
March 12, 2020

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

BOARD MEMBERS

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

CITILINK STAFF

Maurice Pearl
Jean Marie Boykins
Bruce Miller
Claudia Harris-Stevenson
Pam Schieber
Kylee Wagner
Junior Rodriguez
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 Resolution 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 MARCH 12,2020 AT 5:00 PM
801 LEESBURG ROAD FORT WAYNE, IN 46808

- I. EXECUTIVE SESSION to start at 5:30 PM
 1. Reading, correcting and approval of the Minutes of the previous meeting(s):
 - a. Regular Board Meeting Minutes (2/13/2020)
 - b. Executive Session of the Board of Directors Meeting Minutes (2/13/2020)
 2. Written Communications from the public¹, 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. Resolution
 1. AVL/ GPS Award
 - 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 Minutes



BOARD MEETING MINUTES

Board of Directors Meeting
801 Leesburg Road, Fort Wayne, IN 46808
February 13, 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 5:38 PM by Chairperson Fortriede.

2. Roll Call

Roll call was administered by Chairperson Fortriede. She noted that all Board Members were present. She also formally welcomed Mr. Urberg to the Board of Directors.

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

Members Absent: None

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

Others Present: Tom Trent, Corporate Counsel, Denny Logan, Corporate Counsel, Ashley Gilbert-Johnson, Matt Maha, Jack Dadon, and Officer Jack Barbour

3. Reading, Correcting and Approving of Minutes

- a. Regular Board Meeting Minutes (1/9/2020)
- b. Marketing Committee Minutes (1/9/2020)
- c. Executive Session of the Board of Directors (1/9/2020)

Mr. Steinman moved to approve the above-referenced minutes, with Ms. Keesling seconding his motion. During the ensuing discussion period, Mr. Traxmor moved to amend the Regular Board Meeting minutes based upon his recollection of the January 9,

2020 meeting. Both the underlying motion, and Mr. Traxmor's motion to amend the minutes, carried by the unanimous vote of the Board.

4. Public Comment

None

5. 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: Mr. Traxmor reported on the upcoming "All-In Allen" Comprehensive Plan Kickoff to be held on Wednesday, February 19 from 5:30 – 7:30 PM at the Grand Wayne Center. [He also advised that there was a call for projects out for 5310 money, and that he asked the CTN representative to consider buying electric vehicles].

6. Financial Report

The Board reviewed the Interim Record of Transmittals for the period between 2/1/2020 – 2/14/2020, and the January Record of Transmittals, both of which were included in the Board packet. Mr. Steinman moved to approve the Records of Transmittals, with Ms. Keesling seconding his motion. There being no discussion on the motion, the Records of Transmittals were approved by unanimous vote of the Board.

Mr. Miller proceeded to give the Board an overview of the January financial statement, which was also set forth in the Board packet.

7. Operations Report

Operations Director Harris-Stevenson provided the Board with an overview of the January Operations report, a complete copy of which was set forth in the Board packet. Ms. Harris-Stevenson fielded a variety of different questions, including questions regarding CDL requirements, driver retention and overtime metrics.

8. Marketing Report

Marketing Manager Wagner provided the marketing report for the month of January, a complete copy of which was set forth in the Board packet. Ms. Wagner also advised that

the Citilink website experienced 20,909 page-views in January, representing a nearly 5,000-view increase over the previous month. Of those views, 4,251 were new to the Citilink website.

9. Human Resources Report

In Ms. Boykin's absence, Mr. Pearl provided the Human Resources report for the month of January. A complete copy of the report was included in the Board packet.

10. Maintenance Report

PM Maintenance Supervisor Rodriguez provided the maintenance report for the month of January. A complete copy of the report was included in the Board packet. He also answered questions advanced by Mr. Hines regarding his experiences at procurement training.

11. General Manager's Report

Mr. Pearl provided the General Manager's report for the month of January. A complete copy of the report was included in the Board packet.

12. Introduction and/or Adoption of Resolutions and Ordinances

The following resolution was advanced for Board review and approval:

RESOLUTION R-01-20

A RESOLUTION APPROVING THE 2020-2021 PUBLIC OFFICIAL BOND FOR BRUCE A. MILLER, CONTROLLER OF THE FORT WAYNE PUBLIC TRANSPORTATION CORPORATION (FWPTC).

Mr. Miller briefed the Board on the content and effect of the resolution stating, in brief, that the annual bond amount was, once again, \$50,000.

