

November 12, 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

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

**Introduction and/or Adoption
of Resolutions and Ordinances**

Old Business

New Business

Open Discussion by the Board

TENTATIVE AGENDA
FORT WAYNE PUBLIC TRANSPORTATION CORPORATION
BOARD OF DIRECTORS MEETING
ORDER OF BUSINESS
THURSDAY, NOVEMBER 12, 2020 5:30 PM
801 LEESBURG ROAD, FORT WAYNE, INDIANA 46808

- I. REGULAR MEETING to start at 5:30 PM via Zoom
<https://us02web.zoom.us/j/84663982644?pwd=MFVVa21SUFVuYnY5SWhjMTVwS0dZQT09>
Meeting ID: 846 6398 2644 Password: 249315
 1. Reading, correcting and approval of the Minutes of the previous meeting(s):
 - a. Regular Board Meeting Minutes (10/8/2020)
 - b. Executive Session Meeting of the Personnel Committee Meeting Minutes (10/15/2020)
 - c. Executive Session of the Board of Directors Meeting Minutes (10/20/2020)
 - d. Special Meeting of the Board of Directors Minutes (10/20/2020)
 - e. Legislative Committee Meeting Minutes (11/2/2020)
 2. Written Communications from the public¹, including petitions and remonstrance's:
 - a. Letter Received from Department of Health (11/5/2020)
 - b. Citilink's Action Taken
 3. Board of Directors Reports:
 - a. Finance Committee
 - b. Personnel Committee
 - c. Marketing Committee
 - d. Executive Committee
 - e. Legislative Committee
 - f. Transportation Planning Committee

Staff Reports:

 4. Financial Report
 5. Operations Report
 6. Marketing Report
 7. Human Resources Report
 8. Maintenance Report
 9. Introduction and/or Adoption of Resolutions and Ordinances:
 - a. Resolutions
 - b. Appropriation Ordinances
 - c. General Ordinances
 10. Old Business: and New Business:
 - a. Old Business
 1. Nominating Committee
 - b. New Business
 1. Transitional Leadership
 11. Open Discussion by the Board

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



Board of Directors Meeting
801 Leesburg Road, Fort Wayne, Indiana 46808
October 8, 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 5:31PM by Chairperson Fortriede.

2. Roll Call

Roll call was administered by Chairperson Fortriede.

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

Members Absent: Glynn Hines

Staff Present: Reese Pearl, Jean Marie Boykins, Bruce Miller, Claudia Harris-Stevenson, Kylee Wagner, Junior Rodriguez, Pam Schieber, and Ruth Vosmeier

Staff Absent: Ernest Johnson, President: Local 682

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

3. Reading, Correcting and Approving of Minutes

- a. Regular Board Meeting Minutes (9/10/2020)
- b. Legislative Committee Meeting Minutes (9/14/2020)
- c. Finance Committee Meeting Minutes (10/5/2020)

The Regular Board Meeting minutes of September 10, 2020, the Legislative Committee Meeting Minutes of September 14, 2020, and the Finance Committee Meeting Minutes of October 5, 2020 were approved unanimously by those present of the Board of Directors. Mr. Steinman made motion for the approval of the minutes, and Mr. Urberg seconded the motion.

4. Public Comment

None

5. Board of Directors Reports

- a. Executive Committee: No Report
- b. Finance Committee: Met on October 5, 2020 and have a proposed Resolution that will be introduced and voted on in this meeting. Minutes are in Packet.
- c. Legislative Committee: Met on September 14, 2020. Minutes are in Packet. The committee met to continue discussion on a potential tax proposal. It will be a 16 – 18-month plan. Mr. Palmer is working on introductions through Indianapolis with potential partners. The committee will meet at the end of the month.
- d. Marketing Committee: No Report
- e. Personnel Committee: No Report
- f. Transportation Planning Committee: No Report

6. Financial Report

Mr. Miller started his presentation with the Controller's Report, a complete copy of this report is in the Board Packet. Total revenue for September was up about 6 ½ % compared to last year. Operating expenses are up slightly, but relatively flat. The Cash Position is roughly \$390K lower than September, 2019. This is due to a timing issue regarding the PMPF payment, which will expect in October.

In the Cash Balance Report, we have transferred all but the September interest at Horizon Bank they got credited after the wire-transfer was made, which will like soon be closed out.

The September Statement of Net Earnings under Workers Comp, there was an \$8K bill for the previous year's Workers Comp Audit. Which is a salary review. For Total Operating Expenses, Citilink is approximately \$943K under budget.

Chair Fortriede asked Mr. Miller to give an update on the approval of Citilink's Budget before City Council.

Mr. Miller said that he and Mr. Pearl presented the budget and answered questions on October 6th. The budget was passed 7 to 2.

Mr. Pearl said that he will be meeting with members of the Council individually. His goal is to show them Citilink and help them understand us and our processes and finances, and help strengthen our standing with them. His plans are to meet individually with all of the Council members.

The Record of Transmittals was introduced. Mr. Miller noted in the Interim Record of Transmittals, the first line item is a -\$200K to Physicians Health Plan, then August appears again. There was a stop-payment on a check, and then it had to be reissued.

Mr. Steinman asked about a \$193K payment to DoubleMap, and if they were the bus tracking company that Citilink went with. Mr. Pearl confirmed that they were.

Mr. Traxmor asked if that was a one-time payment.

It was explained that that particular check was a one-time payment for equipment and installation. There will be an annual subscription fee of roughly \$30k.

Mr. Steinman moved that the record of Transmittals be approved as written. Mr. Coats seconded the motion. The Record of Transmittals were approved with all members voting in favor.

7. Operations Report

Ms. Harris-Stevenson provided the Board with an overview of the August Operations report. The complete Operations report is in the Board Packet. The September ridership shows a decrease of -33.88% compared to last September, but year-to-date, the fixed route is a -32.5%. For Access the ridership reflects a decrease of -28.38% compared to September 2019, and is down -34.59% year-to-date. In September, fixed route had 1 preventable accident and 2 non-preventable accidents. Access had 2 preventable, and 1 non-preventable collisions for last month. Under fixed route ridership comparisons, there was an error, the monthly fixed route ridership should be 86,556, not 85,556. Greyhound sales are down significantly compared to last year, 328 tickets sold in September 2020 compared to 597 sold in 2019. There were only 14 packages shipped last month compared to 40 in September 2019. For the month of September. In September, there were 33 passenger service reports.

Ms. Fortriede noted that even though our ridership is down compared to last year, our ridership is steadily increasing. She had spoken to Mr. Pearl about tracking ridership with regards to unemployment. Hopefully as people return to work, there will be an increase in Citilink's ridership.

8. Marketing Report

Marketing Manager, Ms. Wagner provided the marketing report for the month of September, the complete Marketing report is in the Board Packet. There was one press release sent out in September informing passengers that we did not run on Labor Day. The Journal Gazette had an article 5 Questions for Maurice N. Pearl. AWS (Anthony Wayne Services) awarded Citilink a grant to help cover free rides for Election Day. Citilink will be meeting in early November with AWS in regards to another grant that the company applied for. Website pageviews are climbing. Citilink has had a lot of interaction on Instagram, and the interaction post was one with a driver with his face mask on. The safety of riders was discussed in that post.

Mr. Traxmor alerted Ms. Wagner that the wrong master page may have been posted on the website. There was also discussion that the website needed a review and that outdated posts should be taken off of it.

Ms. Fortriede asked if there was a press release for free fares on Election Day, and Ms. Wagner confirmed that there was a posting for that event.

Mr. Steinman asked Mr. Pearl if Council woman Michelle Chambers had contacted about the bus used at American Heritage. Mr. Pearl had not been contacted.

9. Human Resources Report

Ms. Boykins provided the Human Resources report for the month of September. A complete copy of the report was included in the Board Packet. Ms. Boykins said that there has been a lot of interviews to fill open positions, Access driver orientation will be taking place soon. There have been good interviews for Operations Supervisors and are waiting on background checks. We are also waiting on a background check for a Mechanic candidate and the recently hired Building and

Grounds Maintenance person is working out well. There is continued virtual training, to include DoubleMap. There have been no EEOC claims filed. Also, there were no cases of COVID 19 reported in September. BHS has extended the testing through December 31st.

10. Maintenance Report

Maintenance Supervisor, Mr. Rodriguez provided the Maintenance report for the month of September. A complete copy of the report was included in the Board packet. Mr. Rodriguez mentioned that Ms. Fortriede was on target when she stated that COVID 19 has put Citilink's ridership down. Although that has not had an impact on fixed route milage, it has greatly affected Access miles.

Fixed route miles in September were 117, 453, which is 3,358 less miles than in September of 2019. Access milage was at 33,128 which was down 13,540 from 2019, which equates to around 100 less trips per day.

Preventative Maintenance Inspections continue to be at 100% on both fixed route and Access. Road calls were low in September with only 3 in fixed route and 1 in Access. Fuel costs per gallon were 43 cents lower per gallon than 2019 and we used 621 less gallons, there was a savings of \$12,492.8 compared to last year.

Mr. Rodriguez addressed Mr. Traxmor's request to look into HEPA filters for the buses. HEPA filters have a large air flow restriction which means that the buses would have to be retrofitted with special fans to prevent damage to parts. He investigated what other agencies were using and found MERV (Minimum Efficiency Recording Value)7 filters (MERV 4 are currently in use). These filters are 81 and 82 cents a filter and recommended that Citilink switches from MERV4 to MERV7 filters.

Mr. Traxmor asked if there is going to be an increase in COVID19 hazard as we go into the heating season? He also asked what the exchange rate of air on the buses?

Mr. Rodriguez said that there are no filtration recommendations, and that he will talk to Gillig to find out what the air flow exchange rate is.

11. General Manager's Report

Mr. Pearl mentioned that there will be a Resolution regarding the Bus Wrap RFP in this meeting. The DoubleMap weekly check-ins went well. There are just two items that need to be addressed: the signs down at Central Station, and the installation of wires on the buses for the AVA system. Mr. Pearl is continuing to attend weekly Rotary International meetings. Citilink completed a TSA tabletop exercise and Citilink was recognized for working with TSA. On September 9th, Mr. Pearl met with the Union Executive Board. He had an introduction call with Well Trans (a Medicaid provider that goes through Anthem) it was a conversation about some of their clients utilizing public transportation. Mr. Pearl also met with Mike Muschett of Turnstone to make contact with another community leader. A complete copy of the General Manager's Report is in the Board Packet.

Mr. Traxmor asked if there were any new funding grant applications available for requests.

Mr. Pearl said that there will be some coming up at the beginning of next year. The VW grant 3rd round will be available shortly.

12. Introduction and/or Adoption of Resolutions and Ordinances

a. RESOLUTION 05-2020: The Approval of the Bus Advertising Contract

Mr. Pearl presented RESOLUTION 05-2020 / designating the most advantageous bid in response to Citilink's bus advertising procurement. RFP 2-2020 was issued on August 12, 2020 and received proposals on September 23, 2020. Based on the criteria set forth in the RFP, and that the proposer is responsible and most advantageous to Citilink, it has been determined that the contract should be issued to Mesmerize, LLC.

Mr. Steinman motioned that the company accept the RFP from Mesmerize LLC. Mr. Urberg seconded the motion.

Mr. Traxmor had asked how many responders replied to the RFP, to which Mr. Pearl replied that there was one.

Mr. Steinman asked if they had an office in Fort Wayne, to which Ms. Wagner confirmed that their closest office was in Indianapolis. He also mentioned that Mesmerize was a large company, and that he did not want Citilink to get lost in the shuffle.

There was then a discussion pertaining to their responsibilities to supply the interior and exterior advertising on the buses that Citilink allotted for advertising.

Mr. Logan advised that a revised Resolution was sent out earlier in the day, and is not the one that was included in the Board Packet, and that the motion acknowledges the revision to the Resolution.

