

December 10, 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, DECEMBER 10, 2020 5:30 PM
801 LEESBURG ROAD, FORT WAYNE, INDIANA 46808

REGULAR MEETING to start at 5:30 PM via Zoom

<https://us02web.zoom.us/j/86979001046?pwd=SDZOMVl6djg5NlBwSENNVjU1aHRqdz09>

Meeting ID: 869 7900 1046

Password: 904825

1. Reading, correcting and approval of the Minutes of the previous meeting(s):
 - a. Regular Board Meeting Minutes (11/12/2020)
 - b. Legislative Committee Meeting Minutes (11/13/2020)
 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 – Sherese Fortriede
- 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. Introduction and/or Adoption of Resolutions and Ordinances:
 - a. Resolutions
 - i. RESOLUTION 06-2020: Transfer from General Fund to Cum Fund
 - ii. RESOLUTION 07-2020: Transfer of Funds- Budget Categories (if needed)
 - b. Appropriation Ordinances
 - c. General Ordinances
 10. Old Business and New Business:
 - a. Old Business
 - i. Election of Officers 2021
 - b. New Business
 - i. General Manager Search Firm
 - ii. 2021 Board Retreat
 11. Open Discussion by the Board

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



Board of Directors Meeting
80 Leesburg Road, Fort Wayne, Indiana 46808
November 12, 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, Glynn Hines, Nelson Coats, Howard Traxmor, and Konrad Urberg

Members Absent: Lana Keesling

Staff Present: Bruce Miller, Claudia Harris-Stevenson, Kylee Wagner, Junior Rodriguez, Pam Schieber, and Ruth Vosmeier

Staff Absent: Jean Marie Boykins, 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 (10/8/2020)
- b. Executive Session 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)
- f. Executive Session of the Personnel Committee Meeting Minutes (11/6/2020)

The Regular Board Meeting Minutes of October 8, 2020, the Executive Session of the Personnel Committee Meeting Minutes of October 15, 2020, the Executive Session of the Board of Directors Meeting Minutes of October 20, 2020, the Special Meeting of the Board of Directors Minutes from October 20, 2020, the Legislative Committee Minutes

from November 2, 2020, and the Executive Session of the Personnel Committee Meeting Minutes of November 6^{ss}, 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

- a. Letter received from the Department of Health (11/5/2020)
 1. There was a complaint filed that employees were not wearing face coverings while in public areas.
- b. Citilink's Action Taken
 1. There was a notice issued to employees on July 27, 2020 regarding face coverings.
 2. That notice was reissued on October 28, 2020

5. Board of Directors Reports

- a. Executive Committee: No Report
- b. Finance Committee: Mr. Coats and Mr. Miller met with Michael Earls from BKD for preliminary audit planning.
- c. Legislative Committee: Met on November 2, 2020. Minutes are in Packet. Rachel Blakeman from Purdue Fort Wayne was in the meeting. She conducts studies and is familiar with some of the issues Citilink will be facing in potentially getting a tax to increase public transportation funding. The effort is still in the early stages, and she was trying to access whether she could help us, what the scope and nature of her involvement would be, and to determine a rough budget for the project at hand. A follow-up meeting is scheduled for Friday, November 13th.
- d. Marketing Committee: Did not meet; however, they are working on the new contract with Mesmerize and following up on delayed payments from Metro Media.
- e. Personnel Committee: Nothing to Report
- f. Transportation Planning Committee: No Report

6. Financial Report

Mr. Miller presented the Record of Transmittals and the Interim Record of Transmittals, which was sent out earlier in the day on November 12th.

Mr. Steinman made motion that the Record of Transmittals be approved as written. Mr. Traxmor seconded the motion. The motion passed unanimously.

Mr. Miller then presented the Controller's Report for the month of October. The complete report is in the Board Packet. In the Cash Balance Report, showed that Citilink was approximately 7.9% under budget on revenue. This was due to the fact that the company does not plan on drawing down as much of the Special Rules Operations funds as budgeted. Operating expenses are under budget by approximately 6.8%. Most of that savings is related

to group medical insurance and fuel costs. 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. Compared to 2019, Total Revenue is up almost \$900K in part due to limiting the draw-down. This year our goal is to break even or show a profit, and the plan is to have approval in December's Board Meeting for the transfer of \$500K from the Special Rule's Fund into the Cum Fund. And Operating Expenses are up only about 1.5%. There were 3 pension pay-outs in October due to the way they fell on the calendar. Also, there was a large number of farebox parts ordered, but they are still in line for the year.

In October the employees were given an Appreciation Bonus which totaled approximately \$110K which was drawn down from the FTA 5307 – Operations Fund. Total Operating Expenses year-to-date is about \$870K below budget.

Mr. Traxmor asked if the CARES Act money was funding Special Rules Funds? Mr. Miller said that since August of 2020 the Special Rules Funds have come entirely from the CARES Act money. Mr. Traxmor asked what the balance of the CARES Act funding was. Mr. Miller said that it was roughly \$7.8M out of \$9.1M.

7. Operations Report

Ms. Harris-Stevenson provided the Board with an overview of the October's Operations report, the complete Operations report is in the Board Packet. The October fixed route ridership shows a decrease of -36.41% compared to last October, but year-to-date, the fixed route is a -33.15%. The system average passengers per hour was approximately 8.95. For Access the October ridership reflects a decrease of -36.65% compared to October 2019, and is down -26.38% year-to-date. In October, fixed route had 1 preventable and 2 non-preventable collisions, and Access had 1 preventable and 0 non-preventable collisions. For ridership, fixed route had 92,813 trips compared to 145,965 in 2019, this was a decrease of -36.41%. Access ridership was 4,584 compared to 7,236 rides in October 2019, which was a decrease of -36.65%. And on-time performance was at 99.02%. Token Transit mobile app sales were at \$9,163.50 with a net of \$8,388.04. The usage was 2,471 on fixed route and 612 on Access. In October, there were 928 trips for the 5310 Pass Through to Community Transportation Network. Greyhound sold 355 tickets compared to 993 in October of 2019, and processed 14 packages in October compared to 45 in 2019. For personnel, there are 63 full time fixed route drivers, 3 new drivers started November 2nd, and Access has 18 full time drivers.

Ms. Fortriede asked if the ridership is still trending upward, or if it has stabilized? To which Ms. Harris-Stevenson replied that it fluctuates. She also mentioned that Access trips are down due to the fact that Arc is currently closed.

8. Marketing Report

Marketing Manager, Ms. Wagner provided the marketing report for the month of October, the complete Marketing report is in the Board Packet. There was a lot of media coverage regarding free fares. The media also covered Citilink's Breast Cancer Awareness Bus,

which participated at in a Making Strides event with the American Cancer Society. The company posted pictures of that event on social media. Citilink's website views are averaging between 10K – 11K views per month. For social media, Facebook is averaging 650 clicks per month, and Instagram has grown 56% in the last 12 months. Twitter is continuing to grow. The biggest social media interactions have come from Election Day Free Fare Awareness.

9. Human Resources Report

Due to Ms. Boykins absence, the Human Resource report was not presented; however, the complete report is in the Board Packet.

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 opened with report by stating that both fixed route and Access have continued to have 100% completion rate. In October, fixed route had 123,874 total miles with an average of 4.84 MPG, that average was .43 MPG higher than 2019 which was due to fewer miles driven. Fixed route also had 2 road calls, and 0 road calls for Access. Access had 34,282 total miles driven, and averaged 8.84 MPG which was a decrease of .51 MPG compared to 2019. Total fuel used in October 2020 was 26,484 gallons which was 2,507 gallons less than 2019. The price per gallon was \$0.45 cents less than October 2019, which saved the company \$18,059.95 compared to last year. For labor, the average repair time was 3.50 hours. As for staffing, Citilink still needs to higher 2 qualified mechanics and 1 part-time hostler. Mr. Rodriguez also mentioned that Citilink is working on purchasing 6 40' non-hybrid diesel buses in order to dispose of some of the fleet.

Mr. Steinman asked if there has ever been a hiring bonus for mechanics and hostlers? He also asked if the company was having trouble finding mechanics? Mr. Rodriguez explained that Citilink has plenty of lower-level mechanics, but that they are having trouble finding qualified Mechanic 1 and 2 because of the required training and experience needed for those levels. There was then a group discussion regarding bonuses for new mechanics and training. There had been sin-on and referral bonuses in 2018 and part of 2019. As far as training for new technologies, most of the training is hands-on, and due to COVID 19, that training was not available.

11. Introduction and/or Adoption of Resolutions and Ordinances

12. Old Business and New Business

Old Business:

a. 2021 Election Nominating Committee:

Mr. Coats gave a report that he and Mr. Hines were presenting the following candidates for consideration:

1. Chair/ Ms. Sherese Fortriede
2. Vice chair/ Mr. Ron Steinman

3. Secretary/ Mr. Glynn Hines

There were no nominations presented from the floor; therefore, Mr. Coats proposed that the nominations be closed. Mr. Steinman moved that they be closed, and Mr. Urberg seconded the motion. The voting will take place in December's Board Meeting.

- b. Mr. Traxmor brought up the quest to get a USPS mailbox installed by Central Station. The Post Office had delayed a response, and then finally rejected that request. There was recently a mailbox removed from the corner of Harrison and Douglas, and Mr. Traxmor proposed that Citilink request that it be installed at the corner of Harrison and Baker Streets. Ms. Fortriede stated that she was in favor of Mr. Traxmor writing a letter on behalf of the Board to request that a mailbox be placed at that location. After a discussion, it was resolved that Mr. Traxmor is to write a letter to the local Postmaster General with the support of the Board. Ms. Fortriede suggested that Mr. Traxmor work with Ms. Wagner if there is any formal avenue for a request on behalf of Citilink.
- c. Mr. Traxmor asked about the progress with the 3rd round of the VW grant, and when the deadline was? Ms. Wagner said that it was to be discussed on November 18th, and that she would follow-up with Mr. Traxmor.

New Business:

- a. Proposed resolution to establish a leadership person until a new General Manager is hired.

