Insurance	2,772.52	2,959.25	-186.73	16,311.08	17,755.50	-1,444.42
Separation Expense	0.00	0.00	0.00	0.00	0.00	0.00
Unemployment Taxes	51.23	502.75	-451.52	6,129.33	3,016.50	3,112.83
Workers' Compensation	11,367.58	11,329.50	38.08	65,516.21	67,977.00	-2,460.79
Drivers' Uniforms	3,670.19	3,181.67	488.52	12,784.16	19,090.00	-6,305.84
TOTAL FRINGE BENEFITS	348,277.02	390,269.67	-41,992.65	2,053,453.90	2,341,618.00	-288,164.10
MATERIALS AND SUPPLIES						
Fuel and Lubricants	61,523.14	86,904.17	-25,381.03	336,031.68	521,425.00	-185,393.32
Tires and Tubes - Fixed Route	4,097.38	6,250.00	-2,152.62	30,265.68	37,500.00	-7,234.32
Tires and Tubes - Paratransit	464.00	1,613.33	-1,149.33	3,480.00	9,680.00	-6,200.00
Tickets, Transfers and Schedules	0.00	1,666.67	-1,666.67	18,154.40	10,000.00	8,154.40
Parts - Rebuilt	306.45	0.00	306.45	1,657.19	0.00	1,657.19
Parts - Other Vehicles	0.00	0.00	0.00	0.00	0.00	0.00
Parts/Supplies - Paratransit	5,938.70	10,083.33	-4,144.63	39,088.25	60,500.00	-21,411.75
Parts/Supplies - Revenue Equipment	19,546.65	36,250.00	-16,703.35	142,718.07	217,500.00	-74,781.93
Inventory Adjustment	-5.67	0.00	-5.67	-9.03	0.00	-9.03
Parts/Supplies - Shop Equipment	2,059.11	2,500.00	-440.89	12,598.39	15,000.00	-2,401.61
Parts/Supplies - Service Equipment	296.71	1,000.00	-703.29	2,101.20	6,000.00	-3,898.80
Accident Repairs	3,939.09	0.00	3,939.09	21,944.42	0.00	21,944.42
Coveralls	1,991.38	2,752.08	-760.70	13,824.28	16,512.50	-2,688.22
Service Supplies	5,639.39	3,333.33	2,306.06	22,160.42	20,000.00	2,160.42
Farebox Repairs	0.00	2,000.00	-2,000.00	1,460.41	12,000.00	-10,539.59
Outside Maintenance	5,955.97	8,333.33	-2,377.36	35,333.66	50,000.00	-14,666.34
Other Materials & Supplies	4,431.25	4,000.00	431.25	37,449.90	24,000.00	13,449.90
TOTAL MATERIALS AND SUPPLIES	116,183.55	166,686.25	-50,502.70	718,258.92	1,000,117.50	-281,858.58
SERVICES						
Professional and Technical	11,000.00	10,003.33	996.67	76,341.20	60,020.00	16,321.20
Temporary Help	3,603.46	0.00	3,603.46	40,722.52	0.00	40,722.52
Maintenance Contracts	7,832.13	8,291.25	-459.12	53,543.20	49,747.50	3,795.70
Custodial Services	3,381.14	4,700.00	-1,318.86	29,293.50	28,200.00	1,093.50
Security Services	4,700.00	3,500.00	1,200.00	27,569.94	21,000.00	6,569.94
Legal Services	14,138.89	15,125.00	-986.11	101,785.09	90,750.00	11,035.09
Data Processing	2,819.87	2,750.00	69.87	15,815.17	16,500.00	-684.83
TOTAL SERVICES	47,475.49	44,369.58	3,105.91	345,070.62	266,217.50	78,853.12
UTILITIES						
Heat, Lights and Water	8,131.03	13,000.00	-4,868.97	71,536.77	78,000.00	-6,463.23

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION/CITILINK

STATEMENT OF NET EARNINGS
For the Month Ending June 30, 2020

	Period to Date			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
INSURANCE						
Physical Damage Insurance	833.33	833.33	0.00	4,999.98	5,000.00	-0.02
Liability Insurance	15,000.00	15,000.00	0.00	90,000.00	90,000.00	0.00
Other Corporate Insurance	29,579.39	17,252.58	12,326.81	139,534.23	103,515.50	36,018.73
TOTAL INSURANCE	45,412.72	33,085.92	12,326.80	234,534.21	198,515.50	36,018.71
TAXES						
Fuel and Lubricant Taxes	820.05	510.00	310.05	3,856.47	3,060.00	796.47
Other Taxes	0.00	0.00	0.00	7.35	0.00	7.35
TOTAL TAXES	820.05	510.00	310.05	3,863.82	3,060.00	803.82
PURCHASED TRANSPORTATION						
Purchased Transportation	8,000.00	8,333.33	-333.33	48,000.00	50,000.00	-2,000.00
MISCELLANEOUS EXPENSES						
Dues and Subscriptions	2,347.63	2,310.67	36.96	14,372.78	13,864.00	508.78
Travel and Meetings	229.91	2,916.67	-2,686.76	10,233.61	17,500.00	-7,266.39
Bad Debt Expense	0.00	0.00	0.00	0.00	0.00	0.00
Advertising/Media	1,050.00	7,915.50	-6,865.50	14,713.39	47,493.00	-32,779.61
Communications Service	3,798.54	3,973.00	-174.46	24,268.54	23,838.00	430.54
CDL/Phys/Drug Test	1,438.00	835.00	603.00	7,235.50	5,010.00	2,225.50
Bank Fees	1,100.44	1,300.00	-199.56	6,996.53	7,800.00	-803.47
Other Miscellaneous Expense	-1,289.50	500.00	-1,789.50	1,136.95	3,000.00	-1,863.05
TOTAL MISCELLANEOUS EXPENSES	8,675.02	19,750.83	-11,075.81	78,957.30	118,505.00	-39,547.70
LEASES AND RENTALS						
Office Equipment Lease	151.72	180.00	-28.28	303.44	1,080.00	-776.56
VEHICLE TRACKING SYSTEM						
Vehicle Tracking System	3,045.00	3,000.00	45.00	18,431.00	18,000.00	431.00
TOTAL OPERATING EXPENSES	1,168,868.87	1,276,215.92	-107,347.05	7,003,637.87	7,657,295.50	-653,657.63
NET EARNINGS (LOSS) BEFORE NON-BUDGETED ITEMS	-3,577.06	64,768.42	-68,345.48	385,237.81	388,610.50	-3,372.69
NON-BUDGETED ITEMS						
Depreciation	156,524.88	0.00	156,524.88	939,149.28	0.00	939,149.28
Unfunded Pension Liability	12,750.00	0.00	12,750.00	76,500.00	0.00	76,500.00
Unfunded Other Postretirement Employee Benefits Liability	43,500.00	0.00	43,500.00	261,000.00	0.00	261,000.00
NET EARNINGS (LOSS)	-216,351.94	64,768.42	-281,120.36	-891,411.47	388,610.50	-1,280,021.97

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 06/01/2020 to 06/30/2020

Check Number	Check Date	Vendor Name/Description	Amount
088964	06/12/2020	CITIZENS SQUARE - CITY UTILITIES - DATA COI Passes returned - approved by BM/MP	1,384.50
			1,384.50
088965	06/12/2020	THE LEAGUE FOR THE BLIND - FULL & FINAL KC2019-795 - 19-050	3,000.00
			3,000.00
088966	06/12/2020	AFLAC INSURANCE Account Number KR783	1,797.91
			1,797.91
088967	06/12/2020	AG PLUS LP 1100.8 Gal Unleaded - 05/28/2020 7499 Gal Diesel - 05/28/2020 2106.2 Gal 15W40 OIL BULK - 05/07/20 7501 Gal Diesel - 05/18/20	1,915.39 15,261.96 19,714.03 15,611.08
			52,502.46
088968	06/12/2020	ALLSTAR COMMUNICATIONS INC Labor to fix camera issue at Baker Stree	62.50
			62.50
088969	06/12/2020	ALLSTATE - AMERICAN HERITAGE Case Number W1330	919.28
			919.28
088970	06/12/2020	AMERICAN EXPRESS OfficeDepot - Backpack for Reese Graffiti Shield - Face Shields IPFW - Online Career Fair Amazon - Sandblasting Gloves CTAA - Mini Virtual EXPO - Transit Resto PARCO - Plastic Panels Staples - Document Holder Dollar Tree - Bottles for disinfectant s Zoom - Yearly Video Conferencing Indeed.com - Help Wanted Ads Indeed.com - Help Wanted Ads Conferencing - Conference Calling Tractor Supply - Sand for Sandblaster Tincaps - Meal Kits Donations	63.99 498.57 75.00 33.98 225.00 295.18 11.11 70.00 149.90 515.85 78.02 16.98 35.96 185.00
			2,254.54
088971	06/12/2020	AMERICAN PUBLIC TRANSIT ASSOC Annual Membership Dues 7/1/20-6/30/21	18,000.00
			18,000.00
088972	06/12/2020	AMO CORP Hand Sanitizer - 4 gallons	65.55
			65.55
088973	06/12/2020	APPLIED TECHNOLOGY GROUP INC Partner Protection Program	293.95
			293.95

