

June 11, 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

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TENTATIVE AGENDA  
FORT WAYNE PUBLIC TRANSPORTATION CORPORATION  
BOARD OF DIRECTORS MEETING  
ORDER OF BUSINESS  
THURSDAY, JUNE 11, 2020 5:30 PM  
801 LEESBURG ROAD, FORT WAYNE, INDIANA 46808

I. REGULAR MEETING to start at 5:30 PM via Zoom

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1. Reading, correcting and approval of the Minutes of the previous meeting(s):
  - a. Regular Board Meeting Minutes (5/14/2020)
  - b. Marketing Committee Meeting Minutes (6/4/2020)
2. Written Communications from the public<sup>1</sup>, including petitions and remonstrance's:
3. Board of Directors Reports:
  - a. Finance Committee
  - b. Personnel Committee
  - c. Marketing Committee
  - d. Executive Committee
  - e. Legislative Committee
  - f. Transportation Planning Committee

Staff Reports:

4. Financial Report
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
    1. Citilink 2020 Strategic Plan
  - b. New Business
    1. 2020 Marketing Plan
12. Open Discussion by the Board

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



## **BOARD MEETING MINUTES**

Board of Directors Meeting

801 Leesburg Road, Fort Wayne, IN 46808

May 14, 2020 at 5:30 PM

<https://us02web.zoom.us/j/81677806125?pwd=bkFJV0lxZWNoZmR3MlVJL20rUEFzZz09>

Meeting ID: 816 7780 6125 Password: 008581

### **Opening Items**

#### **A. Call to Order:**

The regular meeting of the Board of Directors of the Fort Wayne Public Transportation Corporation was called to order at 5:34 PM by Chairperson Fortriede.

#### **B. Roll Call:**

Roll call was administered by Chairperson Fortriede, and she noted that all Board Members were present.

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

Members Absent: None

Staff Present: Reese Pearl, Jean Marie Boykins, Bruce Miller, Kylee Wagner, Claudia Harris-Stevenson, Junior Rodriguez, Shelia Van Asperen Local 682, and Ruth Vosmeier

Staff Absent: Pam Schieber, and Ernest Johnson Local 682

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

#### **1. Reading, correcting and approval of the Minutes of the previous meeting(s):**

- a. Regular Board Meeting Minutes (4/9/2020)

Mr. Traxmor noted that a motion that he had made at the April 9, 2020 Board Meeting to require that face masks be worn by passengers and drivers was not included in the Minutes. This motion was made during the Operations report regarding which option to entertain for cutting back on service. The motion failed for lack of a second. At that

point, Mr. Pearl said that he would seek legal counsel regarding mandating the wearing of face masks.

Mr. Hines moved for the approval of the Minutes as corrected. Mr. Coats seconded the motion. Mr. Steinman was a non-vote due to technical issues. The corrected Minutes were approved without opposition.

**2. Public Comments:** None

**3. Board of Directors Reports:**

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

**Staff Reports:**

**4. Financial Report**

Mr. Miller proceeded to give the Board an overview of the April 2020's Financial Statement, which was also set forth in the Board packet.

Mr. Traxmor asked about the source for the operating subsidies. Mr. Miller explained that the Medlink bus is underwritten by Parkview Memorial Hospital, and the Cougar Express Bus is underwritten by the University of Saint Francis. However, due to school closure related to Covid 19, the Cougar Express did not run in April 2020.

Mr. Hines asked if the company was continuing to receive quotes financial institutions. Mr. Miller said that Citilink had received a couple of rate proposals, but is still seeking out more proposals.

Mr. Hines also asked if lost revenue could be captured out of the C.A.R.E.S. Act distribution. Mr. Miller said that close to \$2,000,000 would go for loss of revenue replacement, \$800,000 for Covid 19 related expenditures, and \$1,000,000 for Special Rules Operating Expenses.

Mr. Traxmor asked about the unit cost of face masks. Mr. Pearl said it was approximately \$13 per mask.

The Board reviewed the Interim Record of Transmittals for the period between 5/1/2020 – 5/15/2020, and the April Record of Transmittals, which was included in the Board packet.

Mr. Coats moved to approve the Interim Record of Transmittals, with Ms. Keesling seconding his motion. There being no discussion on the motion, the Interim Record of Transmittals were approved by unanimous vote of the Board.

The full report was included in the Board packet.

## **5. Operations Report**

Operations Director Harris-Stevenson provided the April Operations Report.

The full report was included in the Board packet.

## **6. Marketing Report**

Marketing Manager Wagner provided the Marketing Report for the month of January.

Mr. Hines asked how aggressive the company will be to getting the word out once there is a return to full service.

Ms. Wagner said that information would be on the company's website, and be released through social media. Token Transit would also be notified so that they will be prepared for pass sales.

The full report was included in the Board packet.

## **7. Human Resources Report**

Ms. Boykins provided the Human Resources report for the month of April.

Mr. Hines asked if there were protocols or industry standards for testing staff, employees, and drivers where everyone is tested. And what is the proper procedure for a temperature gauge to be used for employees and/ or possibly customers in regards to returning to back to normal operations.

Ms. Boykins said that Citilink has thermometers in all departments, and at this point, the temperature checks are voluntary.

Mr. Hines asked if there were any national or state protocols regarding testing.

Mr. Pearl mentioned that the transit agencies that were testing their employees have a facility close by, and that he had read, "If you don't have the symptoms, you should not get tested."

Mr. Hines mentioned that in the C.A.R.E.S. Act, there is money for such things as testing, and asked if the Union would be supportive of testing.

Mr. Pearl said that when he met with the Union Executive Board, Mr. Johnson, their president said that it would be acceptable to make temperature testing mandatory. That it was just a matter of going back to the Union Executive Board to confirm that.

The full report was included in the Board packet.

## **8. Maintenance Report**

PM Maintenance Supervisor Rodriguez provided the maintenance report for the month of April. He also answered questions from Mr. Traxmor regarding if the labor hours included cleaning the buses for Covid 19, and how often the buses were cleaned. The labor hours do not include bus cleaning time, and the buses are cleaned and treated with hospital grade disinfectant every night.

The full report was included in the Board packet.

## **9. General Manager's Report**

Mr. Pearl provided the General Manager's report for the month of April.

Mr. Traxmor asked in regards to a webinar regarding methods of cleaning and disinfecting buses, if he got any information about using ultraviolet disinfection.

Mr. Pearl said that he did, and that he and Mr. Rodriguez are looking at an Indiana company that manufactures ultraviolet disinfecting equipment. They are looking into the cost of the equipment and what the procedures are for disinfecting buses. If it is determined that it is a viable option, then they will proceed with that,

The full report was included in the Board packet.

## **10. Introduction and/or Adoption of Resolutions and Ordinances**

## **11. Old Business and New Business**

### **Old Business:**

Mr. Traxmor extended the discussion of face masks, and introduced an article by Brad Lander, a New York City Deputy Leader for Policy, entitled [A New York City Council Member's Plan to Save Public Transit.](#)

**New Business:**

1. C.A.R.E.S. Act Funding

Mr. Pearl presented the proposed expenditures for approval for the C.A.R.E.S. Act Funding, and sought approval for those expenditures from the Board.

Mr. Urberg made motion to approve the allocations. Ms. Keesling seconded the motion. Mr. Steinman was not present for the vote. The motion to approve the allocations for the C.A.R.E.S. Act funding expenditures passed unopposed.

2. Proposed Strategy for the Return to Regular Operations.

Mr. Pearl introduced to the Board the proposal to return to regular operations on Tuesday, May 26, 2020. It was presented that all of the drivers would be required to wear face masks, and that face shields would be available to those who wished to wear them. Also, the company is looking into the installation of permanent fixtures on buses.

Mr. Traxmor asked if the implementation of route changes had been considered for this time. He mentioned that San Francisco had implemented route changes.

Mr. Pearl said that there would need to be public hearings and a review of the TDP before such changes could take place.

Ms. Fortriede suggested that other systems had temporary changes to their routes during the cut-backs in service. During this crisis, there is a reluctance to implement a major change. Also, there is a lot of things that need to happen in order for such a change to take place: such as the changing signs and having new maps made.

Mr. Hines said that Covid 19 was a game changer, and suggested that this was not a good time to make drastic changes.

Mr. Pearl asked for approval from the Board for Citilink to return to regular operations on Tuesday, May 26, 2020.

Mr. Traxmor asked if there was an evaluation of the Covid 19 opening standards as they evolve.

Mr. Pearl indicated that he was in contact with the leadership of: Indygo, Lafayette, Bloomington, and South Bend transit agencies. Whatever recommendations are given by the CDC will be followed and closely adhered to. And if things change, procedures will be adjusted accordingly.