The approval of RESOLUTION 05-2020 was passed by unanimous vote by all present.

b. RESOLUTION 06-2020: Appreciation Payment to Citilink Employees

Mr. Coats presented RESOLUTION 06-2020, and stated that the Finance Committee had met Monday, October 5, 2020. He noted that the meeting minutes showed that Citilink wanted to show their appreciation to its employee's contributions during the COVID19 health crisis. The Finance Committee recommended a one-time lump sum payment to all employees up to \$1 Kin appreciation for their hard work.

Mr. Steinman made motion to approve RESOLUTION 06-2020. Ms. Keesling seconded the motion.

Mr. Traxmor asked what the total cost would be, to which Mr. Miller responded \$100 -\$110K. Mr. Coats stated that this Resolution would be funded by C.A.R.E.S. Act money.

All members voted in favor and the Resolution passed.

13. Old Business and New Business

Old Business:

Mr. Pearl reported that the crosswalks at Central Station have been re-painted.

Mr. Steinman said that he is having difficulty contacting the proper person at Walmart's corporate offices in regards to a request to remove a bus stop at their Apple Glen location.

Ms. Fortriede expressed that the stop in question is highly utilized and that Citilink wishes to have a discussion with Walmart in regards to that stop,

New Business:

- a. Discuss Due Date for General Manager Evaluation in December
 - a. Mr. Steinman asked that their submissions be turned in prior to the next meeting.
- b. 2021 Election Nominating Committee
 - a. Ms. Fortriede proposed that Mr. Coats and Mr. Hines participate in the nominating committee. Mr. Coats accepted, and expressed that thought that Mr. Hines would also accept.

14. Open Discussion

Mr. Steinman expressed his gratitude to Citilink staff for their service during this pandemic, and personally thanked everyone present for a job well done. He said that he hoped the bonus would show the Citilink staff that the Board appreciates all that they have done.

Ms. Fortriede mentioned that APTA was holding their annual conference virtually. She expressed that this conference has some very valuable information and if any Board Member had the time, that it would be worth their time. This conference is a great way to hear how other transit agencies are doing things. The conference is being held October 21st and 22nd, and information regarding it will be sent to the Board Members.

There was discussion that the website needed to be updated.

Mr. Pearl mentioned that there will be a pink bus (for Breast Cancer Awareness) out on the road next week. There are a couple of vendors participating in the sponsorship of that bus.

Ms. Fortriede said that the Zoom meeting format seems to be working well, and that the Board meetings will continue to be virtual meetings as long as the Governor allows (at least through the end of the year).

There being no further discussion, the Board meeting was adjourned at 6:29PM.

Attest:

Sherese Fortriede
Chair

Ron Steinman
Vice Chair

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION-
Minutes of the Executive Session Meeting of the Personnel Committee
October 15, 2020

An Executive Session of the Personnel Committee of the Board of Directors of the Fort Wayne Public Transportation Corporation was held on Thursday, October 15, 2020, beginning at 11:00 a.m. via conference call.

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

Staff Present: Jean Marie Boykins

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

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

There being no further business, the meeting adjourned at approximately 11:45 a.m.

Attest:

Ronald Steinman
Chairman

Sherese Fortriede
Committee Member

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION-
Minutes of the Executive Session Meeting of the Board of Directors
October 20, 2020

An Executive Session of the Board of Directors of the Fort Wayne Public Transportation Corporation was held on Tuesday, October 20, 2020, beginning at 10:30 a.m. via Zoom conference call.

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

Staff Present: Jean Marie Boykins

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

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

There being no further business, the meeting adjourned at 11:35 a.m.

Attest:

Sherese Fortriede
Chair

Glynn Hines
Secretary

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION-
Minutes of the Board of Directors Special Meeting
October 20, 2020

A Special Meeting of the Board of Directors of the Fort Wayne Public Transportation Corporation was held on Tuesday, October 20, 2020, beginning at 11:45 a.m. via Zoom conference call which was organized to be open and available to the public.

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

Staff Present: Jean Marie Boykins

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

The meeting was called to order by Sherese Fortriede, Board Chair. Ms. Fortriede noted that all Board Members were present on the Zoom call.

Ms. Fortriede turned the meeting over to Ron Steinman, Chair of the Personnel Committee. Mr. Steinman asked Citilink attorney, Tom Trent, to review the discussion held in the Executive Session of the Board of Directors immediately prior to this public meeting. Mr. Trent did so.

Upon motion by Konrad Urberg and a second by Nelson Coats, the following resolution was introduced:

BE IT RESOLVED, THAT THE CITILINK BOARD OF DIRECTORS HEREBY ELECTS TO EXERCISE ITS RIGHT UNDER SECTION 7 OF THE EMPLOYMENT AGREEMENT WITH ITS GENERAL MANAGER, MAURICE PEARL, TO TERMINATE SUCH EMPLOYMENT, WITHOUT CAUSE, BY PROVIDING NINETY (90) DAYS NOTICE TO MR. PEARL;

BE IT FURTHER RESOLVED, THAT THE DUTIES OF MR. PEARL AS GENERAL MANAGER SHALL IMMEDIATELY CEASE, BUT HE SHALL BE PROVIDED SPECIFIC ASSIGNMENTS AS DETERMINED IN THE BUSINESS JUDGMENT OF THE PERSONNEL COMMITTEE OF THE BOARD FOR THE NINETY (90) DAY CONTINUING PERIOD OF HIS EMPLOYMENT;

BE IT FURTHER RESOLVED, THAT THE PERSONNEL COMMITTEE, INCLUDING THE BOARD CHAIR WHO IS A MEMBER OF SUCH COMMITTEE, IN CONSULTATION WITH LEGAL COUNSEL, SHALL DEVELOP AND SUBMIT A PROPOSED TERMINATION AGREEMENT TO MR. PEARL.

A roll call vote was taken and every member of the Board of Directors voted in favor of the resolution.

There being no further business to come before the Board, the meeting adjourned at 11:50 a.m.

Attest:

Sherese Fortriede
Chair

Glynn Hines
Secretary



FORT WAYNE PUBLIC TRANSPORTATION CORPORATION

801 Leesburg Road, Fort Wayne, IN 46808

Phone: (260) 432-4977

www.fwcitilink.com

Committee Present: Lana Keesling, Sherese Fortriede, and Konrad Urberg

Others Present: Mark Palmer, Rachel Blakeman, John Stafford, Jean Marie Boykins, and Ruth Vosmeier

Legislative Committee Minutes

Monday, November 2, 2020, 2:30– 4:23 PM via Zoom

Purpose: Continued discussion on a potential tax proposal

At 2:30 PM, the meeting opened with Mr. Palmer giving an overview of previous 2 meetings. A little over 2 months ago, the Legislative Committee received a letter from a constituent suggesting that a tax be levied to raise money for public transportation. Unfortunately, under current law, Citilink has no authority to propose such a tax. Mr. Palmer had suggested that we look at Indy as an example of what the process was when Marion County had a tax referendum pass in 2016 that devoted 0.25 of 1% towards public transportation.

Mr. Palmer noted several challenges that Citilink would have in trying to get such a tax implemented. The first is the need to have supporting data to provide evidence for the need of increased funding. Secondly, public transportation has experienced a short-fall in funding. One of the greatest challenges for getting funding legislation passed is that 67% of the legislators are from rural areas, and 67% of the population live in urban areas. Until things change, public transportation agencies will have to take care of themselves. Also, if Citilink is lucky to make a case for a referendum, it will be crucial to wait for the right time to introduce the proposal for it.

In 2011, Indianapolis transit agencies then went to Dr. Mike Hicks of Ball State University to conduct a study of the economic benefits generated by public transportation. The study showed that with a \$42M investment by the state, the state received \$500 M in benefits. This study also showed the vital need for public transportation as a means to accessibility to: jobs, shopping, and medical care. Additionally, by the information coming from a 3rd party statistically balanced survey, validity was added to claim that more funding was necessary.

Mr. Stafford asked what was the percentage of tax revenue invested in public transportation in relation to the percentage of city expansion. Unfortunately, due largely to a cap on property taxes, revenue has not been in equal proportion to the city's growth.

Ms. Fortriede mentioned that Citilink had been contacted by various business wanting transportation out to their facilities. However, without funding, either public or private, such

routes would not be possible. She also expressed that in order to expand the routes, due to time constraints, there is a need for a north-end and south-end transfer point. As the city's boundaries grow, it makes it more difficult to service the populist. Another challenge is to educate the public how public transportation benefits the community as a whole.

There was discussion for the need of a survey to validate the need for additional public transportation funding. Ms. Fortriede said that Citilink had good ridership information from the TDP surveys. She also said that major employers should be surveyed. Ms. Keesling stated that people with disabilities would greatly benefit from improved service, and that we should try to include the organizations that service them. Ms. Fortriede said that Citilink should try to catalyze a grass roots organization to help push for this proposal. Also, "If you build it, they will use it."

Ms. Blakeman stressed the importance of defining the target group and figure out what you want answered to lead to the best information. She suggested that Citilink wait about a year until after COVID19 to conduct the surveys so that we have a true picture of ridership, and that this could be a multi-year process. By hiring a 3rd party to conduct a statistically valid survey, the findings of that project carry weight. One obstacle is that Indiana is opposed to taxing.

Mr. Palmer suggested that Citilink try to define the survey's target group, as well as identifying potential allies. He also stressed the importance of surveying a group of businesses.

It was decided that the Legislative Committee and Ms. Blakeman and Mr. Stafford should meet separately, then reconvene as a group in approximately 10 days.

There being no further business, the meeting was adjourned at 4:23 PM.

ATTEST:

Sherese Fortriede, Board Chair

Lana Keesling, Committee Chair

PUBLIC COMMENT

- a. Letter Received from Department of Health (11/5/2020)
- b. Citilink's Action Taken
 - a. Notice to Employees (7/27/2020)
 - b. Notice to Employees (10/28/2020)



200 E. Berry Street ♦ Suite 360 ♦ Fort Wayne, IN 46802

Phone: (260) 449-7561 ♦ Fax: (260) 449-3010 ♦ www.allencountyhealth.com

RECEIVED

NOV 05 2020

FORT WAYNE PTC

11/2/2020

Citilink
801 Leesburg Road
Fort Wayne, Indiana 46808

Re: Governor's Executive Order 20-43 Face Covering Requirement

Dear Business Owner or Manager,

We recently received anonymous complaints regarding employees not wearing face coverings while in public areas of the business.

Per the Governor's recent Executive Order 20-43, "every individual within the State of Indiana shall wear a face covering over the nose and mouth when: i) inside a business, public building, or other indoor places open to the public. This does not extend, however, to private offices, private workspaces or meetings in which 6 feet of social distancing can be achieved and maintained between people not in the same household."

The full order is available for your review at <https://www.in.gov/gov/2384.htm>

If you have any concerns or questions, please call me at (260) 449-7395 or via email at megan.hubartt@allencounty.us.

Sincerely,

Megan Hubartt
Director of Communications
Allen County Department of Health



TO: Citilink Employees

FROM: Maurice Pearl, General Manager/CEO

DATE: July 27, 2020

RE: State of Indiana Face covering requirement

On July 23, 2020, Governor Holcomb signed Executive Order 20-37, effective July 27, 2020. The Executive Order requires face coverings for anyone 8 years or older in public spaces, commercial entities or transportation services, or outside in public spaces when you cannot socially distance. Exemptions are made for medical purposes, strenuous physical activity or eating/drinking. Face coverings are strongly recommended for ages 2 – 7.