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 06/01/2020 to 06/30/2020

Check Number	Check Date	Vendor Name/Description	Amount
088974	06/12/2020	ARROW PEST CONTROL SERV.INC	
		Monthly Pest Control	258.00
		Monthly Pest Service - Baker Street	86.00
			344.00
088975	06/12/2020	ATU COPE	
		Employee COPE (Union) Withheld	13.70
			13.70
088976	06/12/2020	AUTOMOTIVE & IND SUPPLY INC	
		Filters, Blower Mtr, Control A	987.94
		Filters, Blower Mtr, Control A	327.00
		Filters, Blower Mtr, Control A	31.99
		Radiator & Grinding Wheel	304.48
		Filters, Blower Mtr, Control A	-77.04
		Filters, Blower Mtr, Control A	70.08
		Straight Tubing - Being returned	48.40
		Refrigerant/Calipers/ Batterie	497.34
		Refrigerant/Calipers/ Batterie	497.34
		Radiator & Grinding Wheel	94.20
		Straight Tubing - Returned	-48.40
		Refrigerant/Calipers/ Batterie	-497.34
			2,235.99
088977	06/12/2020	JACK L BARBOUR	
		Security for 05/23/20-05/30/2020	900.00
		Security for 05/09-05/15/2020	900.00
		Security for 05/16-05/22/2020	900.00
			2,700.00
088978	06/12/2020	BKD LLP	
		Progress billing for 2019 Audit	17,500.00
			17,500.00
088979	06/12/2020	BLACKSTONE LABORATORIES INC	
		Oil Reports	105.00
		Oil Reports	195.00
			300.00
088980	06/12/2020	JEAN MARIE BOYKINS	
		Cell Phone Reimbursement	45.00
			45.00
088981	06/12/2020	BRAKE MATERIALS & PARTS INC.	
		Brake Pads for stock	611.20
		Rebuild Brakes	696.08
			1,307.28

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 06/01/2020 to 06/30/2020

Check Number	Check Date	Vendor Name/Description	Amount
088982	06/12/2020	BRATEMAN'S INC	
		Tiffany Smith	159.96
		Kimberla Easterly-Hudson	400.00
		Steven Sustek	399.38
		Vanessa Givands	375.00
		Jesus Martinez	294.92
		Samantha Ware	193.95
		Albert Wells	26.99
		1,850.20	
088983	06/12/2020	SHANE M CARRIER	
		Security for 05/26-05/29/2020	350.00
		Security for 05/11-05/15/2020	350.00
		Security for 05/18-05/22/2020	350.00
		1,050.00	
088984	06/12/2020	CINTAS FIRST AID & SAFETY	
		Gloves	398.73
		Cabinet Retsocks - Baker Street	135.12
		Cabinet Restocks - Gloves - HAZMAT	1,488.72
		Gloves	187.46
		2,210.03	
088985	06/12/2020	CITILINK ELITE CLUB	
		Elite Club Employees Withholding	122.50
		122.50	
088986	06/12/2020	CITY UTILITIES	
		Account Number 004542000638226	432.62
		Account Number 002424600000708	53.15
		Account Number 004542000698334	173.41
		Account Number 002424600051524	11.63
		Account Number 002424600051506	439.57
		Account Number 004542000638218	545.52
		1,655.90	
088987	06/12/2020	MSC INDUSTRIAL SUPPLY CO	
		Eversoak Preferred Roll (2)	92.82
		Parts and Supplies for Shop	262.66
		Parts and Supplies for Shop	277.69
		Eversoak Preferred Roll	46.41
		Parts and Supplies for Shop	518.97
		1,198.55	
088988	06/12/2020	COMCAST BUSINESS	
		Account Number 939773232	330.51
		Account Number 939776232	2,544.25
		2,874.76	
088989	06/12/2020	COMM.TRANS. NETWORK INC.	
		May'20 (931 trips @\$27/trip) 50% Net	8,000.00
		8,000.00	

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 06/01/2020 to 06/30/2020

Check Number	Check Date	Vendor Name/Description	Amount
088990	06/12/2020	CUMMINS CROSSPOINT LLC	
		Gaskets	13.38
		Inject Fuel Line/HP Coupling	72.40
		EGR Hose for #1353	13.60
		Nox Sensor for unit 1555	485.45
		Injector for #1759	541.68
		DPF and DOC for unit 1557	4,150.37
		Gaskets	9.96
		Filters, Sensors, Gaskets	426.82
		Fuel Pump // Parts #0226	110.34
		Pressure Sensor #1557/stk	223.84
		Filters, Sensors, Gaskets	644.15
		Turbo Charger & Parts #1044	2,560.61
		Nox Sensor for unit 1555	-80.50
		Pressure Snesor & Filter	169.07
		injectors and hardware #1248	-345.00
		DOC and DPF for unit 1248	3,534.64
		injectors and hardware #1248	2,884.16
		Injectors and parts unit 1350	2,877.16
		Filters for Stock	569.82
		Filters, Sensors, PSR Element, 1658 injector and parts	1,301.43
		Turbo Charger & Parts #1044	-575.00
			19,530.88
088991	06/12/2020	MAESTRO DIAL	
		2020 Cleaning Allowance	85.00
			85.00
088992	06/12/2020	DWD TECHNOLOGY GROUP INC	
		Monthly Server Back Up to Cloud	838.00
			838.00
088993	06/12/2020	EXECUTIVE IMAGE BUILDING SERVICES	
		Cleaning Services - May 2020	1,200.00
		Cleaning Services - May'20 - Baker St	1,500.00
			2,700.00
088994	06/12/2020	FINDLEY	
		GASB 75 Actuarial Valuation Health Plan	8,500.00
			8,500.00
088995	06/12/2020	FORT WAYNE TRUCK CENTER	
		Brake Drums for stock	1,238.40
			1,238.40
088996	06/12/2020	FRONTIER	
		Account Number 260-436-7729-031609-!	69.87
			69.87
088997	06/12/2020	FWPTC EMPLOYEE SUNSHINE CLUB	
		Sunshine Club Dues Withheld	112.00
			112.00

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 06/01/2020 to 06/30/2020

Check Number	Check Date	Vendor Name/Description	Amount
088998	06/12/2020	GASOLINE EQUIP SERVICE INC Hose for Fuel Pump	170.92
			170.92
088999	06/12/2020	GILLIG LLC Camshaft, AirBags(Stock order) Parts for stock Axle stops for stock Panel ASM Control - Stock Bushings/Tie Rods/Pins/Springs	1,157.00 1,013.34 744.44 466.47 1,220.48
			4,601.73
089000	06/12/2020	GOODYEAR TIRE & RUBBER Mileage - April 2020	4,248.75
			4,248.75
089001	06/12/2020	GUARDIAN INS - APPLETON June Vision Premiums	3,055.10
			3,055.10
089002	06/12/2020	HINEN PRINTING Lysol Spray Business Cards - Laurie Howard	231.03 70.94
			301.97
089003	06/12/2020	RICOH USA, INC. Black/White & Color Copies	109.50
			109.50
089004	06/12/2020	J & K COMMUNICATIONS INC Contract # 1848 - 06/04/20-07/03/2020 Contract # 1942 - 06/01/20-06/30/2020 Contract # 1842 - 06/10/20-07/09/2020 Contract # 1954 - 06/01/20-06/30/2020 Contract # 1747 - 06/01/20-06/30/2020 Contract # 1751 - 06/15/20-07/14/2020 Contract # 1833 - 06/01/20-06/30/2020 Contract # 1787 - 06/05/20-07/04/2020	23.50 70.50 23.50 1,551.00 117.50 94.00 117.50 47.00
			2,044.50
089005	06/12/2020	JACKSON OIL & SOLVENTS INC DELO GRS EP 2 DEF [BULK]	431.45 244.25
			675.70
089006	06/12/2020	JANITORS SUPPLY CO INC Sanitizing Wipes Wipes/Liners/Bowl Cleaner/Tissue/Hand Sanitizing Wipes / Hand Sanitizer Disinfecting Wipes Sanitizing Wipes	210.60 612.87 233.25 132.12 70.20
			1,259.04
089007	06/12/2020	DEETRA JOHNSON 2020 Cleaning Allowance	85.00
			85.00

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 06/01/2020 to 06/30/2020

Check Number	Check Date	Vendor Name/Description	Amount
089008	06/12/2020	KC CLAIMS, LLC	
		KC2019-795 / 19-050	513.50
		KC2019-836 / 19-090	416.00
		KC2019-745 / 19-018	429.00
		KC2019-827 / 19-082	344.50
		KC2020-859 / 20-016	435.50
		KC2019-835 / 19-091	416.00
		KC2019-845 / 19-111	455.00
		KC2019-839 / 19-095	175.50
		KC2020-857 / 20-014	455.00
		KC2019-841 / 19-102	637.00
		KC2019-794 / 19-048	409.50
		KC2019-767 / 19-036	546.00
		KC2019-728 / 19-000	448.50
		KC2018-716 / 18-073	442.00
		KC2020-854 / 20-11	214.50
			6,337.50
089009	06/12/2020	KELLEY CHEVROLET INC	
		ABS Module #1469	205.41
		Mount for # 1267	65.57
		Valve for #1469	217.73
		Steering gearbox for unit 1266	635.93
		Nuts for stock	39.12
		Bolt for #1267	36.00
	1,199.76		
089010	06/12/2020	LINCOLN NATIONAL LIFE INS CO	
		FTWAYTRAN3-BL-1470889	3,214.16
		3,214.16	
089011	06/12/2020	LINCOLN NATIONAL LIFE INS D/C	
		Employee 457 Withholdings	3,038.00
		3,038.00	
089012	06/12/2020	LOCAL #682 SHEILA VANASPEREN	
		Employee Union Dues Withheld	4,906.00
		4,906.00	
089013	06/12/2020	LOWE'S	
		Caution Tape	123.30
		Caution Tape / Driver Cleaning Box	144.42
		Caution Tape	33.17
		Watercans/Shovel/Screws/Potting Soil / F	127.71
		Can for Dirty Drivers Rags	17.08
		Funnels for Hand Sanatizer	4.74
		Saw Blade	25.62
		Items for COVID Protection	149.35
		Tube Base & Plastic Sheet	14.74
		Bolts	2.54
			642.67
089014	06/12/2020	MARKET & CAPITOL ADVOCACY, LLC	
		State Gov Affairs Consult Fees -May'20	2,500.00
		2,500.00	

