

August 13, 2020

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

BOARD MEMBERS

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

CITILINK STAFF

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

**CORPORATE
COUNSEL**

Tom Trent
Denny Logan

Meeting Minutes

Public Comment

Board of Directors Reports

Financial Report

Operations Report

Marketing Report

Human Resources Report

Maintenance Report

General Manager's Report

Introduction and/or Adoption
of Resolutions and Ordinances

Old Business and New Business

Open Discussion by the Board

TENTATIVE AGENDA
FORT WAYNE PUBLIC TRANSPORTATION CORPORATION
BOARD OF DIRECTORS MEETING
ORDER OF BUSINESS
THURSDAY, AUGUST 13, 2020 5:30 PM
801 LEESBURG ROAD, FORT WAYNE, INDIANA 46808

REGULAR MEETING to start at 5:30 PM via Zoom

1. Reading, correcting and approval of the Minutes of the previous meeting(s):
 - a. Regular Board Meeting Minutes (7/9//2020)
 - b. Executive Committee Meeting Minutes (7/16/2020)
2. Written Communications from the public¹, including petitions and remonstrances:
3. Board of Directors Reports:
 - a. Executive Committee - Sherese Fortriede
 - b. Finance Committee - Nelson Coats
 - c. Legislative Committee - Lana Keesling
 - d. Marketing Committee - Sherese Fortriede
 - e. Personnel Committee - Ron Steinman
 - f. Transit Planning Committee - Reese Pearl
- Staff Reports:
4. Financial Report
 - a. Approval of the Record of Transmittals
5. Operations Report
6. Marketing Report
7. Human Resources Report
8. Maintenance Report
9. General Manager's Report
10. Introduction and/or Adoption of Resolutions and Ordinances:
 - a. Resolutions
 - b. Appropriation Ordinances
 - c. General Ordinances
11. Old Business and New Business:
 - a. Old Business
 - b. New Business
12. Open Discussion by the Board

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



BOARD MEETING MINUTES

Board of Directors Meeting
801 Leesburg Road, Fort Wayne, Indiana 46808

July 9, 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 5:34 PM by Chairperson Fortriede. There was a delay in the start of the meeting due to technical difficulties of the Zoom meeting.

2. Roll Call

Roll call was administered by Chairperson Fortriede.

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

Members Absent: Lana Keesling

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

Staff Absent: Bruce Miller, and Ernest Johnson, President: Local 682

Others Present: Tom Trent, Corporate Counsel, Denny Logan, Corporate Counsel, and Ashley Gilbert-Johnson, Rothberg Logan & Warsco, LLP

3. Reading, Correcting and Approving of Minutes

- a. Regular Board Meeting Minutes (6/11/2020)

The Regular Board Meeting minutes of June 11, 2020, were approved unanimously by those present of the Board of Directors. Mr. Hines made motion for the approval of the minutes, and Mr. Steinman seconded the motion. Due to technical

difficulties, Mr. Steinman was not present during the vote; therefore, Ms. Fortriede voted in favor of the approval of the minutes.

4. Public Comment

None

5. Board of Directors Reports

- a. Executive Committee: No Report
- b. Finance Committee: No Report
- c. Legislative Committee: No Report
- d. Marketing Committee: No Report
- e. Personnel Committee: No Report
- f. Transportation Planning Committee: No Report

6. Financial Report

Due to Mr. Miller's absence, Mr. Pearl presented the Financial report for the month of June. He stated that Citilink's overall revenue was under by approximately 8.2% which was primarily due to the drastic decrease in ridership related to COVID 19 and not drawing down as much 5307 Special Rules Operations funds as budgeted. Operating expenses were under budget by 8.5%. This was in part due to the company experiencing a large savings in Group Medical Insurance and fuel costs.

The Board reviewed the Interim Record of Transmittals for the period between 7/1/2020 – 7/10/2020, and the June Records of Transmittals, which were included in the Board packet. Mr. Traxmor Motioned to approve the Records of Transmittals, and Mr. Coats seconded the motion. All members present voted in favor for the approval of the Records of Transmittal. Chair Fortriede voted in favor of approval because Mr. Steinman was not present during the vote, due to technical issues. The Records of Transmittals were approved by unanimous vote of the Board.

Mr. Pearl proceeded to highlight that the sick pay expenditure was higher than normal due to the fact that there was a retirement pay-out in June. Mr. Pearl then gave the Board an overview of the February financial statement, which was also set forth in the Board packet.

7. Operations Report

Claudia Harris-Stevenson provided the Board with an overview of the June

Operations report. She highlighted, that June's Fixed Route ridership is down 30.18% compared to June of 2019. She also stated that Access and Greyhound trips is still below last year's figures, but that there has been a steady increase in ridership since March. A complete copy of the Operations report was set forth in the Board packet

8. Marketing Report

Marketing Manager, Ms. Wagner provided the marketing report for the month of June, a complete copy of which was set forth in the Board packet. Ms. Wagner highlighted that the Maintenance Supervisor took pictures of hostlers cleaning the buses, which were posted on social media, to show that the company is doing everything possible to keep the riders safe. The trip planner has issues; however, it is in the process of being changed.

9. Human Resources Report

Ms. Boykins provided the Human Resources report for the month of June. A complete copy of the report was included in the Board packet. Ms. Boykins informed the Board that an Operations Supervisor has been selected, and that we will be hiring drivers. She mentioned that almost all departments have continued training via the internet. Also, Ms. Boykins informed the Board that 32 employees have tested for COVID 19, and that two tested positive.

Mr. Traxmor asked Ms. Boykins what Citilink's role was in following the positive COVID 19 test results? And what responsibility the company had in regards to tracing.

Ms. Boykins replied that if an employee tests positive, they cannot return to work until they have quarantined, and have been confirmed negative, and no longer have any symptoms, per CDC guidelines.

Mr. Hines asked which department(s) the positive cases were in?

Ms. Boykins answered that per the CDC and the Department of Health, the company can only say how many people tested positive.

10. Maintenance Report

Maintenance Supervisor Rodriguez provided the Maintenance report for the month of June. A complete copy of the report was included in the Board packet. Mr. Rodriguez highlighted that the fuel costs for 2020 were 25 cents less per gallon than in 2019. There was a 100% completion rate of preventative maintenance inspections for both Access and Fixed Route buses. Also, Citilink is seeking to hire 2 qualified mechanics, and 1 building and grounds employee.

11. General Manager's Report

Mr. Pearl provided the General Manager's report for the month of June. A complete copy of the report was included in the Board packet. Mr. Pearl mentioned an option for a 1-year free trial of Elerts warning system that they are offering on a limited scope. This is an app that the public can alert the authorities regarding "See something, say something," that would notify: Citilink, the police, the fire department, or the City if there was an issue, and where it was at.

Mr. Traxmor inquired about a joint bus RFP (request for purchase), and why INDOT does not coordinate for the whole state?

Mr. Pearl explained that the joint bus RFP is in conjunction with a transportation system in Illinois that is developing the RFP. They have asked other transportation systems if they would like to go in with them, and piggyback off of their RFP. The reason that INDOT does not coordinate for the entire state, is that they do not do RFP's for buses. They only deal in vehicles as large as box trucks.

Mr. Traxmor also asked about the status of the City fixing the cross walks.

Mr. Pearl stated that he had inquired to the City about the repair of the cross walks, but that he has not heard back from them yet, but that he would keep Mr. Traxmor informed of their progress.

12. Introduction and/or Adoption of Resolutions and Ordinances

10.1 RESOLUTION R-04-20

A RESOLUTION AUTORIZING THE GENERAL MANAGER/ CEO TO SIGN THE CONTRACT FOR THE AVL/AVA PROCUREMENT TO DOUBLEMAP. INC.

Mr. Pearl presented the resolution, stating that Rothberg Logan & Warsco assisted in negotiating a very solid agreement with DoubleMap that is beneficial to Citilink. DoubleMap dropped their price just under \$225,000. The annual data cost is \$8,100 as opposed to our current price of \$2,000 - \$2,500 per month with our present provider.

Mr. Pearl made a request to authorize signature and enter into an agreement with DoubleMap.

Mr. Coats motioned to approve Resolution R-04-20. Mr. Urberg seconded the motion.

Mr. Traxmor asked if Citilink has any comparative data on what other cities are paying for this software? He also inquired if the plan was proportional to the system?

Citilink completed an Independent Cost Estimate. However, based on past experience with other systems, Mr. Pearl said that the price was in-line, if not less, if not less than what other systems are paying.

Mr. Pearl also stated that Citilink is getting quite a few updates. elevated bus tracking and additional features. All members present voted in favor of Resolution R-04-20. Due to the temporary absence of Mr. Steinman, Chair Fortriede voted in favor of this resolution. The resolution passed unopposed.

13. Old Business and New Business

Old Business:

- a. The 2020 Marketing Plan was presented by Ms. Wagner. She highlighted some of the main points that are in the plan. The Citilink 2020 Marketing Plan was included in the Board packet.