All Citilink Passengers are Required to Wear a Face Mask or Face Covering

Governor Holcomb's Executive Order 20-37, requires all passengers to wear a face mask or face covering over their nose and mouth while onboard all Citilink Fixed Route buses and Access vans in order to comply with the Executive Order. As stated in the Executive Order, masks are strongly recommended for children ages 2 – 7. Anyone over the age of 8 years old must have a face mask or face covering. There are exceptions for those passengers that cannot wear a face mask or face coverings, those exemptions include physical, medical, strenuous physical activity, and eating or drinking. Should a passenger refuse to wear a face mask or face covering, operators should do the following:

- Remain in your seat
- Politely remind the passenger that Citilink follows the state mandate to wear a face mask or face covering. Give the passenger time to comply with the request.
- Use an even tone of voice, be apologetic, do not yell or use words like "please" and "thank you" (e.g. "Excuse me ma'am, I'm sorry but our policy states that you must wear a face mask or face covering").
- Avoid embarrassing the passenger. If you can talk privately with the passenger, attempt to do so.
- Do not debate the requirements to wear a face mask or face covering.
- Do not use ultimatums (e.g. make an announcement like "Please wear a face mask or face covering now or you will have to get off the vehicle").
- Do not respond to profanity or insults

Should a passenger continue to not wear a face mask or face covering after you have addressed it with them, follow these guidelines:

- Immediately call dispatch on the radio and report that a passenger has refused to wear a face mask or face covering
- Continue operating on schedule unless it is not safe to do so or if your directed to do otherwise by dispatch.
- Do not respond to profanity or insults.

Operators are required to wear a face mask or face covering

Governor Holcomb's Executive Order 20-37 requires all bus and van operators to wear a face mask or face covering that extends over their nose and mouth while in revenue service as well as in close proximity to passengers. Prior to checking in at dispatch, operations supervisors will verify with operators that they have a face mask or face covering. If an operator does not have a face mask or face covering, the operator will not be permitted to depart and carry out his/her assignment, however; Citilink will supply a face mask as long as supplies are available.

All Citilink employees are required to wear a face mask or face covering

All Citilink employees are required to wear a face mask or face covering that covers their nose and mouth when indoors at 801 Leesburg Road or Central Station on Baker Street. There are exceptions to this mandate for employees that cannot wear a face mask or face covering for physical, medical, health related, or safety related reasons. Additionally, employees will not be required to wear a face mask or face covering when they are alone in their office or a room or when eating/drinking. The Executive Order further requires individuals to wear a face mask or face covering while in public when they can't social distance themselves from others. If an employee does not have a face mask or face covering, the employee will not be allowed to enter Citilink facilities and carry out his/her assignment. Citilink will provide face masks for employees that request one.

Sincerely,



Maurice Pearl
General Manager/CEO



TO: All Citilink Employees
FROM: Jean Marie Boykins, Human Resources Director
DATE: October 28, 2020

RE: State of Indiana Face Covering Requirement

On July 23, 2020, Governor Holcomb signed Executive Order 20-37, effective July 27, 2020. The Executive Order requires face coverings for anyone 8 years or older in public spaces, commercial entities or transportation services, or outside in public spaces when you cannot socially distance. Exemptions are made for medical purposes, strenuous physical activity or eating/drinking. Face coverings are strongly recommended for ages 2 – 7.

All Citilink Passengers are Required to Wear a Face Mask or Face Covering

Governor Holcomb’s Executive Order 20-37, requires all passengers to wear a face mask or face covering over their nose and mouth while onboard all Citilink Fixed Route buses and Access vans in order to comply with the Executive Order. As stated in the Executive Order, masks are strongly recommended for children ages 2 – 7. Anyone over the age of 8 years old must have a face mask or face covering. There are exceptions for those passengers that cannot wear a face mask or face coverings, those exemptions include physical, medical, strenuous physical activity, and eating or drinking. Should a passenger refuse to wear a face mask or face covering, operators should do the following:

- Remain in your seat
- Politely remind the passenger that Citilink follows the state mandate to wear a face mask or face covering. Give the passenger time to comply with the request.
- Use an even tone of voice, be apologetic, do not yell or use words like “please” and “thank you” (e.g. “Excuse me ma’am, I’m sorry but our policy states that you must wear a face mask or face covering”).
- Avoid embarrassing the passenger. If you can talk privately with the passenger, attempt to do so.
- Do not debate the requirements to wear a face mask or face covering.
- Do not use ultimatums (e.g. make an announcement like “Please wear a face mask or face covering now or you will have to get off the vehicle”).
- Do not respond to profanity or insults

Should a passenger continue to not wear a face mask or face covering after you have addressed it with them, follow these guidelines:

- Immediately call dispatch on the radio and report that a passenger has refused to wear a face mask or face covering
- Continue operating on schedule unless it is not safe to do so or if your directed to do otherwise by dispatch.
- Do not respond to profanity or insults.

Operators are Required to Wear a Face Mask or Face Covering

Governor Holcomb’s Executive Order 20-37 requires all bus and van operators to wear a face mask or face covering that extends over their nose and mouth while in revenue service as well as in close proximity to passengers. Prior to checking in at dispatch, operations supervisors will verify with

operators that they have a face mask or face covering. If an operator does not have a face mask or face covering, the operator will not be permitted to depart and carry out his/her assignment, however; Citilink will supply a face mask as long as supplies are available.

All Citilink Employees are Required to Wear a Face Mask or Face Covering

All Citilink employees are required to wear a face mask or face covering that covers their nose and mouth when indoors at 801 Leesburg Road or Central Station on Baker Street. *There are exceptions to this mandate for employees that cannot wear a face mask or face covering for physical, medical, health related, or safety related reasons.* Additionally, employees will not be required to wear a face mask or face covering when they are alone in their office or a room or when eating/drinking. The Executive Order further requires individuals to wear a face mask or face covering while in public when they can't social distance themselves from others. **If an employee does not have a face mask or face covering, the employee will not be allowed to enter Citilink facilities and carry out his/her assignment. Citilink will provide face masks for employees that request one.**

Sincerely,

Jean Marie Boykins

Jean Marie Boykins
Human Resources Director

Board of Directors Reports

TO: FORT WAYNE PUBLIC TRANSPORTATION CORPORATION BOARD OF DIRECTORS
 FROM: BRUCE MILLER, CONTROLLER
 November 12, 2020
 SUBJECT: FINANCIAL REPORT

Agenda Item #4.1

Page 1 of 5

CONTROLLER'S REPORT

November 12, 2020

OCTOBER 2020 FINANCIAL DATA

Overall revenue is under budget by approximately 7.9% 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 6.8%. 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 have increased since we started to collect fares again, however they are approximately 25 percent lower than prior years as we continue to experience a decline in ridership related to Covid.

Citilink's cash position as of October 31, 2020 is roughly \$365,000 lower as compared to the cash position as of October 31, 2019.

Financial Summary Comparison

	October		Year-to-date			
	2020	2019	2020	2019	\$ Diff	% Diff
Operating revenue	\$ 122,749.82	\$ 154,893.60	\$ 1,135,074.29	\$ 1,563,283.92	\$ (428,209.63)	-27.39%
Non-operating revenue	\$ 1,250,214.06	\$ 990,755.07	\$ 11,212,816.32	\$ 9,892,102.88	\$ 1,320,713.44	13.35%
Total Revenue	\$ 1,372,963.88	\$ 1,145,648.67	\$ 12,347,890.61	\$ 11,455,386.80	\$ 892,503.81	7.79%
Operating Expenses	\$ 1,349,228.79	\$ 1,186,637.42	\$ 11,892,151.12	\$ 11,709,051.70	\$ 183,099.42	1.56%

RECORD OF TRANSMITTALS

The Record of Transmittals for October 2020 is included in your packet. The interim Record of Transmittals for November 1 - 12, 2020 will be distributed at the meeting for your review and approval.

Respectfully submitted,

Bruce Miller
 Controller

Prepared By:



CITILINK

**Cash Balances Report
10/31/2020**

OLD National Bank

Checking	\$	1,338,414.87
Ticket Vending Machine	\$	1,153.00
Credit Card	\$	2,409.33
Money Market	\$	5,336.99
	\$	1,347,314.19

Farmer & Merchants (New) **\$ 1,112,352.03**

TOTAL \$ 2,459,666.22

Fund Balances

Operating	\$	114,074.14
Workers' Comp	\$	1,000,000.00
Liability	\$	277,017.04
Matching	\$	200,384.52
Levy Excess	\$	-
Rainy Day	\$	868,190.52
		<u><u>\$ 2,459,666.22</u></u>

CASH ACTIVITY SUMMARY

	<u>Current Month</u>		<u>Y-T-D</u>	
Beginning Balance	\$	2,841,654.28	\$	3,807,967.59
Receipts	\$	1,382,507.40	\$	11,212,310.82
Disbursements	\$	1,764,495.46	\$	12,560,612.19
		<u><u>\$ 2,459,666.22</u></u>		<u><u>\$ 2,459,666.22</u></u>
	\$	-	\$	-

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION/CITILINK

STATEMENT OF NET EARNINGS
For the Month Ending October 31, 2020

	Period to Date			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
REVENUE						
OPERATING REVENUE						
Passenger Fares	70,041.22	119,466.67	-49,425.45	644,996.48	1,194,666.67	-549,670.19
Paratransit	12,137.05	15,330.00	-3,192.95	96,062.70	153,300.00	-57,237.30
Fare Subsidy	23,218.80	33,528.25	-10,309.45	264,842.55	335,282.50	-70,439.95
Advertising Service	17,214.75	13,333.33	3,881.42	127,967.56	133,333.33	-5,365.77
ID Cards	138.00	50.00	88.00	1,205.00	500.00	705.00
TOTAL OPERATING REVENUE	122,749.82	181,708.25	-58,958.43	1,135,074.29	1,817,082.50	-682,008.21
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	1,760,345.80	1,744,174.17	16,171.63
Property Taxes	472,482.00	472,482.33	-0.33	4,724,820.00	4,724,823.33	-3.33
Excise Taxes	31,380.67	31,380.67	0.00	313,806.70	313,806.67	0.03
Bank Taxes	2,381.33	2,381.33	0.00	23,813.30	23,813.33	-0.03
COIT Tax	81,463.17	76,964.42	4,498.75	906,248.70	769,644.17	136,604.53
Commercial Vehicle Taxes	2,707.92	2,707.92	0.00	27,079.20	27,079.17	0.03
JARC	0.00	0.00	0.00	0.00	0.00	0.00
Capitalize Maintenance	135,000.00	171,253.33	-36,253.33	1,575,000.00	1,712,533.33	-137,533.33
CMAQ	0.00	6,666.67	-6,666.67	0.00	66,666.67	-66,666.67
Complementary Paratransit	26,912.83	26,912.83	0.00	269,128.30	269,128.33	-0.03
FTA 5307 - Operations	275,000.00	173,525.83	101,474.17	1,475,000.00	1,735,258.33	-260,258.33
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	4,444.00	1,666.67	2,777.33	7,110.00	16,666.67	-9,556.67
FTA 5310 - Operational Funds Pass Thru	40,000.00	8,333.33	31,666.67	64,000.00	83,333.33	-19,333.33
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	833.33	-796.45
Investment Income	396.86	416.67	-19.81	2,102.67	4,166.67	-2,064.00
Accident Repair Recovery	0.00	500.00	-500.00	10,211.18	5,000.00	5,211.18
Greyhound Agency Income	1,534.21	5,000.00	-3,465.79	19,254.38	50,000.00	-30,745.62
Other Miscellaneous Income	476.49	4,583.33	-4,106.84	34,859.21	45,833.33	-10,974.12
Gain/Loss on Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING REVENUE	1,250,214.06	1,159,276.08	90,937.98	11,212,816.32	11,592,760.83	-379,944.51
TOTAL REVENUE	1,372,963.88	1,340,984.33	31,979.55	12,347,890.61	13,409,843.33	-1,061,952.72
OPERATING EXPENSES						
SALARIES AND WAGES						
Operations Supervisors Wages	27,001.28	25,148.83	1,852.45	241,055.68	251,488.33	-10,432.65
Drivers Wages	461,911.36	350,661.92	111,249.44	3,671,852.49	3,506,619.17	165,233.32
Dispatchers & Other Wages	36,423.02	26,399.83	10,023.19	274,337.83	263,998.33	10,339.50
Maintenance Supervisors Wages	9,716.00	14,686.58	-4,970.58	81,385.92	146,865.83	-65,479.91
Mechanics & Service Wages	73,495.36	55,908.83	17,586.53	583,819.88	559,088.33	24,731.55
General Office Wages	31,629.00	24,644.50	6,984.50	252,626.22	246,445.00	6,181.22
General Management Wages	17,676.16	16,302.92	1,373.24	181,133.04	163,029.17	18,103.87
Sick Pay	12,049.76	22,761.50	-10,711.74	182,570.38	227,615.00	-45,044.62
Holiday Pay	0.00	13,202.42	-13,202.42	111,043.08	132,024.17	-20,981.09
Vacation Pay	38,892.72	35,484.75	3,407.97	304,260.34	354,847.50	-50,587.16
Other Paid Absence	6,003.32	11,828.25	-5,824.93	68,231.94	118,282.50	-50,050.56