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 06/01/2020 to 06/30/2020

Check Number	Check Date	Vendor Name/Description	Amount
089015	06/12/2020	CHRISTIAN MCLEMORE 2020 Cleaning Allowance	85.00
			85.00
089016	06/12/2020	JOSEPH MEDLEY 2020 Cleaning Allowance	85.00
			85.00
089017	06/12/2020	NATIONAL SERV-ALL INC Account Number 3-0091-1008754	236.67
			236.67
089018	06/12/2020	NORTHERN INDIANA PUBLIC SERVIC Account Number 641-201-002-7	1,484.04
			1,484.04
089019	06/12/2020	NOWAK SUPPLY CO INC Port a Potties - Baker Street	244.29
			244.29
089020	06/12/2020	OFFICE CONCEPTS, INC. Contract Number 12688 / B/W & Color C Contract Number 12189 - Jean Marie Contract Number 12813 - DISPATCH	560.62 53.16 10.78
			624.56
089021	06/12/2020	OFFICETEAM INC Temp Help - Cust Srv - Dnieka Pearson Temp Help - Cust Srv - Dnieka Pearson Temp Help - Cust Srv - Dnieka Pearson Temp Help - Cust Srv - Dnieka Pearson	965.41 361.38 657.50 824.35
			2,808.64
089022	06/12/2020	MAURICE PEARL Cell Phone Reimbursement	45.00
			45.00
089023	06/12/2020	PHYSICIANS HEALTH PLAN INC June Health Insurance Premiums	208,081.74
			208,081.74
089024	06/12/2020	POWER COMPONENTS CORPORATION Mini Filter / Regulator	77.97
			77.97
089025	06/12/2020	PRINCIPAL LIFE INSURANCE COMPANY Account Number 1103764-10001	12,993.18
			12,993.18
089026	06/12/2020	PROFITS ON-HOLD PROD LLC Monthly Subscription	125.00
			125.00
089027	06/12/2020	Q.H.G OF FORT WAYNE COMPANY LLC DOT Physicals / COVID Collection/Repoi Guy/Curry/Martinez/Dial/McLemore	590.00 212.50
			802.50

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 06/01/2020 to 06/30/2020

Check Number	Check Date	Vendor Name/Description	Amount
089028	06/12/2020	JUNIOR RODRIGUEZ Cell Phone Reimbursement	45.00
			45.00
089029	06/12/2020	ROTHBERG LOGAN & WARSCO LLP Liability Matters Liability Matters Liability Matters General Legal / Work Comp Matters Liability Matters Liability Matters	612.00 720.00 2,425.00 14,064.50 540.00 360.00
			18,721.50
089030	06/12/2020	DEBRA RUPP 2020 Shoe Allowance (1 Pair)	128.00
			128.00
089031	06/12/2020	PAM SCHIEBER Cell Phone Reimbursement	45.00
			45.00
089032	06/12/2020	DORSEY SIMMONS JR 2020 Cleaning Allowance	85.00
			85.00
089033	06/12/2020	SKY HIGH GRAPHIX LLC Accident Repair on #1352	890.00
			890.00
089034	06/12/2020	CEDRIC SMITH 2020 Cleaning Allowance	85.00
			85.00
089035	06/12/2020	STAR BANK HSA Company Contribution	800.00
			800.00
089036	06/12/2020	JEANNE STONE 2020 Cleaning Allowance	85.00
			85.00
089037	06/12/2020	THERMO KING MIDWEST Fan Assembly	447.70
			447.70
089038	06/12/2020	RICHARD THOMAS JR. Cell Phone Reimbursement	45.00
			45.00
089039	06/12/2020	UNIFIRST CORPORATION Mats / Wet Mops - Baker Street Shop Uniforms June June Shop Uniforms May Shop Uniforms Mats and Wet Mops - Baker Street May Shop Uniforms	42.54 447.62 328.09 337.92 42.54 337.92
			1,536.63

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 06/01/2020 to 06/30/2020

Check Number	Check Date	Vendor Name/Description	Amount
089040	06/12/2020	SHEILA VAN ASPEREN 2020 Shoe Allowance (1 Pair)	44.91
			44.91
089041	06/12/2020	RUTH VOSMEIER Cell Phone Reimbursement	45.00
			45.00
089042	06/12/2020	KYLEE WAGNER Cell Phone Reimbursement	45.00
			45.00
089043	06/12/2020	PRAXAIR DISTRIBUTION INC. Cylinder Rentals Acetylene #5 - Cylinder	92.75 463.46
			556.21
089044	06/12/2020	WELLS FARGO INST TRUST SERV Pension Deductions/Contributions	27,285.78
			27,285.78
089045	06/12/2020	IESHIA WILLIAMS 2020 Cleaning Allowance	85.00
			85.00
089046	06/30/2020	CITILINK ELITE CLUB Elite Club Employee Withholdings	122.50
			122.50
089047	06/30/2020	COMCAST CABLE Account Number 8529 20 002 2294590	291.85
			291.85
089048	06/30/2020	FWPTC EMPLOYEE SUNSHINE CLUB Sunshine Club Employee Withholdings	112.00
			112.00
089049	06/30/2020	INDIANA MICHIGAN POWER COMPANY Account Number 048-498-441-1-5 Account Number 047-759-400-0-2 Account Number 046-220-014-0-4	25.66 1,301.30 3,849.17
			5,176.13
089050	06/30/2020	LINCOLN NATIONAL LIFE INS D/C Employee 457 Withholdings	3,038.00
			3,038.00
089051	06/30/2020	QUADIENT FINANCE USA INC Acct # 7900 0440 8019 7704 - Postage	500.00
			500.00
089052	06/30/2020	QUADIENT LEASING USA INC Postage Machine Lease #N15101637	151.72
			151.72
089053	06/30/2020	SPRINT Account Number 749911519	3,292.31
			3,292.31

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 06/01/2020 to 06/30/2020

Check Number	Check Date	Vendor Name/Description	Amount
089054	06/30/2020	WELLS FARGO INST TRUST SERV Pension Deductions/Contributions	29,307.15
			<u>29,307.15</u>
		TOTAL CHECK AMOUNT	515,814.03

EFT PAYMENTS & OTHER TRANSACTIONS

PAYROLL DIRECT DEPOSIT & NET CHECKS	\$372,597.62
PAYROLL TAXES	\$148,135.04
HEALTH INSURANCE - HRA PAYMENTS/HSA Contributions	\$121,468.56
WORKER'S COMP.	\$0.00
DATA PROCESSING/ANALYSIS CHARGES	\$2,439.58
PAYROLL LIENS	\$9,818.00
CHECKES ISSUED PRIOR MONTH - VOIDED CURRENT MONTH	\$0.00

TOTAL EFT PAYMENTS & OTHER TRANSACTIONS **\$654,458.80**

TOTAL TRANSMITTALS **\$1,170,272.83**

RECORD OF TRANSMITTALS

I HEREBY ATTEST THAT I HAVE EXAMINED THE VOUCHER CHECK NUMBERS 088964-089054 IN THE AMOUNT OF \$515,814.03 AND EFT PAYMENTS AND OTHER TRANSACTIONS IN THE AMOUNT OF \$654,458.80 AS LISTED ON THE FORT WAYNE PUBLIC TRANSPORTATION CORPORATION RECORD OF TRANSMITTALS FOR THE MONTH OF June 2020 AND, BY MY SIGNATURE, HAVE INDICATED APPROVAL OF SAME.

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

Dated this 9TH Day Of July, 2020.

_____	_____
_____	_____
_____	_____



Operations Report for June 2020

Fixed Route Services

Comparing June 2020 to June 2019 Fixed Route monthly ridership reflects a decrease of -36.98. Year-to-date Fixed Route is down -30.18%.

The routes with the highest ridership are the 2, 4, and 8, with an average of 643 to 817 weekday ridership. The most productive routes are the 2 and 4. June 2020 system average for passengers per revenue hour is approximately 9.39.

Access Services

June 2020 ridership reflects a decrease of -39.93% compared to June 2019. Year-to-date Access shows a decrease of -36.09%.