“That the chairperson of the Board of Directors shall assume certain responsibilities normally assigned to a General Manager on behalf of Citilink for such limited period of time as determined by the Board of Directors in its exclusive discretion. In consultation with members of the Personnel Committee, the said chairperson shall provide leadership to and oversee the operational aspects of Citilink, and shall when necessary, in his or her exclusive discretion, delegate responsibilities and functions to Citilink personnel with relevant expertise. Notwithstanding the foregoing, until a General Manager begins his or her duties as such and/or this resolution is terminated by the action of the Board of Directors, final decision-making authority with respect to daily operational issues shall fully reside with the chairperson.”

Mr. Trent recommended that the proposed Resolution be voted on. Mr. Hines moved that it be approved as presented. Mr. Steinman seconded that motion; the resolution was approved by the unanimous consent of the Board.

13. Open Discussion

Mr. Steinman mentioned a seminar he attended through the *Indianapolis Business Journal* on COVID 19 and future trends. He stated that the younger generations are leaving the big cities and moving to mid-sized cities. He said that they are looking for the amenities that the big cities provide, such as public transportation, because they are used to having it. Indiana's productivity

looks good, and manufacturing is still going strong. However, the work force is decreasing as the *baby-boomers* are retiring, and there are fewer people to replace them.

Mr. Hines shared that during Mayor Richard's administration, one of the reasons they did the downtown development planning, to include the stadium, was to focus on the trend of the younger population moving to mid-sized communities. Years later, it is a lot clearer that with people working from home, and high tech being the focus of the younger generation, that there is a focus on affordability and quality of life. That is why it is important to have the amenities, and public transportation is part of those conveniences.

Mr. Hines had lunch with Justin Clupper, Executive Director of CTN earlier in the day. He said that Mr. Clupper shared their planning and challenges strategies. They focused on identifying their primary customers, who were medical and dialysis patients that ride 3 days a week. He also inquired about the possibility to seek future funding. It was discussed that CTN was recommended for the 5310 grant that Citilink acts as the pass-through for; however, that they were losing funding from another source. Mr. Hines also mentioned that CTN was in the need of more drivers.

Ms. Fortriede also mentioned that when Citilink had its last push for hiring drivers, fliers were posted. She suggested that Ms. Wagner make fliers that say NOW HIRING, and what positions are open, and post or email to people with a link to the website.

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

801 Leesburg Road, Fort Wayne, IN 46808

Phone: (260) 432-4977

www.fwcitilink.com

Committee Present: Lana Keesling, Sherese Fortriede, and Glynn Hines

Others Present: Mark Palmer, Rachel Blakeman, and Ruth Vosmeier

Legislative Committee Minutes

Monday, November 13, 2020, 1:30– 2:24 PM via Zoom

Purpose: Continued discussion on a potential tax proposal

At 1:30 PM, the meeting opened with Mr. Palmer asking Ms. Blakeman: if she had a chance to review Citilink's literature and the Hick's Report, and if she had determined what the costs would be, what the stages would be, what refinements were needed, what types of surveys would be needed, and who to hire for those surveys?

Ms. Blakeman responded that Citilink was going to decide whether a survey of the public would be of value.

There was a discussion citing that a survey would be of merit, and that funds from the marketing budget could be used for the survey. It was pointed out that the company needed to make decisions on what questions needed to be answered. However, it was also noted that the company was in the process of acquiring a new General Manager, and that it would be wise to wait until that person comes on-board before advancing the process. The goal is to have someone in place by early February.

The discussion turned to studies that Citilink had taken in the past: the 2012 Bus Fort Wayne Study, and from the Transit Development Plan. These studies included non-riders. These studies revealed that non-riders might ride if the routes were more frequent, and if stops were closer to their homes and destinations. Another take-away from those studies was that there is a lack of knowledge and education on where the buses go, and how to ride them. It was pointed out that a vital part of the survey needs to determine what the tax-payer's attitude is about paying for the service. The survey should not be about ridership, but rather the value of public transportation to the community.

It was asked how much taxpayers would be willing to pay for improved services. In the past, 0.25 of 1% was mentioned. There was also a possibility of joining with other services such as trail development. When schools have asked for funding, they gave the technical % but then spelled it out as X dollars per \$100.

There was a conversation about attempting to go regional; however, it was stressed that due to financial constraints, there needs to be a focus on providing service to Fort Wayne with increased frequency and longer service times.

Citilink needs to define the problem and refine the goals in order to ask the right questions. The 2030 TDP refers to different funding scenarios and gives answers to them. Another question is how detailed of a survey is desired? There can be conversations with local employers, and trying to gain local support. When Fort Wayne Community Schools introduced their improvement referendum, they broke the funding down to the lowest denominator. They also focused on specific outcomes. As for the surveys, the scope is more important than the price. The Board will initially reach out to employers through networking, The scope for Ms. Blakeman would be the survey and updating the cost/benefit of the proposal. It also has to be determined how long someone will take public transportation if they make a decent wage, and if employers would give incentives for their workers to take public transportation. Agencies that assist the disabled and hospitals can be asked questions regarding the number of employees/clients that would benefit from enhanced service.

It was proposed that there should be a survey on how many people would join the workforce if they had adequate transportation. The surveys should be on hold until a new General Manger is hired; however, other things can be done. Such as networking with business leaders and trying to gain community support.

The discussion then switched to the need to name specific benefits that would arise if this proposal went through. And also, the fact that if public transportation services were enhanced, there would be an increase in ridership. One obstacle to overcome is that the average tax-payer does not directly use public transportation, and the public needs to be educated on the benefits to the community as a whole of public transportation. Grass-roots campaigns are essential to give voice to the riders. Successful cities have successful public transportation systems, and it is key to the city's growth.

The outcome of the meeting was that the scope of the survey needed to be more defined. It should include: the economic impact of an improved public transportation system, making the need relevant to local voters, validation of demographic trends, such as the need for enhanced public transportation services as the population ages. Ms. Blakeman will her findings to Ms. Keesling after reviewing Citilink reports and other materials.

There being no further business, the meeting was adjourned at 2:24 PM.

ATTEST:

Sherese Fortriede, Board Chair

Lana Keesling, Committee Chair

PUBLIC COMMENT

Board of Directors Reports

TO: FORT WAYNE PUBLIC TRANSPORTATION CORPORATION BOARD OF DIRECTORS
 FROM: BRUCE MILLER, CONTROLLER
 December 10, 2020
 SUBJECT: FINANCIAL REPORT

Agenda Item #4.1

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CONTROLLER'S REPORT

December 10, 2020

NOVEMBER 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 6.6%. 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 November 30, 2020 is roughly \$640,000 lower as compared to the cash position as of November 30, 2019.

Financial Summary Comparison

	November		Year-to-date			
	2020	2019	2020	2019	\$ Diff	% Diff
Operating revenue	\$ 85,124.43	\$ 142,116.28	\$ 1,220,198.72	\$ 1,705,400.20	\$ (485,201.48)	-28.45%
Non-operating revenue	\$ 1,106,887.17	\$ 987,415.24	\$ 12,319,703.49	\$ 10,879,518.12	\$ 1,440,185.37	13.24%
Total Revenue	\$ 1,192,011.60	\$ 1,129,531.52	\$ 13,539,902.21	\$ 12,584,918.32	\$ 954,983.89	7.59%
Operating Expenses	\$ 1,216,325.88	\$ 1,065,052.44	\$ 13,108,333.00	\$ 12,774,104.14	\$ 334,228.86	2.62%

RECORD OF TRANSMITTALS

The Record of Transmittals for November 2020 is included in your packet. The interim Record of Transmittals for December 1 - 10, 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
11/30/2020**

OLD National Bank

Checking	\$	1,837,866.86
Ticket Vending Machine	\$	1,153.00
Credit Card	\$	2,673.67
Money Market	\$	5,337.03
	\$	1,847,030.56

Farmer & Merchants (New) **\$ 1,112,729.92**

TOTAL **\$ 2,959,760.48**

Fund Balances

Operating	\$	613,442.17
Workers' Comp	\$	1,000,000.00
Liability	\$	277,743.27
Matching	\$	200,384.52
Levy Excess	\$	-
Rainy Day	\$	868,190.52
	\$	2,959,760.48

CASH ACTIVITY SUMMARY

	<u>Current Month</u>		<u>Y-T-D</u>	
Beginning Balance	\$	2,459,666.22	\$	3,807,967.59
Receipts	\$	1,677,862.11	\$	12,890,172.93
Disbursements	\$	1,177,767.85	\$	13,738,380.04
Ending Balance	\$	2,959,760.48	\$	2,959,760.48
	\$	-	\$	-