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION/*CITILINK*

STATEMENT OF NET EARNINGS
For the Month Ending October 31, 2020

	Period to Date			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
TOTAL SALARIES AND WAGES	714,797.98	597,030.33	117,767.65	5,952,316.80	5,970,303.33	-17,986.53

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION/CITILINK

STATEMENT OF NET EARNINGS
For the Month Ending October 31, 2020

	Period to Date			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
FRINGE BENEFITS						
FICA Taxes	54,566.43	45,111.83	9,454.60	433,801.14	451,118.33	-17,317.19
Pension	67,523.12	56,288.17	11,234.95	514,770.86	562,881.67	-48,110.81
Group Medical Insurance	219,919.62	253,458.75	-33,539.13	2,184,377.48	2,534,587.50	-350,210.02
Group Dental Insurance	6,789.38	7,879.58	-1,090.20	70,477.87	78,795.83	-8,317.96
Group Life Insurance	3,033.40	3,202.50	-169.10	30,064.00	32,025.00	-1,961.00
Group Disability Insurance	6,123.97	6,355.67	-231.70	59,846.91	63,556.67	-3,709.76
Group Vision Insurance	2,826.91	2,959.25	-132.34	27,391.53	29,592.50	-2,200.97
Separation Expense	0.00	0.00	0.00	0.00	0.00	0.00
Unemployment Taxes	36.49	502.75	-466.26	6,266.66	5,027.50	1,239.16
Workers' Compensation	11,367.58	11,329.50	38.08	119,153.53	113,295.00	5,858.53
Drivers' Uniforms	5,162.63	3,181.67	1,980.96	25,435.16	31,816.67	-6,381.51
TOTAL FRINGE BENEFITS	377,349.53	390,269.67	-12,920.14	3,471,585.14	3,902,696.67	-431,111.53
MATERIALS AND SUPPLIES						
Fuel and Lubricants	59,502.44	86,904.17	-27,401.73	582,085.92	869,041.67	-286,955.75
Tires and Tubes - Fixed Route	6,711.10	6,250.00	461.10	53,223.49	62,500.00	-9,276.51
Tires and Tubes - Paratransit	464.00	1,613.33	-1,149.33	7,656.00	16,133.33	-8,477.33
Tickets, Transfers and Schedules	2,360.00	1,666.67	693.33	32,071.90	16,666.67	15,405.23
Parts - Rebuilt	362.43	0.00	362.43	2,388.77	0.00	2,388.77
Parts - Other Vehicles	0.00	0.00	0.00	0.00	0.00	0.00
Parts/Supplies - Paratransit	7,982.69	10,083.33	-2,100.64	69,009.80	100,833.33	-31,823.53
Parts/Supplies - Revenue Equipment	19,109.92	36,250.00	-17,140.08	224,505.26	362,500.00	-137,994.74
Inventory Adjustment	0.00	0.00	0.00	-9.03	0.00	-9.03
Parts/Supplies - Shop Equipment	2,574.26	2,500.00	74.26	21,756.61	25,000.00	-3,243.39
Parts/Supplies - Service Equipment	0.00	1,000.00	-1,000.00	3,253.01	10,000.00	-6,746.99
Accident Repairs	0.00	0.00	0.00	22,494.42	0.00	22,494.42
Coveralls	1,349.80	2,752.08	-1,402.28	19,670.98	27,520.83	-7,849.85
Service Supplies	6,874.41	3,333.33	3,541.08	39,573.31	33,333.33	6,239.98
Farebox Repairs	11,883.05	2,000.00	9,883.05	13,343.46	20,000.00	-6,656.54
Outside Maintenance	14,351.67	8,333.33	6,018.34	65,021.87	83,333.33	-18,311.46
Other Materials & Supplies	9,085.35	4,000.00	5,085.35	61,483.27	40,000.00	21,483.27
TOTAL MATERIALS AND SUPPLIES	142,611.12	166,686.25	-24,075.13	1,217,529.04	1,666,862.50	-449,333.46
SERVICES						
Professional and Technical	5,672.20	10,003.33	-4,331.13	101,013.40	100,033.33	980.07
Temporary Help	0.00	0.00	0.00	52,152.66	0.00	52,152.66
Maintenance Contracts	10,843.97	8,291.25	2,552.72	87,711.20	82,912.50	4,798.70
Custodial Services	4,581.69	4,700.00	-118.31	42,822.11	47,000.00	-4,177.89
Security Services	5,000.00	3,500.00	1,500.00	46,051.02	35,000.00	11,051.02
Legal Services	9,924.00	15,125.00	-5,201.00	138,810.04	151,250.00	-12,439.96
Data Processing	2,617.00	2,750.00	-133.00	24,603.42	27,500.00	-2,896.58
TOTAL SERVICES	38,638.86	44,369.58	-5,730.72	493,163.85	443,695.83	49,468.02
UTILITIES						
Heat, Lights and Water	7,908.63	13,000.00	-5,091.37	101,758.34	130,000.00	-28,241.66

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION/CITILINK

STATEMENT OF NET EARNINGS
For the Month Ending October 31, 2020

	Period to Date			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
INSURANCE						
Physical Damage Insurance	833.33	833.33	0.00	8,333.30	8,333.33	-0.03
Liability Insurance	15,000.00	15,000.00	0.00	150,000.00	150,000.00	0.00
Other Corporate Insurance	30,418.44	17,252.58	13,165.86	258,990.86	172,525.83	86,465.03
TOTAL INSURANCE	46,251.77	33,085.92	13,165.85	417,324.16	330,859.17	86,464.99
TAXES						
Fuel and Lubricant Taxes	519.06	510.00	9.06	6,633.29	5,100.00	1,533.29
Other Taxes	0.00	0.00	0.00	307.07	0.00	307.07
TOTAL TAXES	519.06	510.00	9.06	6,940.36	5,100.00	1,840.36
PURCHASED TRANSPORTATION						
Purchased Transportation	0.00	8,333.33	-8,333.33	72,000.00	83,333.33	-11,333.33
MISCELLANEOUS EXPENSES						
Dues and Subscriptions	1,839.83	2,310.67	-470.84	21,531.94	23,106.67	-1,574.73
Travel and Meetings	991.98	2,916.67	-1,924.69	12,974.70	29,166.67	-16,191.97
Bad Debt Expense	0.00	0.00	0.00	0.00	0.00	0.00
Advertising/Media	8,091.00	7,915.50	175.50	25,989.55	79,155.00	-53,165.45
Communications Service	4,596.35	3,973.00	623.35	40,654.72	39,730.00	924.72
CDL/Phys/Drug Test	853.00	835.00	18.00	12,106.00	8,350.00	3,756.00
Bank Fees	1,541.68	1,300.00	241.68	12,726.70	13,000.00	-273.30
Other Miscellaneous Expense	135.00	500.00	-365.00	2,291.15	5,000.00	-2,708.85
TOTAL MISCELLANEOUS EXPENSES	18,048.84	19,750.83	-1,701.99	128,274.76	197,508.33	-69,233.57
LEASES AND RENTALS						
Office Equipment Lease	0.00	180.00	-180.00	521.67	1,800.00	-1,278.33
VEHICLE TRACKING SYSTEM						
Vehicle Tracking System	3,103.00	3,000.00	103.00	30,737.00	30,000.00	737.00
TOTAL OPERATING EXPENSES	1,349,228.79	1,276,215.92	73,012.87	11,892,151.12	12,762,159.17	-870,008.05
NET EARNINGS (LOSS) BEFORE NON-BUDGETED ITEMS	23,735.09	64,768.42	-41,033.33	455,739.49	647,684.17	-191,944.68
NON-BUDGETED ITEMS						
Depreciation	156,524.88	0.00	156,524.88	1,565,248.80	0.00	1,565,248.80
Unfunded Pension Liability	12,750.00	0.00	12,750.00	127,500.00	0.00	127,500.00
Unfunded Other Postretirement Employee Benefits Liability	43,500.00	0.00	43,500.00	435,000.00	0.00	435,000.00
NET EARNINGS (LOSS)	-189,039.79	64,768.42	-253,808.21	-1,672,009.31	647,684.17	-2,319,693.48

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 10/01/2020 to 10/31/2020

Check Number	Check Date	Vendor Name/Description	Amount
088692	10/22/2020	THREE RIVERS FESTIVAL 2020 TRF Parade Entry Fee	-95.00
			-95.00
089246	10/07/2020	PHYSICIANS HEALTH PLAN INC August Health Insurance Premiums	-201,752.40
			-201,752.40
089376	10/09/2020	AFLAC INSURANCE Account Number KR783	1,626.05
			1,626.05
089377	10/09/2020	AG PLUS LP 1200 Gallons Unleaded - 09/14/20 7502 Gallons Diesel - 09/25/20 1200 Gallons Unleaded - 09/30/20 7497 Gallons Diesel - 09/10/2020 7499 Gallons Diesel - 09/15/2020 7500 Gallons Diesel - 09/21/20	2,280.00 15,166.04 2,280.00 15,155.94 15,159.98 15,162.00
			65,203.96
089378	10/09/2020	ALL PHASE ELECTRIC SUPPLY INC LED's returned LED's LED's LED 54 WPT50KMOG-G7 Returned Defective LED LRD Lights for Building 10253 - 54W MOG Lmp LED's returned LED & Dual Mode returned LED's returned LED's & Slide returned	-147.06 147.06 75.53 73.53 -73.53 375.06 312.55 -73.53 -87.48 -13.98 -65.94
			522.21
089379	10/09/2020	ERIK ALLEN 2020 Cleaning Allowance	85.00
			85.00
089380	10/09/2020	ALLSTATE - AMERICAN HERITAGE Case # W1330	755.99
			755.99
089381	10/09/2020	AMERICAN EXPRESS Officesupply.com - Stapler, Tape, coin b Amazon.com - Charges for Para Transit I Unlimited Conferencing - LandsEnd-Citilink Logo Clothing,SF/RS/L Indeed.com - Help Wanted Ads Best Buy - Refrigerator for Baker Street Amazon - 70 Flash Drives (2 sizes) Best Buy - Earbuds for Laurie	74.63 129.90 16.98 375.21 266.69 359.99 221.28 29.99
			1,474.67