In regards to the plan's budget, the expenditures for this year are \$58,100, which would leave balance of \$36,000. The Marketing Committee had talked about saving some money for next year. With new routes coming into play, new maps will need to be made and various other expenditures.

Chair Fortriede entertained a motion to approve the 2020 marketing Plan. Mr. Urberg motioned for the approval. Mr. Hines seconded the motion for approval. All present voted for approval of the 2020 marketing Plan. Due to the temporary absence of Mr. Steinman, Chair Fortriede voted in favor of approval. The motion passed.

- b. The Citilink 2020 Strategic Plan was presented by Mr. Pearl. Following the Strategic Plan in the Board Packet, is a memorandum that highlights the changes in the plan.

The concept of advocacy was incorporated into the plan, as well as an emphasis on safety. In addition, an implementation of using the Transit Development Plan as a guide to achieve corporate goals was added to the plan.

Chair Fortriede entertained a motion that the Citilink 2020 Strategic Plan be adopted as supplemented by Mr. Pearl's memorandum. Mr. Hines made motion to adopt the strategic plan. Mr. Coats seconded that motion. Because of the momentary absence of Mr. Steinman, Chair Fortriede voted in favor of the adoption of the plan, the motion to adopt the Citilink 2020 Strategic Plan as supplemented passed.

Mr. Traxmor brought up a resolution that he had passed out to the Board on March 12, 2020. There had been some debate over the resolution at the March meeting. The resolution was the delayed for 90 days. Mr. Traxmor inquired about the status of a 90-day review.

Subject to Mr. Pearl's direction, a memorandum was presented by Rothberg Logan & Warsco, LLP, and read by Ashley Gilbert-Johnson to the Board regarding that resolution.

After additional discussion in regards to the resolution, Mr. Steinman motioned to deny bringing forth a resolution to declare a climate emergency. Mr. Hines seconded that motion.

Following a brief discussion, a vote was taken, and the motion to deny bringing forth a resolution to declare a climate emergency passed.

New Business:

None

14. Open Discussion

Mr. Hines said that he was getting a number of inquiries about bus huts. Ms. Fortriede asked Mr. Pearl to forward Mr. Shippy's contact information to Mr. Hines.

There being no further discussion, Chairperson Fortriede adjourned the Board meeting at 6:34 PM.

Attest:

Sherese Fortriede
Chair

Ron Steinman
Vice Chair

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION-
Meeting of the Citilink Board of Directors Executive Committee
June 16, 2020

An Executive Session of the Board of Directors of the Fort Wayne Public Transportation Corporation was held on Thursday, June 16, 2020, beginning at 9:05a.m. via Zoom.

Committee Members Present: Ms. Sherese Fortriede, Chair, Mr. Ronald Steinman, and Mr. Glynn Hines.

Staff Present: Mr. Maurice Pearl and Ms. Ruth Vosmeier

Others Present: Mr. Thomas Trent and Mr. Jason Scheele, Legal Counsel.

The Executive Committee 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 10:04 a.m.

Attest:

Sherese Fortriede
Chair

Ron Steinman
Vice Chair

PUBLIC COMMENT

Board of Directors Reports

TO: FORT WAYNE PUBLIC TRANSPORTATION CORPORATION BOARD OF DIRECTORS
 FROM: BRUCE MILLER, CONTROLLER
 August 13, 2020
 SUBJECT: FINANCIAL REPORT

Agenda Item #4.1

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CONTROLLER'S REPORT

August 13, 2020

JULY 2020 FINANCIAL DATA

Overall revenue is under budget by approximately 8.7% primarily due to a decrease in ridership related to Covid and the fact that we don't anticipate drawing down as much 5307 Special Rule Operations funds in the current year as was budgeted. Operating expenses are under budget by approximately 8.1%. Part of the reason for the savings is due to the fact that we have experienced a large savings in Group Medical Insurance and Fuel. These are lower due to the health insurance renewal coming in lower than what we had anticipated and diesel fuel prices being significantly lower than budgeted.

Please note that the Passenger Fares and Paratransit revenue line items are starting to show increases as we start to collect fares again, however they are substantially lower than prior years as we continue to experience a decline in ridership related to Covid.

Citilink's cash position as of July 31, 2020 is roughly \$167,000 higher as compared to the cash position as of July 31, 2019.

Financial Summary Comparison

	July		Year-to-date			
	2020	2019	2020	2019	\$ Diff	% Diff
Operating revenue	\$ 116,203.55	\$ 123,425.87	\$ 814,902.79	\$ 1,091,455.25	\$ (276,552.46)	-25.34%
Non-operating revenue	\$ 1,058,183.02	\$ 974,047.07	\$ 7,748,359.46	\$ 6,860,687.94	\$ 887,671.52	12.94%
Total Revenue	\$ 1,174,386.57	\$ 1,097,472.94	\$ 8,563,262.25	\$ 7,952,143.19	\$ 611,119.06	7.68%
Operating Expenses	\$ 1,205,461.24	\$ 1,182,129.75	\$ 8,209,099.11	\$ 8,188,939.56	\$ 20,159.55	0.25%

RECORD OF TRANSMITTALS

The Record of Transmittals for July 2020 is included in your packet. The interim Record of Transmittals for August 1-13, 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
07/31/2020**

OLD National Bank

Checking	\$	2,228,732.12
Ticket Vending Machine	\$	1,153.00
Credit Card	\$	2,193.63
Money Market	\$	5,336.85
	\$	<u>2,237,415.60</u>

Horizon Bank (was Salin)

Savings	\$	1,111,924.82	
TOTAL			<u><u>\$ 3,349,340.42</u></u>

Fund Balances

Operating	\$	1,023,784.19	
Workers' Comp	\$	1,000,000.00	
Liability	\$	256,981.19	
Matching	\$	200,384.52	
Levy Excess	\$	-	
Rainy Day	\$	868,190.52	
			<u><u>\$ 3,349,340.42</u></u>

CASH ACTIVITY SUMMARY

	<u>Current Month</u>		<u>Y-T-D</u>	
Beginning Balance	\$	4,141,195.47	\$	3,807,967.59
Receipts	\$	403,151.08	\$	8,200,874.76
Disbursements	\$	1,195,006.13	\$	8,659,501.93
Ending Balance	\$	<u>3,349,340.42</u>	\$	<u>3,349,340.42</u>
	\$	-	\$	-

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION/CITILINK

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

	Period to Date			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
REVENUE						
OPERATING REVENUE						
Passenger Fares	61,605.05	119,466.67	-57,861.62	451,728.88	836,266.67	-384,537.79
Paratransit	7,262.55	15,330.00	-8,067.45	65,240.15	107,310.00	-42,069.85
Fare Subsidy	24,274.20	33,528.25	-9,254.05	197,296.95	234,697.75	-37,400.80
Advertising Service	22,923.75	13,333.33	9,590.42	99,883.81	93,333.33	6,550.48
ID Cards	138.00	50.00	88.00	753.00	350.00	403.00
TOTAL OPERATING REVENUE	116,203.55	181,708.25	-65,504.70	814,902.79	1,271,957.75	-457,054.96
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	1,232,242.06	1,220,921.92	11,320.14
Property Taxes	472,482.00	472,482.33	-0.33	3,307,374.00	3,307,376.33	-2.33
Excise Taxes	31,380.67	31,380.67	0.00	219,664.69	219,664.67	0.02
Bank Taxes	2,381.33	2,381.33	0.00	16,669.31	16,669.33	-0.02
COIT Tax	81,463.17	76,964.42	4,498.75	661,859.19	538,750.92	123,108.27
Commercial Vehicle Taxes	2,707.92	2,707.92	0.00	18,955.44	18,955.42	0.02
JARC	0.00	0.00	0.00	0.00	0.00	0.00
Capitalize Maintenance	160,000.00	171,253.33	-11,253.33	1,120,000.00	1,198,773.33	-78,773.33
CMAQ	0.00	6,666.67	-6,666.67	0.00	46,666.67	-46,666.67
Complementary Paratransit	26,912.83	26,912.83	0.00	188,389.81	188,389.83	-0.02
FTA 5307 - Operations	100,000.00	173,525.83	-73,525.83	900,000.00	1,214,680.83	-314,680.83
New Freedom	0.00	0.00	0.00	0.00	0.00	0.00
Private Grants	0.00	0.00	0.00	0.00	0.00	0.00
FTA - Program Administration for 5310	0.00	1,666.67	-1,666.67	2,666.00	11,666.67	-9,000.67
FTA 5310 - Operational Funds Pass Thru	0.00	8,333.33	-8,333.33	24,000.00	58,333.33	-34,333.33
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	583.33	-546.45
Investment Income	158.32	416.67	-258.35	1,430.87	2,916.67	-1,485.80
Accident Repair Recovery	2,096.63	500.00	1,596.63	10,211.18	3,500.00	6,711.18
Greyhound Agency Income	2,012.04	5,000.00	-2,987.96	14,200.26	35,000.00	-20,799.74
Other Miscellaneous Income	553.53	4,583.33	-4,029.80	30,659.77	32,083.33	-1,423.56
Gain/Loss on Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING REVENUE	1,058,183.02	1,159,276.08	-101,093.06	7,748,359.46	8,114,932.58	-366,573.12
TOTAL REVENUE	1,174,386.57	1,340,984.33	-166,597.76	8,563,262.25	9,386,890.33	-823,628.08
OPERATING EXPENSES						
SALARIES AND WAGES						
Operations Supervisors Wages	24,533.28	25,148.83	-615.55	174,762.32	176,041.83	-1,279.51
Drivers Wages	368,827.71	350,661.92	18,165.79	2,468,058.79	2,454,633.42	13,425.37
Dispatchers & Other Wages	24,335.27	26,399.83	-2,064.56	183,173.27	184,798.83	-1,625.56
Maintenance Supervisors Wages	9,620.40	14,686.58	-5,066.18	55,358.72	102,806.08	-47,447.36
Mechanics & Service Wages	59,824.65	55,908.83	3,915.82	391,952.77	391,361.83	590.94
General Office Wages	26,146.18	24,644.50	1,501.68	169,213.29	172,511.50	-3,298.21
General Management Wages	18,758.88	16,302.92	2,455.96	127,647.04	114,120.42	13,526.62
Sick Pay	16,412.16	22,761.50	-6,349.34	131,433.87	159,330.50	-27,896.63
Holiday Pay	21,326.44	13,202.42	8,124.02	88,745.92	92,416.92	-3,671.00
Vacation Pay	41,800.04	35,484.75	6,315.29	207,900.78	248,393.25	-40,492.47
Other Paid Absence	6,341.72	11,828.25	-5,486.53	50,907.85	82,797.75	-31,889.90
TOTAL SALARIES AND WAGES	617,926.73	597,030.33	20,896.40	4,049,154.62	4,179,212.33	-130,057.71