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION/CITILINK

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

	Period to Date			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
REVENUE						
OPERATING REVENUE						
Passenger Fares	54,240.33	119,466.67	-65,226.34	699,236.81	1,314,133.33	-614,896.52
Paratransit	5,738.10	15,330.00	-9,591.90	101,800.80	168,630.00	-66,829.20
Fare Subsidy	21,108.00	33,528.25	-12,420.25	285,950.55	368,810.75	-82,860.20
Advertising Service	3,939.00	13,333.33	-9,394.33	131,906.56	146,666.67	-14,760.11
ID Cards	99.00	50.00	49.00	1,304.00	550.00	754.00
TOTAL OPERATING REVENUE	85,124.43	181,708.25	-96,583.82	1,220,198.72	1,998,790.75	-778,592.03
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	1,936,380.38	1,918,591.58	17,788.80
Property Taxes	472,482.00	472,482.33	-0.33	5,197,302.00	5,197,305.67	-3.67
Excise Taxes	31,380.67	31,380.67	0.00	345,187.37	345,187.33	0.04
Bank Taxes	2,381.33	2,381.33	0.00	26,194.63	26,194.67	-0.04
COIT Tax	81,463.17	76,964.42	4,498.75	987,711.87	846,608.58	141,103.29
Commercial Vehicle Taxes	2,707.92	2,707.92	0.00	29,787.12	29,787.08	0.04
JARC	0.00	0.00	0.00	0.00	0.00	0.00
Capitalize Maintenance	135,000.00	171,253.33	-36,253.33	1,710,000.00	1,883,786.67	-173,786.67
CMAQ	0.00	6,666.67	-6,666.67	0.00	73,333.33	-73,333.33
Complementary Paratransit	26,912.83	26,912.83	0.00	296,041.13	296,041.17	-0.04
FTA 5307 - Operations	175,000.00	173,525.83	1,474.17	1,650,000.00	1,908,784.17	-258,784.17
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	7,110.00	18,333.33	-11,223.33
FTA 5310 - Operational Funds Pass Thru	0.00	8,333.33	-8,333.33	64,000.00	91,666.67	-27,666.67
Sale of Fuel	0.00	0.00	0.00	0.00	0.00	0.00
Sale of Scrap	0.00	83.33	-83.33	36.88	916.67	-879.79
Investment Income	410.66	416.67	-6.01	2,513.33	4,583.33	-2,070.00
Accident Repair Recovery	0.00	500.00	-500.00	10,211.18	5,500.00	4,711.18
Greyhound Agency Income	1,596.04	5,000.00	-3,403.96	20,850.42	55,000.00	-34,149.58
Other Miscellaneous Income	1,517.97	4,583.33	-3,065.36	36,377.18	50,416.67	-14,039.49
Gain/Loss on Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING REVENUE	1,106,887.17	1,159,276.08	-52,388.91	12,319,703.49	12,752,036.92	-432,333.43
TOTAL REVENUE	1,192,011.60	1,340,984.33	-148,972.73	13,539,902.21	14,750,827.67	-1,210,925.46
OPERATING EXPENSES						
SALARIES AND WAGES						
Operations Supervisors Wages	23,776.56	25,148.83	-1,372.27	264,832.24	276,637.17	-11,804.93
Drivers Wages	350,748.45	350,661.92	86.53	4,022,600.94	3,857,281.08	165,319.86
Dispatchers & Other Wages	26,978.70	26,399.83	578.87	301,316.53	290,398.17	10,918.36
Maintenance Supervisors Wages	7,305.60	14,686.58	-7,380.98	88,691.52	161,552.42	-72,860.90
Mechanics & Service Wages	53,207.12	55,908.83	-2,701.71	637,027.00	614,997.17	22,029.83
General Office Wages	24,478.78	24,644.50	-165.72	277,105.00	271,089.50	6,015.50
General Management Wages	16,176.24	16,302.92	-126.68	197,309.28	179,332.08	17,977.20
Sick Pay	15,774.22	22,761.50	-6,987.28	198,344.60	250,376.50	-52,031.90
Holiday Pay	22,258.72	13,202.42	9,056.30	133,301.80	145,226.58	-11,924.78
Vacation Pay	33,186.23	35,484.75	-2,298.52	337,446.57	390,332.25	-52,885.68
Other Paid Absence	6,764.96	11,828.25	-5,063.29	74,996.90	130,110.75	-55,113.85
TOTAL SALARIES AND WAGES	580,655.58	597,030.33	-16,374.75	6,532,972.38	6,567,333.67	-34,361.29

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION/CITILINK

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

	Period to Date			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
FRINGE BENEFITS						
FICA Taxes	41,832.90	45,111.83	-3,278.93	475,634.04	496,230.17	-20,596.13
Pension	45,588.20	56,288.17	-10,699.97	560,359.06	619,169.83	-58,810.77
Group Medical Insurance	219,883.84	253,458.75	-33,574.91	2,404,261.32	2,788,046.25	-383,784.93
Group Dental Insurance	7,473.15	7,879.58	-406.43	77,951.02	86,675.42	-8,724.40
Group Life Insurance	3,123.40	3,202.50	-79.10	33,187.40	35,227.50	-2,040.10
Group Disability Insurance	6,123.47	6,355.67	-232.20	65,970.38	69,912.33	-3,941.95
Group Vision Insurance	2,795.33	2,959.25	-163.92	30,186.86	32,551.75	-2,364.89
Separation Expense	0.00	0.00	0.00	0.00	0.00	0.00
Unemployment Taxes	69.34	502.75	-433.41	6,336.00	5,530.25	805.75
Workers' Compensation	11,367.58	11,329.50	38.08	130,521.11	124,624.50	5,896.61
Drivers' Uniforms	10,682.44	3,181.67	7,500.77	36,117.60	34,998.33	1,119.27
TOTAL FRINGE BENEFITS	348,939.65	390,269.67	-41,330.02	3,820,524.79	4,292,966.33	-472,441.54
MATERIALS AND SUPPLIES						
Fuel and Lubricants	52,671.12	86,904.17	-34,233.05	634,757.04	955,945.83	-321,188.79
Tires and Tubes - Fixed Route	6,317.70	6,250.00	67.70	59,541.19	68,750.00	-9,208.81
Tires and Tubes - Paratransit	232.00	1,613.33	-1,381.33	7,888.00	17,746.67	-9,858.67
Tickets, Transfers and Schedules	0.00	1,666.67	-1,666.67	32,071.90	18,333.33	13,738.57
Parts - Rebuilt	-65.29	0.00	-65.29	2,179.48	0.00	2,179.48
Parts - Other Vehicles	0.00	0.00	0.00	0.00	0.00	0.00
Parts/Supplies - Paratransit	2,394.16	10,083.33	-7,689.17	71,403.96	110,916.67	-39,512.71
Parts/Supplies - Revenue Equipment	31,001.12	36,250.00	-5,248.88	255,506.38	398,750.00	-143,243.62
Inventory Adjustment	0.00	0.00	0.00	-9.03	0.00	-9.03
Parts/Supplies - Shop Equipment	3,572.43	2,500.00	1,072.43	25,329.04	27,500.00	-2,170.96
Parts/Supplies - Service Equipment	2,105.75	1,000.00	1,105.75	5,358.76	11,000.00	-5,641.24
Accident Repairs	0.00	0.00	0.00	22,494.42	0.00	22,494.42
Coveralls	1,664.30	2,752.08	-1,087.78	21,335.28	30,272.92	-8,937.64
Service Supplies	11,976.44	3,333.33	8,643.11	51,549.75	36,666.67	14,883.08
Farebox Repairs	16,625.67	2,000.00	14,625.67	29,969.13	22,000.00	7,969.13
Outside Maintenance	5,817.79	8,333.33	-2,515.54	70,839.66	91,666.67	-20,827.01
Other Materials & Supplies	5,870.62	4,000.00	1,870.62	67,353.89	44,000.00	23,353.89
TOTAL MATERIALS AND SUPPLIES	140,183.81	166,686.25	-26,502.44	1,357,568.85	1,833,548.75	-475,979.90
SERVICES						
Professional and Technical	3,000.00	10,003.33	-7,003.33	104,013.40	110,036.67	-6,023.27
Temporary Help	0.00	0.00	0.00	52,152.66	0.00	52,152.66
Maintenance Contracts	8,048.41	8,291.25	-242.84	95,759.61	91,203.75	4,555.86
Custodial Services	3,419.92	4,700.00	-1,280.08	46,242.03	51,700.00	-5,457.97
Security Services	3,925.00	3,500.00	425.00	49,976.02	38,500.00	11,476.02
Legal Services	48,387.00	15,125.00	33,262.00	187,197.04	166,375.00	20,822.04
Data Processing	1,789.55	2,750.00	-960.45	26,392.97	30,250.00	-3,857.03
TOTAL SERVICES	68,569.88	44,369.58	24,200.30	561,733.73	488,065.42	73,668.31
UTILITIES						
Heat, Lights and Water	9,204.62	13,000.00	-3,795.38	110,962.96	143,000.00	-32,037.04

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION/CITILINK

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

	Period to Date			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
INSURANCE						
Physical Damage Insurance	833.33	833.33	0.00	9,166.63	9,166.67	-0.04
Liability Insurance	15,000.00	15,000.00	0.00	165,000.00	165,000.00	0.00
Other Corporate Insurance	29,579.40	17,252.58	12,326.82	288,570.26	189,778.42	98,791.84
TOTAL INSURANCE	45,412.73	33,085.92	12,326.81	462,736.89	363,945.08	98,791.81
TAXES						
Fuel and Lubricant Taxes	744.00	510.00	234.00	7,377.29	5,610.00	1,767.29
Other Taxes	0.00	0.00	0.00	307.07	0.00	307.07
TOTAL TAXES	744.00	510.00	234.00	7,684.36	5,610.00	2,074.36
PURCHASED TRANSPORTATION						
Purchased Transportation	8,000.00	8,333.33	-333.33	80,000.00	91,666.67	-11,666.67
MISCELLANEOUS EXPENSES						
Dues and Subscriptions	1,645.83	2,310.67	-664.84	23,177.77	25,417.33	-2,239.56
Travel and Meetings	60.00	2,916.67	-2,856.67	13,034.70	32,083.33	-19,048.63
Bad Debt Expense	0.00	0.00	0.00	0.00	0.00	0.00
Advertising/Media	767.91	7,915.50	-7,147.59	26,757.46	87,070.50	-60,313.04
Communications Service	5,382.50	3,973.00	1,409.50	46,037.22	43,703.00	2,334.22
CDL/Phys/Drug Test	1,553.50	835.00	718.50	13,659.50	9,185.00	4,474.50
Bank Fees	1,607.37	1,300.00	307.37	14,334.07	14,300.00	34.07
Other Miscellaneous Expense	486.50	500.00	-13.50	2,777.65	5,500.00	-2,722.35
TOTAL MISCELLANEOUS EXPENSES	11,503.61	19,750.83	-8,247.22	139,778.37	217,259.17	-77,480.80
LEASES AND RENTALS						
Office Equipment Lease	0.00	180.00	-180.00	521.67	1,980.00	-1,458.33
VEHICLE TRACKING SYSTEM						
Vehicle Tracking System	3,112.00	3,000.00	112.00	33,849.00	33,000.00	849.00
TOTAL OPERATING EXPENSES	1,216,325.88	1,276,215.92	-59,890.04	13,108,333.00	14,038,375.08	-930,042.08
NET EARNINGS (LOSS) BEFORE NON-BUDGETED ITEMS	-24,314.28	64,768.42	-89,082.70	431,569.21	712,452.58	-280,883.37
NON-BUDGETED ITEMS						
Depreciation	156,524.88	0.00	156,524.88	1,721,773.68	0.00	1,721,773.68
Unfunded Pension Liability	12,750.00	0.00	12,750.00	140,250.00	0.00	140,250.00
Unfunded Other Postretirement Employee Benefits Liability	43,500.00	0.00	43,500.00	478,500.00	0.00	478,500.00
NET EARNINGS (LOSS)	-237,089.16	64,768.42	-301,857.58	-1,908,954.47	712,452.58	-2,621,407.05