Mr. Coats moved to approve Resolution R-01-20, with Mr. Hines seconding the said motion. There being no further discussion, the motion carried by the unanimous vote of the Board.

13. Old Business and New Business

Old Business: The approval of the Citilink 2030 Development Plan was advanced as Old Business. Mr. Pearl provided a broad overview of the Transit Development Plan, and in doing so, provided members of the Board with an Executive Summary of the same. Following Mr. Pearl's presentation, Mr. Steinman moved to adopt the Citilink 2030 Transit Development Plan, as presented, with Ms. Keesling seconding the said motion. There

being no further discussion, the motion carried by a 6-1 vote, with Mr. Traxmor being the lone dissenting vote.

New Business: Chairperson Fortriede led a discussion on the proposed slate of committee appointments. A complete copy of the slate was set forth in the Board Packet. The only notable discussion point was the proposed appointment of Mr. Pearl to the Transit Planning Committee. The slate was approved by the general consensus of the Board.

14. Open Discussion

In recognition of Black History Month, Mr. Hines acknowledged Mr. Louis Sims. Mr. Sims joined Citilink in 1963 as the first African American to work for the Fort Wayne public transportation system. Mr. Hines also acknowledged the Thomas family (John, Richard Sr. and Richard Jr.) who, for three generations, have faithfully served as employees of Citilink. Mr. Hines lastly (but proudly) introduced his guests, Jack Dadon and Matt Maha.

Mr. Traxmor concluded the evening by recommending that the Board listen to Tony Seba's recent presentation entitled the *Future of Transportation / Keynote: 2020 NC DOT Transportation Summit*, January 24, 2020.

Chairperson Fortriede adjourned the Board meeting at 6:51 PM.

Attest:

Sherese Fortriede
Chair

Ron Steinman
Vice Chair

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION-
Executive Session Meeting of the Board of Directors Minutes
February 13, 2020

An Executive Session of the Board of Directors of the Fort Wayne Public Transportation Corporation was held on Thursday, February 13, 2020, beginning at 5:00 p.m. at the Citilink offices located at 801 Leesburg Road, Fort Wayne, Indiana.

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

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

The Board of Directors met for the purpose stated in the notice of such meeting.

There being no further business, the meeting adjourned at 5:35 p.m.

Attest:

Sherese Fortriede
Chair

Glynn Hines
Secretary

PUBLIC COMMENT

Board of Directors Reports

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

Agenda Item #4.1

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CONTROLLER'S REPORT

March 12, 2020

FEBRUARY 2020 FINANCIAL DATA

Overall revenue is under budget by approximately 5.90% 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 7.15%. 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.

Citilink's cash position as of February 29, 2020 is roughly \$1,085,000 lower as compared to the cash position as of February 28, 2019 primarily related to the timing of draw downs on Federal Grants and State PMTF.

Financial Summary Comparison

	February		Year-to-date			
	2020	2019	2020	2019	\$ Diff	% Diff
Operating revenue	\$ 152,457.17	\$ 153,023.53	\$ 384,707.28	\$ 366,380.91	\$ 18,326.37	5.00%
Non-operating revenue	\$ 1,081,906.55	\$ 958,822.15	\$ 2,138,952.84	\$ 1,921,230.33	\$ 217,722.51	11.33%
Total Revenue	<u>\$ 1,234,363.72</u>	<u>\$ 1,111,845.68</u>	<u>\$ 2,523,660.12</u>	<u>\$ 2,287,611.24</u>	<u>\$ 236,048.88</u>	10.32%
Operating Expenses	<u>\$ 1,130,586.93</u>	<u>\$ 1,045,396.08</u>	<u>\$ 2,369,830.72</u>	<u>\$ 2,195,208.16</u>	<u>\$ 174,622.56</u>	7.95%

RECORD OF TRANSMITTALS

The Record of Transmittals for February 2020 is included in your packet. The interim Record of Transmittals for March 1-12, 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
2/29/2020**

OLD National Bank

Checking	\$	1,687,804.41
Ticket Vending Machine	\$	1,153.00
Credit Card	\$	3,083.42
Money Market	\$	5,336.62
	\$	<u>1,697,377.45</u>

Horizon Bank (was Salin)

Savings	\$	1,111,399.48	
TOTAL			<u><u>\$ 2,808,776.93</u></u>

Fund Balances

Operating	\$	502,539.01	
Workers' Comp	\$	1,000,000.00	
Liability	\$	237,662.88	
Matching	\$	200,384.52	
Levy Excess	\$	-	
Rainy Day	\$	868,190.52	
			<u><u>\$ 2,808,776.93</u></u>