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION/CITILINK

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

	Period to Date			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
FRINGE BENEFITS						
FICA Taxes	45,299.37	45,111.83	187.54	296,131.39	315,782.83	-19,651.44
Pension	47,118.20	56,288.17	-9,169.97	355,356.06	394,017.17	-38,661.11
Group Medical Insurance	222,629.95	253,458.75	-30,828.80	1,518,884.54	1,774,211.25	-255,326.71
Group Dental Insurance	6,599.74	7,879.58	-1,279.84	50,445.25	55,157.08	-4,711.83
Group Life Insurance	3,078.40	3,202.50	-124.10	20,960.50	22,417.50	-1,457.00
Group Disability Insurance	5,953.72	6,355.67	-401.95	41,614.76	44,489.67	-2,874.91
Group Vision Insurance	2,749.13	2,959.25	-210.12	19,060.21	20,714.75	-1,654.54
Separation Expense	0.00	0.00	0.00	0.00	0.00	0.00
Unemployment Taxes	37.95	502.75	-464.80	6,167.28	3,519.25	2,648.03
Workers' Compensation	11,367.58	11,329.50	38.08	76,883.79	79,306.50	-2,422.71
Drivers' Uniforms	2,308.78	3,181.67	-872.89	15,092.94	22,271.67	-7,178.73
TOTAL FRINGE BENEFITS	347,142.82	390,269.67	-43,126.85	2,400,596.72	2,731,887.67	-331,290.95
MATERIALS AND SUPPLIES						
Fuel and Lubricants	64,907.28	86,904.17	-21,996.89	400,938.96	608,329.17	-207,390.21
Tires and Tubes - Fixed Route	6,691.27	6,250.00	441.27	36,956.95	43,750.00	-6,793.05
Tires and Tubes - Paratransit	232.00	1,613.33	-1,381.33	3,712.00	11,293.33	-7,581.33
Tickets, Transfers and Schedules	0.00	1,666.67	-1,666.67	18,154.40	11,666.67	6,487.73
Parts - Rebuilt	36.00	0.00	36.00	1,693.19	0.00	1,693.19
Parts - Other Vehicles	0.00	0.00	0.00	0.00	0.00	0.00
Parts/Supplies - Paratransit	10,633.66	10,083.33	550.33	49,721.91	70,583.33	-20,861.42
Parts/Supplies - Revenue Equipment	18,731.25	36,250.00	-17,518.75	161,449.32	253,750.00	-92,300.68
Inventory Adjustment	0.00	0.00	0.00	-9.03	0.00	-9.03
Parts/Supplies - Shop Equipment	1,423.89	2,500.00	-1,076.11	14,022.28	17,500.00	-3,477.72
Parts/Supplies - Service Equipment	15.00	1,000.00	-985.00	2,116.20	7,000.00	-4,883.80
Accident Repairs	0.00	0.00	0.00	21,944.42	0.00	21,944.42
Coveralls	1,408.16	2,752.08	-1,343.92	15,232.44	19,264.58	-4,032.14
Service Supplies	3,840.67	3,333.33	507.34	26,001.09	23,333.33	2,667.76
Farebox Repairs	0.00	2,000.00	-2,000.00	1,460.41	14,000.00	-12,539.59
Outside Maintenance	5,080.18	8,333.33	-3,253.15	40,413.84	58,333.33	-17,919.49
Other Materials & Supplies	10,045.46	4,000.00	6,045.46	47,495.36	28,000.00	19,495.36
TOTAL MATERIALS AND SUPPLIES	123,044.82	166,686.25	-43,641.43	841,303.74	1,166,803.75	-325,500.01
SERVICES						
Professional and Technical	2,500.00	10,003.33	-7,503.33	78,841.20	70,023.33	8,817.87
Temporary Help	3,403.75	0.00	3,403.75	44,126.27	0.00	44,126.27
Maintenance Contracts	7,914.89	8,291.25	-376.36	61,458.09	58,038.75	3,419.34
Custodial Services	3,403.68	4,700.00	-1,296.32	32,697.18	32,900.00	-202.82
Security Services	5,300.00	3,500.00	1,800.00	32,869.94	24,500.00	8,369.94
Legal Services	17,065.58	15,125.00	1,940.58	118,850.67	105,875.00	12,975.67
Data Processing	2,630.83	2,750.00	-119.17	18,446.00	19,250.00	-804.00
TOTAL SERVICES	42,218.73	44,369.58	-2,150.85	387,289.35	310,587.08	76,702.27
UTILITIES						
Heat, Lights and Water	7,644.10	13,000.00	-5,355.90	79,180.87	91,000.00	-11,819.13

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION/CITILINK

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

	Period to Date			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
INSURANCE						
Physical Damage Insurance	833.33	833.33	0.00	5,833.31	5,833.33	-0.02
Liability Insurance	15,000.00	15,000.00	0.00	105,000.00	105,000.00	0.00
Other Corporate Insurance	29,879.40	17,252.58	12,626.82	169,413.63	120,768.08	48,645.55
TOTAL INSURANCE	45,712.73	33,085.92	12,626.81	280,246.94	231,601.42	48,645.52
TAXES						
Fuel and Lubricant Taxes	769.76	510.00	259.76	4,626.23	3,570.00	1,056.23
Other Taxes	0.00	0.00	0.00	7.35	0.00	7.35
TOTAL TAXES	769.76	510.00	259.76	4,633.58	3,570.00	1,063.58
PURCHASED TRANSPORTATION						
Purchased Transportation	8,000.00	8,333.33	-333.33	56,000.00	58,333.33	-2,333.33
MISCELLANEOUS EXPENSES						
Dues and Subscriptions	1,620.83	2,310.67	-689.84	15,993.61	16,174.67	-181.06
Travel and Meetings	461.98	2,916.67	-2,454.69	10,695.59	20,416.67	-9,721.08
Bad Debt Expense	0.00	0.00	0.00	0.00	0.00	0.00
Advertising/Media	125.00	7,915.50	-7,790.50	14,838.39	55,408.50	-40,570.11
Communications Service	4,111.85	3,973.00	138.85	28,380.39	27,811.00	569.39
CDL/Phys/Drug Test	1,979.00	835.00	1,144.00	9,214.50	5,845.00	3,369.50
Bank Fees	1,277.89	1,300.00	-22.11	8,274.42	9,100.00	-825.58
Other Miscellaneous Expense	380.00	500.00	-120.00	1,516.95	3,500.00	-1,983.05
TOTAL MISCELLANEOUS EXPENSES	9,956.55	19,750.83	-9,794.28	88,913.85	138,255.83	-49,341.98
LEASES AND RENTALS						
Office Equipment Lease	0.00	180.00	-180.00	303.44	1,260.00	-956.56
VEHICLE TRACKING SYSTEM						
Vehicle Tracking System	3,045.00	3,000.00	45.00	21,476.00	21,000.00	476.00
TOTAL OPERATING EXPENSES	1,205,461.24	1,276,215.92	-70,754.68	8,209,099.11	8,933,511.42	-724,412.31
NET EARNINGS (LOSS) BEFORE NON-BUDGETED ITEMS	-31,074.67	64,768.42	-95,843.09	354,163.14	453,378.92	-99,215.78
NON-BUDGETED ITEMS						
Depreciation	156,524.88	0.00	156,524.88	1,095,674.16	0.00	1,095,674.16
Unfunded Pension Liability	12,750.00	0.00	12,750.00	89,250.00	0.00	89,250.00
Unfunded Other Postretirement Employee Benefits Liability	43,500.00	0.00	43,500.00	304,500.00	0.00	304,500.00
NET EARNINGS (LOSS)	-243,849.55	64,768.42	-308,617.97	-1,135,261.02	453,378.92	-1,588,639.94