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 11/01/2020 to 11/30/2020

Check Number	Check Date	Vendor Name/Description	Amount
089492	11/13/2020	AFLAC INSURANCE Account Number KR783	1,543.78
			1,543.78
089493	11/13/2020	AG PLUS LP 430.1 Gallons Unleaded - 10/14/2020 7500 Gallons Diesel - 10/31/2020 1220.1 Gallons Unleaded - 10/22/20 7499 Gallons Diesel - 10/06/2020 7501 Gallons Diesel - 10/14/2020 7499 Gallons Diesel - 10/28/2020	817.19 15,009.25 2,318.19 15,009.25 15,013.25 15,009.25
			63,176.38
089494	11/13/2020	ALL PHASE ELECTRIC SUPPLY INC Bulbs Warranty Bulbs Warranty Bulbs Warranty Bulbs Bulbs Bulbs Warranty Bulbs Vert Felt Covers Gang Rcpt Encl returned 55W 425MA FLR LMP Gang Rcpt Encl Bulbs LED Lights Cable Tie Base and Conduit	147.06 -294.12 -147.06 -294.12 294.12 294.12 -294.12 34.88 -21.46 187.20 21.46 294.12 247.06 64.20
			533.34
089495	11/13/2020	ALLSTATE - AMERICAN HERITAGE Case Number W1330	635.74
			635.74

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 11/01/2020 to 11/30/2020

Check Number	Check Date	Vendor Name/Description	Amount
089496	11/13/2020	AMERICAN EXPRESS	
		Amazon - Wheel Weights	49.98
		Lands End - Citilink Logo Clothing	196.16
		Menards - Phone Cord for Dispatch	2.99
		Lands End - Citilink Logo Clothing	413.23
		Lands End - Citilink Logo Clothing Retur	-45.96
		Lands End - Citilink Logo Clothing	154.59
		OfficeSupply.com - Boxes and Folders	176.10
		Lands End - Citilink Logo Clothing	634.57
		Lands End - Citilink Logo Clothing	327.73
		Amazon - Mask & Filters per JMB	317.60
		Ollesheimer & Son - Roof Drain covers	106.50
		Allied Hand Dryer - Parts for Hand Dryer	217.35
		Supplyhouse.com - Covers	4.79
		Sprint - Screen repair on Claudia's phon	76.02
		Lands End - Citilink Logo Clothing	116.08
		APTA - Transcend - MP,RS, HT	975.00
		Lands End - Citilink Logo Clothing	633.05
		Unlimited Conferencing	16.98
		Lands End - Citilink Logo Clothing	521.39
		Lands End - Citilink logo Clothing	874.34
		Lands End - Citilink Logo Clothing	1,151.11
			6,919.60
089497	11/13/2020	AMO CORP	
		Misc Calendars for 2021	184.77
		Copy Paper	489.86
		Redrope File Folders	166.37
			841.00
089498	11/13/2020	APPLIED TECHNOLOGY GROUP INC	
		Partner Protection Program	293.95
			293.95
089499	11/13/2020	ARROW PEST CONTROL SERV.INC	
		Monthly Pest Control	258.00
		Monthly Pest Control - Baker Street	86.00
			344.00
089500	11/13/2020	ATU COPE	
		Employee COPE (Union) Withheld	11.60
			11.60

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 11/01/2020 to 11/30/2020

Check Number	Check Date	Vendor Name/Description	Amount
089501	11/13/2020	AUTOMOTIVE & IND SUPPLY INC	
		Filters, clamps	27.97
		Rotors, Calipers, Hub Cap, Oil	2,596.31
		Filters, clamps	24.75
		Filters, clamps	11.96
		belts, Filters, bolts, fuses	51.36
		Battery for Bob Cat and Core Charge	126.77
		belts, Filters, bolts, fuses	345.24
		Exhaust Gas	28.21
		5W20 Synthetic Motor Oil	38.28
		Tubing/Exh Pipe Connectors, Elbows, Cl	406.54
		Filters, clamps	25.62
		Exh Pipe Connector	7.32
		Pads, Housing, Bolt, Pulley	94.58
		Fittings	27.50
		Drive Shaft with support	150.02
		Pads, Housing, Bolt, Pulley	93.30
		Tape-a-Weight	68.98
		Pads, Housing, Bolt, Pulley	16.22
		Sta-Bil Fuel Stabilzer	6.09
		Engine Prelube	5.13
		belts, Filters, bolts, fuses	414.30
		Pads, Housing, Bolt, Pulley	43.82
Pads, Housing, Bolt, Pulley	87.64		
Hook & Loop Fasteners	101.84		
			4,799.75
089502	11/13/2020	STEPHEN J. BAILEY	
		Social Media Management - September 2020	600.00
		Social Media Management - August 2020	600.00
		Social Media Management - June 2020	600.00
		Social Media Management - July 2020	600.00
			2,400.00
089503	11/13/2020	BAKER STREET OFFICE FURNISHINGS CORP	
		Ergonomic Chair - Disptach	370.00
			370.00
089504	11/13/2020	JACK L BARBOUR	
		Security for 10/31/2020-11/06/2020	700.00
		Security for 10/24-10/30/2020	700.00
		Security for 10/03-10/09/2020	700.00
		Security for 10/12-10/16/2020	700.00
		Security for 10/17-10/23/2020	700.00
			3,500.00
089505	11/13/2020	BLACKSTONE LABORATORIES INC	
		Oil Reports	165.00
		Oil Reports	150.00
			315.00
089506	11/13/2020	JEAN MARIE BOYKINS	
		Cell Phone Reimbursement	45.00
			45.00

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 11/01/2020 to 11/30/2020

Check Number	Check Date	Vendor Name/Description	Amount
089507	11/13/2020	BRAKE MATERIALS & PARTS INC.	
		Brake Pads	754.93
		Front brake rebuilds for Gilligs	696.08
			1,451.01
089508	11/13/2020	BRATEMAN'S INC	
		Laura Rohrs	349.98
		John Mohler	771.89
		Katrina Baskerville	201.95
		Clifton Waxton	156.96
		Arlene Townsend	603.95
		Kiera Hayes	703.95
		Timothy Pullom	400.00
		Albert Wells	372.93
		William Baade	400.00
		Katrina Baskerville	197.92
		Charles Roland	44.99
		Arnetta Ervin	139.00
		Marcy Graham	399.97
		John Waters	260.90
		Annette Hairston	400.00
		Chris McLemore	399.98
		Sam Benson	152.95
		Alfred Lee	34.99
		Clifton Waxton	242.97
		James White	149.97
		Dorothy Curry	399.96
		Rodney Guy	399.94
		Richard Thomas Sr.	239.97
		Lateachca Carswell-Ayers	349.96
		Vanessa Givands	343.94
		Charles Triplett	399.90
			8,518.92
089509	11/13/2020	SHANE M CARRIER	
		Security for 10/06/20-10/09/2020	300.00
		Security for 11/03/2020-11/06/2020	300.00
		Security for 10/12-10/16/2020	300.00
		Security for 10/19-10/23/2020	300.00
		Security for 10/26-10/30/2020	300.00
			1,500.00
089510	11/13/2020	CINTAS FIRST AID & SAFETY	
		Cabinet Restocks - Baker Street	93.83
		Cabinet Restocks/Gloves/ Eye Station	950.37
		Cabinet Restocks - Baker Street	77.15
		Gloves	981.15
			2,102.50
089511	11/13/2020	CITILINK ELITE CLUB	
		Citilink Elite Club Employee Withholding	112.50
			112.50

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 11/01/2020 to 11/30/2020

Check Number	Check Date	Vendor Name/Description	Amount
089512	11/13/2020	CITY UTILITIES	
		Account Number 004542000638226	393.72
		Account Number 002424600000708	86.10
		Account Number 002424600051506	569.89
		Account Number 00454200063218	543.05
			1,592.76
089513	11/13/2020	CLARKE POWER SERVICES, INC	
		Repair on Bus # 1041	5,857.39
		Repair on Bus #1041	2,815.75
		Repair on Bus #1555	1,242.94
			9,916.08
089514	11/13/2020	MSC INDUSTRIAL SUPPLY CO	
		Eversoak Preferred Rolls	105.68
		Parts and Supplies for Shop	252.15
		Parts and Supplies for Shop	286.98
		Eversoak Preferred Roll	46.41
		Parts and Supplies for Shop	352.44
		Eversoak Preferred Roll	46.41
			1,090.07
089515	11/13/2020	CLEAN FUELS OF INDIANA INC	
		Removal of Gas/Diesel/Water mix	350.00
		Tank Cleanings	255.19
			605.19
089516	11/13/2020	COMCAST BUSINESS	
		Account Number 939773232	338.38
		Account Number 939776232	2,617.15
			2,955.53
089517	11/13/2020	COMM.TRANS. NETWORK INC.	
		October 2020 (928 trips@\$27/trip) 50%nt	8,000.00
			8,000.00
089518	11/13/2020	CONFIDENTIAL SHREDDING	
		Receptacle Paper Shredding	20.00
			20.00
089519	11/13/2020	CORNELIUS SYSTEMS INC	
		Parts for Coin Sorter - Not covered	68.02
		Repair on Coin Sorter - Parts not cover	13.36
			81.38
089520	11/13/2020	CRAFT LABORATORIES INC	
		Swivel Hose / Trigger Gun	197.90
		Cherry Grit 6g/cs	123.00
		Repair on Power Washer in shop	348.50
		Scaltrol Watertreatment	694.30
			1,363.70