Mr. Hines made motion for the approval for the return of regular operations of Citilink on Tuesday May 26, 2020. Ms. Keesling seconded the motion. Mr. Traxmor opposed the motion. The motion passed with one opposition.

**12. Open Discussion by the Board**

Mr. Steinman asked if the person who owed the company money was still working with Citilink?

Mr. Pearl said that the company is working with this person and the Marketing Committee to try to work out an acceptable settlement.

There being no further business, the meeting was adjourned at 7:01 PM.

Attest:

\_\_\_\_\_

Sherese Fortriede

Chair

\_\_\_\_\_

Ron Steinman

Vice Chair



**FORT WAYNE PUBLIC TRANSPORTATION CORPORATION**

**Marketing Committee Meeting**

**June 4, 2020**

The Marketing Committee of the Board of Directors of Fort Wayne Public Transportation Corporation held a meeting via Zoom on Thursday, June 4, 2020 beginning at 2 PM.

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

Others Present: Maurice Pearl, GM; Kylee Wagner, Marketing Manager

**Marketing Plan 2020** – The plan was discussed and changes to the budget portion will be made as an evolving spreadsheet.

**Budget Discussion** – The marketing budget will need to be more detailed in regards to what will be spent this year. We are looking at potentially carrying funds into next year due to COVID-19.

**Eric Shippy Letter** – Eric Shippy of Metro Media and Enspire Media wrote a letter to the marketing committee. A decision was made upon the letter and we will be drafting a response.

The meeting adjourned at 3:15 PM.

ATTEST:

\_\_\_\_\_  
Sherese Fortriede, Chair

\_\_\_\_\_  
Ron Steinman, Vice Chair

**PUBLIC COMMENT**

## **Board of Directors Reports**

TO: FORT WAYNE PUBLIC TRANSPORTATION CORPORATION BOARD OF DIRECTORS  
 FROM: BRUCE MILLER, CONTROLLER  
 June 11, 2020  
 SUBJECT: FINANCIAL REPORT

Agenda Item #4.1

Page 1 of 5

**CONTROLLER'S REPORT**

June 11, 2020

**MAY 2020 FINANCIAL DATA**

Overall revenue is under budget by approximately 7.2% primarily due to the fact that we don't anticipate drawing down as much 5307 Special Rule Operations funds in the current year as was budgeted. Operating expenses are under budget by approximately 8.6%. Part of the reason for the savings is due to the fact that we have experienced large savings in Group Medical Insurance and Fuel. These are lower due to the health insurance renewal coming in lower than what we had anticipated and diesel fuel prices being significantly lower than budgeted.

Please note that the Passenger Fares and Paratransit revenue line items in the month of April are substantially lower than normal as we were not collecting fares during most of the month. FTA - 5307 Operations revenue line item was increased by \$100,000 over our normal accrual as we anticipate drawing down more Special Rule Operations money to offset the loss of fare revenue.

Citilink's cash position as of May 31, 2020 is roughly \$640,000 lower as compared to the cash position as of May 31, 2019 primarily related to the timing of draw downs on Federal Grants and the fact that the May property tax advance was down in 2020 compared to 2019.

Financial Summary Comparison

	May		Year-to-date			
	2020	2019	2020	2019	\$ Diff	% Diff
Operating revenue	\$ 44,977.26	\$ 161,274.72	\$ 596,688.62	\$ 833,023.53	\$ (236,334.91)	-28.37%
Non-operating revenue	\$ 1,246,893.78	\$ 1,025,344.11	\$ 5,626,895.25	\$ 4,872,653.24	\$ 754,242.01	15.48%
Total Revenue	\$ 1,291,871.04	\$ 1,186,618.83	\$ 6,223,583.87	\$ 5,705,676.77	\$ 517,907.10	9.08%
Operating Expenses	\$ 1,140,249.50	\$ 1,215,879.26	\$ 5,834,769.00	\$ 5,914,752.34	\$ (79,983.34)	-1.35%

**RECORD OF TRANSMITTALS**

The Record of Transmittals for May 2020 is included in your packet. The interim Record of Transmittals for June 1-11, 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  
05/31/2020**

***OLD National Bank***

Checking	\$	1,994,968.79
Ticket Vending Machine	\$	1,153.00
Credit Card	\$	2,959.56
Money Market	\$	5,336.76
	\$	<u>2,004,418.11</u>

***Horizon Bank (was Salin)***

Savings	\$	<b>1,111,739.02</b>
<b>TOTAL</b>		<u><u>\$ 3,116,157.13</u></u>

**Fund Balances**

Operating	\$	808,428.49
Workers' Comp	\$	1,000,000.00
Liability	\$	239,153.60
Matching	\$	200,384.52
Levy Excess	\$	-
Rainy Day	\$	868,190.52
		<u><u>\$ 3,116,157.13</u></u>

**CASH ACTIVITY SUMMARY**

	<u>Current Month</u>		<u>Y-T-D</u>	
Beginning Balance	\$	2,839,929.27	\$	3,807,967.59
Receipts	\$	1,760,242.56	\$	5,602,412.51
Disbursements	\$	1,484,014.70	\$	6,294,222.97
		<u>3,116,157.13</u>		<u>3,116,157.13</u>
Ending Balance	\$	<u>3,116,157.13</u>	\$	<u>3,116,157.13</u>
	\$	-	\$	-

**FORT WAYNE PUBLIC TRANSPORTATION CORPORATION/CITILINK**

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

	Period to Date			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>REVENUE</b>						
<b>OPERATING REVENUE</b>						
Passenger Fares	17,992.46	119,466.67	-101,474.21	334,056.84	597,333.33	-263,276.49
Paratransit	715.00	15,330.00	-14,615.00	48,597.05	76,650.00	-28,052.95
Fare Subsidy	23,218.80	33,528.25	-10,309.45	149,803.95	167,641.25	-17,837.30
Advertising Service	3,000.00	13,333.33	-10,333.33	63,771.78	66,666.67	-2,894.89
ID Cards	51.00	50.00	1.00	459.00	250.00	209.00
<b>TOTAL OPERATING REVENUE</b>	<b>44,977.26</b>	<b>181,708.25</b>	<b>-136,730.99</b>	<b>596,688.62</b>	<b>908,541.25</b>	<b>-311,852.63</b>
<b>NON-OPERATING REVENUE</b>						
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	880,172.90	872,087.08	8,085.82
Property Taxes	472,482.00	472,482.33	-0.33	2,362,410.00	2,362,411.67	-1.67
Excise Taxes	31,380.67	31,380.67	0.00	156,903.35	156,903.33	0.02
Bank Taxes	2,381.33	2,381.33	0.00	11,906.65	11,906.67	-0.02
COIT Tax	173,080.17	76,964.42	96,115.75	498,932.85	384,822.08	114,110.77
Commercial Vehicle Taxes	2,707.92	2,707.92	0.00	13,539.60	13,539.58	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	800,000.00	856,266.67	-56,266.67
CMAQ	0.00	6,666.67	-6,666.67	0.00	33,333.33	-33,333.33
Complementary Paratransit	26,912.83	26,912.83	0.00	134,564.15	134,564.17	-0.02
FTA 5307 - Operations	200,000.00	173,525.83	26,474.17	700,000.00	867,629.17	-167,629.17
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	2,666.00	8,333.33	-5,667.33
FTA 5310 - Operational Funds Pass Thru	0.00	8,333.33	-8,333.33	24,000.00	41,666.67	-17,666.67
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	416.67	-379.79
Investment Income	125.96	416.67	-290.71	1,130.20	2,083.33	-953.13
Accident Repair Recovery	165.00	500.00	-335.00	626.75	2,500.00	-1,873.25
Greyhound Agency Income	1,575.18	5,000.00	-3,424.82	9,939.90	25,000.00	-15,060.10
Other Miscellaneous Income	48.14	4,583.33	-4,535.19	30,066.02	22,916.67	7,149.35
Gain/Loss on Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL NON-OPERATING REVENUE</b>	<b>1,246,893.78</b>	<b>1,159,276.08</b>	<b>87,617.70</b>	<b>5,626,895.25</b>	<b>5,796,380.42</b>	<b>-169,485.17</b>
<b>TOTAL REVENUE</b>	<b>1,291,871.04</b>	<b>1,340,984.33</b>	<b>-49,113.29</b>	<b>6,223,583.87</b>	<b>6,704,921.67</b>	<b>-481,337.80</b>
<b>OPERATING EXPENSES</b>						
<b>SALARIES AND WAGES</b>						
Operations Supervisors Wages	22,909.44	25,148.83	-2,239.39	127,463.60	125,744.17	1,719.43
Drivers Wages	338,319.46	350,661.92	-12,342.46	1,747,597.94	1,753,309.58	-5,711.64
Dispatchers & Other Wages	23,773.15	26,399.83	-2,626.68	130,137.16	131,999.17	-1,862.01
Maintenance Supervisors Wages	8,246.00	14,686.58	-6,440.58	36,371.12	73,432.92	-37,061.80
Mechanics & Service Wages	51,277.75	55,908.83	-4,631.08	279,656.42	279,544.17	112.25
General Office Wages	23,453.49	24,644.50	-1,191.01	117,071.74	123,222.50	-6,150.76
General Management Wages	17,217.60	16,302.92	914.68	90,643.04	81,514.58	9,128.46
Sick Pay	14,509.05	22,761.50	-8,252.45	89,280.15	113,807.50	-24,527.35
Holiday Pay	22,172.96	13,202.42	8,970.54	67,083.72	66,012.08	1,071.64
Vacation Pay	20,170.06	35,484.75	-15,314.69	126,395.58	177,423.75	-51,028.17
Other Paid Absence	9,089.68	11,828.25	-2,738.57	36,830.15	59,141.25	-22,311.10
<b>TOTAL SALARIES AND WAGES</b>	<b>551,138.64</b>	<b>597,030.33</b>	<b>-45,891.69</b>	<b>2,848,530.62</b>	<b>2,985,151.67</b>	<b>-136,621.05</b>