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 07/01/2020 to 07/31/2020

Check Number	Check Date	Vendor Name/Description	Amount
089055	07/10/2020	VICKIE COBBINS & BLACKBURN & GREEN KC2017-611 / 17-097 BI Settlement	4,415.01 <hr/> 4,415.01
089056	07/10/2020	MEDICARE - VICKIE COBBINS KC2017-611 / 17-097 BI Settlement	584.99 <hr/> 584.99
089057	07/10/2020	AFLAC INSURANCE Account Number KR783	1,761.12 <hr/> 1,761.12
089058	07/10/2020	AG PLUS LP 1200 Gal Unleaded - 06/29/2020 1533.5 Gal Unleaded - 06/19/2020 7500 Gal Diesel - 06/09/20 7499 Gal Diesel - 06/18/2020 7499 Gallons Diesel - 06/24/2020	2,208.00 2,821.64 15,264.00 15,261.96 15,261.96 <hr/> 50,817.56
089059	07/10/2020	ALLSTAR COMMUNICATIONS INC Repair on Shop Camera's #3,4 & 7 Repair on Camera B#3 - Baker St	298.25 312.50 <hr/> 610.75
089060	07/10/2020	ALLSTATE - AMERICAN HERITAGE Case Number W1330	919.28 <hr/> 919.28
089061	07/10/2020	AMERICAN EXPRESS Conferencing - Month Conference Calls MarineVinyl - Sheild Project for Drivers Dicks - Item for drivers shield Amazon - Magnets & Wire Indeed.com - Help Wanted Ads Amazon - Planner for Reese Wal-mart - Credit on Thermometers Truckers AC Parts - Blower Mot FastSpring - Webinar for OSHA Mandate MarineVinyl - Sheild Project for Drivers Truckers A/C- Freight Adjustment Indeed.com - Help Wanted Ads Amazon - Suggestion Cards MulchworxLLC - Mulch for landscaping Mains Flower Garden - Flowers	16.98 1,744.89 3.99 51.53 507.17 27.94 -526.38 790.60 212.93 154.49 -45.66 47.72 23.96 100.00 182.97 <hr/> 3,293.13
089062	07/10/2020	AMO CORP Paperclips/Pens/Rubberband/Post it	80.65 <hr/> 80.65
089063	07/10/2020	APPLIED TECHNOLOGY GROUP INC Partner Protection Program Annual TriVium Support - Exp 7/19/21	293.95 1,992.69 <hr/> 2,286.64

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 07/01/2020 to 07/31/2020

Check Number	Check Date	Vendor Name/Description	Amount
089064	07/10/2020	ARROW PEST CONTROL SERV.INC	
		Monthly Pest Control	258.00
		Monthly Pest Control - Baker Street	86.00
			344.00
089065	07/10/2020	ATU COPE	
		Employee COPE (Union) Withheld	13.70
			13.70
089066	07/10/2020	AUTOMOTIVE & IND SUPPLY INC	
		Belt Asm/Brake Calipers/Belts/	364.91
		Belt Asm/Brake Calipers/Belts/	78.28
		Belt Asm/Brake Calipers/Belts/	15.30
		Belt Asm/Brake Calipers/Belts/	76.96
		Belt Asm/Brake Calipers/Belts/	5.20
		Belt Asm/Brake Calipers/Belts/	759.94
		Belt Asm/Brake Calipers/Belts/	10.20
		Belt Asm/Brake Calipers/Belts/	59.25
		Belt Asm/Brake Calipers/Belts/	298.06
		Heater Hose	45.34
		Belt Asm/Brake Calipers/Belts/	19.56
Belt Asm/Brake Calipers/Belts/	447.09		
			2,180.09
089067	07/10/2020	STEPHEN J. BAILEY	
		Social Media Management - May 2020	600.00
			600.00
089068	07/10/2020	JACK L BARBOUR	
		Security for 06/27-07/03/2020	950.00
		Security for 06/20-06/26/2020	950.00
		Security for 05/30/2020 - 06/05/2020	1,150.00
		Security for 06/06-06/12/2020	1,050.00
		Security for 06/13-06/19/2020	950.00
			5,050.00
089069	07/10/2020	MIDWEST AUTO ELECTRIC INC	
		Reman Starter 42MT - 24v	325.00
			325.00
089070	07/10/2020	BLACKSTONE LABORATORIES INC	
		Oil Reports	210.00
		Oil Reports	60.00
			270.00
089071	07/10/2020	ANTHONY BOUILLON	
		2020 Cleaning Allowance	85.00
			85.00
089072	07/10/2020	JEAN MARIE BOYKINS	
		2020 Cell Phone Reimbursement	45.00
			45.00

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 07/01/2020 to 07/31/2020

Check Number	Check Date	Vendor Name/Description	Amount
089073	07/10/2020	BRAKE MATERIALS & PARTS INC. Heavy Duty Blocks	921.44
			921.44
089074	07/10/2020	BRATEMAN'S INC Cedric Smith Latonya James Armando Davila Richard Lamb Cedric Smith LaTricia Augsburger Lora Ware	349.95 691.90 395.94 159.98 39.99 671.90 225.00
			2,534.66
089075	07/10/2020	SHANE M CARRIER Security for 06/22-06/26/2020 Security for 06/15-6/19/2020 Security for 06/29-07/03/2020 Security for 06/15-6/19/2020 Security for 06/22-06/26/2020 Security for 06/29-07/03/2020	-300.00 -300.00 -300.00 300.00 300.00 300.00
			0.00
089076	07/10/2020	CINTAS FIRST AID & SAFETY Lens Cleaner Gloves Cabinet Restocks / Gloves Cabinet Restocks Gloves Cabinet Restocks - Baker Street	37.31 240.43 632.52 384.54 154.95 238.20
			1,687.95
089077	07/10/2020	CITILINK ELITE CLUB Elite Club Employees Withholding	122.50
			122.50
089078	07/10/2020	CITY UTILITIES Account Number 002424600051524 Account Number 004542000698334	12.32 183.68
			196.00
089079	07/10/2020	CLARKE POWER SERVICES, INC Repair on Bus #1041	2,374.74
			2,374.74
089080	07/10/2020	MSC INDUSTRIAL SUPPLY CO Parts & Suypples for Shop Parts & Supplies for Shop Parts and Supplies for Shop Parts and Supplies for Shop	335.69 175.85 329.10 360.71
			1,201.35
089081	07/10/2020	CLEAN FUELS OF INDIANA INC Tank Cleanings	299.73
			299.73

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 07/01/2020 to 07/31/2020

Check Number	Check Date	Vendor Name/Description	Amount
089082	07/10/2020	COMM.TRANS. NETWORK INC. June'20 (981 trips @\$27/trip) 50% Net	8,000.00
			8,000.00
089083	07/10/2020	CONFIDENTIAL SHREDDING Receptacle Paper Shredding	20.00
			20.00
089084	07/10/2020	CRAFT LABORATORIES INC Dress All 5g Max 330g Tote Truck Clean II / CL-200	98.00 1,237.50 1,483.90
			2,819.40
089085	07/10/2020	CUMMINS CROSSPOINT LLC Filters & Sensors 4946046d Core Expensed - returned Fuel Pump/parts for unit 0226 Nox Sensor #1 for stock EGR Valve/Parts for #1557 EGR valve for 1349/stock EGR cleaning parts unit 1556 DPF and DOC for unit 1557 Water Pump/Coolant Sensors Stk Injector for #1759 EGR and parts for unit 1041 Injectors for unit 1043 Injectors and parts unit 1350 #6 injector and parts #6 injector and parts Connectors for stock Spring Hose Clamp for stock Fuel Pump/parts for unit 0226 Fuel injector lines unit 0226 Fuel Manifold for #1350 Pressure Sensor #1044 DPF for 1554 EGR Valve/Parts for #1557 EGR Valve/Parts for #1557 DOC and DPF for unit 1248 Cam sensors for stock water pump for unit 1046 Calibrated ECM on #1555	-80.50 -57.50 -862.50 -80.50 -57.50 -57.50 -57.50 -322.00 211.26 -57.50 862.40 -345.00 -345.00 -57.50 614.10 318.15 74.08 4,618.57 547.15 412.81 46.96 -546.25 583.31 810.69 -868.25 41.44 132.73 151.75
			5,630.40
089086	07/10/2020	ARMANDO DAVILLA 2020 Cleaning Allowance	85.00
			85.00
089087	07/10/2020	DELTA FOREMOST CHEMICAL CORP. Sani-Wipes	355.00
			355.00