Safety

June 2018, 2019 and 2020 Comparisons

Preventable Fleet Collisions:

Fixed Route

- 3 preventable fleet collisions in June 2020
- 4 preventable fleet collisions in June 2019
- 2 preventable fleet collisions in June 2018

Access

- 0 preventable fleet collisions in June 2020
- 1 preventable fleet collision in June 2019
- 0 preventable fleet collisions in June 2018

Non-Preventable Fleet Collisions:

Fixed Route

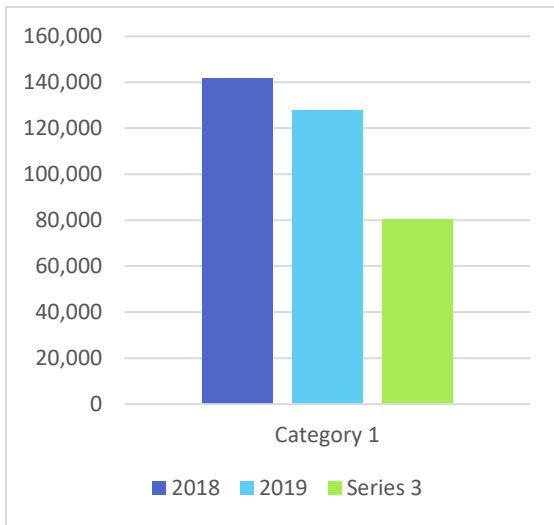
- 2 non-preventable fleet collisions in June 2020
- 3 non-preventable fleet collisions in June 2019
- 3 non-preventable fleet collisions in June 2018

Access

- 1 non-preventable fleet collision in June 2020
- 1 non-preventable fleet collision in June 2019
- 0 non-preventable fleet collisions in June 2018

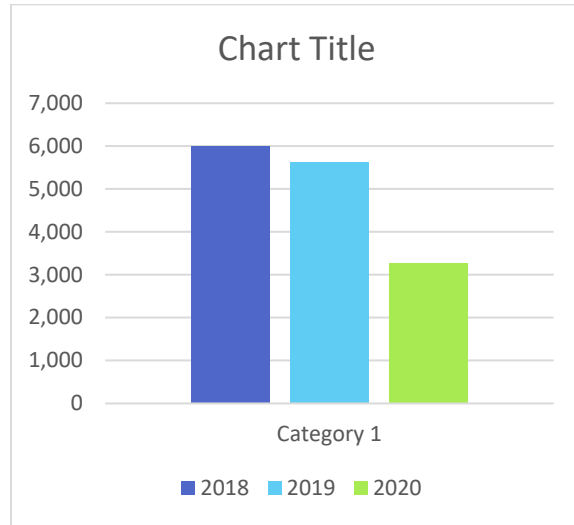
Fixed Route June Ridership Yearly Comparisons

Monthly Fixed Route Ridership



2018	2019	2020
141,706	127,658	80,454

Average Weekday Fixed Route Ridership



2018	2019	2020
5,993	5,621	3,278

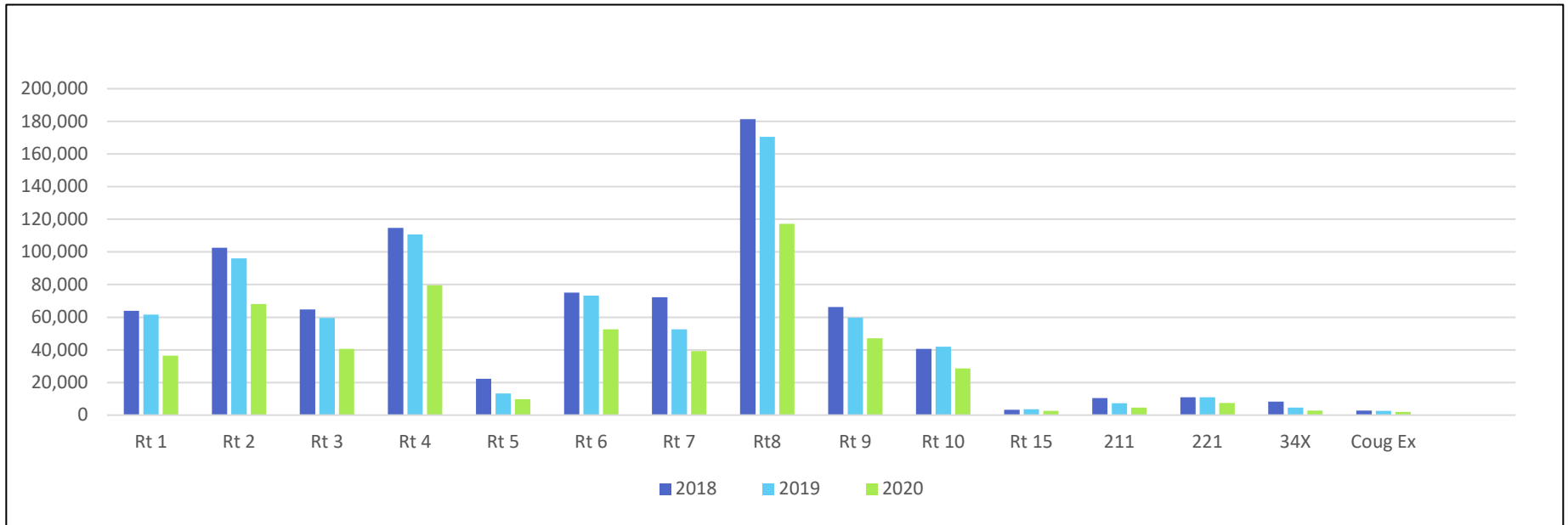
Routes

1. Broadway/ Northcrest
2. Times Corner/Georgetown
3. Canterbury/ Village Woods
4. Parkview/ Wells Ludwig
5. Southgate Plaza
6. Franke Park/ McKinnie
7. Anthony Oxford/ Anthony Creighton
8. Glenbrook/ Calhoun Tillman
9. St. Francis/ Brooklyn and Taylor
10. New Haven
15. Medlink
211. Glenbrook Coldwater Dupont
221. West Jefferson/ Lutheran

34X ARC

Cougar Express

Year-to-date Ridership as of June 30, 2020 Comparison by Route by Year 2018-2019-2020

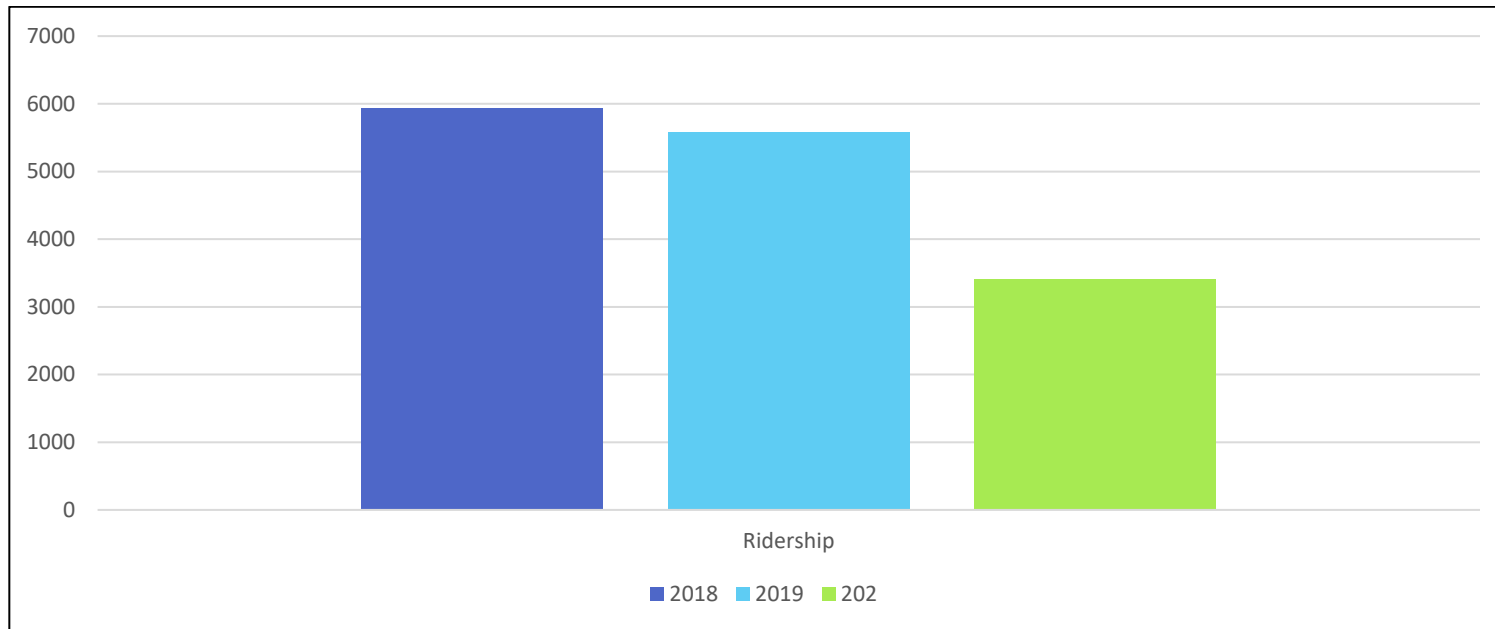


	Rt 1	Rt 2	Rt 3	Rt 4	Rt 5	Rt 6	Rt 7	Rt 8	Rt 9	Rt 10	Rt 15	211	221	34X	Cg Ex
2018	63,888	102,497	64,690	114,791	11,303	75,152	72,310	181,297	66,296	40,668	3,244	10,364	10,998	8,265	2,742
2019	61,577	96,122	59,663	110,680	13,244	73,199	52,613	170,460	59,812	41,876	3,576	7,280	11,029	4,700	2,594
2020	36,384	68,142	40,677	79,574	9,786	52,556	39,323	117,182	47,148	28,657	2,616	4,564	7,394	2,847	2,035