**FORT WAYNE PTC  
RECORD OF TRANSMITTALS**

DATE RANGE: 05/01/2020 to 05/31/2020

Check Number	Check Date	Vendor Name/Description	Amount
088851	05/12/2020	ATU COPE Employee COPE (Union) Withheld	13.70
			<b>13.70</b>
088852	05/12/2020	CITILINK ELITE CLUB Elite Club Employees Withholding	127.50
			<b>127.50</b>
088853	05/12/2020	CITY UTILITIES Account Number 004542000638226 Account Number 002424600051506 Account Number 004542000698334 Account Number 002424600051524 Account Number 004542000638218	434.59 460.19 173.41 11.63 560.70
			<b>1,640.52</b>
088854	05/12/2020	COMCAST BUSINESS Account Number 939773232 Account Number 939776232	330.51 2,544.25
			<b>2,874.76</b>
088855	05/12/2020	FWPTC EMPLOYEE SUNSHINE CLUB Sunshine Club Employee Withholdings	110.00
			<b>110.00</b>
088856	05/12/2020	INDIANA MICHIGAN POWER COMPANY Account Number 048-498-441-1-5	25.41
			<b>25.41</b>
088857	05/12/2020	LINCOLN NATIONAL LIFE INS D/C Employee 457 Withholdings	3,038.00
			<b>3,038.00</b>
088858	05/12/2020	LOCAL #682 SHEILA VANASPEREN Employee Union Dues Withheld	4,702.25
			<b>4,702.25</b>
088859	05/12/2020	NORTHERN INDIANA PUBLIC SERVIC Account Number 641-201-002-7	2,678.75
			<b>2,678.75</b>
088860	05/12/2020	TIFFANY SMITH Garnishment Refund	1,670.92
			<b>1,670.92</b>
088861	05/12/2020	WELLS FARGO INST TRUST SERV Pension Deductions/Contributions	27,019.92
			<b>27,019.92</b>
088862	05/15/2020	LETHA ADKINS 2020 Medicare Supplement Benefit	950.00
			<b>950.00</b>
088863	05/15/2020	AFLAC INSURANCE Account Number KR783	1,992.82
			<b>1,992.82</b>

**FORT WAYNE PTC  
RECORD OF TRANSMITTALS**

DATE RANGE: 05/01/2020 to 05/31/2020

Check Number	Check Date	Vendor Name/Description	Amount
088864	05/15/2020	AG PLUS LP	
		1116 Gal Unleaded - 05/04/2020	1,607.04
		1200 Gal Unleaded - 04/06/2020	1,908.00
		7502 Gal Diesel - 04/13/2020	15,268.07
		7500 Gal Diesel - 04/21/2020	15,264.00
		7501 Gal Diesel - 04/30/2020	15,266.04
			<b>49,313.15</b>
088865	05/15/2020	ALLSTATE - AMERICAN HERITAGE Case Number W1330	919.28
			<b>919.28</b>
088866	05/15/2020	AMERICAN EXPRESS	
		Amazon - Roberts Rules for Dummies bo	19.68
		Walmart- Thermometers to chk employee	526.38
		Amazon - Corner Punches	55.00
		Bosch - 12 Month Encore Subscription	695.00
		Indeed.com - Help Wanted Ads	503.72
		Scarborough - Citilink Face Mask	2,578.07
		Starbucks - Admin Day Gift Cards	80.00
		TSC - Rubber boots covers for Shop	68.97
		Indeed.com - Help Wanted Ads	104.45
		Amazon -400 filter replacements COVID-	328.91
		Amazon -400 Filter replacements COVID	75.92
		Conferencing - Conference Calling	16.98
		Amazon - Spray Bottles for Sanitizer	79.80
		Scarborough - Citilink Face Mask	5,907.25
		<b>11,040.13</b>	
088867	05/15/2020	AMO CORP	
		Pens/Ribbons for G/H/Tape Dispenser/P	40.83
		Copy Paper (Letter & Legal)	419.11
		<b>459.94</b>	
088868	05/15/2020	APPLIED TECHNOLOGY GROUP INC Partnership Protection Program	293.95
			<b>293.95</b>
088869	05/15/2020	ARROW PEST CONTROL SERV.INC	
		Monthly Pest Control	258.00
		Monthly Pest Control	258.00
		Pest Management - Baker Street	86.00
		<b>602.00</b>	



**FORT WAYNE PTC  
RECORD OF TRANSMITTALS**

DATE RANGE: 05/01/2020 to 05/31/2020

Check Number	Check Date	Vendor Name/Description	Amount
088870	05/15/2020	AUTOMOTIVE & IND SUPPLY INC	
		Battery,Fuse,Coil, Filters, Gl	260.82
		Battery,Fuse,Coil, Filters, Gl	598.51
		Battery,Fuse,Coil, Filters, Gl	6.45
		Refrigerant/Calipers/ Batterie	327.00
		Ritirs/Caps/Brk Fld/ Filters	431.20
		Seals, Radiator, Belts, Pulley	691.78
		Straight Tubing/Rotors returned	-283.04
		Battery,Fuse,Coil, Filters, Gl	123.91
		Calipers, Blower Mtr, Idlerarm	-65.36
		Seals, Radiator, Belts, Pulley	83.76
		Belts, Batteries, Filters, Lig	-18.00
		Batteries, Core, Control Arms,	-18.00
		Pipe/Batteries/Cores/Filters	-36.00
		Refrigerant/Calipers/ Batterie	1,766.80
		Ritirs/Caps/Brk Fld/ Filters	34.74
		Ritirs/Caps/Brk Fld/ Filters	415.84
		Batteries/Cores/Radiator	-72.00
		Batteries/Cores/ Filters, Cali	-360.00
		Socket Axle	28.38
		Brake Fluid	87.96
		Terminal GM	87.75
		Seals, Radiator, Belts, Pulley	304.48
		Disc & Brake Pads	217.36
		Brake Line	27.80
		Seals, Radiator, Belts, Pulley	94.46
		A/C Refrigerant R-134A	119.00
		Bearings & Cup/Cone Set	205.62
		Straight Tubing	35.80
		Napa Motor Oil 5W20	40.68
		Bearings/Brake Pads/Ultra Premi	380.23
		Clean-R-Carb Low	68.28
		134A Refrigerant	436.00
Seals, Radiator, Belts, Pulley	1,517.34		
Seals, Radiator, Belts, Pulley	67.32		
Seals, Radiator, Belts, Pulley	53.06		
Seals, Radiator, Belts, Pulley	-74.04		
			<b>7,585.89</b>
088871	05/15/2020	AUTOMOTIVE HARDWARE SERV INC	
		Tape/Spray Suite/Paint	446.26
		Aerosol Disenfectant	54.50
		Tape/Respirators/Hardener/Paint/Reduce	622.01
		Clenaing Wipes/Z-Grip/Icing/Paint	377.18
			<b>1,499.95</b>
088872	05/15/2020	STEPHEN J. BAILEY	
		Social Media Management - April'20	600.00
			<b>600.00</b>