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 07/01/2020 to 07/31/2020

Check Number	Check Date	Vendor Name/Description	Amount
089088	07/10/2020	DWD TECHNOLOGY GROUP INC	
		Monthly Server Back Up to Cloud	838.00
		CISCO Any Connect Subscription - May'	245.00
			1,083.00
089089	07/10/2020	EXECUTIVE IMAGE BUILDING SERVICES	
		Cleaning Services - June 2020	1,200.00
		Cleaning Srvs - June 2020 - Baker Street	1,500.00
			2,700.00
089090	07/10/2020	FEDEX	
		Account # 1067-4912-4 L McGuirer	35.71
		Account # 1067-4912-4	31.40
		Account # 1067-4912-4 - M Thompson	26.15
			93.26
089091	07/10/2020	MARQUITTA FLOURNOY	
		2020 Cleaning Allowance	85.00
			85.00
089092	07/10/2020	FORT WAYNE NEWSPAPERS INC	
		JG Subscription 0022121 - Exp 7/12/21	150.80
			150.80
089093	07/10/2020	FORT WAYNE ROTARY CLUB AND FOUNDATIOI	
		Semi-Annual Dues July'20-Dec'20	576.00
			576.00
089094	07/10/2020	FORT WAYNE TRUCK CENTER	
		Stock order - Drums & kits	358.48
		Stock order - Drums & kits	1,412.84
			1,771.32
089095	07/10/2020	FRAME SERVICE INC	
		HCT-2000 24v Dryer	985.00
		Stock Order	285.50
			1,270.50
089096	07/10/2020	FRONTIER	
		Account Number 260-436-7729-031609-!	69.62
			69.62
089097	07/10/2020	FWPTC EMPLOYEE SUNSHINE CLUB	
		Sunshine Club Employee Withholdings	112.00
			112.00

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 07/01/2020 to 07/31/2020

Check Number	Check Date	Vendor Name/Description	Amount
089098	07/10/2020	GILLIG LLC	
		Bike Rack - Accident Repair #0629	964.07
		Items for Stock (Shafts,Bushin	682.72
		Parts for stock	257.06
		Slack Adj / Camshaft for stock	399.96
		Shocks for stock	567.20
		Regulator, Shocks, Lights (stk	1,089.12
		Rear Body Frame - Accident Rep#1352	2,725.02
		Parts for stock	1,187.95
		Parts for stock	1,610.05
		Slack Adj / Camshaft for stock	605.56
		Exhaust Bellows # 1876	454.09
		Stock Order	1,335.56
			11,878.36
089099	07/10/2020	JUAN GONZALEZ	
		2020 Cleaning Allowance	85.00
			85.00
089100	07/10/2020	GOODYEAR TIRE & RUBBER	
		Mileage - May 2020	4,097.38
			4,097.38
089101	07/10/2020	GUARDIAN INS - APPLETON	
		July Vision Premiums	3,026.69
			3,026.69
089102	07/10/2020	RODNEY GUY	
		2020 Cleaning Allowance	85.00
			85.00
089103	07/10/2020	HOGLUND BUS CO INC	
		Sensors for Windows (minibus)	197.81
			197.81
089104	07/10/2020	IDWholesaler	
		Film for ID Printer	236.75
			236.75
089105	07/10/2020	RICOH USA, INC.	
		Black/White & Color Copies	90.53
			90.53
089106	07/10/2020	INDIANA STAMP CO INC	
		Retirement Award - Richard Lamb	147.00
			147.00

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 07/01/2020 to 07/31/2020

Check Number	Check Date	Vendor Name/Description	Amount
089107	07/10/2020	J & K COMMUNICATIONS INC	
		Contract #1848 / 07/04/2020 - 08/03/2020	23.50
		Contract #1942 / 07/01/2020 - 07/31/2020	70.50
		Contract #1842 / 07/10/2020 - 08/09/2020	23.50
		Contract #1954 / 07/01/2020 - 07/31/2020	1,551.00
		Contract #1747 / 07/01/2020 - 07/31/2020	117.50
		Contract #1751 / 07/15/2020 - 08/14/2020	94.00
		Contract #1833 / 07/01/2020 - 07/31/2020	117.50
		Contract #1787 / 07/05/2020 - 08/04/2020	47.00
		2,044.50	
089108	07/10/2020	JACKSON OIL & SOLVENTS INC	
		DEF [BULK]	424.25
		424.25	
089109	07/10/2020	JANITORS SUPPLY CO INC	
		Urinal Screens/Wipes/Hand Soap/Tissue	587.46
		Front Tire for floor scrubber in shop	489.40
		Rolled Kitchen Towels	33.70
		1,110.56	
089110	07/10/2020	KC CLAIMS, LLC	
		KC2019-779 / 19-041	767.00
		KC2019-804 / 19-060	507.00
		KC2020-859 / 20-016	182.00
		KC2019-841 / 19-102	981.50
		KC2019-797 / 19-046	292.50
		KC2020-856 / 20-013	279.50
		KC2020-860 / 20-017	578.50
		KC2019-795 / 19-050	329.28
		KC2017-611 / 17-097	598.00
		KC2019-728 / 19-000	481.00
		KC2018-629 / 18-016	643.50
		5,639.78	
089111	07/10/2020	KELLEY CHEVROLET INC	
		LFwheel speed sensor unit 1193	45.49
		24246386 - Core Returned	-100.00
		wiper trans for unit 1262	199.20
		DEF line for stock	162.28
		Wrong Seal - returned	-10.20
		Steering gearbox for unit 1266	-100.00
		Reprogram ABS Module #1469	183.75
		DEF line for unit 1264	162.28
		Brake Hose & Hub for stock	259.20
		A/C comp,dryer,orifice #0984	362.48
		Evaporator for unit 1574	376.22
		Seal	23.76
		Seal - being returned	10.20
		1,574.66	

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 07/01/2020 to 07/31/2020

Check Number	Check Date	Vendor Name/Description	Amount
089112	07/10/2020	KOEHLINGER SECURITY TECH INC	
		Repair to Door in Drivers Lounge	145.00
		Repair on Door @ Baker Street	2,895.00
			3,040.00
089113	07/10/2020	LINCOLN NATIONAL LIFE INS CO	
		FTWAYTRAN3-BL-1470889	3,236.14
			3,236.14
089114	07/10/2020	LINCOLN NATIONAL LIFE INS D/C	
		Employee 457 Withholdings	3,038.00
			3,038.00
089115	07/10/2020	LOCAL #682 SHEILA VANASPEREN	
		Employee Union Dues Withheld	4,960.75
			4,960.75
089116	07/10/2020	MAIL MANAGEMENT, INC.	
		Ink/Postage Labels for Postage Machine	220.65
			220.65
089117	07/10/2020	MARKET & CAPITOL ADVOCACY, LLC	
		State Gov Affairs Consult Fees -June'20	2,500.00
			2,500.00
089118	07/10/2020	McMAHON TRUCK TIRE INC	
		Spare Tires	232.00
		Alignment on #0986	125.00
		Spare Tires / Balance & Misc	583.96
			940.96
089119	07/10/2020	METAL SUPERMARKETS INC.	
		Metal Brackets for Driver Shields	73.59
			73.59
089120	07/10/2020	CROSSPOINT POWER & REFRIGERATI	
		Condensor for #984	789.83
		Valeo Comp PV10 12V	414.12
			1,203.95
089121	07/10/2020	NATIONAL SERV-ALL INC	
		Account Number 3-0091-1008754	232.06
			232.06
089122	07/10/2020	OFFICE CONCEPTS, INC.	
		Cont #12813 Black/White Copies- DISPA	12.52
		Contract # 12189 - Jean Marie Boykins	52.93
		Cont #12688 - Black/White & Color Copie	565.88
			631.33