June Ridership Comparison by Route by Year 2018-2019-2020

	Rt 1	Rt 2	Rt 3	Rt 4	Rt 5	Rt 6	Rt 7	Rt 8	Rt 9	Rt 10	Rt 15	211	221	34X	Cg Ex
2018	10,082	18,218	10,260	18,534	2,087	12,081	14,868	31,012	10,570	6,754	707	1,892	1,703	835	44
2019	10,450	15,136	8,952	17,983	2,269	11,795	10,457	28,306	9,416	6,707	554	1,562	1,735	860	0
2020	5,502	10,812	5,475	11,978	1,504	7,890	5,775	17,611	6,604	3,430	370	611	1,270	461	0

JUNE ACCESS RIDERSHIP COMPARISONS 2018-2019-2020



2018	2019	2020
5,927	5,582	3,409

June Average Fixed Route Passengers per Hour by Route -Weekdays Only

Route 1-Waynedale Northcrest	8.04
Route 2-Time Corners Georgetown	14.41
Route 3-Village Woods Canterbury	7.69
Route 4-Wells Ludwig Parkview	11.43
Route 5-Southeast Local	4.55
Route 6-Franke Park McKinnie	10.46
Route 7-Anthony Oxford	7.90
Route 8-Glenbrook Southtown	11.50
Route 9-Broadway Taylor Gateway	9.12
Route 10-Lewis New Haven	9.12
Route 21-Dupont Road	1.93
Route 22-West Jefferson Lutheran	4.19
Route 97-Cougar Express	0.00
Route 31X-Downtown/ARC Express	1.68
Route 15-MedLink	1.87

- **Fixed Route:**

- June 2020 – 80,454 trips (decrease of 47,201 trips/-36.98%)
- 127,658 trips June 2019
- On-time performance was at 94.66%
- Average weekday ridership - 3,279

- **ACCESS Ridership:**

- June 2020 - 3,409 (decrease of 2,173 trips/ -38.93%)
- June 2019 - 5,582
- Average weekday trips for June - 147
- On-time performance - 99.42%

- **Token Transit:**
 - Mobile pass sales for June was \$5,843.75 for net of \$5,351.02
 - Usage was 1,520 on fixed route and 324 on Access

- **5310 Pass Through to Community Transportation Network:**
 - 981 trips - June 2020

- **Greyhound:**
 - 429 tickets - June 2020 (639 were sold in 2019)
 - 32 packages/bags – June 2020 (40 processed in 2019)

- **Fixed Route Runs**
 - 49 Full Time Regular week day runs
 - 18 Saturday runs
 - 64 Fixed Route - Full Time Drivers

- **Access Runs**
 - 18 Full Time Regular Access
 - 4 Saturday runs
 - 21 Full Time Drivers

Passenger Service Reports – June 2020

Fixed route:

Twenty-six (26) Passenger Service Reports were received.

- Twenty-six (26) were complaints
 - Twenty (20) were unsubstantiated
 - Six (6) regarding pass by
 - Four (4) regarding discourtesy
 - Three (3) regarding careless driving
 - Two (2) regarding wrong information given
 - Two (2) regarding denied ride
 - One (1) regarding being off route
 - One (1) regarding wrong stop
 - One (1) regarding inappropriate passenger behavior
 - Six (6) are being monitored for future action
 - One (1) regarding missed stop
 - One (1) regarding put off bus
 - One (1) regarding customer fall
 - One (1) regarding distracted driving
 - One (1) regarding pass by
 - One (1) regarding bus hit mirror

Access:

Two (2) Passenger Service Reports were received.

- Two (2) were complaints
 - Two (2) were unsubstantiated
 - One (1) regarding careless driving
 - One (1) regarding discourtesy

Customer Service:

Two (2) Passenger Service Reports were received.

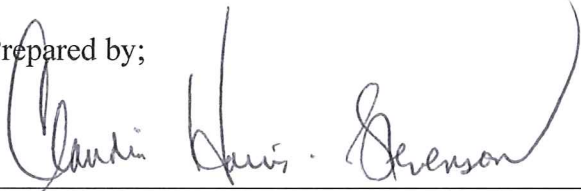
- One (1) was a complaint
 - One (1) is being monitored for future action
 - One (1) regarding deviation trip put in too early, passenger missed
- One was a commendation

Maintenance

One (1) Passenger Service Report was received.

- One (1) was a complaint
 - One (1) is being monitored for future action
 - One (1) regarding cleanliness of bus

Prepared by:



Approved by:





Marketing Report – July 2020

Press Releases

- Youth Summer Fun Pass Release

Media Coverage

- Youth Summer Fun Pass Sales – WPTA

Highlights

- Kirk, maintenance supervisor, took awesome photos of hostlers cleaning buses. Stephen has been sharing these across social media to let passengers know they are safe while riding!
- Our board meeting minutes and agenda has been posted on our website under the resources tab.

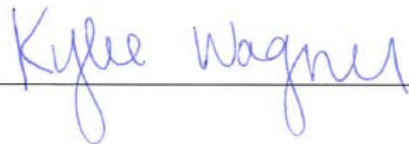
Website

- 9,813 Pageviews in June
- 9,639 Pageviews in May
- 9,903 Pageviews in April

Social Media (last 30 days)

- Stephen to receive information the week of July 9th

Prepared by:



Approved by:





Human Resources Report July 1, 2020

As of June 30, 2020:

Current Count of Employees 127

Departments Fully Staffed

Administration	Yes	Operations	No	Customer Service	Yes
Finance	Yes	Maintenance	No		

Recruitment:

- Operations - Access Drivers (2)
- Operations - Operations Supervisor (1)
- Maintenance - Buildings and Grounds Maintenance (1)
- Maintenance - Mechanic 1 (1)
- Maintenance - Mechanic 2 (1)

Training

- Administration/Human Resources – Gov. Holcomb’s Press Conferences regarding COVID-19 (2)
- Operations – APTAU Webinar: Restoring and Reimagining Transit Service in a Pandemic Transformed World - Parts 1&2 (1)
- Human Resources – APTAU Webinar: Leadership Readiness in a Time of Crisis – Who Will Step in for You? (1)
- Maintenance – APTAU Webinar: Cleaning and Disinfecting Transit Vehicles and Facilities: Discussion on APTA’s New Research (1)
- Marketing – CTAA Virtual Mini Expo Training: Communicating Transit Safety and Preparedness to the Community (1)

EEOC:

Claims Filed	0	Claims Open	0	Claims Closed	0
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Other:

As of 6/30/2020:

Employees Tested Positive for COVID-19 = Total 2

Employees Tested for COVID 19 = Total 32

Management = 7

Operations = 14

Union Exec BD = 3

Admin Staff = 5

Maintenance = 3

Deadline extended for testing is Friday 10/30/2020

Prepared by:

Approved by:



Maintenance Report

June 2020

Fixed Route Buses

Mileage

- Total Miles: 121,369
- Fuel Usage: 23,279
- Ave. MPG: 4.16

PMI's

- Scheduled: 17
- Completed: 17
- % Completed: 100%

Road Calls

- Road Calls: 3
- Miles Between RC: 40,456

Access Buses

Mileage

- Total Miles: 30,016
- Fuel Usage: 3,778
- Ave. MPG: 7.94

PMI's

- Scheduled: 1
- Completed: 1
- % Completed: 100%

Road Calls

- Road Calls: 0
- Miles Between RC: 30,016

Labor

Statistics

- # of Work Orders: 157
- Labor Hours: 571.30
- AVG Repair Time: 3.64

Mechanic Staff

- We are currently looking to hire 2 mechanics. We have a total of 7 on staff.

Hostler Staff

- We have a full roster of 5 part Time and 1 full time.

Fuel

2020

- Total Fuel Used This Month: 27,057 Gallons
- Fuel cost per Gallon: \$2.04
- Total Fuel Cost: \$55,196.28

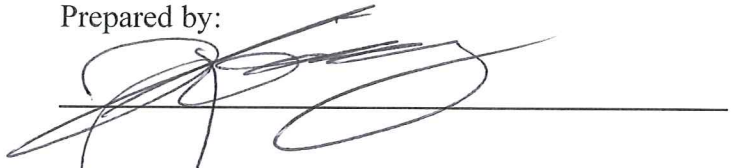
2019

- Total Fuel Used This Month: 27,139 Gallons
- Fuel cost per Gallon: \$2.29
- Total Fuel Cost: \$62,148.31

2018

- Total Fuel Used This Month: 29,983 Gallons
- Fuel cost per Gallon: \$1.81
- Total Fuel Cost: \$54,269.23

Prepared by:



Approved by:





General Manager's Report - July 9, 2020

Highlighted Activities:

- Weekly APTA Meetings regarding Covid 19
- Attended Weekly Rotary International meetings via *Zoom*
- 6/11: parking Partners via *Zoom*
- 6/12: Ft. Wayne Citilink Agreement via *meet.google.com*
- 6/16: Leadership Fort Wayne via *Zoom*
- 6/22: APTA small Operations Committee via *conference call*
- 6/25: MACOG/SSCC Green Fleet CNG Success Stories via *GoToWebinar.com*
- 6/25: Elerts for Citilink via *meet.google.com*
- 6/29: Joint Bus RFP via *Microsoft Teams Meeting*
- 6/29 APTA-Transit Systems Servicing Large Universities via *conference call-Ruth*
- 6/30 Submitted the 2019 NTD Report
- 7/1 Greater Indiana Clean Cities Electrification Coalition via *GoToWebinar.com*

Prepared and Approved by:

A handwritten signature in blue ink, appearing to read "Mark Pearl", written over a horizontal line.