**FORT WAYNE PTC  
RECORD OF TRANSMITTALS**

DATE RANGE: 05/01/2020 to 05/31/2020

Check Number	Check Date	Vendor Name/Description	Amount
088873	05/15/2020	JACK L BARBOUR	
		Security for 05/02-05/07/2020	900.00
		Security for 04/25-05/01/2020	950.00
		Security for 04/04-04/10/2020	800.00
		Security for 04/11-04/17/2020	1,050.00
		Security for 04/18-04/24/2020	950.00
			<b>4,650.00</b>
088874	05/15/2020	BKD LLP	
		Interim Billing for 219 Audit	15,000.00
			<b>15,000.00</b>
088875	05/15/2020	BLACKSTONE LABORATORIES INC	
		Oil Reports	510.00
			<b>510.00</b>
088876	05/15/2020	JEAN MARIE BOYKINS	
		Cell Phone Reimbursement	45.00
			<b>45.00</b>
088877	05/15/2020	BRATEMAN'S INC	
		Valerie Lee	294.93
		Rene White	99.99
		Jeff Gibson	399.93
			<b>794.85</b>
088878	05/15/2020	WILLA BROWN	
		2020 Cleaning Allowance	85.00
			<b>85.00</b>
088879	05/15/2020	SHANE M CARRIER	
		Security for 05/04-05/08/2020	350.00
		Security for 04/27-05/01/2020	300.00
		Security 04/06-04/10/2020	250.00
		Security for 04/14-04/17/2020	200.00
		Security for 04/20-04/24/2020	300.00
			<b>1,400.00</b>
088880	05/15/2020	CINTAS FIRST AID & SAFETY	
		Cabinet Restocks - Baker Street	103.40
		Gloves	166.20
		Cabinet Restocks / Gloves / Eye Stations	445.93
			<b>715.53</b>
088881	05/15/2020	CITILINK ELITE CLUB	
		Elite Club Employees Withholdings	127.50
			<b>127.50</b>
088882	05/15/2020	CITY GLASS SPECIALITY INC	
		Stone Chip Repairs on #1044 & 1349	320.00
		Stone Chip repairs on #0986	100.00
			<b>420.00</b>
088883	05/15/2020	GENA HINDLE-CLARK	
		2020 Cleaning Allowance	85.00
			<b>85.00</b>

**FORT WAYNE PTC  
RECORD OF TRANSMITTALS**

DATE RANGE: 05/01/2020 to 05/31/2020

Check Number	Check Date	Vendor Name/Description	Amount
088884	05/15/2020	MSC INDUSTRIAL SUPPLY CO	
		Eversoak Preferred Roll	49.37
		Propane & Gas Cylinder	150.80
		Parts and Supplies for Shop	163.58
		Parts and Supplies for Shop	350.80
		Parts and Supplies for shop	353.71
		Parts and Supplies for shop	284.73
		Eversoak Preferred Roll	49.37
		Parts and Supplies for shop	271.71
		8oz Can Hi Tech Brake Caliper Grease ((	167.28
		Parts and Supplies for Shop	132.95
		(12) 16oz Carb & Choke Cleaner	140.52
			<b>2,114.82</b>
088885	05/15/2020	COMM.TRANS. NETWORK INC.	
		April'20 - 896 trips @\$27/trip - 50% net	8,000.00
			<b>8,000.00</b>
088886	05/15/2020	CONFIDENTIAL SHREDDING	
		Receptacle Paper Shredding	20.00
			<b>20.00</b>
088887	05/15/2020	CRAFT LABORATORIES INC	
		True Grit / Spigots	135.74
		Bottles and Sprayers	32.40
		H2Orange Conc.	183.68
		Germicidal Cleaner	70.92
			<b>422.74</b>
088888	05/15/2020	CUMMINS CROSSPOINT LLC	
		Shaft/Pullies for stock	308.80
		Temp sensor for 1045/stock	184.42
		Turbo Charger & Parts #1044	1,224.38
		Support Fan for 1554	302.25
		Pressure Sensor	223.84
		Gaskets for stock	18.05
		Stock Order, Sensor. Gaskets,	352.25
		Update Calibration on #1248	237.13
		Turbo Charger & Parts #1044	1,517.02
		Pressure Sensor for #1248	110.65
		rubber hose for unit 1044	66.30
		Catalyst Temp Sensor for 1046	92.21
		1658 injector and parts	578.91
		Temp Sensor & Connector	346.73
		1658 injector and parts	48.42
		Temp Sensor for #1046	92.21
		Oil Tubes and Seals for stock	57.00
		Connector for #0836	48.16
		Connectors for stock	254.52
Pressure Sensor #1043	167.22		
Injectors for unit 1043	2,770.85		
Nox Sensor for unit 1555	485.45		
			<b>9,486.77</b>

**FORT WAYNE PTC  
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DATE RANGE: 05/01/2020 to 05/31/2020

Check Number	Check Date	Vendor Name/Description	Amount
088889	05/15/2020	DELL MARKETING LP Laptop for Reese	1,451.53
			<b>1,451.53</b>
088890	05/15/2020	DELTA FOREMOST CHEMICAL CORP. Smoke Eaters / Sani-Wipes	446.35
			<b>446.35</b>
088891	05/15/2020	BOB THOMAS FORD Repair Front Wheel Bearing #1997	100.26
			<b>100.26</b>
088892	05/15/2020	DWD TECHNOLOGY GROUP INC Monthly Server Back Up to Cloud Bitdefender MSP Subscription exp 1.24.2	838.00 450.00
			<b>1,288.00</b>
088893	05/15/2020	EXCELL COLOR GRAPHICS INC. 10,000 System Map Reprints	2,067.00
			<b>2,067.00</b>
088894	05/15/2020	EXECUTIVE IMAGE BUILDING SERVICES Cleaning Services - April 2020 Cleaning Srvs - April'20 - Baker Street	1,200.00 1,500.00
			<b>2,700.00</b>
088895	05/15/2020	FOX & FOX FRAME SERVICE INC Repair on 1352 - Accident	1,224.00
			<b>1,224.00</b>
088896	05/15/2020	FRONTIER Account Number 260-436-7729-031609-4	69.89
			<b>69.89</b>
088897	05/15/2020	FWPTC EMPLOYEE SUNSHINE CLUB Sunshine Club Employees Withholdings	110.00
			<b>110.00</b>
088898	05/15/2020	GLORIA GARCIA 2020 Medicare Supplement Benefit	950.00
			<b>950.00</b>
088899	05/15/2020	JOSE L GARCIA 2020 Medicare Supplement Benefit	950.00
			<b>950.00</b>
088900	05/15/2020	GENUINE PARTS CO - NAPA Heater Hoses	462.25
			<b>462.25</b>

**FORT WAYNE PTC  
RECORD OF TRANSMITTALS**

DATE RANGE: 05/01/2020 to 05/31/2020

Check Number	Check Date	Vendor Name/Description	Amount
<b>088901</b>	05/15/2020	GILLIG LLC	
		Power Steering Pump / Stk	989.45
		Parts for stock	1,232.10
		Filters, Air Springs, Lock Asm	738.24
		Yoke/Camshaft/Bushings/Lockrin	792.52
		Exhaust Bellow for #1248	477.87
		Windshields for stock	2,479.80
		Accident Repair on #1557	989.43
		Accident Repair on 0629	1,447.20
		Stock Parts Order	175.74
		Parts for Accident Repair on #1352	9,791.88
		Stock Parts Order	2,154.64
		<b>21,268.87</b>	
<b>088902</b>	05/15/2020	GMV SYNCROMATICS - EASY RIDES	
		Ride Reminder Calls - 2020 1st Quarter	594.79
			<b>594.79</b>
<b>088903</b>	05/15/2020	GOODYEAR TIRE & RUBBER	
		Indiana Waste Tax	7.50
		Mileage - March 2020	5,495.81
			<b>5,503.31</b>
<b>088904</b>	05/15/2020	GUARDIAN INS - APPLETON	
		May Vision Premiums	3,013.23
			<b>3,013.23</b>
<b>088905</b>	05/15/2020	SHAMBAUGH & SON LP	
		February Inspection / Leesburg Road	780.00
		Qrtly Filters - Leesburg Road	947.20
			<b>1,727.20</b>
<b>088906</b>	05/15/2020	RICOH USA, INC.	
		Black/White & Color Copies	168.73
			<b>168.73</b>
<b>088907</b>	05/15/2020	INDIANA AUTOMOTIVE EQUIPMENT	
		Parts to repair shop lift	2,503.12
			<b>2,503.12</b>
<b>088908</b>	05/15/2020	J & K COMMUNICATIONS INC	
		Contract #1842 - 05/10-06/09/2020	23.50
		Contract #1848 - 05/04-06/03/2020	23.50
		Contract #1833 - 05/01-05/31/2020	117.50
		Contract #1942 - 05/01-05/31/2020	70.50
		Contract #1673 - 05/01-05/31/2020	1,551.00
		Contract #1747 - 05/01-05/31/2020	117.50
		Contract #1787 - 05/05-06/04/2020	47.00
		Contract #1751 - 05/15-06/14/2020	94.00
		<b>2,044.50</b>	