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 07/01/2020 to 07/31/2020

Check Number	Check Date	Vendor Name/Description	Amount
089123	07/10/2020	OFFICETEAM INC	
		Temp Help - Cust Srv - Dawn Salls	826.00
		Temp Help - Cust Srv - Dawn Salls	826.00
		Temp Help - Cust Srv - Dnieka Pearson	614.34
		Temp Help - Cust Srv - Dnieka Pearson	175.53
		Temp Help - Cust Srv - Dawn Salls	660.80
			3,102.67
089124	07/10/2020	O'REILLY AUTO PARTS	
		134A Refrigerant	129.99
			129.99
089125	07/10/2020	MAURICE PEARL	
		Cell Phone Reimbursement	45.00
			45.00
089126	07/10/2020	PHYSICIANS HEALTH PLAN INC	
		July Health Insurance Premiums	201,771.08
			201,771.08
089127	07/10/2020	POWER COMPONENTS CORPORATION	
		Hose Barb x Male Pipe	9.59
			9.59
089128	07/10/2020	PRINCIPAL LIFE INSURANCE COMPANY	
		Account Number 1103764-10001	12,553.46
			12,553.46
089129	07/10/2020	PROFITS ON-HOLD PROD LLC	
		Monthly Subscription	125.00
			125.00
089130	07/10/2020	Q.H.G OF FORT WAYNE COMPANY LLC	
		Everett/Salls/COVID (13 employees)	848.00
			848.00
089131	07/10/2020	JUNIOR RODRIGUEZ	
		Cell Phone Reimbursement	45.00
			45.00
089132	07/10/2020	ROTHBERG LOGAN & WARSCO LLP	
		Liability Matters	27.50
		Liability Matters	972.00
		General Legal / Workers Comp Matters	16,673.43
		Liability Matters	1,482.00
			19,154.93
089133	07/10/2020	RUSSETT DESIGN, INC	
		Web updates/SSL Cert fwcitilink.com	325.00
			325.00
089134	07/10/2020	SAFETY-KLEEN CORPORATION	
		Oil Filter Service - 24 Week	783.55
			783.55

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 07/01/2020 to 07/31/2020

Check Number	Check Date	Vendor Name/Description	Amount
089135	07/10/2020	SAGE SOFTWARE INC/CLIENT CARE Sage 100/ Business Care Gold - Exp 07/	5,219.59
			5,219.59
089136	07/10/2020	PAULETTE SANTANA 2020 Cleaning Allowance	85.00
			85.00
089137	07/10/2020	PAM SCHIEBER Cell Phone Reimbursement	45.00
			45.00
089138	07/10/2020	SKY HIGH GRAPHIX LLC Accident Repair Graphics # 1555	250.00
			250.00
089139	07/10/2020	DENISE SPANGLER 2020 Medicare Supplement Benefit	712.53
			712.53
089140	07/10/2020	STAR BANK Company HSA Contributions	729.19
			729.19
089141	07/10/2020	THERMO KING MIDWEST Condensor Fans for stock Fan Assembly	1,919.55 383.91
			2,303.46
089142	07/10/2020	CARL THOMAS 2020 Cleaning Allowance	85.00
			85.00
089143	07/10/2020	RICHARD THOMAS JR. Cell Phone Reimbursement	45.00
			45.00
089144	07/10/2020	TRAVELERS CL REMITTANCE CENTER 2nd Downpayment - Insurances	84,322.25
			84,322.25
089145	07/10/2020	TRAVELERS FMW8426 - 20-020 FMW8907 - 20-019	2,032.16 1,935.80
			3,967.96
089146	07/10/2020	UNIFIRST CORPORATION July - Shop Uniforms Mats & Wet Mops - Baker Street June Shop Uniforms June Shop Uniforms June Shop Uniforms	326.29 42.54 321.39 458.29 435.99
			1,584.50
089147	07/10/2020	US STANDARD PRODUCTS CORP Dust Mask Peak Fit 95 N	218.90
			218.90

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 07/01/2020 to 07/31/2020

Check Number	Check Date	Vendor Name/Description	Amount
089148	07/10/2020	RUTH VOSMEIER Cell Phone Reimbursement	45.00
			45.00
089149	07/10/2020	KYLEE WAGNER Cell Phone Reimbursement	45.00
			45.00
089150	07/10/2020	JOHN WATERS 2020 Shoe Allowance (2 pairs) 2020 Cleaning Allowance	139.08 85.00
			224.08
089151	07/10/2020	TOWENDA WATERS 2020 Cleaning Allowance	85.00
			85.00
089152	07/10/2020	PRAXAIR DISTRIBUTION INC. Cylinder Renatls	109.50
			109.50
089153	07/10/2020	WELLS FARGO INST TRUST SERV Pension Deductions/Contributions	27,354.38
			27,354.38
089154	07/13/2020	CITY UTILITIES Account Number 004542000638226 Account Number 002424600000708 Account Number 002424600051506 Account Number 004542000638218	462.48 34.82 557.83 550.06
			1,605.19
089155	07/13/2020	COMCAST BUSINESS Account Number 939773232 Account Number 939776232	337.97 2,610.71
			2,948.68
089156	07/13/2020	EVELYN EVERETT 2nd Qrt Attendance Bonus	137.27
			137.27
089157	07/13/2020	LOWE'S Items for COVID-19 - Driver Shields Items for COVID-19 - Driver Shields Hostler Cleaning Supplies/Tools Spray Foam/Items for COVID-19 - Driver Items for COVID-19 - Driver Shields Items for COVID-19 - Driver Shields	46.39 6.48 114.70 18.99 48.79 14.16
			249.51
089158	07/13/2020	NORTHERN INDIANA PUBLIC SERVIC Account Number 641-201-002-7	277.65
			277.65

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 07/01/2020 to 07/31/2020

Check Number	Check Date	Vendor Name/Description	Amount
089159	07/13/2020	RICHARD THOMAS SR. 2nd Quarter Attendance Bonus	137.26
			137.26
089160	07/29/2020	WILLIAM BAADE Garnishment Return - Clerk of the Court	8.63
			8.63
089161	07/29/2020	SHANE M CARRIER Security for 06/29-07/03/2020 Security for 06/15-6/19/2020 Security for 06/22-06/26/2020	300.00 300.00 300.00
			900.00
089162	07/29/2020	CITILINK ELITE CLUB Citilink Elite Club Dues withheld	122.50
			122.50
089163	07/29/2020	COMCAST CABLE Account Number 8529 20 002 2294590	291.85
			291.85
089164	07/29/2020	FWPTC EMPLOYEE SUNSHINE CLUB Sunshine Club Dues Withheld	110.00
			110.00
089165	07/29/2020	INDIANA MICHIGAN POWER COMPANY Account Number 046-220-014-0-4 Account Number 047-759-400-0-2	4,149.51 1,391.76
			5,541.27
089166	07/29/2020	LINCOLN NATIONAL LIFE INS D/C Employee 457 Withholdings	3,038.00
			3,038.00
089167	07/29/2020	NATIONAL SERV-ALL INC Account Number 3-0091-1008754	232.06
			232.06
089168	07/29/2020	SPRINT Account Number 749911519	3,292.36
			3,292.36
089169	07/29/2020	WELLS FARGO INST TRUST SERV Pension Contributions/Deductions	27,098.24
			27,098.24

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 07/01/2020 to 07/31/2020

Check Number	Check Date	Vendor Name/Description	Amount
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TOTAL CHECK AMOUNT	570,872.37
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EFT PAYMENTS & OTHER TRANSACTIONS

PAYROLL DIRECT DEPOSIT & NET CHECKS	\$431,022.42
PAYROLL TAXES	\$159,821.34
HEALTH INSURANCE - HRA PAYMENTS/HSA Contributions	\$21,096.86
WORKER'S COMP.	\$0.00
DATA PROCESSING/ANALYSIS CHARGES	\$3,343.60
PAYROLL LIENS	\$8,849.54
CHECKES ISSUED PRIOR MONTH - VOIDED CURRENT MONTH	\$0.00

TOTAL EFT PAYMENTS & OTHER TRANSACTIONS	\$624,133.76
--	---------------------

TOTAL TRANSMITTALS	<u><u>\$1,195,006.13</u></u>
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RECORD OF TRANSMITTALS

I HEREBY ATTEST THAT I HAVE EXAMINED THE VOUCHER CHECK NUMBERS 089055-089169 IN THE AMOUNT OF \$570,872.37 AND EFT PAYMENTS AND OTHER TRANSACTIONS IN THE AMOUNT OF \$624,133.76 AS LISTED ON THE FORT WAYNE PUBLIC TRANSPORTATION CORPORATION RECORD OF TRANSMITTALS FOR THE MONTH OF July 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 13th Day Of August, 2020.

_____	_____
_____	_____
_____	_____



Operations Report for July 2020

Fixed Route Services

Comparing July 2020 to July 2019 Fixed Route monthly ridership reflects a decrease of -37.39. Year-to-date Fixed Route is down -31.24%.

The routes with the highest ridership are the 2, 4, and 8, with ridership ranging from 467 to 754 for weekday ridership. The most productive routes are the 2 and 4. July 2020 system average for passengers per revenue hour is approximately 9.73.

Access Services

July 2020 ridership reflects a decrease of -33.90% compared to July 2019. Year-to-date Access shows a decrease of -51.45%.