Goal 6 - Increase Ridership														
Fixed Route														
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	126,270	1,600,996	
2020 Passenger Trips	133,737	124,398	102,762	55,717	53,911	80,454							550,979	Increase 34,000 annually
Monthly +/-	11,747	(876)	(32,713)	(83,695)	(85,366)	(47,204)							(238,107)	
YTD +/-	11,747	10,871	(21,842)	(105,537)	(190,903)	(238,107)								
Access														
2019 Passenger Trips	5,839	5,899	6,735	6,583	6,555	5,582	6,289	6,163	6,212	7,236	6399	6312	75,804	
2020 Passenger Trips	6,816	5,954	4,392	1,388	1,810	3,409							23,769	<i>report only</i>
Monthly +/-	977	55	(2,343)	(5,195)	(4,745)	(2,173)							(13,424)	
YTD +/-	977	1,032	(1,311)	(6,506)	(11,251)	(13,424)								
Purchased Trips														
2019 Purchased Trips	764	810	832	808	829	840	803	1037	961	989	943	939	10,555	
2020 Purchased Trips	961	942	896	896	931	981							5,607	<i>report only</i>
Monthly +/-	197	132	64	88	102	141							724	
YTD +/-	197	329	393	481	583	724								
Total Ridership														
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	133,521	1,687,355	
2020 Passenger Trips	141,514	131,294	108,050	58,001	56,652	84,844	0	0	0	0	0	0	580,355	<i>report only</i>
Monthly +/-	12,921	(689)	(34,992)	(88,802)	(90,009)	(49,236)							(250,807)	
YTD +/-	12,921	12,232	(22,760)	(111,562)	(201,571)	(250,807)								
Greyhound Ticket Sales														
2020 Passenger tickets sold	525	453	407	226	327	429							2,367	<i>report only</i>
2020 Packages/bags	38	29	23	19	17	32							158	<i>report only</i>

RESOLUTION 04-2020
A RESOLUTION OF THE FORT WAYNE PUBLIC TRANSPORTATION
CORPORATION (FWPTC) AUTHORIZING THE GENERAL
MANAGER/CEO TO SIGN THE CONTRACT FOR THE AVL/AVA
PROCUREMENT TO DOUBLEMAP, INC.

WHEREAS, The Fort Wayne Public Transportation Corporation desires to award the AVL/AVA Procurement 1-2020 to DoubleMap, Inc.; and

WHEREAS, Citilink issued RFP 1-2020 on January 3, 2020 and opened proposals on February 21, 2020, and

WHEREAS, the contract 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 sign the contract between Citilink (FWPTC) and DoubleMap for the 1-2020 RFP procurement: AVL/AVA bus tracking solution.

ATTEST:

Glynn Hines, Secretary
Fort Wayne Public Transportation
Corporation

APPROVED:

Sherese Fortriede, Chairman
Fort Wayne Public Transportation
Corporation

Adopted this 9th day of July, 2020.

OLD BUSINESS AND NEW BUSINESS

1. Old Business:
 - a. Marketing Plan
 - b. Citilink 2020 Strategic Plan

2. New Business



2020 Marketing Plan

KYLEE WAGNER
MARKETING MANAGER

Mission Statement:

To provide safe, courteous, and dependable public transportation at the most reasonable cost to our community.

Current Conditions:

The Citilink logo and name is recognizable in our community. There are several things that can be updated, and modernized to help benefit our riders and Citilink as a whole.

Projects:

- Halloween "Boo Bus"
- Free Fare Saturdays
- Changing current website
- Applied for AWS Grant
- Applying for future grants
- Free Fares on Election Day
- Christmas Bus & Fantasy of Lights
- Bus passes updated
- Coat a Kid – September
- Partnering with Vera Bradley

Successes from 2019 – Halloween Boo Bus, Free Fare Saturdays, AWS Grant application, Free Fares on Election Day, Christmas Bus & Fantasy of Lights, bus passes updated

Marketing Objectives:

- Increase ridership
- Build community support – civic leaders, local businesses
- Replace bus stop signs
- Raise awareness for Citilink and the services we offer

Target Market:

Low-income families, local blue-collar workers, college students, millennials, choice riders, older adults/retirees, people with disabilities, and job seekers

Non-Rider Target Market:

Elected officials, city/county staff, transportation groups, active transportation groups, schools/colleges, employers/work programs

Market Research:

As the marketing effort moves forward, it will be important to track ridership and the composition of the customer base. We will use multiple strategies to collect this data.

Strategies:

1. Spread awareness about bus service
 - o With marketing, we can make more citizens in our community aware of our service through outreach, public relations, and promotions.

- In December, we did a little bit with outreach. This includes the Christmas Bus giving rides to groups in our community. However, we will continue to do more with outreaches. This helps to get our name out in the community and show that we are making a positive difference.
 - Some more ideas include:
 - Giving a presentation about how the system works to senior citizens
 - Speaking to school aged kids about how the system works, letting them check out a bus
 - Stephen and I will work closely on the public relations/promotions side of this. We will be creating video and web content that will help attract riders on social media and the Citilink website. We will also be implementing social media contests to gain ridership.
2. Create a positive visual image for Citilink with branding
- We will create a cleaner, more educational website and social media image. Our website and social media accounts should be educational to our riders. It should also be a place where they see real people, like them, riding the bus in our city. We will be bringing more of the moving stories back.
 - Mark has completed the website update.
 - A positive visual in our community for Citilink is important, so we should replace our current bus stop signs. We could change the design, or keep them the same. There are quite a few that could use an upgrade.
 - We will be changing our bus wraps to where they do not cover the windows. This is for safety of our riders in case of emergency.
 - We also just recently changed our bus passes to a more modernized look.
3. Educate our riders
- We will educate riders online in a variety of ways. One example is just sharing educational content on how and where to ride. We will also create videos on how to ride the bus, and informing potential riders about Citilink.
 - I am currently creating a new presentation that will continuously play at Central Station that will be informative to our riders.
4. Modify the Youth Summer Fun Pass
- We spend time and money on the youth summer fun passes, and in 2019 we only sold 64 passes. We will advertise this program even more this year, to try to build it.
5. Develop surveys for riders
- We will want to develop two surveys for riders. One survey will be for basic information, so we can contact our riders. The second survey will be for demographic information. This will help us get a better scope of who uses our service, and who our main target market needs to be.
6. Implement a text/email service for our riders

- The text service will help our riders to know about important updates, such as road closures, and bus delays.
- The email service would be to keep our riders in the know about what is happening at Citilink. We can send them a weekly/monthly newsletter that keeps them informed.
 - First quarter will be spent researching about the text/email service.
 - By second quarter, we will implement these services.
- 7. Group or individual training with potential riders
 - This training could help potential new riders learn how to ride the bus.
- 8. Continue to apply for grants that will be beneficial to Citilink and to our riders
- 9. Marketing/Advertising Strategies for Citilink
 - Different types of advertising for Citilink may be beneficial due to our target audience. This might include advertising in the newspaper, on television, on the radio, and even putting up flyers in high traffic areas.
- 10. Build Staff Morale

Implementation:

This plan will be implemented based on available resources and funding. Some costs are yet to be fully identified. For example, the costs for the text service, outreaches, and Citilink advertising have not yet been decided. The implementation schedule for marketing activities will be adjusted in conjunction with the annual budget.

2020 Budget:

The budget for 2020 will be \$94,800. We will use this budget according to our needs for events, advertising, and marketing.

- \$4,000 – Website Update
- \$200 – Christmas Bus
- \$7,200 – 2020 Social Media – Stephen J. Bailey
- \$3,900 – 2020 Website Upkeep – Mark Russett/Russett Design = \$15,300

Marketing Budget

\$94,800 Total
\$36,700 Remaining

Online Expenses

Website Update	\$4,000
Social Media	\$7,200
Website Upkeep	\$3,900
Update internal video presentations	\$7,000

Community Events

Christmas Bus	\$1,500
Halloween Boo Bus	\$1,500
Breast Cancer Awareness Collaboration	\$3,000
Route Revision Mkt. FY2021	\$30,000

Total Expenditures	\$58,100
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2020

Strategic Plan



2020

Goals and Objectives

Vision
Mission
Goals
Objectives
Tasks

Vision

Citilink will be valued and recognized as a leader in public transportation advocacy, connectivity and a partner in community and economic growth.

Mission

Citilink connects people by providing the highest quality sustainable public transportation while pursuing continuous improvement and growth.

Goals Overview

The following 2020 Goals represent Citilink's commitment to realize its vision and mission.