**FORT WAYNE PTC  
RECORD OF TRANSMITTALS**

DATE RANGE: 05/01/2020 to 05/31/2020

Check Number	Check Date	Vendor Name/Description	Amount
<b>088909</b>	05/15/2020	JACKSON OIL & SOLVENTS INC	
		COGNIS EMGARD 2805	2,512.90
		DEF [BULK]	331.25
		DEF [BULK]	397.50
		DELO 50/50 ELC B [BULK]	1,952.50
		DELO Syn-Gear HD 75W90	1,831.21
			<b>7,025.36</b>
<b>088910</b>	05/15/2020	JANITORS SUPPLY CO INC	
		Sana Wipes	99.90
		Bowl Cleaner/Towels/Napkins	181.55
		Gloves	264.00
		Actuator for Floor Scrubber	287.10
		Tissues	194.10
		Motors and Skirt for Floor Scrubber	1,691.20
		Liners/Hand Soap/ Tissues/Brown Towel	586.03
			<b>3,303.88</b>
<b>088911</b>	05/15/2020	ERNEST JOHNSON	
		2020 Cleaning Allowance	85.00
			<b>85.00</b>
<b>088912</b>	05/15/2020	KC CLAIMS, LLC	
		KC2020-854 / 20-011	650.00
		KC2019-797 / 19-046	383.50
		KC2013-240 / 13-061	422.50
		KC2018-629 / 18-016	871.00
		KC2020-851 / 20-008	903.50
		KC2019-779 / 19-041	292.50
		KC2020-853 / 20-009	563.28
		KC2020-854 / 20-011	630.50
		KC2017-611 / 17-097	1,163.50
		KC2020-858 / 20-015	270.78
		KC2020-856 / 20-013	706.28
		KC2019-841 / 19-102	923.00
		KC2020-861 / 20-018	741.00
		KC2020-859 / 20-016	884.00
KC2020-860 / 20-017	747.50		
			<b>10,152.84</b>

**FORT WAYNE PTC  
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DATE RANGE: 05/01/2020 to 05/31/2020

Check Number	Check Date	Vendor Name/Description	Amount
<b>088913</b>	05/15/2020	KELLEY CHEVROLET INC	
		Upr. Lwr. Radiator shroud 984	198.80
		Actuator for unit 1261	75.55
		Items for stock	652.04
		A/C Pump for unit 1261	165.23
		1261 A/C compressor & parts	362.48
		Plate, Vlave & Core #1471	-100.00
		Hub Brg assem - Fan Clutch Stk	663.35
		Connectors	233.30
		Transmission Rebuild - Spare - Para	482.80
		Reprogram ABS Module #1471	821.57
		Module & Valve #0986	427.09
		Module/Valve for #1264	427.09
		Parts for stock	513.79
		Reprogram Brk Cntl Module #0986	92.65
		Tube	37.66
		Injectors for stock	493.86
		Tube	37.66
		Starter for #1573	233.62
<b>088914</b>	05/15/2020	KOORSEN FIRE & SECURITY INC.	
		Qrtly Billing - Commercial Base - BAKER	97.65
		Qrtly Fire Alarm Monitoring Base	83.43
		<b>181.08</b>	
<b>088915</b>	05/15/2020	RICHARD LAMB	
		2020 Cleaning Allowance	85.00
		<b>85.00</b>	
<b>088916</b>	05/15/2020	LINCOLN NATIONAL LIFE INS CO	
		FTWAYTRAN3-BL-1470889	3,158.56
		<b>3,158.56</b>	
<b>088917</b>	05/15/2020	LINCOLN NATIONAL LIFE INS D/C	
		Employee 457 Withholdings	3,038.00
		<b>3,038.00</b>	
<b>088918</b>	05/15/2020	LOWE'S	
		Surge Protectors for Customer Service	37.97
		Batteries/4 Gal Plastic Tank Sprayers	88.22
		Elbow Fittings	8.70
		<b>134.89</b>	
<b>088919</b>	05/15/2020	MARKET & CAPITOL ADVOCACY, LLC	
		State Gov Affairs Consult Fees -April'20	2,500.00
		<b>2,500.00</b>	
<b>088920</b>	05/15/2020	McMAHON TRUCK TIRE INC	
		Alignment on #1261	125.00
		Tires, Balance & Labor #1470	410.98
		Tires/Balance/Alignment #1996	982.94
		Alignment on #1263	125.00
		<b>1,643.92</b>	

**FORT WAYNE PTC  
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DATE RANGE: 05/01/2020 to 05/31/2020

Check Number	Check Date	Vendor Name/Description	Amount
088921	05/15/2020	JOSEPH MEDLEY Cell Phone Reimbursement	45.00
			<b>45.00</b>
088922	05/15/2020	NATIONAL SERV-ALL INC Account Number 3-0091-1008754	252.04
			<b>252.04</b>
088923	05/15/2020	NOWAK SUPPLY CO INC Port a Potties for Baker Street	499.80
			<b>499.80</b>
088924	05/15/2020	OFFICE CONCEPTS, INC. Contract # 12688 - Black/White & Color Contract # 12813 - DISPATCH Contract # 12189 - Jean Marie Contract #12189 - Meter Readings	584.14 14.62 49.46 69.02
			<b>717.24</b>
088925	05/15/2020	OFFICETEAM INC Conversion Buyout - Dnieka Pearson Temp Help - Cust Srv - Dnieka Pearson Conversion Buyout D. Pearson Reversal Temp Help - Cust Srv - Dnieka Pearson Temp Help - Cust Srv - Dnieka Pearson Temp Help - Cust Srv - Dnieka Pearson Temp Help - Cust Srv - Dnieka Pearson	1,248.00 905.00 -1,248.00 828.79 660.80 738.24 660.80
			<b>3,793.63</b>
088926	05/15/2020	MAURICE PEARL Cell Phone Reimbursement	45.00
			<b>45.00</b>
088927	05/15/2020	PHYSICIANS HEALTH PLAN INC May Health Insurance Premiums	196,954.42
			<b>196,954.42</b>
088928	05/15/2020	POWER COMPONENTS CORPORATION ID Food Grade PVC Hose (6) Hose Assembly for stock Hose Assembly	2.56 157.83 27.20
			<b>187.59</b>
088929	05/15/2020	PRINCIPAL LIFE INSURANCE COMPANY Account Number 1103764-10001	13,503.29
			<b>13,503.29</b>
088930	05/15/2020	PROFITS ON-HOLD PROD LLC Monthly Subscription	125.00
			<b>125.00</b>
088931	05/15/2020	Q.H.G OF FORT WAYNE COMPANY LLC Brownlee/Fisher/Mcguire/Crouse/Clark/W Almonrode/Christopher/Allen/Zimmermar Meyers/Johnson/Sandlin/Rupp/White/Su Mance/Persinger	312.00 425.50 721.50 111.50
			<b>1,570.50</b>



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DATE RANGE: 05/01/2020 to 05/31/2020

Check Number	Check Date	Vendor Name/Description	Amount
088932	05/15/2020	RAYNOR DOOR AUTHORITY, INC. Repair on Door in rear shop	333.50
			<b>333.50</b>
088933	05/15/2020	DEBRA MUELLER 2020 Cleaning Allowance	85.00
			<b>85.00</b>
088934	05/15/2020	JUNIOR RODRIGUEZ Cell Phone Reimbursement	45.00
			<b>45.00</b>
088935	05/15/2020	TANYA RORK 2020 Medicare Supplement Benefit	950.00
			<b>950.00</b>
088936	05/15/2020	ROTHBERG LOGAN & WARSCO LLP Liability Matters Liability Matters Liability Matters General Legal Matters Liability Matters Liability Matters Liability Matters	2,257.87 504.00 849.00 20,070.04 975.42 648.00 5,400.00
			<b>30,704.33</b>
088937	05/15/2020	DEBRA RUPP 2020 Cleaning Allowance	85.00
			<b>85.00</b>
088938	05/15/2020	RUSS MOORE TRANSMISSION INC Transmission Rebuild - Spare - Para	612.51
			<b>612.51</b>
088939	05/15/2020	SAFETY-KLEEN CORPORATION Immersion Cleaner - 24 Week Srv Minimizer III - 12 Week Service	1,299.58 670.94
			<b>1,970.52</b>
088940	05/15/2020	PAM SCHIEBER Cell Phone Reimbursement	45.00
			<b>45.00</b>
088941	05/15/2020	SKY HIGH GRAPHIX LLC Accident Repair #0629 wrap Replacement decal's for buses	400.00 386.00
			<b>786.00</b>
088942	05/15/2020	KIRK SNYDER 2020 Tooling Allowance 2020 Boot Allowance per Contract 2020 Tooling Allowance	357.98 127.46 97.46
			<b>582.90</b>
088943	05/15/2020	KIRK SNYDER Cell Phone Reimbursement	45.00
			<b>45.00</b>