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 10/01/2020 to 10/31/2020

Check Number	Check Date	Vendor Name/Description	Amount
089382	10/09/2020	AMO CORP	
		Mouse for Customer Service	12.96
		Tape, Dispenser, Post its, paper clips, d	192.60
			205.56
089383	10/09/2020	APPLIED TECHNOLOGY GROUP INC	
		Partner Protection Program	293.95
			293.95
089384	10/09/2020	ARROW PEST CONTROL SERV.INC	
		Monthly Pest Control	258.00
		Monthly Pest Control - Bakere Str	86.00
			344.00
089385	10/09/2020	ATU COPE	
		Employee COPE (Union) Withheld	11.60
			11.60
089386	10/09/2020	AUTOMOTIVE & IND SUPPLY INC	
		Seal, Pads, Motor, Connector,	509.61
		Brake Pads - Returned	-136.78
		Brakes - Being returned	18.64
		Brake Pads returned	-35.16
		Seal, Pads, Motor, Connector,	36.99
		Seal, Pads, Motor, Connector,	28.41
		Seal, Pads, Motor, Connector,	48.95
		Refrigerant/Rotors/Filters/Cal	218.00
		Refrigerant/Rotors/Filters/Cal	23.16
		Refrigerant/Rotors/Filters/Cal	2,050.39
		Refrigerant/Rotors/Filters/Cal	26.84
		Brake Pads - being Returned	153.30
		Refrigerant/Rotors/Filters/Cal	49.85
		Refrigerant/Rotors/Filters/Cal	168.36
		Seal, Pads, Motor, Connector,	123.36
			3,283.92
089387	10/09/2020	AUTOMOTIVE HARDWARE SERV INC	
		Z-Grip, Icing, Resin, Hardener, Mat	143.08
			143.08
089388	10/09/2020	JACK L BARBOUR	
		Security 09/26/2020 - 10/02/2020	700.00
		Security for 09/19/20-09/25/2020	700.00
		Security for 09/05-09/11/2020	700.00
		Security for 09/12-09/18/2020	700.00
			2,800.00
089389	10/09/2020	BATTERIES PLUS, INC.	
		Misc Batteries	619.95
			619.95
089390	10/09/2020	BLACKSTONE LABORATORIES INC	
		Oil Reports	30.00
		Oil Reports	30.00
			60.00

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 10/01/2020 to 10/31/2020

Check Number	Check Date	Vendor Name/Description	Amount
089391	10/09/2020	JEAN MARIE BOYKINS Cell Phone Reimbursement	45.00
			45.00
089392	10/09/2020	BRAKE MATERIALS & PARTS INC. Brake Pads Brake Pads	434.05 494.50
			928.55
089393	10/09/2020	BRATEMAN'S INC Stacey Holmes Maestro Dial Patricia Williams Jack Havens Gena Hindle Clark Valerie Lee Marquitta Flournoy Patricia Williams Sam Benson	169.98 186.00 128.00 350.00 400.00 25.00 34.04 271.93 247.05
			1,812.00
089394	10/09/2020	C & P MACHINE INC Flex-Hone Tool for shop	85.57
			85.57
089395	10/09/2020	SHANE M CARRIER Security for 09/29/2020-10/02/2020 Security for 09/22/20-09/25/2020 Security for 09/08-09/11/2020 Security for 09/14-09/18/2020	300.00 300.00 300.00 300.00
			1,200.00
089396	10/09/2020	CINTAS FIRST AID & SAFETY Cabinet Restocks Cabinet Restocks - Baker Street Cabinet Restocks/Gloves/Eye Stations	314.50 192.23 1,609.43
			2,116.16
089397	10/09/2020	CITILINK ELITE CLUB Elite Club Employees Withholdings	102.50
			102.50
089398	10/09/2020	CITY UTILITIES Account Number 00242460000708 Account Number 004542000638218 Account Number 004542000638226 Account Number 004542000698334 Account Number 002424600051524 Account Number 002424600051506	83.80 535.12 349.83 183.68 12.32 561.97
			1,726.72
089399	10/09/2020	CLARKE POWER SERVICES, INC Repairs on Bus #1759	2,021.50
			2,021.50

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 10/01/2020 to 10/31/2020

Check Number	Check Date	Vendor Name/Description	Amount
089400	10/09/2020	MSC INDUSTRIAL SUPPLY CO	
		Eversoak Preferred Roll	50.12
		Fixmaster Epoxy Mixer Cups 4GR - Shop	36.34
		Parts and Supplies for shop	416.91
		Eversoak Preferred Roll	49.37
		Eversoak Preferred Roll	46.41
		Parts and Supplies for Shop	140.46
		739.61	
089401	10/09/2020	COMMUNITY TRANSPORTATION	
		2021 Sun Membership Dues	1,450.00
		1,450.00	
089402	10/09/2020	COMM.TRANS. NETWORK INC.	
		Sept 2020 (946 trips @\$27/trip) 50% net	8,000.00
		8,000.00	
089403	10/09/2020	CRAFT LABORATORIES INC	
		Surface Cleaner - shop	2,763.00
		Clorox Disinfect Spray	106.02
		2,869.02	
089404	10/09/2020	CUMMINS CROSSPOINT LLC	
		Sensors # 1351 DPF/ DOC	697.30
		exhst. Bolts/spacers 1350	98.00
		Orings for stock	21.45
		Air compressor for unit 1554	2,601.14
		Clamps for unit 1351	112.92
		Temp Sensor #1351	95.86
		Turbo & Actuator for unit 1046	3,594.15
		Thermostats and Sensors Stock	192.81
		In-frame parts #1350	-575.00
		Turbo & Actuator for unit 1046	-718.75
		Air compressor for unit 1554	-115.00
		Dipstick for stock	66.67
		Filters for stock	1,485.30
		Filters for stock	59.16
		Turbo * Actuator Unit #1351	4,212.87
		EGR Cooler,exhst mani hrdw1044	693.11
		Lift Pump for unit 0226	363.61
		Gaskets	8.70
		Eng Prts #1350 & 0226	679.67
		In-frame parts #1350	7,398.52
		VGT Actuator for unit 1876	439.51
		Studs and Hex nuts for stock	64.32
		Eng Prts #1350 & 0226	154.80
		EGR Valve and parts unit 1353	-57.50
		Gaskets	15.63
		VGT Actuator for unit 1876	-143.75
Turbo * Actuator Unit #1351	-718.75		
Turbo,Actuator,nuts,stud#1350	-718.75		
		20,008.00	

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 10/01/2020 to 10/31/2020

Check Number	Check Date	Vendor Name/Description	Amount
089405	10/09/2020	BOB THOMAS FORD Repair on Bus #1996	850.33
			850.33
089406	10/09/2020	DOUBLEMAP, INC. DoubleMap Subscriptions DoubleMap Subscriptions	70,031.00 122,999.00
			193,030.00
089407	10/09/2020	DWD TECHNOLOGY GROUP INC Monthly Server Back Up to Cloud	838.00
			838.00
089408	10/09/2020	ARNETTA ERVIN 2020 Cleaning Allowance	85.00
			85.00
089409	10/09/2020	EXECUTIVE IMAGE BUILDING SERVICES Cleaning Services - Baker St - Sept'20	1,500.00
			1,500.00
089410	10/09/2020	1ST AYD CORPORATION Brake Parts Cleaner	1,134.00
			1,134.00
089411	10/09/2020	FORT WAYNE NEWSPAPERS INC JG Subscription 0290946 - Exp 10/3/21	137.80
			137.80
089412	10/09/2020	FORT WAYNE TRUCK CENTER Brake Drums for stock Brake Drums Oil Pan Gasket Governor D2 Stud and Nut Brake Drums	2,004.24 -358.48 35.90 59.25 73.60 1,955.36
			3,769.87
089413	10/09/2020	FRONTIER Account Number 260-436-7729-031609-!	70.57
			70.57
089414	10/09/2020	FWPTC EMPLOYEE SUNSHINE CLUB Sunshine Club Employee Withholdings	108.00
			108.00
089415	10/09/2020	GASOLINE EQUIP SERVICE INC Repair on Fuel System	117.50
			117.50

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 10/01/2020 to 10/31/2020

Check Number	Check Date	Vendor Name/Description	Amount
089416	10/09/2020	GILLIG LLC	
		Caps and bearings for stock	194.08
		filters,gaskets,fan control st	1,588.32
		Air bags for stock	439.08
		Parts Order Wheel Chair (1040/	413.85
		Limit Switches	593.55
		Leveling Valve for unit 1658	344.36
		filters,gaskets,fan control st	890.90
		Items for Stock	243.34
		Oil Cooler #1554 & stock parts	2,128.94
		Sensor, Bellows, Gaskets - Stk	1,213.51
		Mounts for #1759	286.34
		Unloader Valve Kits (20)	839.80
		Sensor, Bellows, Gaskets - Stk	676.62
		Stk Order - Batt Backup, Therm	1,353.68
	11,206.37		
089417	10/09/2020	GOODYEAR TIRE & RUBBER	
		Mileage - August 2020	5,550.29
			5,550.29
089418	10/09/2020	MARCY GRAHAM	
		2020 Cleaning Allowance	85.00
			85.00
089419	10/09/2020	GUARDIAN INS - APPLETON	
		October Vision Premiums	3,103.93
			3,103.93
089420	10/09/2020	ANNETTE HAIRSTON	
		2020 Cleaning Allowance	85.00
			85.00
089421	10/09/2020	SHAMBAUGH & SON LP	
		May Inspection - Leesburg Road	468.00
			468.00
089422	10/09/2020	RICOH USA, INC.	
		Black/White & Color Copies	134.72
			134.72
089423	10/09/2020	INDIANA MICHIGAN POWER COMPANY	
		Account Number 048-498-441-1-5	24.90
			24.90
089424	10/09/2020	J & K COMMUNICATIONS INC	
		Contract # 1848 - 10/04/20-11/03/2020	23.50
		Contract # 1942 - 10/01/20-10/31/2020	70.50
		Contract # 1842 - 10/10/20-11/09/2020	23.50
		Contract # 1954 - 10/01/20-10/31/2020	1,551.00
		Contract # 1747 - 10/01/20-10/31/2020	117.50
		Contract # 1751 - 10/15/20-11/14/2020	94.00
		Contract # 1833 - 10/01/20-10/31/2020	117.50
		Contract # 1787 - 10/05/20-11/04/2020	47.00
	2,044.50		

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 10/01/2020 to 10/31/2020

Check Number	Check Date	Vendor Name/Description	Amount
089425	10/09/2020	JACKSON OIL & SOLVENTS INC DEF [BULK]	266.78
			266.78
089426	10/09/2020	JANITORS SUPPLY CO INC Tissue, Hand Soap, Urinals Toilet Paper/Paper Towels/Liners Sanitizing Wipes & Gloves Repairs on Floor Scrubber	291.20 419.26 764.10 4,623.60
			6,098.16
089427	10/09/2020	JOHNSON CONTROLS Consult/Work on Heat/Air Issues	1,635.84
			1,635.84
089428	10/09/2020	KELLEY CHEVROLET INC Hose for stock Hose for stock Fuel lines for unit 1193 Wheel Bearing for 0984 Headlight Housing , Booster p/ Rear axle gears,bearings, 1573 Eng & Trans motor mounts 1573 Eng & Trans motor mounts 1573 (S) Gasket for #0986 Power Steering Pump - Stock Driver side motor mount #1573 Starter for #1573	52.44 52.44 441.56 213.59 531.38 2,008.82 273.81 56.56 3.36 249.85 88.57 233.62
			4,206.00
089429	10/09/2020	KIRK'S AUTOMOTIVE INC. DPF/DOC for unit 1351 Compressor - being returned Compressor returned	2,435.95 2,345.00 -2,345.00
			2,435.95
089430	10/09/2020	KOORSEN FIRE & SECURITY INC. Annual Fire Extng Service - Baker Street Qrtly Fire Alarm Billing 9/1/20-11/30/20 Qrtly Comm Base Billing -9/1/20-11/30/20	44.00 83.43 97.65
			225.08
089431	10/09/2020	LINCOLN NATIONAL LIFE INS CO FTWAYTRAN3-BL-1470889	3,186.36
			3,186.36
089432	10/09/2020	LINCOLN NATIONAL LIFE INS D/C Employee 457 Withholdings	3,388.00
			3,388.00
089433	10/09/2020	LOCAL #682 SHEILA VANASPEREN Employee Union Dues Withheld	4,619.50
			4,619.50