1. **Safety:** Ensure a safe and secure system for customers, employees, and members of the public.
2. **Environment:** Promote policies and practices that embrace environmental sustainability, and emphasizes our role in improving the environment
3. **Customer Service:** Provide outstanding customer service and increase service convenience.
4. **Employee & Board Development:** Foster a dynamic, high performing internal environment that delivers outstanding service at all levels.
5. **Financial Responsibility:** As stewards of public resources, perform all facets of operation cost-effectively and practice fiscal communication strategies that warrant community trust.
6. **Ridership & Market Development:** Increase ridership through the enhancement of service and positive perception in the community.
7. **Community Livability:** Actively contribute to community livability.
8. **Growth:** Achieve 2% growth annually by 2023. When additional funding is obtained, the goal will be re-evaluated.
 - Investigation of a Downtown Circulator through grant opportunities

These goals have been further refined with a series of objectives and tasks which will guide the organizations work through 2020. Performance measures for individual tasks have been established and status will be updated by administrative staff. It is intended that updates be presented to the Board at their regular Board meetings summarized monthly in the Goal Status Report and individually by specific activities categorized by

goal on current activities/actions in the department heads' monthly reports. Formal progress reports to the Board will be provided in the fall and year end.

Due to the COVID 19 Pandemic, many of the Goals and Objectives within this document have been detrimentally impacted and will need further review. There have significant impacts on: ridership, staff training, and development. Many staff training sessions were administered virtually. Also, contractual agreements have been adversely impacted by the effects of this global pandemic.

GOALS & OBJECTIVES

1. Safety: Ensure a safe and secure system for customers, employees, and members of the public.

- 1.1 Continue to uphold high standards of vehicle maintenance & safety:
 - A. Monitor road call data with a goal of maintaining the number of major road calls at 35 or less annually for fixed route operations.
 - B. Monitor road call data with a goal of maintaining the number of major road calls at 10 or less for Access operations.
 - C. Procure additional fixed route and Access vehicles to replace vehicles that have exceeded their useful life.
 - D. Monitor preventable collisions with a goal of maintaining the number of collisions at 20 or less for fixed route collisions.
 - E. Monitor preventable collisions with a goal of maintaining the number of collisions at 8 or less for Access operations.
 - F. Track and report all road calls and collisions by month and on an YTD basis on the Goals Stats spreadsheet. Provide to the Board on a monthly basis as part of the regular Board packet.
 - G. Issue RFP for small bus replacement
 - H. Implement long range bus replacement plan per NIRCC 5-year STIP/2040 Transportation Plan as funding permits.
 - I. Research grant opportunities for electric bus procurement and charging infrastructure.

- 1.2 Provide safe & secure working environment:

- A. Public Transportation Agency Safety Plan
 - Incorporate, plan, implement, and promote safety management practices that increase safety to the public and Citilink operations while mitigating hazards.
 - B. Update and maintain cyber security systems and plan.
 - Citilink staff will continue to work with DWD to ensure Citilink maintains a robust cyber- security network.
 - C. Provide two all-staff safety meetings/year at 2.5 hours each with one-on-one focused training as needed, to ensure a minimum of 5-8 hours training per employee per year.
 - D. Hold a minimum of two Safety Committee meetings.
 - E. Apply for grants to invest in more mechanic training to help ensure safer vehicles and work practices.
 - Pursue Workforce Development grant to cover local share of training.
 - F. Review maintenance of shop floor for proper grit that will mitigate the risk of slips and falls in fall of 2020 – pending capital project prioritization, and we are following up on this.
 - G. When financially feasible install an emergency generator system to support operations at the Leesburg site.
 - Submit an application for FTA 5339 grant to secure an emergency generator, electric buses, roof for barn, and solar panel roof in 2020.
 - H. Continue to evaluate tablet-based collision investigation system for Operations Supervisors. Fully implement with additional tablets if appropriate and cost effective. Continue efforts to educate and inform customers about safety and security.
 - I. Investigate feasibility of installing HEPA filters on buses and in public areas.
- 1.3 Continue efforts to educate and inform customers about safety and security
- A. Inform the public about current safety issues and practices.
 - Evaluation of any threats hazards and best practices to mitigate them.
 - Implementation of, “See Something, Say Something.”

- A national campaign to promote public awareness of terrorism-related crimes.
- Public notices and posting at Central Station, and inform bus drivers and Operations of any hazards.
- Public education initiatives

2. Customer Service: Provide outstanding customer service and increase service convenience.

- 2.1 Create and maintain a culture of excellent customer service at Citilink:
 - A. Monitor customer service using phone/video recording data.
 - B. Monitor complaints & respond within 7 days.
 - Review and schedule archives by the end of the next business day. The complaint resolution goal of 7 days will be monitored by Customer Service Manager. A goal of 95% resolution of the prior week has been established.
 - C. Create an on-line customer service survey for Citilink's website.
- 2.2 Provide reliable, accessible & convenient transportation service:
 - A. Monitor on-time performance with goal of 90% for fixed route operation, that are not impacted by major detours.
 - Citilink will remove heavily detoured routes and buses that are consistently late overall. Additionally, staff will produce an overall OTP and a revised OTP based on route detours.
 - Report when major detours are implemented or removed
 - Report on-time performance
 - B. Monitor on-time performance with goal of 95% for Access operations.
 - C. Track and report fixed route and Access on time performance by month and on an YTD basis on the Goals Stats spreadsheet. Provide to the Board on a monthly basis as part of the regular Board packet.

- D. Maintain attractive/clean buses & customer service areas.
- E. Track the usage and effectiveness of real-time bus information – using RFP to replace the current AVL system.

2.3 Continue efforts to provide customer amenities.

- A. Research and apply for funding for automated ADA announcement systems, including passenger behavior expectations, for customer convenience on all fixed route buses.
- B. Encourage the maintenance and upkeep of crosswalk areas surrounding Central Station.

3. Employee & Board Development: Foster a dynamic, high performing internal environment that delivers outstanding service at all levels.

3.1 Create a work and organizational environment that promotes open communication and continuous learning:

- A. Continue to work with staff and drivers to encourage and implement viable suggestions/ideas to improve the efficiency of operations and improve customer service/relations (via safety meetings, open door policy, feedback, etc.)
 - Continue Suggestion box
 - Review suggestions at weekly Senior Staff Meetings
 - Provide feedback to suggestions
- B. Continue to meet with the Union Executive Committee on a regular basis and collaborate in addressing mutual issues.
- C. Work with Board to schedule a peer system visit in late 2020.
- D. Encourage all staff to ride the bus monthly to gather customer feedback/evaluate service quality and provide feedback to General Manager.
- E. Schedule a board member/public official bus ride opportunity.

3.2 Continue the systematic review and update of Citilink policies.

- Modify the Citilink Personnel Policies and Standards book. Completion date Fall 2020.
- A. Continue to participate in transit advocacy & education via APTA, CTAA, & FTA.
 - Staff is scheduled to attend training in 2020

- Staff will attend educational opportunities provided by: APTA, CTAA, and FTA
- B. Offer professional development opportunities for employees and Board members (APTA, CTAA, FTA, NTI, etc.).
 - Board President and members to attend APTA Annual Meeting.
 - Staff training on harassment, interviewing, drug testing, human resources, security, procurement, system design, etc.
- C. Conduct a mid-year review of this Strategic Plan in conjunction with 2020 budget preparation process.

4. Environment: Promote policies & practices that embrace environmental sustainability and emphasize our role in improving the environment.

- 4.1 Continue to monitor energy/fuel usage & make efforts to reduce consumption/cost.
 - A. Citilink will continue to review and implement environmental sustainability best practices.
- 4.2 Participate in community activities promoting sustainability (Tire Amnesty Day, Waste Management Advisory Committee, Earth Day, etc.).
- 4.3 Continue recycling and waste reduction efforts (monitor progress, post reminders, etc.)
- 4.4 Investigate potential grant funding for energy/environment improvements
- 4.5 Investigate/submit Federal grant request for a solar panel application on our bus barn (preliminary engineering complete). Would include roof remediation/replacement

as well as electrical generation to reduce reliance on purchased power.

- Apply for the Bus and Bus Facilities 5339 federal grant funding in 2020.

5. Financial Responsibility: As stewards of public resources, perform all facets of operation cost-effectively and practice fiscal strategies that warrant community trust, and inclusion.

- 5.1 Continue to monitor key expenditure areas & implement operational cost savings:
 - A. Continue vendor contract review and potential re-bid as required.
 - Staff will conduct 10-15 vendor agreement reviews in 2020 for potential rebid. Any agreement over 5 years will automatically be rebid.
 - B. Monitor fuel futures pricing and purchase fuel at or below budget when the opportunity allows. Report to Board on a monthly basis.
 - C. Track and report overtime, Fixed Route cost per hour (2020 goal of \$86 per hour or less) and ACCESS cost per trip (2020 goal of \$29 per trip or less) by month and on an YTD basis on the Goals Stats spreadsheet. Provide to the Board on a monthly basis as part of the regular Board packet.
 - D. Develop a 5-year Capital Improvement Program to plan for and track Capital Expenditures.

- 5.2 Show positive progress in building the following fund balances in key reserve funds during the 2020 budget year, per established goals:
 - A. Workers Comp at \$1,000,000
 - B. Liability Fund at \$500,000.
 - C. Rainy Day at \$1,300,000 or 10% of the combined operating and capital budget for any given year. Evaluate and establish fund structure and publicize Citilink Foundation fund to encourage private contributions and legacy gifts.