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DATE RANGE: 05/01/2020 to 05/31/2020

Check Number	Check Date	Vendor Name/Description	Amount
088944	05/15/2020	STAR BANK HSA Company Contributions	468.76
			<b>468.76</b>
088945	05/15/2020	STAR BANK HSA Company Contributions	468.76
			<b>468.76</b>
088946	05/15/2020	STAR BANK HSA Company Contributions	468.76
			<b>468.76</b>
088947	05/15/2020	SUPERIOR VAN & MOBILITY Repair on Lift #0987	1,931.77
			<b>1,931.77</b>
088948	05/15/2020	JASON TAULBEE 2020 Tooling Allowance	206.97
			<b>206.97</b>
088949	05/15/2020	RICHARD THOMAS JR. Cell Phone Reimbursement	45.00
			<b>45.00</b>
088950	05/15/2020	TRAVELERS CL REMITTANCE CENTER Liability Insurance #0107250320 Acct # 8229D7232 Commercial Package 1st Downpayment - Insurances	3,750.00 14,640.00 84,322.25
			<b>102,712.25</b>
088951	05/15/2020	UNIFIRST CORPORATION Mats and Wet Mops - Baker Street May Shop Uniforms May Shop Uniforms April - Shop Uniforms April Shop Uniforms Shop Uniforms - April Mats & Wet Mops - Baker Street	42.54 455.42 337.92 331.22 331.22 337.92 42.54
			<b>1,878.78</b>
088952	05/15/2020	RUTH VOSMEIER Cell Phone Reimbursement	45.00
			<b>45.00</b>
088953	05/15/2020	KYLEE WAGNER Cell Phone Reimbursement	45.00
			<b>45.00</b>
088954	05/15/2020	SUSAN WALTER 2020 Medicare Supplement Benefit	870.87
			<b>870.87</b>
088955	05/15/2020	WAYNE PIPE & SUPPLY INC Lead Brass - Shop supply items	42.80
			<b>42.80</b>

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DATE RANGE: 05/01/2020 to 05/31/2020

Check Number	Check Date	Vendor Name/Description	Amount
088956	05/15/2020	PRAXAIR DISTRIBUTION INC. Cylinder Rentals	94.00
			<b>94.00</b>
088957	05/15/2020	WELLS FARGO INST TRUST SERV Pension Deductions/Contributions	27,145.83
			<b>27,145.83</b>
088958	05/29/2020	COMCAST CABLE Account Number 8529 20 002 2294590	291.85
			<b>291.85</b>
088959	05/29/2020	FWPTC EMPLOYEE SUNSHINE CLUB Sunshine Club Employee Withholdings	110.00
			<b>110.00</b>
088960	05/29/2020	INDIANA MICHIGAN POWER COMPANY Account Number 048-498-441-1-5 Account Number 047-759-400-0-2 Account Number 046-220-014-0-4	25.11 1,351.78 4,200.32
			<b>5,577.21</b>
088961	05/29/2020	LINCOLN NATIONAL LIFE INS D/C Employee 457 Withholdings	3,038.00
			<b>3,038.00</b>
088962	05/29/2020	SPRINT Account Number 749911519	3,287.44
			<b>3,287.44</b>
088963	05/29/2020	WELLS FARGO INST TRUST SERV Pension Deductions/Contributions	27,103.88
			<b>27,103.88</b>
<b>TOTAL CHECK AMOUNT</b>			<b>678,577.35</b>

**EFT PAYMENTS & OTHER TRANSACTIONS**

PAYROLL DIRECT DEPOSIT & NET CHECKS	\$568,697.77
PAYROLL TAXES	\$210,991.24
HEALTH INSURANCE - HRA PAYMENTS/HSA Contributions	\$13,100.31
WORKER'S COMP.	\$109.76
DATA PROCESSING/ANALYSIS CHARGES	\$1,805.65
PAYROLL LIENS	\$10,732.62
CHECKES ISSUED PRIOR MONTH - VOIDED CURRENT MONTH	\$0.00

**TOTAL EFT PAYMENTS & OTHER TRANSACTIONS** **\$805,437.35**

**TOTAL TRANSMITTALS** **\$1,484,014.70**

**RECORD OF TRANSMITTALS**

**I HEREBY ATTEST THAT I HAVE EXAMINED THE VOUCHER CHECK NUMBERS 088851-088963 IN THE AMOUNT OF \$678,577.35 AND EFT PAYMENTS AND OTHER TRANSACTIONS IN THE AMOUNT OF \$805,437.35 AS LISTED ON THE FORT WAYNE PUBLIC TRANSPORTATION CORPORATION RECORD OF TRANSMITTALS FOR THE MONTH OF MAY 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 11<sup>TH</sup> Day Of June, 2020.**

_____	_____
_____	_____
_____	_____
_____	



## **Operations Report for May 2020**

### **Fixed Route Services**

Comparing May 2020 to May 2019 Fixed Route monthly ridership reflects a decrease of -61.29%. Year-to-date Fixed Route is down -28.86%.

The routes with the highest ridership are the 2, 4, and 8, with an average of 331 to 438 weekday ridership. The most productive routes are the 4 and 8. May 2020 system average for passengers per revenue hour is approximately 6.3.

Lost one weekday of service with closure for Memorial Day Holiday on Monday, May 25<sup>th</sup>.

### **Access Services**

May 2020 ridership reflects a decrease of -72.39% compared to May 2019. Year-to-date Access shows a decrease of -36.00%.

## **Safety**

### **May 2018, 2019 and 2020 Comparisons**

#### **Preventable Fleet Collisions:**

##### **Fixed Route**

- 0 preventable fleet collisions in May 2020
- 0 preventable fleet collisions in May 2019
- 2 preventable fleet collisions in May 2018

##### **Access**

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

#### **Non-Preventable Fleet Collisions:**

##### **Fixed Route**

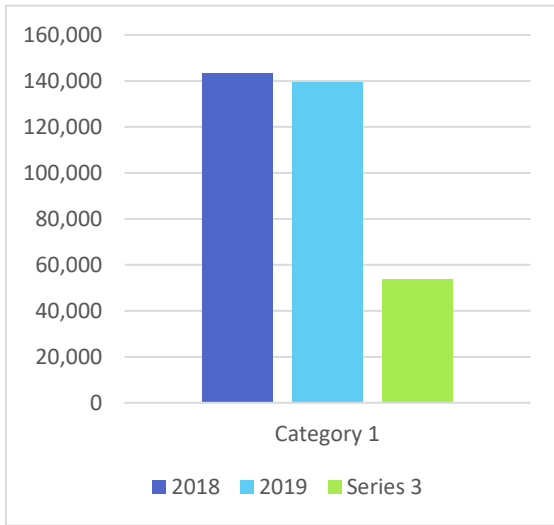
- 2 non-preventable fleet collisions in May 2020
- 2 non-preventable fleet collisions in May 2019
- 4 non-preventable fleet collisions in May 2018

##### **Access**

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

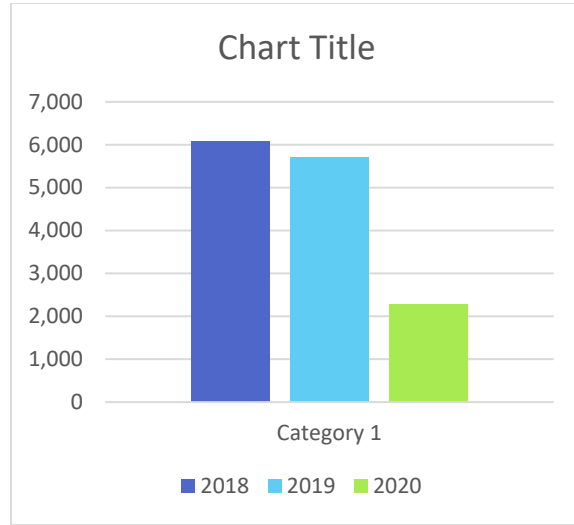
### Fixed Route May Ridership Yearly Comparisons