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 11/01/2020 to 11/30/2020

Check Number	Check Date	Vendor Name/Description	Amount
089521	11/13/2020	CUMMINS CROSSPOINT LLC	
		Seal Kit	123.60
		Filters	17.86
		Injector Seals	41.04
		Engine Parts for unit 0833	58.10
		Support Fans - Stock	585.04
		Filters	682.28
		Stock Order- Filters, Gaskets,	3.83
		Air Comp for 1555	12.45
		Air Comp for 1555	2,582.14
		Insite Lite Subscription (2)	1,440.00
		Pressure Sensor	113.44
		Rocker Lever Shaft	69.46
		Fuel Manifold #1350	412.81
		Washers, Connectors, Fuel Drai	69.97
		Stock Order- Filters, Gaskets,	464.80
		Fuel return line for unit 1350	121.69
		push tubes for 1351	21.44
		Fuel line and caps for compres	46.24
		Def Doser, Valve & Breather Cov	480.39
		Def Doser, Valve & Breather Cov	123.45
		Returned Fan Supports	-585.04
		Filters	107.16
		Engine Parts for unit 0833	4,367.06
		Fan Supports - Being Returned	585.04
		Temp Pressure Sensors	94.58
		Stock Order- Filters, Gaskets,	157.06
Fuel Supply Connector Inj -Stk	223.38		
	12,419.27		
089522	11/13/2020	DELTA FOREMOST CHEMICAL CORP.	
		Smoke Eaters/Cordless Atomizer	394.44
		394.44	
089523	11/13/2020	DWD TECHNOLOGY GROUP INC	
		Service Pack - 80 hours	10,800.00
		Monthly Server Back up to Cloud	838.00
		11,638.00	
089524	11/13/2020	DWD TECHNOLOGY GROUP INC	
		CISCO Switch for Baker Street	3,760.00
		3,760.00	
089525	11/13/2020	ELECTRONIC DATA MAGNETICS, INC	
		10 Ride Reduced Bus Passes (15,0000)	2,360.00
		2,360.00	
089526	11/13/2020	EXECUTIVE IMAGE BUILDING SERVICES	
		Cleaning Services - October 2020	1,200.00
		Cleaning Services - September 2020	1,200.00
		Cleaning Services - Oct'20 - Baker St	1,500.00
		3,900.00	

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 11/01/2020 to 11/30/2020

Check Number	Check Date	Vendor Name/Description	Amount
089527	11/13/2020	FORT WAYNE TRUCK CENTER	
		Bushings	611.40
		Oil Filters	43.32
			654.72
089528	11/13/2020	FRONTIER	
		Account Number 260-436-7729-031609-!	70.93
			70.93
089529	11/13/2020	FWPTC EMPLOYEE SUNSHINE CLUB	
		Sunshine Club Employee Withholdings	112.00
			112.00
089530	11/13/2020	GASOLINE EQUIP SERVICE INC	
		Repair on Fuel System	80.00
		Swivels for the Fuel Pumps	152.40
		Repair on Fuel System	80.00
			312.40
089531	11/13/2020	GFI GENFARE	
		Farebox Parts / Repairs	353.58
		Farebox Parts / Repairs	11,529.47
			11,883.05
089532	11/13/2020	GILLIG LLC	
		Drivers window Blinds for stk	360.00
		Female Seatbelts for stock	1,637.70
		Air Dyer kits/Wipers/Marker la	1,535.00
		Cables and Plugs	371.60
		brake job & Stock order	2,669.25
		Oil Cooler & Hardware #1556	2,226.37
		Air Bags, Belts, Clips and sto	1,473.56
		T-Rod Bushings for stock	1,273.80
		Air Bags, Belts, Clips and sto	120.00
		Transmission Filter Kits	525.12
			12,192.40
089533	11/13/2020	GMV SYNCROMATICS - EASY RIDES	
		Ride Reminder Calls - 3rd Qrt 2020	420.07
			420.07
089534	11/13/2020	GOODYEAR TIRE & RUBBER	
		Mileage - September 2020	5,319.10
		Indiana Waste Tax	7.50
			5,326.60
089535	11/13/2020	HELEN GRIFFIN	
		2020 Cleaning Allowance	85.00
			85.00
089536	11/13/2020	GUARDIAN INS - APPLETON	
		November Vision Premiums	3,066.32
			3,066.32

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 11/01/2020 to 11/30/2020

Check Number	Check Date	Vendor Name/Description	Amount
089537	11/13/2020	MARGIE HAMMOND	
		Cell Phone Reimbursement	45.00
		Cell Phone Reimbursement	45.00
		Cell Phone Reimbursement	45.00
		Cell Phone Reimbursement	45.00
		Cell Phone Reimbursement	45.00
		Cell Phone Reimbursement	45.00
		Cell Phone Reimbursement	45.00
		Cell Phone Reimbursement	45.00
			360.00
089538	11/13/2020	SHAMBAUGH & SON LP	
		August Inspection - Leesburg Road	668.00
		June Filters - Baker Street	154.06
		Qrtly Filters - Leesburg	200.00
			1,022.06
089539	11/13/2020	HINEN PRINTING	
		Lysol Spray	130.41
		Lysol Spray and Clorox Wipres	889.00
		20,000 Access Money Envelopes	1,423.68
		Lysol Spray (200)	2,898.00
		Lysol Spray	1,449.00
		Schedule #8 - English	298.20
		Schedule #2 - English	298.20
		Schedule #4 - English	298.20
		Schedule #3 - English	298.20
		Schedule #1 - English	298.20
			8,281.09
089540	11/13/2020	LAURIE HOWARD	
		Cell Phone Reimbursement	45.00
		Cell Phone Reimbursement	45.00
		Cell Phone Reimbursement	45.00
		Cell Phone Reimbursement	45.00
		Cell Phone Reimbursement	45.00
		Cell Phone Reimbursement	45.00
		Cell Phone Reimbursement	45.00
		Cell Phone Reimbursement	45.00
			360.00
089541	11/13/2020	RICOH USA, INC.	
		Black/White & Color Copies	129.68
			129.68
089542	11/13/2020	INSCCU-ASFE	
		Annual Support Fee - Richard Thomas Jr	110.00
			110.00
089543	11/13/2020	INGERSOLL RAND COMPANY	
		Repair on Air Compressor	2,683.88
			2,683.88

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 11/01/2020 to 11/30/2020

Check Number	Check Date	Vendor Name/Description	Amount
089544	11/13/2020	J & K COMMUNICATIONS INC	
		Contract #1848 - 11/04/20-12/03/20	23.50
		Contract #1942 - 11/01/20-11/30/20	70.50
		Contract #1842 - 11/10/20-12/09/20	23.50
		Contract #1954 - 11/01/20-11/30/20	1,551.00
		Contract #1747 - 11/01/20-11/30/20	117.50
		Contract #1751 - 11/15/20-12/14/20	94.00
		Contract #1833 - 11/01/20-11/30/20	117.50
		Contract #1787 - 11/05/20-12/04/20	47.00
		2,044.50	
089545	11/13/2020	JACKSON OIL & SOLVENTS INC	
		DELO 50/50 ELC B [BULK]	1,956.75
		DEF [BULK]	379.25
		DEF [BULK]	266.75
		2,602.75	
089546	11/13/2020	JANITORS SUPPLY CO INC	
		D-Cide Disf. Cleaner, Spray Bottles	303.00
		Liners	179.96
		Hand Sanitizer / Gloves	668.40
		Paper Towels	67.40
		Bowl Cleaner, Liners	134.53
		Toilet Paper, Towels, Bleach	310.00
		Hand Sanitizer / Gloves (wrong pricing)	-1,220.80
		Hand Sanitizer & Gloves	1,220.80
		1,663.29	
089547	11/13/2020	KELLEY CHEVROLET INC	
		Sensor	289.96
		Hoses	112.16
		Nuts and Studs	498.40
		Fuel cooler and lines for 1193	209.80
		Injector	246.93
		Injectors for stock	740.79
		2,098.04	
089548	11/13/2020	KOEHLINGER SECURITY TECH INC	
		(2) Keys	21.50
		(3) Keys	32.25
		53.75	
089549	11/13/2020	PATRICIA LILLY	
		Cell Phone Reimbursement	45.00
		Cell Phone Reimbursement	45.00
		Cell Phone Reimbursement	45.00
		Cell Phone Reimbursement	45.00
		Cell Phone Reimbursement	45.00
		Cell Phone Reimbursement	45.00
		Cell Phone Reimbursement	45.00
		360.00	

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 11/01/2020 to 11/30/2020

Check Number	Check Date	Vendor Name/Description	Amount
089550	11/13/2020	LINCOLN NATIONAL LIFE INS CO FTWAYTRAN3-BL-1470889	3,285.92 3,285.92
089551	11/13/2020	LINCOLN NATIONAL LIFE INS D/C Employee 457 Withholdings	3,138.00 3,138.00
089552	11/13/2020	LOCAL #682 SHEILA VANASPEREN Employee Union Dues Withheld	4,715.00 4,715.00
089553	11/13/2020	LOWE'S Wrist key holders/Straps for salt spread Heater for Laurie's Area	48.51 66.49 115.00
089554	11/13/2020	MARKET & CAPITOL ADVOCACY, LLC State Gov Affairs Consult Fees - Oct'20	2,900.00 2,900.00
089555	11/13/2020	McMAHON TRUCK TIRE INC Tires, Balance, Mount # 1994 Tires, Mount, Balance #1468 Tires, Balance, Alignment #1575 Tires, Mount, Balance & Alignment #147	285.98 285.98 922.94 982.94 2,477.84
089556	11/13/2020	METAL SUPERMARKETS INC. Metal Bases for Salt Spreaders	14.72 14.72
089557	11/13/2020	BRUCE MILLER Cell Phone Reimbursement Cell Phone Reimbursement Cell Phone Reimbursement Cell Phone Reimbursement Cell Phone Reimbursement Cell Phone Reimbursement Cell Phone Reimbursement Cell Phone Reimbursement	45.00 45.00 45.00 45.00 45.00 45.00 45.00 45.00 360.00
089558	11/13/2020	MUTTON POWER EQUIPMENT Belt and Spark Plug	26.53 26.53
089559	11/13/2020	NORTHERN INDIANA PUBLIC SERVIC Account Number 641-201-002-7	1,742.57 1,742.57