CASH ACTIVITY SUMMARY

	<u>Current Month</u>		<u>Y-T-D</u>	
Beginning Balance	\$	2,814,826.26	\$	3,807,967.59
Receipts	\$	1,217,387.04	\$	1,565,307.97
Disbursements	\$	1,223,436.37	\$	2,564,498.63
Ending Balance	\$	<u>2,808,776.93</u>	\$	<u>2,808,776.93</u>
	\$	-	\$	-

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION/CITILINK

STATEMENT OF NET EARNINGS
For the Month Ending February 29, 2020

	Period to Date			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
REVENUE						
OPERATING REVENUE						
Passenger Fares	79,511.84	119,466.67	-39,954.83	240,378.20	238,933.33	1,444.87
Paratransit	16,521.05	15,330.00	1,191.05	34,081.25	30,660.00	3,421.25
Fare Subsidy	39,343.00	33,528.25	5,814.75	75,588.80	67,056.50	8,532.30
Advertising Service	16,937.28	13,333.33	3,603.95	34,362.03	26,666.67	7,695.36
ID Cards	144.00	50.00	94.00	297.00	100.00	197.00
TOTAL OPERATING REVENUE	152,457.17	181,708.25	-29,251.08	384,707.28	363,416.50	21,290.78
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	352,069.16	348,834.83	3,234.33
Property Taxes	472,482.00	472,482.33	-0.33	944,964.00	944,964.67	-0.67
Excise Taxes	31,380.67	31,380.67	0.00	62,761.34	62,761.33	0.01
Bank Taxes	2,381.33	2,381.33	0.00	4,762.66	4,762.67	-0.01
COIT Tax	81,463.17	76,964.42	4,498.75	162,926.34	153,928.83	8,997.51
Commercial Vehicle Taxes	2,707.92	2,707.92	0.00	5,415.84	5,415.83	0.01
JARC	0.00	0.00	0.00	0.00	0.00	0.00
Capitalize Maintenance	160,000.00	171,253.33	-11,253.33	320,000.00	342,506.67	-22,506.67
CMAQ	0.00	6,666.67	-6,666.67	0.00	13,333.33	-13,333.33
Complementary Paratransit	26,912.83	26,912.83	0.00	53,825.66	53,825.67	-0.01
FTA 5307 - Operations	100,000.00	173,525.83	-73,525.83	200,000.00	347,051.67	-147,051.67
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	0.00	3,333.33	-3,333.33
FTA 5310 - Operational Funds Pass Thru	0.00	8,333.33	-8,333.33	0.00	16,666.67	-16,666.67
Sale of Fuel	0.00	0.00	0.00	0.00	0.00	0.00
Sale of Scrap	0.00	83.33	-83.33	0.00	166.67	-166.67
Investment Income	296.54	416.67	-120.13	645.41	833.33	-187.92
Accident Repair Recovery	381.75	500.00	-118.25	381.75	1,000.00	-618.25
Greyhound Agency Income	2,223.22	5,000.00	-2,776.78	4,921.47	10,000.00	-5,078.53
Other Miscellaneous Income	25,642.54	4,583.33	21,059.21	26,279.21	9,166.67	17,112.54
Gain/Loss on Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING REVENUE	1,081,906.55	1,159,276.08	-77,369.53	2,138,952.84	2,318,552.17	-179,599.33
TOTAL REVENUE	1,234,363.72	1,340,984.33	-106,620.61	2,523,660.12	2,681,968.67	-158,308.55
OPERATING EXPENSES						
SALARIES AND WAGES						
Operations Supervisors Wages	23,431.12	25,148.83	-1,717.71	51,141.84	50,297.67	844.17
Drivers Wages	347,426.80	350,661.92	-3,235.12	721,569.88	701,323.83	20,246.05
Dispatchers & Other Wages	26,326.55	26,399.83	-73.28	51,381.10	52,799.67	-1,418.57
Maintenance Supervisors Wages	4,524.80	14,686.58	-10,161.78	15,357.12	29,373.17	-14,016.05
Mechanics & Service Wages	55,081.56	55,908.83	-827.27	115,938.48	111,817.67	4,120.81
General Office Wages	15,769.77	24,644.50	-8,874.73	38,731.29	49,289.00	-10,557.71
General Management Wages	19,023.36	16,302.92	2,720.44	36,227.12	32,605.83	3,621.29
Sick Pay	18,614.08	22,761.50	-4,147.42	36,714.88	45,523.00	-8,808.12
Holiday Pay	2.96	13,202.42	-13,199.46	44,910.76	26,404.83	18,505.93
Vacation Pay	29,229.92	35,484.75	-6,254.83	58,276.68	70,969.50	-12,692.82
Other Paid Absence	9,696.49	11,828.25	-2,131.76	15,223.44	23,656.50	-8,433.06
TOTAL SALARIES AND WAGES	549,127.41	597,030.33	-47,902.92	1,185,472.59	1,194,060.67	-8,588.08