- 5.3 Continue to investigate strategies to increase local revenue:
 - A. Maintain bus advertising revenue (\$165,000 goal/2020 budget).
 - B. Monitor fare revenue for fixed route (\$1.4M goal/2020 budget).

- C. Monitor fare revenue for Access (\$151,200 goal/2020 budget).
- D. Continue efforts to increase pass sales.
 - o Goal is to see 5% increase of Token Transit sales.
- E. Market employer/commuter incentives in conjunction with real time bus information, and implementation of TDP strategies.
- F. Consider expanding our bus pass program offerings to provide:
 - o Additional Token Transit Passes
 - o A one-week pass at a 10% discount
- G. Investigate offering an “employer pass program” to employers within the current Citilink fixed route bus system for a negotiated monthly fee paid by the employer.
 - o Connect with a minimum of five (5) companies in 2020.

5.4 Support the implementation of Citilink 2030 Transit Development Plan through Citilink’s Transit Service Goals.

- A. Continuously improve existing services and identify opportunities to expand service.
- B. Prioritize community education and outreach initiatives to ensure the community support for service provision decisions and improve perceptions of and support for public transportation.
- C. Develop a capital program that maintains state of good repair and implements technologies to improve service/effectiveness.
- D. Meet with Fort Wayne and New Haven public officials quarterly.
- E. Fund restoration of half-hour service
- F. Sustain current service levels
- G. Expansion of service to New Haven
- H. Review priorities stated in Bus Fort Wayne, TDP, NIRCC 2040 Plan.

5.5 Maintain relationship with local, state & federal officials:

- A. Continue to aggressively lobby for dedicated funding source/increase of PMTF, local funding options & other issues impacting public transit
- B. Develop long range outreach strategy/campaign to develop transit champions and promote local option funding strategies & promote the advantages of public transit for our community & region.

- C. Meet with regional leaders/stakeholders regarding potential for regional public transit options. (County Commissioners/Council, RDA, Regional Initiative, etc.)
- D. Invite and host a tour and briefing for all City Councilmembers who have yet to visit Citilink facilities as well as any Councilmembers who would like an update on Citilink Services and funding needs.
- E. Invite current State elected officials, INDOT leadership and the Governor for a tour and briefing on Citilink service and funding needs.
- F. Invite local Congressmen and Senators for a tour and briefing on Citilink service and funding needs.
- G. Monitor proposed legislation & policy changes on both the State and Federal levels and communicate to the Board potential impacts.
- H. Coordinate with ITA/ICAT/CTAA/lobbyist & other stakeholders.

5.6 Prepare for 2021 Triennial Review.

- A. Train senior staff members
- B. Organize information to expedite requests for information.

5.7 Prepare for 2021 Triennial Review.

- A. Train senior staff members
- B. Organize information to expedite requests for information.

6. Ridership & Market Development: Increase ridership through the enhancement of service and positive perception in the community.

6.1 Increased fixed route ridership:

- A. Increase Fixed Route ridership on existing service as set forth in Section 8.
- B. Seek additional funding from both traditional and non-traditional sources to support expanded service/increased ridership.
 - o Continue to seek more work force development grant funding.

- 6.2 There are several general service improvements that can be realized based upon additional funding. Those options include adding additional local routes, adding additional service hours to highly utilized routes, or to upgrade route frequency.
- A. Continue to investigate restoration of ½ hour service, with initial focus on routes 2 and 3, with a 5% increase in the budget
 - B. 5% increase in operating budget; add service hours to six routes at three hours each.
 - Refer to Table 6 in the TDP Executive Summary – Service Enhancement Opportunities by Increment--of Revenue Hours
 - Table 7 – Enhanced Funding Alternatives which encompasses additional service hours, routes, technology investments, and increasing local and regional service options.
 - C. Further investigate and refine recommended route revisions based on 2030 Citilink TDP.
 - D. Due to COVID-19, Citilink may realize a decrease in the state public mass transit fund (PMTF) and/or local tax revenues which may affect how we proceed with service improvements.
- 6.3 Plan and research opportunities for new routes and services:
- A. In cooperation with NIRCC/TDP consultants utilize route mapping software to analyze and model possible route changes/service enhancements, utilizing automatic passenger counters to analyze current service models and regiment enhancements in 2020. The final draft is nearly complete. Citilink will review the service recommendations provided by the TDP study for the inclusion of future service plans. Citilink will continue to partner with NIRCC to review possible service modifications.
 - B. In cooperation with NIRCC continue to explore grants/funding partners to develop a regional transit consortium. Identify sponsors for a regional forum that leads to action plan.
 - Work with NIRCC to bridge the conversation with local, regional, and state entities to begin the discussion of a regional transit consortium.

- 6.4 Target marketing & communication efforts:
 - A. MedLink negotiate extension for 2020 and beyond; continue to explore funding to provide expanded hours of service).
 - B. Investigate potential Downtown Circulator Route.
 - C. Continue to market Citilink services and pass discount to Indiana Tech.
 - D. Continue to promote University/health/employer partnerships and discount pass sales outlet opportunities. Extend 10% monthly pass discount.

- 6.5 Provide educational information that addresses common mis-understandings about using transit and promotes the economic, health and environmental benefits of using public transit:
 - A. Continue to implement public information strategies as outlined in Chapter 5 of the Bus Fort Wayne Plan and the Citilink 2030 Plan.
 - B. Target the concerns identified in the Citilink 2030 Plan and public outreach efforts (lack of awareness, inconvenience, uncertainty, availability, etc.) in conjunction with real time bus information and marketing plan.
 - C. Build on Citilink's network with an emphasis on major employers.
 - D. Implement the 2020 marketing plan in coordination with the Marketing Committee.

7. Community Livability: Contribute to community livability.

- 7.1 Continue efforts to coordinate with government entities, community organizations and transportation providers to promote and plan for the provision of a continuum of mobility resources for our community:
 - A. Work with community partners to improve sidewalk connectivity and bus stop accessibility (PROWAG compliance).
 - B. Promote inter-agency cooperation to enhance mobility options & connectivity in the Fort Wayne area (Transit Oriented Design, Complete Streets, UTAB, TPC, etc.).
 - C. Coordinate with regional bus transportation providers, CTN, local taxi companies, NIPRA, etc. to provide intermodal connectivity.

- 7.2 Maintain and provide appropriate transit infrastructure at Citilink bus stops
- A. Coordinate bus shelter placement with private contractor, prioritizing high usage bus stops.
 - B. Maintain ADA bus stop assessment database, evaluate and prioritize improvements.
 - C. Continue to coordinate with NIRCC to fund automatic passenger counters for a minimum of 10 buses that will allow Citilink to evaluate rider trip length and bus stop usage.

8. Growth: Achieve a 2% annual ridership increase by 2023.

- 8.1 Utilizing the recommendations in the Citilink 2030 Transit Development Plan, identify opportunities within the greater Fort Wayne Community to increase ridership:
- A. In conjunction with the 2030 Plan, identify potential “new” markets for service expansion should resources become available.
 - B. Examine the existing service structure for any opportunities to reassign service hours to more productive routes within a 3-5-year timeframe.
 - C. Meet with regional leaders/stakeholders regarding potential for regional public transit options.
 - D. Meet with social service 501c-3 agencies (as a group and through individual contact) receiving and/or applying for discounted passes in a listening session format to identify potential ridership groups and their needs with the goal of tailoring our services to meet those needs (if possible) and increase ridership.
 - E. Meet with Citilink Champions and partner agencies in an effort to identify groups of potential riders which may be underserved and to identify ways to increase ridership (examples: 5th Freedom, Veterans agencies, United Way, Greater Fort Wayne Inc, YLNI etc.)
 - F. Continue to evaluate downtown circulator route.

Memorandum

To: Fort Wayne Public Transportation Corporation Board of Directors
From: Maurice Pearl
Subject: Revisions to the Citilink 2020 Strategic Plan

The purpose of this memorandum is to highlight the changes to the Strategic Plan since the Board last reviewed this document at the Board Retreat on January 25, 2020. There were numerous modifications to the document reviewed at that meeting.

In the plan's Vision statement, advocacy was added to incorporate our awareness to promote public transportation in an effort to improving the environment.

In the Strategic Plan's Goals Overview, Environment was moved up to #2, second only to Safety. At the end of the Goals Overview, there was a statement added regarding Covid 19, and its impact on: ridership, staff training, and development.

Under Goals & Objectives, in Section 1.2, the role of the Public Transportation Agency Safety Plan was expanded upon.

Under Section 2.1, Statement C. was added to create a survey on Citilink's website.

In Section 2.3, Statement B. was added, "Encourage the maintenance and upkeep of crosswalk areas surrounding Central Station."

Under Section 5.3 the wording was changed to, "Investigate offering an employer pass program." to reflect active research in achieving this goal.

Section 5.4 was rewritten to reflect the implementation of the TDP (Transit Development Plan) as a guide to achieving corporate goals.

Section 5.7 was added in regards to preparation for the 2021 Triennial Review.

Under Section 6.2, Tables: 4,6, and 7 of the TDP's Executive Summary were referenced in regards to increased service options should additional funding become available.

Section 6.3 was updated to reflect the completion of the TDP.

Section 6.5 A sites the Citilink 2030 Plan, Chapter 5, as a basis for public information strategies.

OPEN DISCUSSION BY THE BOARD