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 10/01/2020 to 10/31/2020

Check Number	Check Date	Vendor Name/Description	Amount
089434	10/09/2020	LOWE'S	
		Voltage Tester	31.34
		Foil Tape for Exhaust	4.74
		4 - 3 piece rainsuits	110.12
			146.20
089435	10/09/2020	MARKET & CAPITOL ADVOCACY, LLC	
		State Gov Affairs Consult Fees - Sept'20	2,500.00
			2,500.00
089436	10/09/2020	McMAHON TRUCK TIRE INC	
		Tires, Mount & Labor # 1469	571.96
		Tires/Mount/Balance/Alignment #1573	410.98
		Alignment on #0836	334.00
			1,316.94
089437	10/09/2020	JAMES MEYERS	
		2020 Uniform Allowance (1 Pair of Shoes	53.49
			53.49
089438	10/09/2020	MITCHELL 1 - REPAIR INC	
		Software for Shop - Expires 10/31/21	2,400.00
			2,400.00
089439	10/09/2020	NEW AVENUES, INC.	
		Employee Assistance Prog Nov'20-April'2	772.20
			772.20
089440	10/09/2020	OFFICE CONCEPTS, INC.	
		Contract # 12688-01	617.38
		Contract # 12189-01 - JMB	52.93
		Contract # 12813-01 - DISPATCH	12.62
			682.93
089441	10/09/2020	O'REILLY AUTO PARTS	
		Ceramic Pads	64.33
		Rear Pad for #1574	83.70
			148.03
089442	10/09/2020	MAURICE PEARL	
		Cell Phone Reimbursement	45.00
			45.00
089443	10/09/2020	PHYSICIANS HEALTH PLAN INC	
		October Health Insurance Premiums	200,777.86
		August Health Insurance Premiums	201,752.40
			402,530.26
089444	10/09/2020	POWER COMPONENTS CORPORATION	
		Hose Assy for #1554	80.64
			80.64
089445	10/09/2020	PRINCIPAL LIFE INSURANCE COMPANY	
		Account Number 1103764-10001	12,913.35
			12,913.35

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 10/01/2020 to 10/31/2020

Check Number	Check Date	Vendor Name/Description	Amount
089446	10/09/2020	PROFITS ON-HOLD PROD LLC Monthly Subscription	125.00
			125.00
089447	10/09/2020	Q.H.G OF FORT WAYNE COMPANY LLC Ervin/Waters/Roland/Moss/Havens/Wyat Smith/Townsend/Wells/Wyatt/Haycox/Cl	463.50 649.50
			1,113.00
089448	10/09/2020	QUADIENT FINANCE USA INC Acct # 7900 0440 8019 7704 - Postage	500.00
			500.00
089449	10/09/2020	RAYNOR DOOR AUTHORITY, INC. Repair on Bus Barn Doors #11-12	175.00
			175.00
089450	10/09/2020	JUNIOR RODRIGUEZ Cell Phone Reimbursement	45.00
			45.00
089451	10/09/2020	ROTHBERG LOGAN & WARSCO LLP Liability Matters Liability Matters Liability Matters General Legal / Workers Comp Matters Liability Matters Liability Matters Liability Matters	82.50 1,308.50 972.00 10,296.50 497.19 84.50 328.01
			13,569.20
089452	10/09/2020	SAFETY VISION, LP Antenna for wifi	410.70
			410.70
089453	10/09/2020	PAM SCHIEBER Cell Phone Reimbursement	45.00
			45.00
089454	10/09/2020	SELECTION.COM INC Background Checks Background Checks	77.50 135.00
			212.50
089455	10/09/2020	SHILLING SALES INC 500 Zippered Totes	2,710.16
			2,710.16
089456	10/09/2020	SITEONE LANDSCAPE SUPPLY HOLDING LLC Items for Irrigation System - Baker Stre	15.87
			15.87
089457	10/09/2020	SKY HIGH GRAPHIX LLC Wrap repair Bus #1353 Wrap repair Bus #1759	150.00 150.00
			300.00

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 10/01/2020 to 10/31/2020

Check Number	Check Date	Vendor Name/Description	Amount
089458	10/09/2020	KIRK SNYDER	
		Cell Phone Reimbursement	45.00
		Cell Phne Reimbursement	45.00
		Call Phone Reimbursement	45.00
		Cell Phone Reimbursement	45.00
		Cell Phone Reimbursement	45.00
			225.00
089459	10/09/2020	STAR BANK	
		HSA Company Contributions	416.68
			416.68
089460	10/09/2020	RICHARD THOMAS JR.	
		Cell Phone Reimbursement	45.00
			45.00
089461	10/09/2020	TRAVELERS CL REMITTANCE CENTER	
		3rd Downpayment - Insurances	84,322.25
			84,322.25
089462	10/09/2020	TRAVELERS	
		FLW8907 - 20-019	2,512.80
			2,512.80
089463	10/09/2020	CHARLES TRIPLETT	
		2020 Cleaning Allowance	85.00
			85.00
089464	10/09/2020	UNIFIRST CORPORATION	
		October Shop Uniforms	307.80
		September Shop Uniforms	307.80
		Mats and Wet Mops - Baker Street	42.54
		Mats & Wet Mops - Baker Street	42.54
		September Shop Uniforms	319.41
		Mats and Wet Mops - Baker Street	42.54
		September Shop Uniforms	425.30
			1,487.93
089465	10/09/2020	UPS	
		Shipper Number F8W 501	24.27
			24.27
089466	10/09/2020	SHEILA VAN ASPEREN	
		2020 Cleaning Allowance	85.00
			85.00
089467	10/09/2020	RUTH VOSMEIER	
		Cell Phone Reimbursement	45.00
			45.00
089468	10/09/2020	KYLEE WAGNER	
		Cell Phone Reimbursement	45.00
			45.00

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 10/01/2020 to 10/31/2020

Check Number	Check Date	Vendor Name/Description	Amount
089469	10/09/2020	WAYNE FASTENERS INC 60 - Button SOC M8-1.25x40Bright Zinc	14.27 <u>14.27</u>
089470	10/09/2020	PRAXAIR DISTRIBUTION INC. Cylinder Rentals	109.50 <u>109.50</u>
089471	10/09/2020	WELLS FARGO INST TRUST SERV Pension Contributions/Deductions	25,963.89 <u>25,963.89</u>
089472	10/09/2020	TIMMIE WHITT 2020 Cleaning Allowance	85.00 <u>85.00</u>
089473	10/09/2020	CORY WINBORN 2020 Cleaning Allowance	85.00 <u>85.00</u>
089474	10/22/2020	CITILINK ELITE CLUB Elite Club Employees Withholding	102.50 <u>102.50</u>
089475	10/22/2020	COMCAST CABLE Account Number 8529 20 002 2294590	291.85 <u>291.85</u>
089476	10/22/2020	COMCAST BUSINESS Account Number 939773232 Account Number 939776232	338.38 2,617.15 <u>2,955.53</u>
089477	10/22/2020	FWPTC EMPLOYEE SUNSHINE CLUB Sunshine Club Employee Withholdings	108.00 <u>108.00</u>
089478	10/22/2020	INDIANA MICHIGAN POWER COMPANY Account Number 047-759-400-0-2 Account Number 046-220-014-0-4	1,282.84 3,704.52 <u>4,987.36</u>
089479	10/22/2020	LINCOLN NATIONAL LIFE INS D/C Employee 457 Withholdings	3,138.00 <u>3,138.00</u>
089480	10/22/2020	NATIONAL SERV-ALL INC Account Number 3-0091-1008754	232.61 <u>232.61</u>
089481	10/22/2020	NORTHERN INDIANA PUBLIC SERVIC Account Number 641-201-002-7	973.30 <u>973.30</u>
089482	10/22/2020	SPRINT Account Number 749911519	3,350.40 <u>3,350.40</u>

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 10/01/2020 to 10/31/2020

Check Number	Check Date	Vendor Name/Description	Amount
089483	10/22/2020	WELLS FARGO INST TRUST SERV Pension Deductions/Contributions	25,963.89
			25,963.89
089484	10/31/2020	CITY UTILITIES Account Number 002424600051524 Account Number 004542000698334	12.32 183.68
			196.00
089485	10/31/2020	FWPTC EMPLOYEE SUNSHINE CLUB Sunshine Club Dues Withheld	108.00
			108.00
089486	10/31/2020	INDIANA MICHIGAN POWER COMPANY Account Number 048-498-441-1-5	25.25
			25.25
089487	10/31/2020	INSCCU-ASFE 2020 Child Support Fee - Timmie Whitt	55.00
			55.00
089488	10/31/2020	LINCOLN NATIONAL LIFE INS D/C Employee 457 Withholdings	3,138.00
			3,138.00
089489	10/31/2020	LOCAL #682 SHEILA VANASPEREN Union Dues - Oct, Nov,Dec'20 - Deetra J	164.25
			164.25
089490	10/31/2020	CARLOS PEREZ JIMENEZ Payroll Error	250.48
			250.48
089491	10/31/2020	WELLS FARGO INST TRUST SERV Pension Deductions/Contributions	26,105.99
			26,105.99
W00011	10/09/2020	STAR BANK HSA Company Contributions	800.00
			800.00

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 10/01/2020 to 10/31/2020

Check Number	Check Date	Vendor Name/Description	Amount
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TOTAL CHECK AMOUNT	800,401.09
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EFT PAYMENTS & OTHER TRANSACTIONS

PAYROLL DIRECT DEPOSIT & NET CHECKS	\$640,205.02
PAYROLL TAXES	\$282,053.74
HEALTH INSURANCE - HRA PAYMENTS/HSA Contributions	\$19,260.99
WORKER'S COMP.	\$7,354.43
DATA PROCESSING/ANALYSIS CHARGES	\$3,383.22
PAYROLL LIENS	\$11,836.97
CHECKES ISSUED PRIOR MONTH - VOIDED CURRENT MONTH	\$0.00

TOTAL EFT PAYMENTS & OTHER TRANSACTIONS	\$964,094.37
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TOTAL TRANSMITTALS	<u><u>\$1,764,495.46</u></u>
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RECORD OF TRANSMITTALS

I HEREBY ATTEST THAT I HAVE EXAMINED THE VOUCHER CHECK NUMBERS 089376-089491 plus W0011 IN THE AMOUNT OF \$800,401.09 AND EFT PAYMENTS AND OTHER TRANSACTIONS IN THE AMOUNT OF \$964,094.37 AS LISTED ON THE FORT WAYNE PUBLIC TRANSPORTATION CORPORATION RECORD OF TRANSMITTALS FOR THE MONTH OF October 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 12th Day Of November, 2020.

_____	_____
_____	_____
_____	_____



Operations Report for October 2020

Fixed Route Services

Comparing October 2020 to October 2019 Fixed Route monthly ridership reflects a decrease of -36.41%. Year-to-date Fixed Route is down -33.15%.

The routes with the highest ridership are the 2, 4, and 8, with ridership ranging from 566 to 884 for weekday ridership. The most productive routes are the 2 and 4. October 2020 system average for passengers per revenue hour is approximately 8.95.

Access Services

October 2020 ridership reflects a decrease of -36.65% compared to October 2019. Year-to-date Access shows a decrease of -26.38%.