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION/CITILINK

STATEMENT OF NET EARNINGS
For the Month Ending February 29, 2020

	Period to Date			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
FRINGE BENEFITS						
FICA Taxes	39,198.30	45,111.83	-5,913.53	86,212.78	90,223.67	-4,010.89
Pension	47,690.34	56,288.17	-8,597.83	95,053.88	112,576.33	-17,522.45
Group Medical Insurance	219,048.99	253,458.75	-34,409.76	401,586.69	506,917.50	-105,330.81
Group Dental Insurance	7,456.11	7,879.58	-423.47	14,668.01	15,759.17	-1,091.16
Group Life Insurance	2,917.60	3,202.50	-284.90	5,838.50	6,405.00	-566.50
Group Disability Insurance	6,099.94	6,355.67	-255.73	11,732.63	12,711.33	-978.70
Group Vision Insurance	2,802.28	2,959.25	-156.97	5,361.81	5,918.50	-556.69
Separation Expense	0.00	0.00	0.00	0.00	0.00	0.00
Unemployment Taxes	1,620.17	502.75	1,117.42	5,290.02	1,005.50	4,284.52
Workers' Compensation	10,471.17	11,329.50	-858.33	20,942.34	22,659.00	-1,716.66
Drivers' Uniforms	3,724.10	3,181.67	542.43	4,158.09	6,363.33	-2,205.24
TOTAL FRINGE BENEFITS	341,029.00	390,269.67	-49,240.67	650,844.75	780,539.33	-129,694.58
MATERIALS AND SUPPLIES						
Fuel and Lubricants	60,375.33	86,904.17	-26,528.84	123,906.29	173,808.33	-49,902.04
Tires and Tubes - Fixed Route	4,011.93	6,250.00	-2,238.07	9,959.37	12,500.00	-2,540.63
Tires and Tubes - Paratransit	1,160.00	1,613.33	-453.33	1,856.00	3,226.67	-1,370.67
Tickets, Transfers and Schedules	0.00	1,666.67	-1,666.67	18,154.40	3,333.33	14,821.07
Parts - Rebuilt	1,342.00	0.00	1,342.00	1,302.00	0.00	1,302.00
Parts - Other Vehicles	0.00	0.00	0.00	0.00	0.00	0.00
Parts/Supplies - Paratransit	8,629.44	10,083.33	-1,453.89	14,623.78	20,166.67	-5,542.89
Parts/Supplies - Revenue Equipment	18,068.10	36,250.00	-18,181.90	51,249.21	72,500.00	-21,250.79
Inventory Adjustment	0.00	0.00	0.00	0.00	0.00	0.00
Parts/Supplies - Shop Equipment	1,158.50	2,500.00	-1,341.50	2,540.19	5,000.00	-2,459.81
Parts/Supplies - Service Equipment	209.44	1,000.00	-790.56	229.60	2,000.00	-1,770.40
Accident Repairs	419.73	0.00	419.73	779.73	0.00	779.73
Coveralls	1,560.39	2,752.08	-1,191.69	5,749.42	5,504.17	245.25
Service Supplies	3,086.58	3,333.33	-246.75	6,205.80	6,666.67	-460.87
Farebox Repairs	0.00	2,000.00	-2,000.00	1,460.41	4,000.00	-2,539.59
Outside Maintenance	3,806.73	8,333.33	-4,526.60	13,720.76	16,666.67	-2,945.91
Other Materials & Supplies	2,639.80	4,000.00	-1,360.20	13,847.62	8,000.00	5,847.62
TOTAL MATERIALS AND SUPPLIES	106,467.97	166,686.25	-60,218.28	265,584.58	333,372.50	-67,787.92
SERVICES						
Professional and Technical	16,408.31	10,003.33	6,404.98	20,820.63	20,006.67	813.96
Temporary Help	10,672.66	0.00	10,672.66	16,358.82	0.00	16,358.82
Maintenance Contracts	10,049.33	8,291.25	1,758.08	21,710.82	16,582.50	5,128.32
Custodial Services	3,370.64	4,700.00	-1,329.36	6,754.40	9,400.00	-2,645.60
Security Services	3,781.16	3,500.00	281.16	7,806.16	7,000.00	806.16
Legal Services	14,922.69	15,125.00	-202.31	37,430.37	30,250.00	7,180.37
Data Processing	3,128.32	2,750.00	378.32	6,365.19	5,500.00	865.19
TOTAL SERVICES	62,333.11	44,369.58	17,963.53	117,246.39	88,739.17	28,507.22
UTILITIES						
Heat, Lights and Water	13,869.38	13,000.00	869.38	27,290.80	26,000.00	1,290.80