Safety

July 2018, 2019 and 2020 Comparisons

Preventable Fleet Collisions:

Fixed Route

- 0 preventable fleet collisions in July 2020
- 1 preventable fleet collision in July 2019
- 3 preventable fleet collisions in July 2018

Access

- 0 preventable fleet collisions in July 2020
- 0 preventable fleet collisions in July 2019
- 0 preventable fleet collisions in July 2018

Non-Preventable Fleet Collisions:

Fixed Route

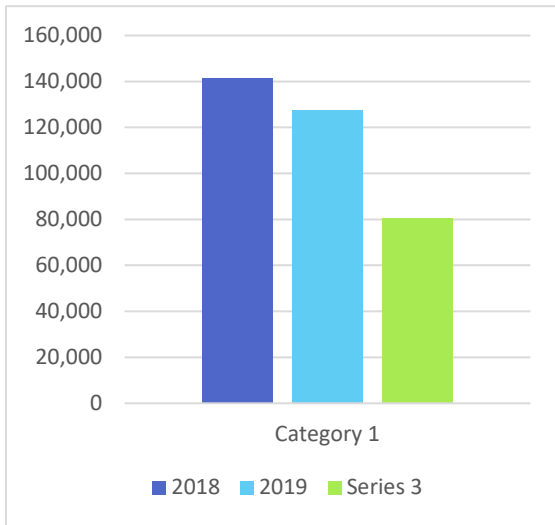
- 1 non-preventable fleet collision in July 2020
- 4 non-preventable fleet collisions in July 2019
- 2 non-preventable fleet collisions in July 2018

Access

- 0 non-preventable fleet collision in July 2020
- 0 non-preventable fleet collision in July 2019
- 1 non-preventable fleet collision in July 2018

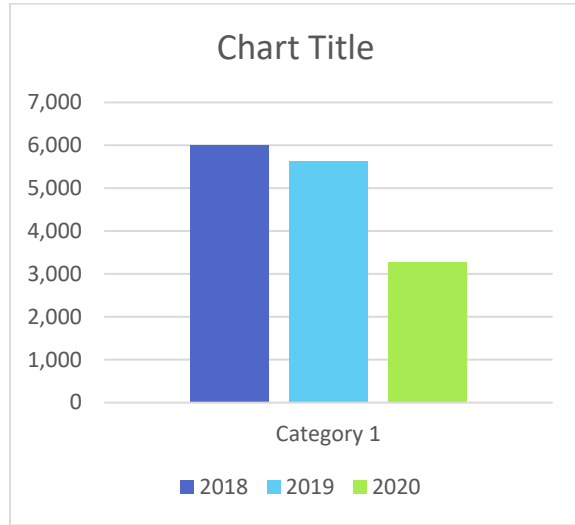
Fixed Route June Ridership Yearly Comparisons

Monthly Fixed Route Ridership



2018	2019	2020
138,350	135,980	85,134

Average Weekday Fixed Route Ridership

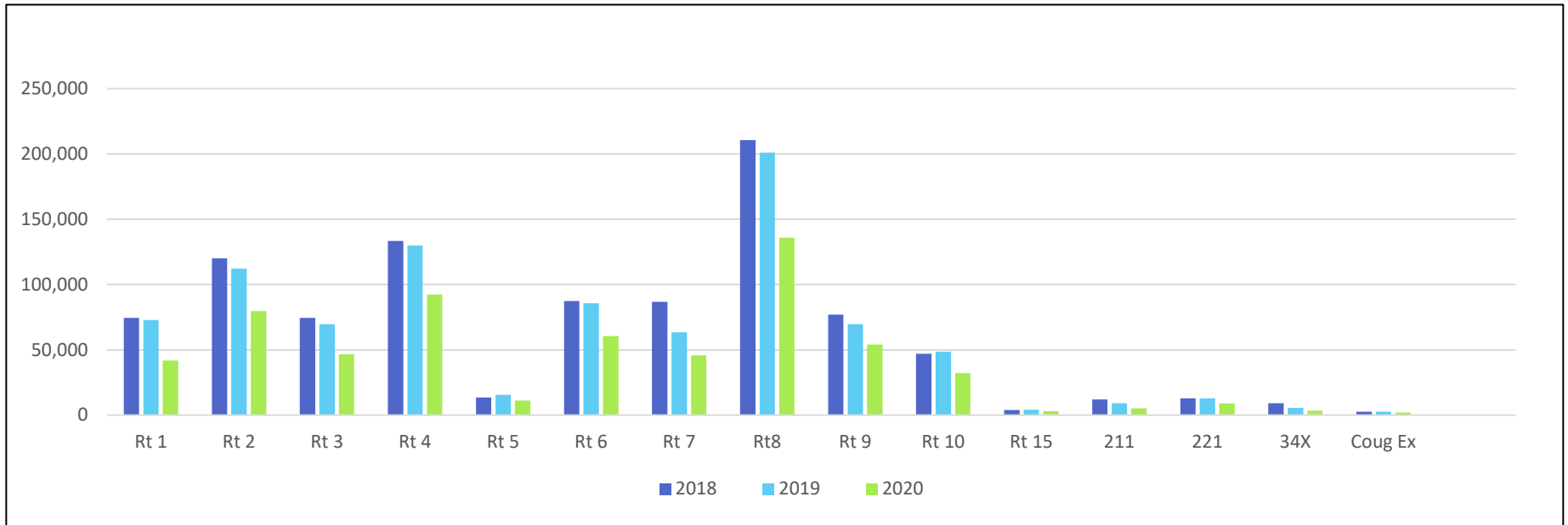


2018	2019	2020
5,975	5,629	3,332

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 July 31, 2020 Comparison by Route by Year 2018-2019-2020

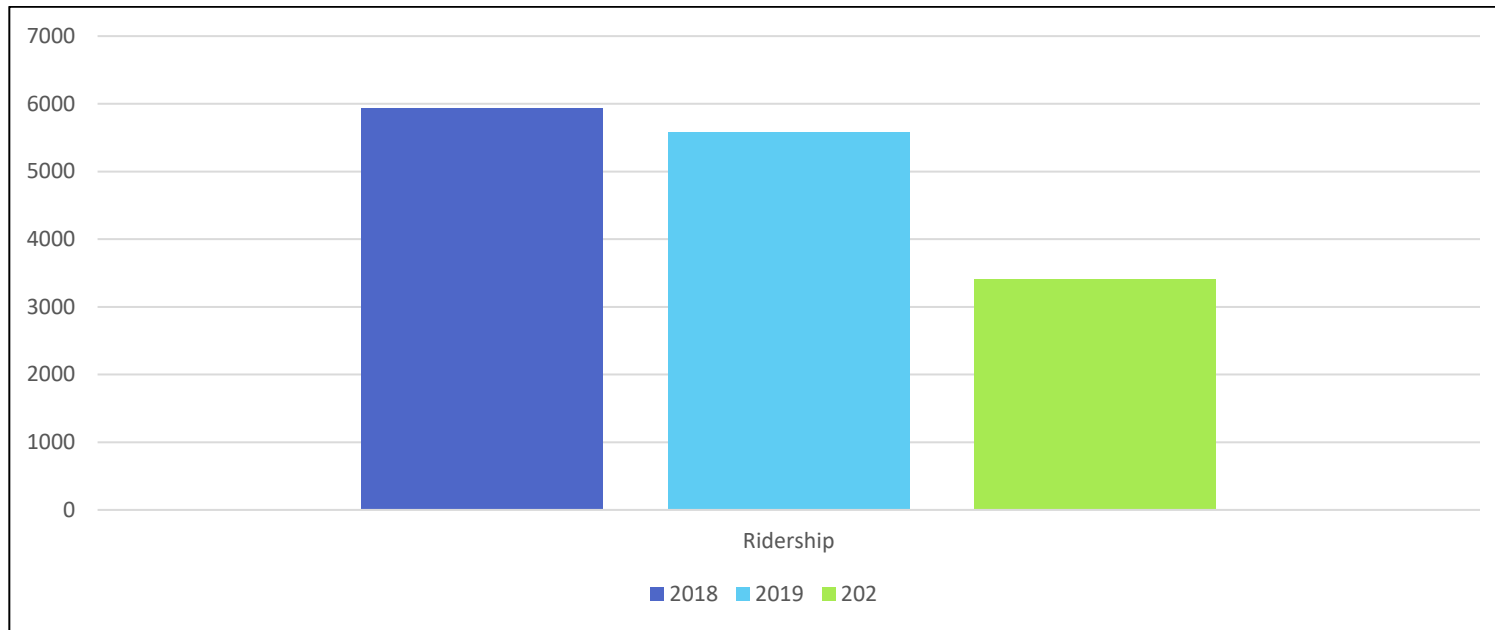


	Rt 1	Rt 2	Rt 3	Rt 4	Rt 5	Rt 6	Rt 7	Rt 8	Rt 9	Rt 10	Rt 15	211	221	34X	Cg Ex
2018	74,330	120,081	74,430	133,362	13,376	87,467	86,696	210,703	76,917	47,055	3,933	11,922	12,814	9,063	2,742
2019	72,795	112,202	69,621	129,900	15,644	85,621	63,368	201,076	69,773	48,721	4,077	9,003	12,898	5,572	2,594
2020	41,819	79,636	46,676	92,447	11,260	60,625	45,834	135,850	54,049	32,256	2,992	5,145	8,809	3,524	2,035