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 11/01/2020 to 11/30/2020

Check Number	Check Date	Vendor Name/Description	Amount
089560	11/13/2020	OFFICE CONCEPTS, INC.	
		Contract Number 12813-01 - DISPATCH	10.38
		Contract # 12688-01	730.54
		Contract # 12688-01	800.67
		Contract #12813-01 - DISPATCH	13.31
		Contract Number 12189-01 - JMB	53.64
			1,608.54
089561	11/13/2020	PAINT THE TOWN GRAPHICS INC	
		No Loitering Sign 12"x18"	102.04
			102.04
089562	11/13/2020	PARKVIEW OCCUPATIONAL HEALTH CENTERS	
		On site Fee - Flu Shots - 3 emp w/o PHP	184.00
			184.00
089563	11/13/2020	MAURICE PEARL	
		Cell Phone Reimbursement	45.00
			45.00
089564	11/13/2020	PHYSICIANS HEALTH PLAN INC	
		November Health Insurance Premiums	211,942.54
			211,942.54
089565	11/13/2020	POWER COMPONENTS CORPORATION	
		Hose Assembly #1042	60.63
		CompressionxCompression Adapter #11	9.44
		Hose Assy, Gauge & Couplers	29.13
		Female Pipe for Compression Tester	8.07
		Pipe Adapter & Steel Tube	10.02
			117.29
089566	11/13/2020	EDWARD PRICE COMPANY	
		Felonious Assault Policy C-2881	839.04
			839.04
089567	11/13/2020	PRINCIPAL LIFE INSURANCE COMPANY	
		Account Number 1103764-10001	13,596.62
			13,596.62
089568	11/13/2020	PROFITS ON-HOLD PROD LLC	
		Monthly Subscription	125.00
			125.00
089569	11/13/2020	Q.H.G OF FORT WAYNE COMPANY LLC	
		Archbold,Phillips,Simmons, Random Dra	227.50
		Booker/Roland/Martinez/Rohrs/Triplet/B	625.50
			853.00
089570	11/13/2020	JUNIOR RODRIGUEZ	
		Cell Phone Reimbursement	45.00
			45.00

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 11/01/2020 to 11/30/2020

Check Number	Check Date	Vendor Name/Description	Amount
089571	11/13/2020	ROTHBERG LOGAN & WARSCO LLP	
		Liability Matters	412.50
		Liability Matters	1,226.00
		Liability Matters	312.50
		Liability Matters	3,080.00
		General Legal & Workers Comp Matters	48,528.00
		Liability Matters	247.50
		Liability Matters	1,048.00
		Liability Matters	1,107.25
		Liability Matters	3,009.66
			58,971.41
089572	11/13/2020	RUSSETT DESIGN, INC	
		Website updates (9/8-20-10/13/2020)	270.00
			270.00
089573	11/13/2020	SAFETY-KLEEN CORPORATION	
		Used Oil Recycle	50.00
			50.00
089574	11/13/2020	FLOYD SANDLIN	
		2020 Shoe Allowance (1 Pair)	171.20
			171.20
089575	11/13/2020	PAM SCHIEBER	
		Cell Phone Reimbursement	45.00
			45.00
089576	11/13/2020	SELECTION.COM INC	
		Background Checks	155.00
		Background Checks	57.50
			212.50
089577	11/13/2020	SHRM - SOCIETY FOR HUMAN	
		Statement # SO770371 -Jean Marie Boyl	219.00
			219.00
089578	11/13/2020	SKY HIGH GRAPHIX LLC	
		Breast Cancer Awareness wrap #1554	3,900.00
			3,900.00
089579	11/13/2020	KIRK SNYDER	
		Cell Phone Reimbursement	45.00
			45.00
089580	11/13/2020	THERMO KING MIDWEST	
		Control Display	306.11
			306.11
089581	11/13/2020	RICHARD THOMAS JR.	
		Cell Phone Reimbursement	45.00
			45.00
089582	11/13/2020	TRAVELERS	
		FPA5411 / 20-039	511.50
			511.50

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 11/01/2020 to 11/30/2020

Check Number	Check Date	Vendor Name/Description	Amount
089583	11/13/2020	TREASURER OF STATE Annual 2019 Engagement	100.00
			100.00
089584	11/13/2020	UNIFIRST CORPORATION Mats and Wet Mops - Baker Street Novmeber Shop Uniforms November Shop Uniforms October Shop Uniforms October Shop Uniforms October Shop Uniforms Mats and Wet Mops - Baker Street	42.54 307.80 307.80 307.80 426.40 307.80 42.54
			1,742.68
089585	11/13/2020	US STANDARD PRODUCTS CORP KN95 Masks & Safety Glasses	537.12
			537.12
089586	11/13/2020	RUTH VOSMEIER Cell Phone Reimbursement	45.00
			45.00
089587	11/13/2020	KYLEE WAGNER Cell Phone Reimbursement	45.00
			45.00
089588	11/13/2020	PRAXAIR DISTRIBUTION INC. Cylinder Rentals	106.25
			106.25
089589	11/13/2020	WELLS FARGO INST TRUST SERV Pension Deductions/Contributions	26,362.13
			26,362.13
089590	11/13/2020	JAMES WHITE 2020 Shoe Allowance (1 Pair)	128.40
			128.40
089591	11/13/2020	TIMMIE WHITT Refund Premiums - Paid late Payroll Error on 11/13/2020 check	240.58 121.88
			362.46
089592	11/27/2020	CITILINK ELITE CLUB Elite Club Employee Withholdings	112.50
			112.50
089593	11/27/2020	COMCAST CABLE Account Number 8529 20 002 2294590	291.85
			291.85
089594	11/27/2020	LAVONNE DIXIE 2020 CDL Renewal	35.00
			35.00

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 11/01/2020 to 11/30/2020

Check Number	Check Date	Vendor Name/Description	Amount
089595	11/27/2020	FWPTC EMPLOYEE SUNSHINE CLUB Sunshine Club Employee Withholdings	112.00
			112.00
089596	11/27/2020	INDIANA MICHIGAN POWER COMPANY Account Number 048-498-441-1-5 Account Number 046-220-014-0-4 Account Number 047-759-400-0-2	25.25 4,239.21 1,408.83
			5,673.29
089597	11/27/2020	LINCOLN NATIONAL LIFE INS D/C Employee 457 Withholdings	3,138.00
			3,138.00
089598	11/27/2020	NATIONAL SERV-ALL INC Account Number 3-0091-1008754	248.30
			248.30
089599	11/27/2020	SPRINT Account Number 749911519	3,359.82
			3,359.82
089600	11/27/2020	WELLS FARGO INST TRUST SERV Pension Deduction/Contributions	26,322.33
			26,322.33
TOTAL CHECK AMOUNT			597,105.52

EFT PAYMENTS & OTHER TRANSACTIONS

PAYROLL DIRECT DEPOSIT & NET CHECKS	\$390,727.50
PAYROLL TAXES	\$162,974.83
HEALTH INSURANCE - HRA PAYMENTS/HSA Contributions	\$7,433.47
WORKER'S COMP.	\$8,062.86
DATA PROCESSING/ANALYSIS CHARGES	\$2,637.12
PAYROLL LIENS	\$8,826.55
CHECKES ISSUED PRIOR MONTH - VOIDED CURRENT MONTH	\$0.00

TOTAL EFT PAYMENTS & OTHER TRANSACTIONS **\$580,662.33**

TOTAL TRANSMITTALS **\$1,177,767.85**

RECORD OF TRANSMITTALS

I HEREBY ATTEST THAT I HAVE EXAMINED THE VOUCHER CHECK NUMBERS 089492-089600 IN THE AMOUNT OF \$597,105.52 AND EFT PAYMENTS AND OTHER TRANSACTIONS IN THE AMOUNT OF \$580,662.33 AS LISTED ON THE FORT WAYNE PUBLIC TRANSPORTATION CORPORATION RECORD OF TRANSMITTALS FOR THE MONTH OF November 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 10th Day Of December, 2020.

_____	_____
_____	_____
_____	_____



Operations Report for November 2020

Fixed Route Services

Comparing November 2020 to November 2019 Fixed Route monthly ridership reflects a decrease of

-38.38%. Year-to-date Fixed Route is down -33.60%.

The routes with the highest ridership are the 2, 4, and 8, with ridership ranging from 518 to 858 for weekday ridership. The most productive routes are the 2 and 4. November 2020 system average for passengers per revenue hour is approximately 9.96.

Access Services

November 2020 ridership reflects a decrease of -55.04% compared to November 2019. Year-to-date Access shows a decrease of -36.67%.

Safety

November 2018, 2019 and 2020 Comparisons

Preventable Fleet Collisions:

Fixed Route

- 0 preventable fleet collisions in November 2020
- 3 preventable fleet collisions in November 2019
- 2 preventable fleet collisions in November 2018

Access

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

Non-Preventable Fleet Collisions:

Fixed Route

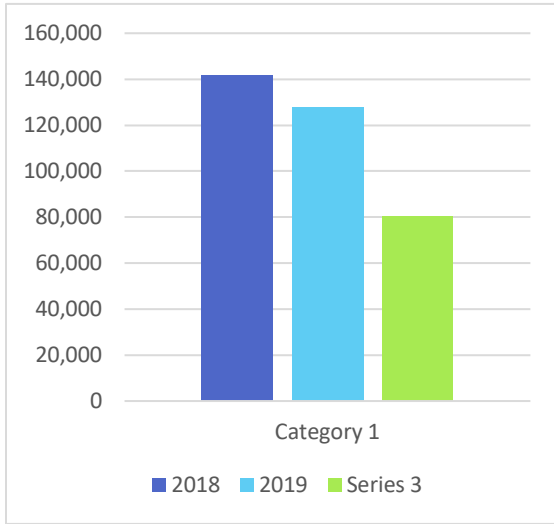
- 1 non-preventable fleet collision in November 2020
- 6 non-preventable fleet collisions in November 2019
- 2 non-preventable fleet collisions in November 2018

Access

- 0 non-preventable fleet collisions in November 2020
- 2 non-preventable fleet collisions in November 2019
- 0 non-preventable fleet collisions in November 2018