Safety

October 2018, 2019 and 2020 Comparisons

Preventable Fleet Collisions:

Fixed Route

- 1 preventable fleet collision in October 2020
- 2 preventable fleet collisions in October 2019
- 1 preventable fleet collision in October 2018

Access

- 1 preventable fleet collision in October 2020
- 0 preventable fleet collisions in October 2019
- 2 preventable fleet collisions in October 2018

Non-Preventable Fleet Collisions:

Fixed Route

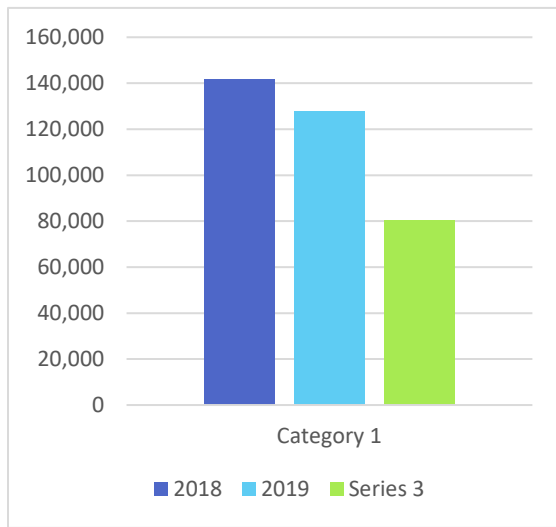
- 2 non-preventable fleet collisions in October 2020
- 0 non-preventable fleet collisions in October 2019
- 3 non-preventable fleet collisions in October 2018

Access

- 0 non-preventable fleet collisions in October 2020
- 0 non-preventable fleet collisions in October 2019
- 0 non-preventable fleet collisions in October 2018

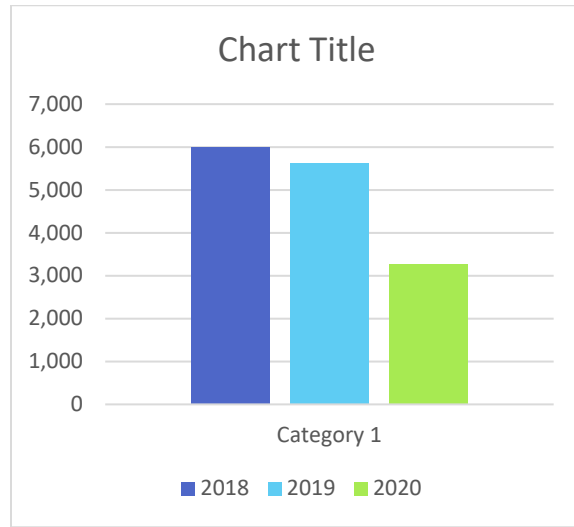
Fixed Route October Ridership Yearly Comparisons

Monthly Fixed Route Ridership



2018	2019	2020
160,011	145,965	92,813

Average Weekday Fixed Route Ridership

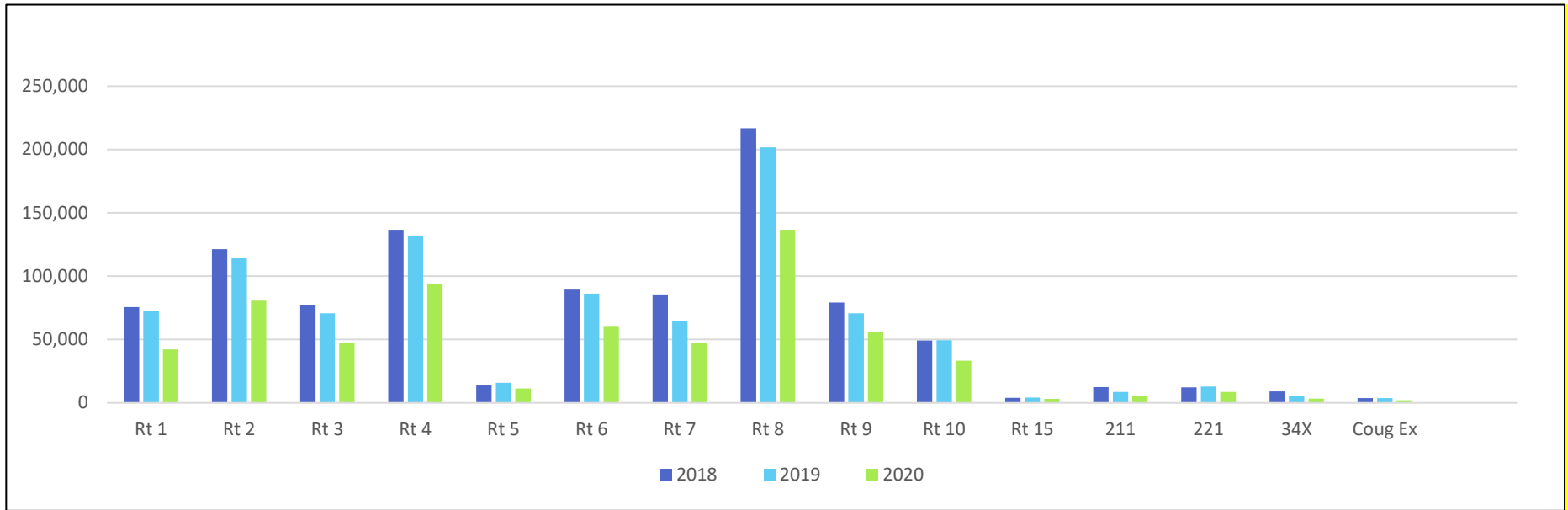


2018	2019	2020
6,369	5,807	3,769

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 Oct 30, 2020 Comparison by Route by Year 2018-2019-2020

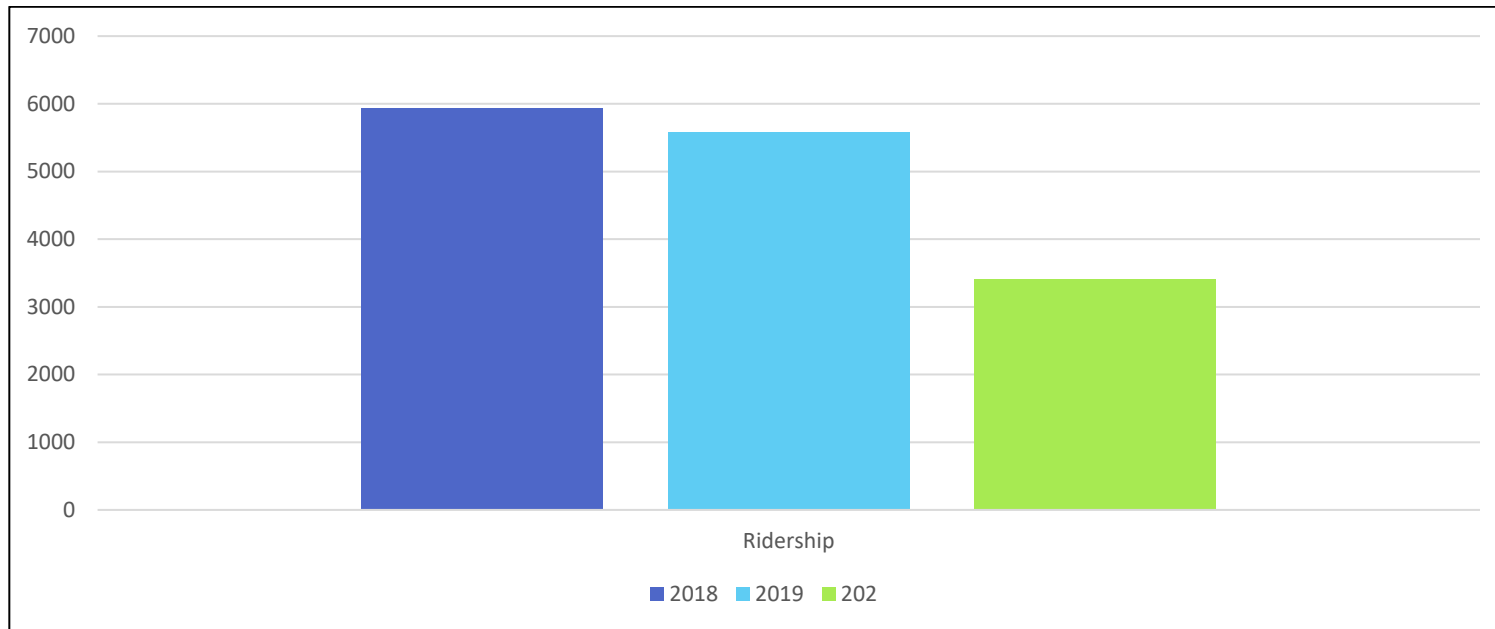


	Rt 1	Rt 2	Rt 3	Rt 4	Rt 5	Rt 6	Rt 7	Rt 8	Rt 9	Rt 10	Rt 15	211	221	34X	Cg Ex
2018	75,628	121,259	77,281	136,619	13,676	90,020	85,504	216,852	79,143	49,285	3,938	12,351	12,342	9,124	3,719
2019	72,523	114,113	70,727	131,908	15,868	86,318	64,547	201,633	70,757	49,446	4,167	8,592	12,942	5,630	3,634
2020	42,252	80,594	47,155	93,626	11,369	60,710	47,107	136,639	55,606	33,254	3,007	5,183	8,727	3,354	2,035

October 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	11,740	18,762	12,591	21,828	2,373	14,868	13,194	35,555	12,847	8,617	694	1,987	1,344	859	977
2019	10,946	17,991	11,064	21,228	2,624	13,119	11,934	31,173	10,945	7,570	591	1,312	1,913	930	1,040
2020	5,868	12,452	6,478	14,052	1,583	8,154	7,784	19,457	8,458	4,597	391	619	1,333	507	0

OCTOBER ACCESS RIDERSHIP COMPARISONS 2018-2019-2020



2018	2019	2020
6,823	7,236	4,584

October Average Fixed Route Passengers per Hour by Route -Weekdays

Only

Route 1-Waynedale Northcrest	8.21
Route 2-Time Corners Georgetown	16.15
Route 3-Village Woods Canterbury	9.08
Route 4-Wells Ludwig Parkview	12.98
Route 5-Southeast Local	4.59
Route 6-Franke Park McKinnie	10.64
Route 7-Anthony Oxford	10.59
Route 8-Glenbrook Southtown	12.51
Route 9-Broadway Taylor Gateway	11.37
Route 10-Lewis New Haven	12.41
Route 21-Dupont Road	1.96
Route 22-West Jefferson Lutheran	4.39
Route 31X-Downtown/ARC Express	1.84
Route 15-MedLink	1.97

Fixed Route:

- October 2020 – 92,813 trips (decrease of 53,152 trips/-36.41%)
- 145,965 trips October 2019
- On-time performance was at 95.55%
- Average weekday ridership - 3,769

● **ACCESS Ridership:**

- October 2020 - 4,584 (decrease of 2,652 trips/ -36.65%)
- October 2019 - 7,236
- Average weekday trips for October - 196
- On-time performance - 99.02%

- **Token Transit:**
 - Mobile pass sales for October was \$9,163.50 for net of \$8,388.04
 - Usage was 2,471 on fixed route and 612 on Access

- **5310 Pass Through to Community Transportation Network:**
 - 928 trips – October 2020 Fixed Route

- **Greyhound:**
 - 355 tickets - October 2020 (663 were sold in 2019)
 - 14 packages/bags – October 2020 (45 processed in 2019)

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

- **Access Runs**
 - 20 Full Time Weekday Runs
 - 4 Saturday runs
 - 18 Full Time Drivers

Passenger Service Reports – October 2020

Fixed route:

Twenty-five (25) Passenger Service Reports were received.