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION/CITILINK

STATEMENT OF NET EARNINGS
For the Month Ending February 29, 2020

	Period to Date			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
INSURANCE						
Physical Damage Insurance	833.33	833.33	0.00	1,666.66	1,666.67	-0.01
Liability Insurance	15,000.00	15,000.00	0.00	30,000.00	30,000.00	0.00
Other Corporate Insurance	17,222.36	17,252.58	-30.22	34,121.72	34,505.17	-383.45
TOTAL INSURANCE	33,055.69	33,085.92	-30.23	65,788.38	66,171.83	-383.45
TAXES						
Fuel and Lubricant Taxes	533.88	510.00	23.88	1,253.88	1,020.00	233.88
Other Taxes	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL TAXES	533.88	510.00	23.88	1,253.88	1,020.00	233.88
PURCHASED TRANSPORTATION						
Purchased Transportation	8,000.00	8,333.33	-333.33	16,000.00	16,666.67	-666.67
MISCELLANEOUS EXPENSES						
Dues and Subscriptions	2,120.83	2,310.67	-189.84	7,137.66	4,621.33	2,516.33
Travel and Meetings	2,599.48	2,916.67	-317.19	7,871.96	5,833.33	2,038.63
Bad Debt Expense	0.00	0.00	0.00	0.00	0.00	0.00
Advertising/Media	1,395.00	7,915.50	-6,520.50	4,266.39	15,831.00	-11,564.61
Communications Service	3,712.55	3,973.00	-260.45	8,139.27	7,946.00	193.27
CDL/Phys/Drug Test	885.00	835.00	50.00	2,377.00	1,670.00	707.00
Bank Fees	1,873.13	1,300.00	573.13	3,557.62	2,600.00	957.62
Other Miscellaneous Expense	467.50	500.00	-32.50	819.45	1,000.00	-180.55
TOTAL MISCELLANEOUS EXPENSES	13,053.49	19,750.83	-6,697.34	34,169.35	39,501.67	-5,332.32
LEASES AND RENTALS						
Office Equipment Lease	0.00	180.00	-180.00	0.00	360.00	-360.00
VEHICLE TRACKING SYSTEM						
Vehicle Tracking System	3,117.00	3,000.00	117.00	6,180.00	6,000.00	180.00
TOTAL OPERATING EXPENSES	1,130,586.93	1,276,215.92	-145,628.99	2,369,830.72	2,552,431.83	-182,601.11
NET EARNINGS (LOSS) BEFORE NON-BUDGETED ITEMS	103,776.79	64,768.42	39,008.37	153,829.40	129,536.83	24,292.57
NON-BUDGETED ITEMS						
Depreciation	156,524.88	0.00	156,524.88	313,049.76	0.00	313,049.76
Unfunded Pension Liability	12,750.00	0.00	12,750.00	25,500.00	0.00	25,500.00
Unfunded Other Postretirement Employee Benefits Liability	43,500.00	0.00	43,500.00	87,000.00	0.00	87,000.00
NET EARNINGS (LOSS)	-108,998.09	64,768.42	-173,766.51	-271,720.36	129,536.83	-401,257.19