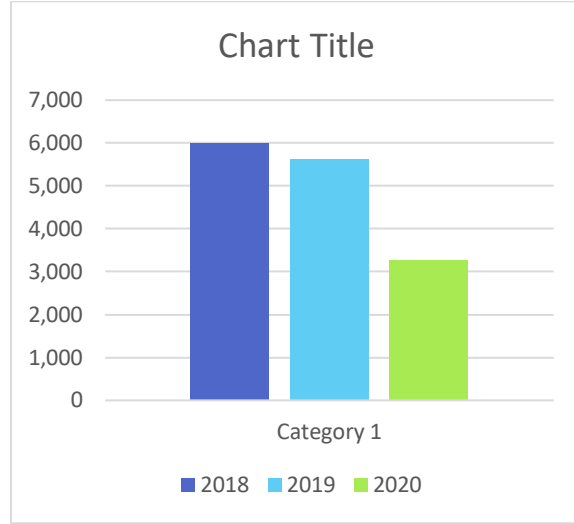
Fixed Route November Ridership Yearly Comparisons

Monthly Fixed Route Ridership



2018	2019	2020
137,015	128,279	79,051

Average Weekday Fixed Route Ridership

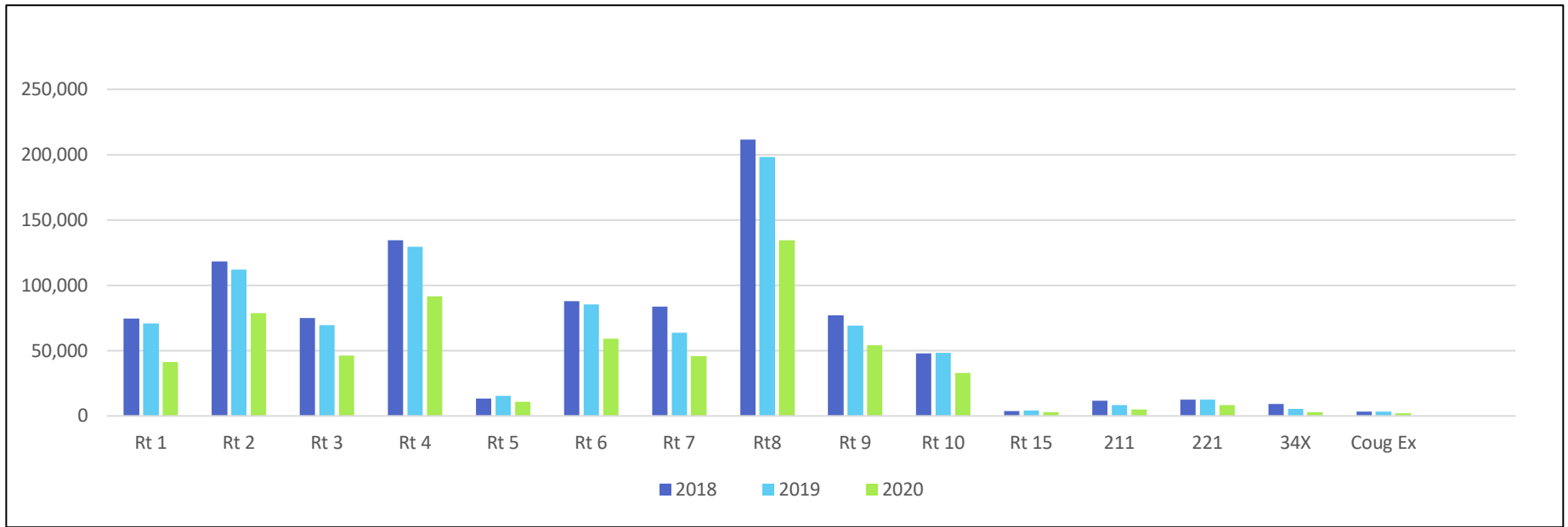


2018	2019	2020
5,919	5,630	3,557

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

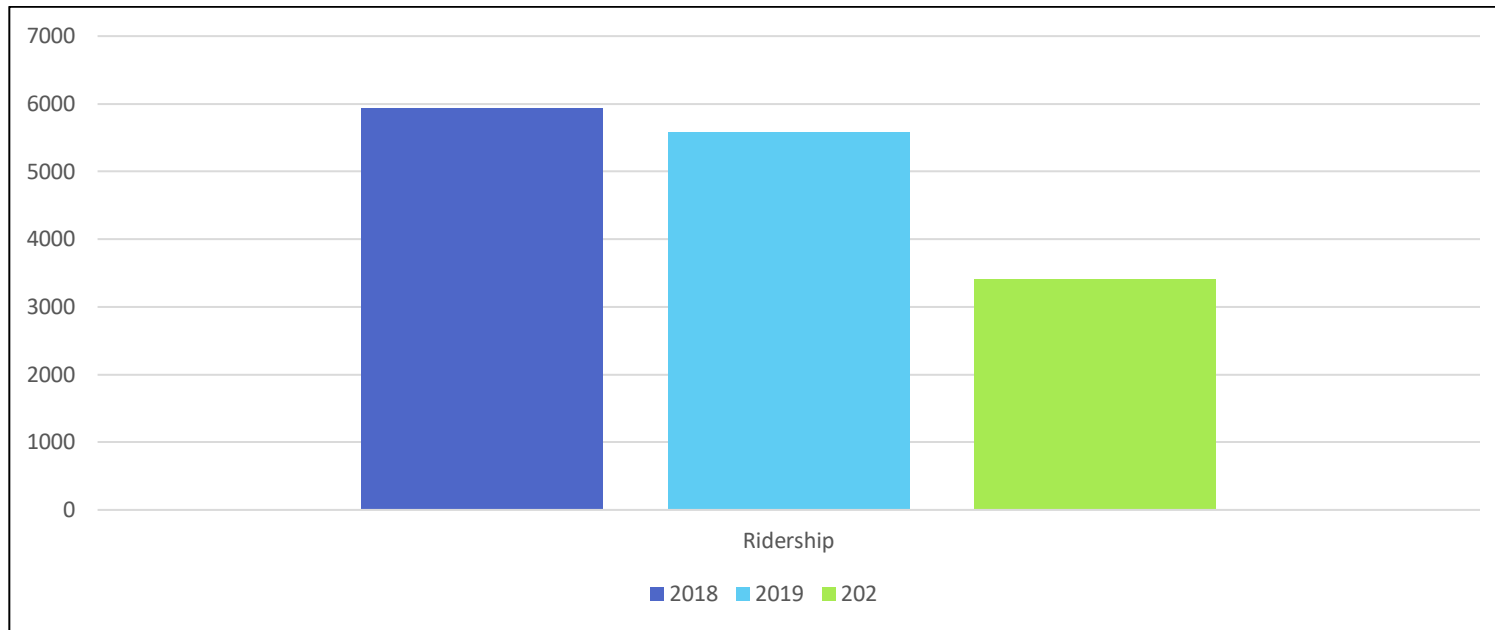


	Rt 1	Rt 2	Rt 3	Rt 4	Rt 5	Rt 6	Rt 7	Rt 8	Rt 9	Rt 10	Rt 15	211	221	34X	Cg Ex
2018	74,601	118,269	75,129	134,425	13,226	87,899	83,769	211,494	76,928	47,972	3,822	11,639	12,545	9,009	3,648
2019	70,713	111,929	69,384	129,420	15,456	85,463	63,508	198,088	69,329	48,204	4,129	8,514	12,563	5,422	3,341
2020	41,267	78,507	46,346	91,714	11,031	59,329	45,817	134,361	54,157	32,874	3,005	5,062	8,472	3,044	2,035

November 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	10,713	15,772	10,439	19,634	1,923	12,747	11,459	30,197	10,632	7,304	578	1,275	1,547	744	726
2019	9,136	15,807	9,721	18,740	2,212	12,264	10,895	27,628	9,517	6,328	553	1,234	1,534	722	747
2020	4,883	10,365	5,669	12,140	1,245	6,773	6,494	17,179	7,009	4,217	389	498	1,078	197	0

NOVEMBER ACCESS RIDERSHIP COMPARISONS 2018-2019-2020



2018	2019	2020
5,958	6,399	2,877

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

Route 1-Waynedale Northcrest	7.74
Route 2-Time Corners Georgetown	15.02
Route 3-Village Woods Canterbury	8.78
Route 4-Wells Ludwig Parkview	12.55
Route 5-Southeast Local	4.39
Route 6-Franke Park McKinnie	10.04
Route 7-Anthony Oxford	9.85
Route 8-Glenbrook Southtown	12.45
Route 9-Broadway Taylor Gateway	10.50
Route 10-Lewis New Haven	12.70
Route 21-Dupont Road	1.73
Route 22-West Jefferson Lutheran	3.91
Route 31X-Downtown/ARC Express	0.79
Route 15-MedLink	2.16

Fixed Route:

- November 2020 – 79,051 trips (decrease of 49,228 trips/-38.38%)
- 128,279 trips November 2019
- On-time performance was at 94.22%
- Average weekday ridership - 3,557

ACCESS Ridership:

- November 2020 - 2,877 (decrease of 3,522 trips/ -55.04%)
- November 2019 - 6,399
- Average weekday trips for November - 135
- On-time performance - 92.71%

- **Token Transit:**
 - Mobile pass sales for November was 8,958.35 for net of \$8,198.55
 - Usage was 2,259 on fixed route and 496 on Access

- **5310 Pass Through to Community Transportation Network:**
 - 923 trips - November 2020

- **Greyhound:**
 - 310 tickets - November 2020 (551 were sold in 2019)
 - 16 packages/bags – November 2020 (27 processed in 2019)

- **Fixed Route Runs**
 - 48 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
 - 21 Full Time Driver

Passenger Service Reports – November 2020

Fixed route:

Twenty-one (21) Passenger Service Reports were received.

- Nineteen (19) were complaints
 - Twelve (12) were unsubstantiated
 - Five (5) regarding discourtesy
 - Four (4) regarding pass by
 - Two (2) regarding careless driving
 - One (1) regarding missed stop
 - Five (5) are being monitored for future action
 - One (1) regarding discourtesy
 - One (1) regarding careless driving
 - One (1) regarding overcharge
 - One (1) regarding driver not wearing mask
 - One (1) regarding missed passenger
 - Two (2) resulted in disciplinary action
 - Two (2) regarding discourtesy
- Two (2) were commendations

Access:

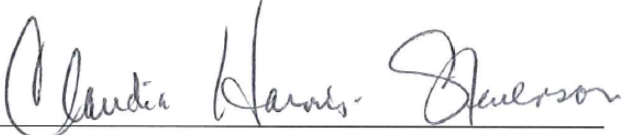
Two (2) Passenger Service Reports were received.