July 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	10,642	17,584	9,740	18,571	2,073	12,315	14,386	29,406	10,621	6,387	689	1,558	1,816	798	0
2019	11,218	16,080	9,958	19,220	2,400	12,422	10,755	30,616	9,961	6,845	501	1,723	1,869	872	0
2020	5,434	11,494	5,999	12,873	1,474	8,069	6,511	18,668	6,901	3,599	376	581	1,415	677	0

JULY ACCESS RIDERSHIP COMPARISONS 2018-2019-2020



2018	2019	2020
6,158	6,289	4,157

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

Route 1-Waynedale Northcrest	8.20
Route 2-Time Corners Georgetown	16.23
Route 3-Village Woods Canterbury	9.02
Route 4-Wells Ludwig Parkview	12.64
Route 5-Southeast Local	4.84
Route 6-Franke Park McKinnie	11.57
Route 7-Anthony Oxford	9.24
Route 8-Glenbrook Southtown	12.98
Route 9-Broadway Taylor Gateway	9.89
Route 10-Lewis New Haven	10.43
Route 21-Dupont Road	1.76
Route 22-West Jefferson Lutheran	4.46
Route 31X-Downtown/ARC Express	2.35
Route 15-MedLink	1.82

Fixed Route:

- July 2020 – 85,134 trips (decrease of 50,846 trips/-37.39%)
- 135,980 trips June 2019
- On-time performance was at 95.33%
- Average weekday ridership - 3,332
- **ACCESS Ridership:**
 - July 2020 - 4,157 (decrease of 2,132 trips/ -33.90%)
 - July 2019 - 6,289
 - Average weekday trips for July - 174
 - On-time performance - 99.36%

- **Token Transit:**
 - Mobile pass sales for July was \$6,689.20 for net of \$6,124.08
 - Usage was 1,820 on fixed route and 385 on Access

- **5310 Pass Through to Community Transportation Network:**
 - 943 trips - July 2020

- **Greyhound:**
 - 425 tickets - July 2020 (690 were sold in 2019)
 - 22 packages/bags – July 2020 (32 processed in 2019)

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

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

Passenger Service Reports – July 2020**Fixed route:**

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

- Twenty-six (23) were complaints
 - Fifteen (15) were unsubstantiated
 - Three (3) regarding careless driving
 - Three (3) regarding discourtesy
 - Three (3) regarding pass by
 - Two (2) regarding missed stop
 - One (1) regarding on time performance
 - Three (3) regarding miscellaneous
 - Customer fall
 - Missed passenger at Central Station
 - Improperly secured
 - Eight (8) are being monitored for future action
 - Three (3) regarding careless driving
 - One (1) regarding missed stop
 - Four (4) regarding miscellaneous
 - Doors closed on passenger
 - Brakes (safety)
 - Too close to bicycle
 - Customer not wearing mask
- Three (3) were commendations

Access:

Four (4) Passenger Service Reports were received.

- Four (4) were complaints
 - Three (3) were unsubstantiated
 - Two (2) regarding careless driving
 - One (1) regarding discourtesy
 - One (1) is being monitored for future action
 - Driver not wearing mask

Prepared by: _____

Claudia Harris-Johnson

Approved by: _____

Mark Paul



Marketing Report – August 2020

Press Releases

- Protective Face Coverings Required – Monday July 27

Media Coverage

- None in July

Highlights

- Infographic on Citilink services sent to Purdue Fort Wayne students for their move in day

Website

- 9,965 Pageviews in July
- 9,813 Pageviews in June
- 9,639 Pageviews in May

Social Media (last 30 days)

- Stephen to receive information the week of August 13th

Prepared By: Kylee Wagner

Approved By: Mark Lead



Human Resources Report

August 1, 2020

As of July 31, 2020:

Current Count of Employees 126

Departments Fully Staffed:

Administration	Yes	Operations	No	Customer Service	Yes
Finance	Yes	Maintenance	No		

Recruitment:

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

Training:

- Administration/Human Resources – Gov. Holcomb’s Press Conferences regarding COVID-19 (2)
- Maintenance – OSHA Webinar: New Mandates on COVID-19 Workplace Risks & Regulatory Requirements for Employers (1)

EEOC:

Claims Filed 0 Claims Open 0 Claims Closed 0

Other:

As of 7/31/2020:

Employees Tested Positive for COVID-19 = Total 2

Employees Tested for COVID 19 = Total 36

Management = 8

Operations = 17

Union Exec BD = 3

Admin Staff = 5

Maintenance = 3

Deadline extended for testing through Friday, 10/30/2020.

Employees can take a total of 3 Tests through BHS on Cook Road.

Prepared by: Laurie Howard

Approved by: Manuel Pearl



Maintenance Report July 2020

Fixed Route Buses

Mileage

- Total Miles: 124,202
- Fuel Usage: 24,892
- Ave. MPG: 4.51

PMI's

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

Road Calls

- Road Calls: 2
- Miles Between RC: 62,101

Access Buses

Mileage

- Total Miles: 32,532
- Fuel Usage: 4,192
- Ave. MPG: 7.64

PMI's

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

Road Calls

- Road Calls: 1
- Miles Between RC: 32,532

Labor

Statistics

- # of Work Orders: 181
- Labor Hours: 602.96
- AVG Repair Time: 3.33

Mechanic Staff

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

Hostler Staff

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

Fuel

2020


- Total Fuel Used This Month: 29,084 Gallons
- Fuel cost per Gallon: \$2.08
- Total Fuel Cost: \$60,494.72

2019

- Total Fuel Used This Month: 29,961 Gallons
- Fuel cost per Gallon: \$2.45
- Total Fuel Cost: \$73,404.45

2018

- Total Fuel Used This Month: 32,369 Gallons
- Fuel cost per Gallon: \$1.83
- Total Fuel Cost: \$59,235.27

Prepared By: 

Approved By: 



General Manager's Report

Highlighted Activities:

- Weekly APTA meetings regarding COVID 19 via *Zoom*
- Attended weekly Rotary International meetings
- 7/13: Bruce and I met with Matt Vondran regarding grants
- 7/14: Met with Union Executive Board
- 7/16: Executive Committee meeting via *Zoom*
- 7/16: Proteckt introduction via *Meet Google*
- 7/21: Meeting with Mark Palmer
- 7/21: Perspectives- Recovery Efforts (Ruth)
- 7/22: Introduction of Rachel Guin
- 7/23: PTASP/ Safety Plan webinar
- 7/24: Proteckt demonstration via *Meet Google*
- 7/24: Moovit meeting concerning mobile app via *Zoom*
- 7/27: Bruce and I/ Citilink Mid-Year Review - conference call
- 7/28: FTA Transit Asset Management webinar
- 7/30: APTA Equity in Action webinar (Ruth)
- 7/30: Tabletop Discussion/ Sustainability webinar
- 7/31: APTA Workshop/ Should Transit be Free webinar
- 8/3: Meeting with Eric Shippy
- 8/4: N-CATT: Electric Vehicles for Transit via *Zoom*
- 8/4: Meeting with Indiana General Managers via *Zoom*
- 8/6: Pivoting to ADA-Compliant Virtual Meetings via *Zoom*
- Worked on National Transit Database responses
- Implemented mask requirements for: office, bus operators, and passengers
- 4,000 masks available for passengers and staff

Prepared and Approved by:

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

Goal 6 - Increase Ridership														
Fixed Route														
2019 Passenger Trips	121,990	125,274	135,475	139,412	139,277	127,658	135,980	144,512	130,904	145,965	128,279	126,270	1,600,996	
2020 Passenger Trips	133,737	124,398	102,762	55,717	53,911	80,454	85,134						636,113	Increase 34,000 annually
Monthly +/-	11,747	(876)	(32,713)	(83,695)	(85,366)	(47,204)	(50,846)						(288,953)	
YTD +/-	11,747	10,871	(21,842)	(105,537)	(190,903)	(238,107)	(288,953)							
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						27,926	<i>report only</i>
Monthly +/-	977	55	(2,343)	(5,195)	(4,745)	(2,173)	(2,132)						(15,556)	
YTD +/-	977	1,032	(1,311)	(6,506)	(11,251)	(13,424)	(15,556)							
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						6,550	<i>report only</i>
Monthly +/-	197	132	64	88	102	141	140						864	
YTD +/-	197	329	393	481	583	724	864							
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	0	0	0	0	0	670,589	<i>report only</i>
Monthly +/-	12,921	(689)	(34,992)	(88,802)	(90,009)	(49,236)	(52,838)						(303,645)	
YTD +/-	12,921	12,232	(22,760)	(111,562)	(201,571)	(250,807)	(303,645)							
Greyhound Ticket Sales														
2020 Passenger tickets sold	525	453	407	226	327	429	425						2,792	<i>report only</i>
2020 Packages/bags	38	29	23	19	17	32	22						180	<i>report only</i>

Resolutions and Ordinances

OLD BUSINESS AND NEW BUSINESS

Old Business:

New Business

Open Discussion by the Board