**Monthly Fixed Route Ridership**



2018	2019	2020
143,397	139,277	53,911

**Average Weekday Fixed Route Ridership**

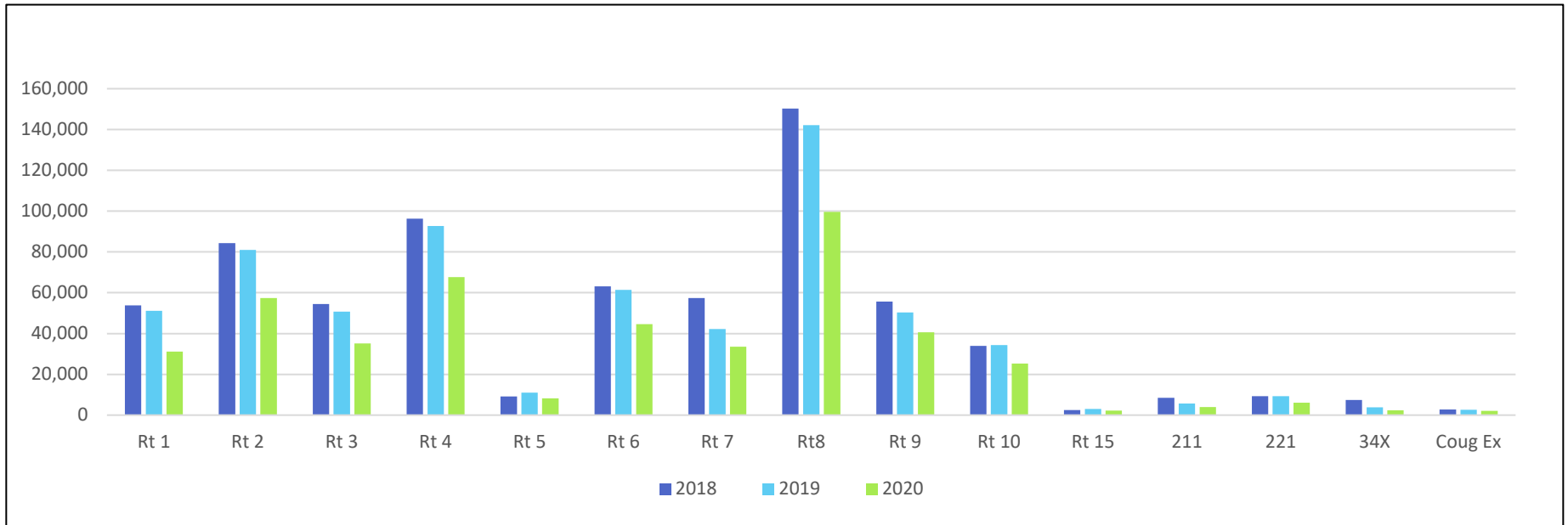


2018	2019	2020
6,089	5,720	2,275

### 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 May 31, 2020 Comparison by Route by Year 2018-2019-2020**

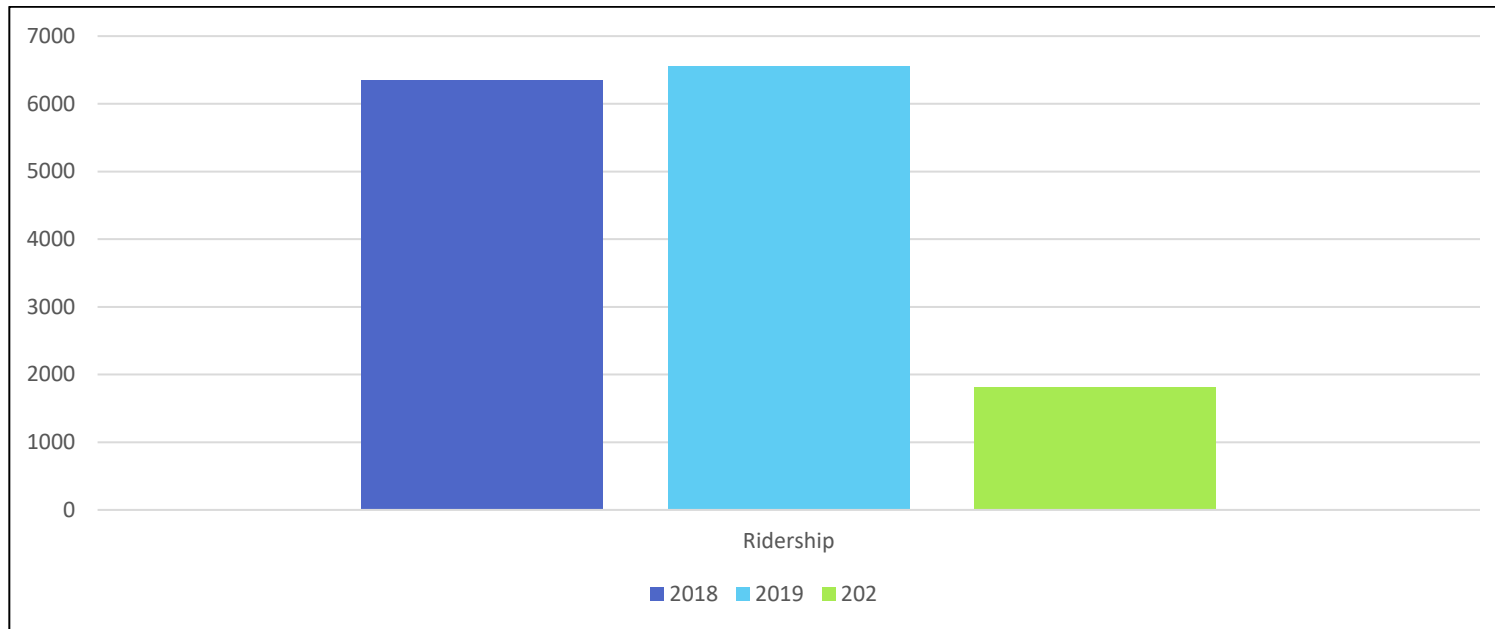


	Rt 1	Rt 2	Rt 3	Rt 4	Rt 5	Rt 6	Rt 7	Rt 8	Rt 9	Rt 10	Rt 15	211	221	34X	Cg Ex
2018	53,805	84,279	54,430	96,257	9,216	63,071	57,442	150,285	55,726	33,914	2,537	8,472	9,295	7,430	2,698
2019	51,127	80,986	50,711	92,697	10,975	61,404	42,156	142,154	50,396	34,345	3,022	5,718	9,294	3,840	2,594
2020	31,182	57,330	35,202	67,596	8,282	44,666	33,548	99,571	40,544	25,227	2,246	3,953	6,124	2,386	2,035

**Ridership Comparison May 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	10,366	17,732	10,896	20,187	2,014	12,944	13,081	31,419	11,045	6,667	581	1,635	1,901	889	73
2019	10,826	17,414	10,663	19,482	2,429	13,090	11,215	30,630	10,056	7,531	612	1,320	1,814	803	24
2020	4,140	6,969	3,717	7,771	1,106	5,041	3,550	10,392	5,084	2,882	254	400	705	150	0

### MAY ACCESS RIDERSHIP COMPARISONS 2018-2019-2020



<b>2018</b>	<b>2019</b>	<b>2020</b>
6,347	6,555	1,810



**May Average Fixed Route Passengers per Hour by Route -Weekdays Only**

Route 1-Waynedale Northcrest	6.29
Route 2-Time Corners Georgetown	9.47
Route 3-Village Woods Canterbury	5.40
Route 4-Wells Ludwig Parkview	7.49
Route 5-Southeast Local	2.86
Route 6-Franke Park McKinnie	7.02
Route 7-Anthony Oxford	9.66
Route 8-Glenbrook Southtown	14.04
Route 9-Broadway Taylor Gateway	6.97
Route 10-Lewis New Haven	7.90
Route 21-Dupont Road	1.39
Route 22-West Jefferson Lutheran	2.56
Route 97-Cougar Express	0.00
Route 31X-Downtown/ARC Express	0.60
Route 15-MedLink	1.41

**Ridership** (Goal 6: Ridership)

- **Fixed Route:**

- May 2020 – 53,911 trips (decrease of 83,366 trips/-61.29%)
- 139,277 trips May 2019
- On-time performance was at 95%
- Average weekday ridership - 2,275

- **ACCESS Ridership:**

- May 2020 - 1,810 (decrease of 4,745 trips/ -72.39%)
- May 2019 - 6,555
- Average weekday trips for May - 80
- On-time performance - 99.73%

- **Fixed Route Runs**
  - 49 Full Time Regular week day runs
  - 18 Saturday runs
  - 65 Fixed Route - Full Time Drivers
  
- **Access Runs**
  - 18 Full Time Regular Access
  - 4 Saturday runs
  - 20 Full Time Drivers
  
- **Token Transit:**
  - Mobile pass sales for May was \$2,172.50 for net of \$1,996.90
  - Usage was 1,155 on fixed route and 52 on Access
  
- **5310 Pass Through to Community Transportation Network:**
  - 931 trips - May 2020
  
- **Greyhound:**
  - 327 tickets - May 2020 (638 were sold in 2019)
  - 17 packages/bags – May 2020 (40 processed in 2019)

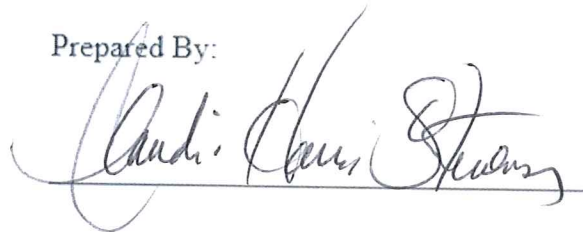
Passenger Service Reports – May 2020

**Fixed Route:**

Twenty-three (23) Passenger Service Reports were received.