- One (1) was a complaint
 - One (1) is being monitored for future action
 - One (1) regarding discourtesy
- One (1) was a commendation

Customer Service:

One (1) Passenger Service Report was received

- One (1) was a complaint
 - One (1) is being monitored for future action
 - One (1) regarding wrong information given

Prepared by: 



Marketing Report – December 2020

Press Releases

- None in November

Media Coverage

- Free Fare Election Day – WPTA
- Free Fare Election Day - Downtown Fort Wayne Newsletter

Looking Toward 2021

- Reduced price pass sales

Highlights

- AWS approved grant application for \$25,000 for access service
- BYD donated 500 masks & 240 individual hand sanitizers
- Attended training for PTASP 11/19
- Met with Jason Yan from BYD 11/20
- Attended APTA meeting 11/23
- Bought, organized, and passed out Thanksgiving treats to all employees 11/25

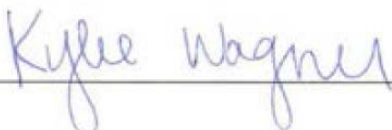
Website

- 10,011 Pageviews in November
- 10,057 Pageviews in October
- 11,563 Pageviews in September

Social Media (last 30 days)

- Stephen to receive info the week of December 10

Prepared by:





Human Resources Report

As of November 30, 2020:

Current Count of Employees 128

Departments Fully Staffed:

Administration	No	Operations	No	Customer Service	No
Finance	Yes	Maintenance	No		

Recruitment:

Operations - Access Drivers (5)
 Operations – Safety Manager (1)
 Maintenance – Procurement Manager (1)
 Maintenance - Mechanic 1 (1)
 Maintenance - Mechanic 2 (1)
 Maintenance – Hostler (1)
 Customer Service – Customer Service Rep. (1-2)

New Hires:

Operations – Access Drivers (3)

Training:

Human Resources - Gov. Holcomb’s Press Conferences regarding COVID-19 (1)
 Operations – OSHA Accident & Incident Investigations – Root Cause & Prevention Methods (1)
 Marketing – APTA Small Ops Committee Meeting (1)
 Customer Service/Operations/Maintenance/Marketing – PTASP – Public Transit Action Safety Plan Training (5)

Collision Accidents – Month of November:

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

EEOC: Claims Filed = 0 Claims Open = 0 Claims Closed = 0

Other:

Employees Quarantined 11/1 thru 11/30/2020 = 15
 Employees Tested Positive for COVID-19 = Total 9
 Employees Tested for COVID 19 = Total 67
 Management = 15 Operations/ Union Exec BD = 40
 Admin Staff = 7 Maintenance = 5

Deadline extended for testing is Friday 12/31/2020
Employees Can Take More Than One Test Thru BHS on Coldwater Road
Monday thru Friday/Cook Road Saturday & Sunday

Prepared by: Jean Marie Boykins



Maintenance Report
November 2020

Fixed Route Buses

Mileage

- Total Miles: 106,945
- Fuel Usage: 20,224
- Ave. MPG: 4.71

PMI's

- Scheduled: 8
- Completed: 8
- % Completed: 100%

Road Calls

- Road Calls: 2
- Miles Between RC: 53,473

Access Buses

Mileage

- Total Miles: 32,689
- Fuel Usage: 2,861
- Ave. MPG: 8.36

PMI's

- Scheduled: 4
- Completed: 4
- % Completed: 100%

Road Calls

- Road Calls: 0
- Miles Between RC: 32,689

Labor

Statistics

- # of Work Orders: 116
- Labor Hours: 502.5
- AVG Repair Time: 4.33

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: 23,085 Gallons
- Fuel cost per Gallon: \$2.00
- Total Fuel Cost: \$46,170.00

2019

- Total Fuel Used This Month: 25,066 Gallons
- Fuel cost per Gallon: \$2.12
- Total Fuel Cost: \$53,139.92

2018

- Total Fuel Used This Month: 26,410 Gallons
- Fuel cost per Gallon: \$2.36
- Total Fuel Cost: \$62,327.6

Prepared by:

A handwritten signature in black ink, consisting of several overlapping loops and a long vertical stroke, positioned below the text "Prepared by:".

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	2		29	35 or less	Total Road Calls
YTD	3	5	8	9	11	14	16	22	25	27	29				
Access															
2020 Major Road Calls	0	0	0	0	0	0	1	0	1	0	0		2	10 or less	Total Road Calls
YTD	0	0	0	0	0	0	1	1	2	2	2				
Accidents															
Fixed Route															
2020 Preventable Accidents	3	2	2	2	0	3	0	1	1	1	0		15	20 or less	Preventable
YTD	3	5	7	9	9	12	12	13	14	15	15				
Total Collision Accidents	3	4	8	2	2	5	1	4	3	3	1		36	report only	Total Accidents
YTD	3	7	15	17	19	24	25	29	32	35	36				
Access															
2020 Preventable Accidents	1	0	0	0	0	0	0	1	2	1	0		5	8 or less	Preventable
YTD	1	1	1	1	1	1	1	2	4	5	5				
Total Collision Accidents	1	0	1	1	0	1	1	2	2	1	0		10	report only	Total Accidents
YTD	1	1	2	3	3	4	5	7	9	10	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%	94.22%		95.09%	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%	92.71%		98.43%	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	\$97.42		\$97.85	\$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	\$68.61		\$56.72	\$29.00	\$28 or less
Free Access Trips on FR	1,329	1,185	867	45	117	888	942	781	975	1,157	803		9,089		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	\$54,240		\$699,237	\$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)	(\$24,944)		(\$329,594)		
YTD +/-	\$7,879	\$3,003	(\$13,360)	(\$94,798)	(\$183,164)	(\$203,384)	(\$226,485)	(\$262,171)	(\$284,472)	(\$304,650)	(\$329,594)				
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	\$5,738		\$101,802		
Monthly +/-	\$3,521	\$3,647	(\$6,957)	(\$13,406)	(\$14,930)	(\$4,274)	(\$5,534)	(\$8,141)	(\$4,762)	(\$5,831)	(\$8,513)		(\$65,180)		
YTD +/-	\$3,521	\$7,168	\$211	(\$13,195)	(\$28,125)	(\$32,399)	(\$37,933)	(\$46,074)	(\$50,836)	(\$56,667)	(\$65,180)				
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	\$9,358	\$10,579	\$8,298	\$0	\$2,173	\$5,844	\$6,689	\$8,353	\$8,002	\$9,164	\$8,958		\$77,418		
Monthly +/-	\$442	\$1,401	(\$1,186)	(\$9,867)	(\$7,399)	(\$3,017)	(\$3,519)	(\$2,009)	(\$1,563)	(\$1,703)	(\$544)		(\$28,964)		
YTD +/-	\$442	\$1,843	\$657	(\$9,210)	(\$16,609)	(\$19,626)	(\$23,145)	(\$25,154)	(\$26,717)	(\$28,420)	(\$28,964)				

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	79,051		979,190	Increase 34,000 annually
Monthly +/-	11,747	(876)	(32,713)	(83,695)	(85,366)	(47,204)	(50,846)	(59,855)	(44,348)	(53,152)	(49,228)		(495,536)	
YTD +/-	11,747	10,871	(21,842)	(105,537)	(190,903)	(238,107)	(288,953)	(348,808)	(393,156)	(446,308)	(495,536)			
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	2887		44,008	<i>report only</i>
Monthly +/-	977	55	(2,343)	(5,195)	(4,745)	(2,173)	(2,132)	(2,001)	(1,763)	(2,652)	(3,512)		(25,484)	
YTD +/-	977	1,032	(1,311)	(6,506)	(11,251)	(13,424)	(15,556)	(17,557)	(19,320)	(21,972)	(25,484)			
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	<i>report only</i>
Monthly +/-	197	132	64	88	102	141	140	(113)	(15)	(61)	(943)		(268)	
YTD +/-	197	329	393	481	583	724	864	751	736	675	(268)			
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	90,234	89,743	91,951	98,325	81,938	0	1,032,546	<i>report only</i>
Monthly +/-	12,921	(689)	(34,992)	(88,802)	(90,009)	(49,236)	(52,838)	(61,969)	(46,126)	(55,865)	(53,683)		(521,288)	
YTD +/-	12,921	12,232	(22,760)	(111,562)	(201,571)	(250,807)	(303,645)	(365,614)	(411,740)	(467,605)	(521,288)			
Greyhound Ticket Sales														
2020 Passenger tickets sold	525	453	407	226	327	429	425	378	328	355	310		4,163	<i>report only</i>
2020 Packages/bags	38	29	23	19	17	32	22	21	14	14	16		245	<i>report only</i>

Resolutions and Ordinance

- i. RESOLUTION 06-2020: Transfer from General Fund to Cum Fund
- ii. RESOLUTION 07-2020: Transfer of Funds-Budget Categories (if needed)

RESOLUTION 06 - 2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FORT WAYNE PUBLIC TRANSPORTATION CORPORATION (CITILINK) APPROVING THE TRANSFER OF MONIES FROM THE GENERAL FUND TO THE CUMULATIVE FUND

WHEREAS, on August 8, 2019, the Board of Directors of Citilink (the “Board”) adopted the calendar year 2020 budget (the “2020 Budget”); and

WHEREAS, as contemplated by the 2020 Budget, the Board now wishes to authorize the transfer of \$500,000.00 from Citilink’s General Fund to its Cumulative Fund.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE FORT WAYNE PUBLIC TRANSPORTATION CORPORATION, that the Controller of Citilink, Bruce Miller, is hereby authorized to take such action as is necessary and advisable to transfer the sum of \$500,000.00 from Citilink’s General Fund to its Cumulative Fund.

ATTEST:

APPROVED:

Glynn Hines, Secretary
Fort Wayne Public Transportation
Corporation

Sherese Fortriede, Chairperson
Fort Wayne Public Transportation
Corporation

Adopted this 10th day of December, 2020.

OLD BUSINESS AND NEW BUSINESS

Old Business:

- a. Election of Officers 2021

New Business:

- a. General Manager Search Firm
- b. 2021 Board Retreat

Open Discussion by the Board