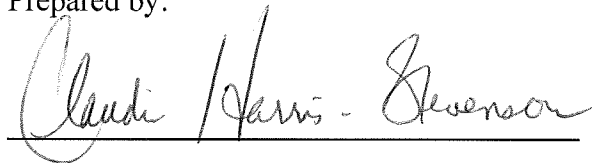
- Twenty-five (25) were complaints
 - Sixteen (16) were unsubstantiated
 - Three (3) regarding pass by
 - Four (4) regarding discourtesy
 - Eight (8) regarding careless driving
 - One (1) regarding on time performance
 - Three (3) are being monitored for future action
 - Two (2) regarding discourtesy
 - One (1) regarding passenger eating on the bus
 - Six (6) resulted in disciplinary action
 - Four (4) regarding pass by
 - One (1) regarding not collecting fares
 - One (1) regarding discourtesy

Access:

Four (4) Passenger Service Reports were received.

- Four (4) were complaints
 - Two (2) were unsubstantiated
 - One (1) regarding discourtesy
 - One (1) regarding missed trip
 - Two (2) are being monitored for future action
 - Two (2) regarding discourtesy

Prepared by:





Marketing Report – November 2020

Press Releases

- Free Fares on Election Day – October 2nd
- Breast Cancer Awareness Bus – October 12th

Media Coverage

- Free Fare Election Day – WPTA
- Free Fare Election Day - Downtown Fort Wayne Newsletter
- Breast Cancer Awareness Bus – Fox 55

Highlights

- Citilink participated in the Making Strides event with the American Cancer Society on 10/17. We were able to allow breast cancer patients and survivors sign our pink bus. We also passed out information about Citilink and how to ride the bus.

Website

- 10,057 Pageviews in October
- 11,563 Pageviews in September
- 10,792 Pageviews in August

Social Media (last 30 days)

- On Facebook, we are averaging over 650 click throughs each month and over 330 interactions each month.
- On Instagram, our channel has grown 56% in the last 12 months and remains very positive with interactions.
- On Twitter, we continue to grow as this platform as a whole continues to lose followers globally. We had steady interactions over the summer and sent out our 1,800th tweet.
- Our biggest social media reach and interactions have come from the Election Day Free Fare awareness, driver appreciation posts, hiring posts, and continued awareness about COVID sanitation and keeping riders safe.

Prepared by:





Human Resources Report

As of October 31, 2020:

Current Count of Employees 125

Departments Fully Staffed:

Administration	No	Operations	No	Customer Service	Yes
Finance	Yes	Maintenance	No		

Recruitment:

Operations - Access Drivers (2)
 Operations - Operations Supervisor (1)
 Maintenance - Mechanic 1 (1)
 Maintenance - Mechanic 2 (1)

New Hires:

Operations Supervisor (1)

Training:

Administration/Human Resources - Gov. Holcomb's Press Conferences regarding COVID-19 (2)
 Administration/Operations – Safety Communication in the Post-COVID-19 Workplace (2)
 Administration – NTD Webinar 2020 Safety and Security Non-Rail Mode Reporting (1)
 Maintenance/Customer Service – Cybersecurity Risks and Implications for Public Sector Agencies and Defense-in-Depth Strategies (2)

Collision Accidents – Month of October:

Fixed Route: 1 Preventable, 2 Non-Preventable, Total 3
 Access Route: 1 Preventable, 0 Non-Preventable, Total 1

EEOC:

Claims Filed = 0 Claims Open = 0 Claims Closed = 0

Other:

As of 10/31/2020:

Citilink Employees Tested Positive for COVID-19 = **Total 4**

Citilink Employees Tested for COVID 19 = **Total 49**

Management = 12

Operations = 21

Union Exec BD = 4

Admin Staff = 6

Maintenance = 4

Testing provided through BHS through Friday 12/31/2020

Employees can take a total of 3 Tests at BHS on Coldwater Road Monday thru Friday/Cook Road Saturday & Sunday

Prepared by:

Jean Marie Boykins



Maintenance Report October 2020

Fixed Route Buses

Mileage

- Total Miles: 123,874
- Fuel Usage: 22,780
- Ave. MPG: 4.84

PMI's

- Scheduled: 18
- Completed: 18
- % Completed: 100%

Road Calls

- Road Calls: 2
- Miles Between RC: 61,937

Access Buses

Mileage

- Total Miles: 34,282
- Fuel Usage: 3,704
- Ave. MPG: 8.84

PMI's

- Scheduled: 11
- Completed: 11
- % Completed: 100%

Road Calls

- Road Calls: 0
- Miles Between RC: 34,282

Labor

Statistics

- # of Work Orders: 126
- Labor Hours: 440.5
- AVG Repair Time: 3.50

Mechanic Staff

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

Hostler Staff

- We have a roster of 5 part time and 1 full time. We are recruiting an additional part time hostler.

Fuel

2020

- Total Fuel Used This Month: 26,484 Gallons
- Fuel cost per Gallon: \$2.00
- Total Fuel Cost: \$52,968.00

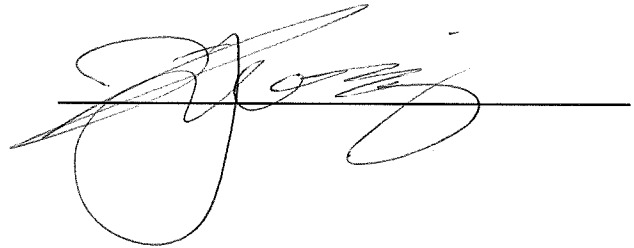
2019

- Total Fuel Used This Month: 28,991 Gallons
- Fuel cost per Gallon: \$2.45
- Total Fuel Cost: \$71,027.95

2018

- Total Fuel Used This Month: 30,158 Gallons
- Fuel cost per Gallon: \$2.36
- Total Fuel Cost: \$71,172.88

Prepared by:

A handwritten signature in black ink, written over a horizontal line. The signature is stylized and appears to be the name of the person who prepared the document.

Mission: Connect people by providing the highest quality sustainable public transportation while pursuing continuous improvement and growth.															
2020 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															
2020 Major Road Calls	3	2	3	1	2	3	2	6	3	2			27	35 or less	Total Road Calls
YTD	3	5	8	9	11	14	16	22	25	27	27	27			
Access															
2020 Major Road Calls	0	0	0	0	0	0	1	0	1	0			2	10 or less	Total Road Calls
YTD	0	0	0	0	0	0	1	1	2	2	2	2			
Accidents															
Fixed Route															
2020 Preventable Accidents	3	2	2	2	0	3	0	1	1	1			15	20 or less	Preventable
YTD	3	5	7	9	9	12	12	13	14	15					
Total Collision Accidents	3	4	8	2	2	5	1	4	3	3			35	report only	Total Accidents
YTD	3	7	15	17	19	24	25	29	32	35					
Access															
2020 Preventable Accidents	1	0	0	0	0	0	0	1	2	1			5	8 or less	Preventable
YTD	1	1	1	1	1	1	1	2	4	5					
Total Collision Accidents	1	0	1	1	0	1	1	2	2	1			10	report only	Total Accidents
YTD	1	1	2	3	3	4	5	7	9	10					
Goal 2 - Customer Service															
On-time Performance															
Fixed Route															
2019 On time performance	93.16%	93.39%	94.66%	96.33%	95.00%	94.66%	95.33%	98.33%	95.33%	95.55%			95.17%	90%	
Access															
2019 On time performance	97.60%	98.01%	98.36%	99.80%	99.73%	99.42%	99.36%	99.67%	99.08%	99.02%			99.01%	95%	
Goal 5 - Financial Responsibility															
Expenses															
Fixed Route Cost/Hour	\$91.23	\$84.61	\$85.85	\$129.31	\$133.24	\$87.00	\$88.34	\$87.46	\$90.29	\$101.63			\$97.90	\$86.00	
Access Cost/Trip	\$29.90	\$34.72	\$40.62	\$128.04	\$80.13	\$57.69	\$49.97	\$45.85	\$40.61	\$47.83			\$55.54	\$29.00	\$28 or less
Free Access Trips on FR	1,329	1,185	867	45	117	888	942	781	975	1,157			8,286		Report only
Revenue															
Fixed Route															
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	\$77,093	\$1,105,924		
2020 Farebox Revenue	\$160,866	\$79,512	\$71,231	\$4,456	\$17,992	\$56,067	\$61,605	\$62,320	\$60,907	\$70,041			\$644,997	\$1,433,600	2019 budget amount
Monthly +/-	\$7,879	(\$4,876)	(\$16,363)	(\$81,438)	(\$88,366)	(\$20,220)	(\$23,101)	(\$35,686)	(\$22,301)	(\$20,178)			(\$304,650)		
YTD +/-	\$7,879	\$3,003	(\$13,360)	(\$94,798)	(\$183,164)	(\$203,384)	(\$226,485)	(\$262,171)	(\$284,472)	(\$304,650)					
Access															
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	\$13,736	\$180,718		
2020 Farebox Revenue	\$17,560	\$16,521	\$13,601	\$200	\$715	\$9,381	\$7,263	\$9,296	\$9,390	\$12,137			\$96,064		
Monthly +/-	\$3,521	\$3,647	(\$6,957)	(\$13,406)	(\$14,930)	(\$4,274)	(\$5,534)	(\$8,141)	(\$4,762)	(\$5,831)			(\$56,667)		
YTD +/-	\$3,521	\$7,168	\$211	(\$13,195)	(\$28,125)	(\$32,399)	(\$37,933)	(\$46,074)	(\$50,836)	(\$56,667)					
Token Transit Sales															
2019 Token Transit Sales	\$8,916	\$9,178	\$9,484	\$9,867	\$9,572	\$8,861	\$10,208	\$10,362	\$9,565	\$10,867	\$9,502	\$8,609	\$114,991	5% Increase	
2020 Token Transit Sales	\$9,368	\$10,579	\$8,298	\$0	\$2,173	\$5,844	\$6,689	\$8,353	\$8,002	\$9,164			\$68,460		
Monthly +/-	\$442	\$1,401	(\$1,186)	(\$9,867)	(\$7,399)	(\$3,017)	(\$3,519)	(\$2,009)	(\$1,563)	(\$1,703)			(\$28,420)		
YTD +/-	\$442	\$1,843	\$657	(\$9,210)	(\$16,609)	(\$19,626)	(\$23,145)	(\$25,154)	(\$26,717)	(\$28,420)					

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	85,134	84,657	86,556	92,813			900,139	Increase 34,000 annually
Monthly +/-	11,747	(876)	(32,713)	(83,695)	(85,366)	(47,204)	(50,846)	(59,855)	(44,348)	(53,152)			(446,308)	
YTD +/-	11,747	10,871	(21,842)	(105,537)	(190,903)	(238,107)	(288,953)	(348,808)	(393,156)	(446,308)				
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	4,157	4,162	4,449	4,584			41,121	report only
Monthly +/-	977	55	(2,343)	(5,195)	(4,745)	(2,173)	(2,132)	(2,001)	(1,763)	(2,652)			(21,972)	
YTD +/-	977	1,032	(1,311)	(6,506)	(11,251)	(13,424)	(15,556)	(17,557)	(19,320)	(21,972)				
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	943	924	946	928			9,348	report only
Monthly +/-	197	132	64	88	102	141	140	(113)	(15)	(61)			675	
YTD +/-	197	329	393	481	583	724	864	751	736	675				
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	56,662	84,844	90,234	89,743	91,951	98,325	0	0	950,608	report only
Monthly +/-	12,921	(689)	(34,992)	(88,802)	(90,009)	(49,236)	(52,838)	(61,969)	(46,126)	(55,865)			(467,605)	
YTD +/-	12,921	12,232	(22,760)	(111,562)	(201,571)	(250,807)	(303,645)	(365,614)	(411,740)	(467,605)				
Greyhound Ticket Sales														
2020 Passenger tickets sold	525	453	407	226	327	429	425	378	328	355			3,853	report only
2020 Packages/bags	38	29	23	19	17	32	22	21	14	14			229	report only

Resolutions and Ordinances

OLD BUSINESS AND NEW BUSINESS

1. Old Business:
 - a. 2021 Election Nominating Committee
2. New Business
 - a. Transitional Leadership

Open Discussion by the Board