- Twenty-two (22) were complaints
  - Fifteen (15) were unsubstantiated
    - Seven (7) regarding careless driving
    - Four (4) regarding discourtesy
    - One (1) regarding a pass by
    - One (1) regarding entering from the back
    - One (1) regarding driver off the bus too long
    - One (1) service on Saturday
  - Seven (7) are being monitored for future action
    - Three (3) new service/hours
    - Two (2) regarding discourtesy
    - One (1) regarding customer fall
    - One (1) regarding social distancing
- One (1) was a commendation

Prepared By:



Candi Harris

Approved By:



Maura Pearl



## Marketing Report – June 2020

### Press Releases

- Full-Service Release
- Sound the Horn Event Release
- Youth Summer Fun Pass Release

### Media Coverage

- Sound the Horn Event – WANE & WPTA
- Back to Full Service – WANE & WPTA
- Youth Summer Fun Pass Sales - WPTA

### Highlights

- Sound the Horn Event was a great way to show our appreciation to all essential workers!
- The Youth Summer Fun Pass is on sale again this year.

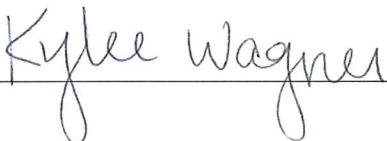
### Website

- 9,639 Pageviews in May
- 9,903 Pageviews in April
- 17,032 Pageviews in March

### Social Media (last 30 days)

- Stephen to receive information the week of June 11<sup>th</sup>

Prepared By:

  
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Approved By:

  
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### Human Resources Report

As of May 31, 2020;

Current Count of Employees 127

#### Departments Fully Staffed

Administration	Yes	Finance	Yes
Operations	No	Maintenance	No
Customer Service	Yes		

**Recruitment: New Positions:** Operations - Access Drivers (4)

**New hire orientation June 15, 2020 (2 Driver candidates)**

Will be doing Zoom Interviews for applicants

Participated in Mastodon Virtual Career Fair with Purdue University Fort Wayne

#### Training

Administration/Human Resources – Gov. Holcomb’s Press Conference regarding COVID-19 (2)

Human Resources/Operations – Work Challenges During Post-COVID-19 (2)

Maintenance – Future of Capital Projects and Construction After COVID-19 (1)

Safety/Operations – Transportation Safety Institute courses: Fatigue and Sleep

Apnea Awareness for Transit Employees, Transit Bus Nomenclature,

Curbing Transit Employee Distracted Driving, and Roadmap to Draft an

Agency Safety Plan for Bus Agencies

#### Collision Accidents – Month of May

Fixed Route: 0 Preventable, 2 Non-Preventable, Total 2

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

**EEOC:** Claims Filed 0      Claims Open 0      Claims Closed 0

#### Other:

Employees Tested Positive for COVID-19 = 0

As of 6/3/2020, Nine Employees took COVID 19 Test through BHS on Cook Road

Sr. Management 3

Operations 4

Union Exec BD 1

Administration 1

Maintenance 0

Deadline for testing is Friday 6/5/2020

Prepared by:

Approved by:

  
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## Maintenance Report

Statistics from May 2020

### Fixed Route Buses

#### Mileage

- Total Miles: 88,895
- Fuel Usage: 16647
- Ave. MPG: 3.89

#### PMI's

- Scheduled: 15
- Completed: 15
- % Completed: 100%

#### Road Calls

- Road Calls: 2
- Miles Between RC: 44,446

### Access Buses

#### Mileage

- Total Miles: 17,441
- Fuel Usage: 1,997
- Ave. MPG: 8.73

#### PMI's

- Scheduled: 6
- Completed: 6
- % Completed: 100%

#### Road Calls

- Road Calls: 0
- Miles Between RC: 17,441

### Labor

#### Statistics

- # of Work Orders: 157
- Labor Hours: 503.16
- AVG Repair Time: 3.20

#### 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: 18,644 Gallons
- Fuel cost per Gallon: \$2.04
- Total Fuel Cost: \$38,033.76

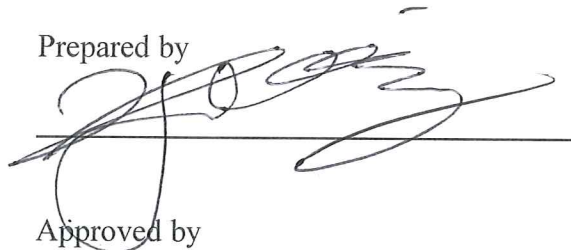
**2019**

- Total Fuel Used This Month: 27,789 Gallons
- Fuel cost per Gallon: \$2.29
- Total Fuel Cost: \$63,636.81

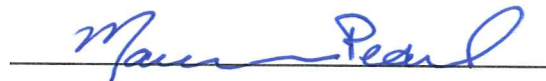
**2018**

- Total Fuel Used This Month: 29,992 Gallons
- Fuel cost per Gallon: \$1.78
- Total Fuel Cost: \$53,385.76

Prepared by

A handwritten signature in black ink, appearing to be "D. Rodriguez", written over a horizontal line.

Approved by

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



**General Manager's Report - June 11, 2020**

**Highlighted Activities:**

- Weekly APTA Meetings regarding Covid 19
- Attended Weekly Rotary International meetings via Zoom
- 5/20 Transportation Planning Committee Meeting conference call
- 5/20 Using NTD Data to Support Transportation Asset Management – Ruth
- 5/20 Fixbus conference call
- 5/21 GoToWebinar - Workforce challenges during and post-COVID 19
- 5/22 Talk with ELPC on FW EVs and conference call
- 5/26 Attended Zoom meeting for Leadership Fort Wayne
- 5/27 Supervisor and Driver Hiring Meeting via Zoom
- 5/28 ELPC + FW Check-in conference call
- 5/28 CAT Project Update via Zoom
- 6/3 Union Board Executive Meeting
- 6/4 Meeting with Indiana & Michigan via Skype
- 6/4 Marketing Committee Meeting via Zoom
- 6/4 GoToWebinar - Restoring and Reimagining Transit Service in a Pandemic-Transformed World

Prepared and Approved by:

  
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<b>Goal 6 - Increase Ridership</b>														
<b>Fixed Route</b>														
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	
<b>2020 Passenger Trips</b>	<b>133,737</b>	<b>124,398</b>	102,762	55,717	53,911								<b>470,525</b>	<b>Increase 34,000 annually</b>
Monthly +/-	11,747	(876)	(32,713)	(83,695)	(85,366)								(190,903)	
YTD +/-	11,747	10,871	(21,842)	(105,537)	(190,903)									
<b>Access</b>														
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	
<b>2020 Passenger Trips</b>	<b>6,816</b>	<b>5,954</b>	4,392	1,388	1,810								<b>20,360</b>	<i>report only</i>
Monthly +/-	977	55	(2,343)	(5,195)	(4,745)								(11,251)	
YTD +/-	977	1,032	(1,311)	(6,506)	(11,251)									
<b>Purchased Trips</b>														
2019 Purchased Trips	764	810	832	808	829	840	803	1037	961	989	943	939	10,555	
<b>2020 Purchased Trips</b>	<b>961</b>	<b>942</b>	896	896	931								<b>4,626</b>	<i>report only</i>
Monthly +/-	197	132	64	88	102								583	
YTD +/-	197	329	393	481	583									
<b>Total Ridership</b>														
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	
<b>2020 Passenger Trips</b>	<b>141,514</b>	<b>131,294</b>	108,050	58,001	56,652	0	0	0	0	0	0	0	<b>495,511</b>	<i>report only</i>
Monthly +/-	12,921	(689)	(34,992)	(88,802)	(90,009)								(201,571)	
YTD +/-	12,921	12,232	(22,760)	(111,562)	(201,571)									
<b>Greyhound Ticket Sales</b>														
2020 Passenger tickets sold	525	453	407	226	327								1,938	<i>report only</i>
2020 Packages/bags	38	29	23	19	17								126	<i>report only</i>

**Resolutions and Ordinances**

## **OLD BUSINESS AND NEW BUSINESS**

1. Old Business:
  - a. 2020 Strategic Plan
2. New Business
  - a. 2020 Marketing Plan

**OPEN DISCUSSION BY THE BOARD**