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 02/01/2020 to 02/29/2020

Check Number	Check Date	Vendor Name/Description	Amount
088470	02/07/2020	ATU COPE Employee COPE (Union) Withheld	13.70
			13.70
088471	02/07/2020	CITILINK ELITE CLUB Elite Club Employees Withholdings	117.50
			117.50
088472	02/07/2020	CITY UTILITIES Account Number 002424600051524 Account Number 004542000698334	11.63 173.41
			185.04
088473	02/07/2020	FRONTIER Account Number 260-436-7729-031609-5	70.23
			70.23
088474	02/07/2020	FWPTC EMPLOYEE SUNSHINE CLUB Sunshine Club Employee Withholdings	110.00
			110.00
088475	02/07/2020	INDIANA MICHIGAN POWER COMPANY Account Number 048-498-441-1-5	25.35
			25.35
088476	02/07/2020	LINCOLN NATIONAL LIFE INS D/C Employee 457 Withholdings	3,063.00
			3,063.00
088477	02/07/2020	LOCAL #682 SHEILA VANASPEREN Employee Union Dues Withheld	4,866.50
			4,866.50
088478	02/07/2020	NORTHERN INDIANA PUBLIC SERVIC Account Number 641-201-002-7	5,197.01
			5,197.01
088479	02/07/2020	WELLS FARGO INST TRUST SERV Pension Deductions/Contributions	27,556.91
			27,556.91
088480	02/07/2020	RENE WHITE Direct Deposit Refund by Employee	1,129.72
			1,129.72
088481	02/14/2020	EVELYN EVERETT & KELLEY AUTO MALL BODY SHO Full & Final PD Settlement	2,235.50
			2,235.50
088482	02/14/2020	AMBER THAYER & MANGES LAW FIRM Full & Final BI Settlement	6,500.00
			6,500.00
088483	02/14/2020	AFLAC INSURANCE Account Number KR783	1,992.82
			1,992.82

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 02/01/2020 to 02/29/2020

Check Number	Check Date	Vendor Name/Description	Amount
088484	02/14/2020	AG PLUS LP	
		1779.6 Gal Unleaded - 02/12/2020	4,164.26
		7502 Gal Diesel - 02/07/2020	15,418.11
		1200 Gal Unleaded - 01/20/2020	2,808.00
		7501 Gal Diesel - 01/06/2020	16,083.64
		7501 Gal Diesel - 01/15/2020	15,964.38
		7501 Gal Diesel - 01/31/2020	15,964.38
		7500 Gal Diesel - 01/24/2020	15,962.25
		86,365.02	
088485	02/14/2020	ALLSTATE - AMERICAN HERITAGE	
		Case Number W1330	919.28
		919.28	
088486	02/14/2020	AMERICAN EXPRESS	
		3 License Keys - Microsoft Access	389.97
		Cookie Cottage - Cookies for Brd Mtg	16.50
		Delta - Flight Jack Havens, Orlando FL	704.70
		Amazon - HR Assist / Brd Mtg Items	187.41
		Amer Air - Junior flight to CA	827.00
		Amazon - Cork Brd out Pam's Office	99.00
		TSI-Transit Supervisor Cert Train - Jack	70.00
		Dollar Tree - Items for Comfort Cases	49.00
		Office Depot - Toner & Pens	231.18
		Indiana Stamp - Name Plate/Date Stamp	110.30
		Greater FW - Mayors Lunch - Lana	25.00
		Sara's Restaurant - Lunch for Goal Setti	44.95
		Amazon - Bday Cards Kylee- Organizer Pam	51.85
		Interior Lights for Emerg. Exi	75.20
		Amazon - Suggestion Box Refill Cards	30.60
		Indeed.com - Help Wanted Ads	113.15
		Lands End - Citilink Logo Clothing	1,270.46
		Shoplet - Office supply stock order	106.29
		Shoplet - Binders	72.87
		Hilton - Hotel for Jack in Orlando FL	1,323.45
		Indeed.com - Help Wanted Ads	502.89
		Office Depot - Binders for Brd Retreat	79.95
		Driverfacts - CRF 49 - Greg Archbold	7.95
		Courtyard - Hotel for Junior in CA	1,337.88
		Greater FW-3rd House Forum Glynn/Sherese	60.00
		Office Depot - Cabinet for HR Assist	209.99
		7,997.54	
088487	02/14/2020	AMO CORP	
		Copy Paper / Alpha File	363.82
		Misc Office Supplies	320.39
		684.21	
088488	02/14/2020	AMVET NEWS	
		Allen County Patrons Listing Ad	25.00
		25.00	
088489	02/14/2020	APPLIED TECHNOLOGY GROUP INC	
		Partner Protection Program	293.95
		293.95	

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RECORD OF TRANSMITTALS**

DATE RANGE: 02/01/2020 to 02/29/2020

Check Number	Check Date	Vendor Name/Description	Amount
088490	02/14/2020	ARROW PEST CONTROL SERV.INC	
		Monthly Pest Control	258.00
		Monthly Pest Control - Baker St	86.00
			344.00
088491	02/14/2020	AUTOMOTIVE & IND SUPPLY INC	
		Oil, Filters, Control Arm, Rot	71.13
		Oil, Filters, Control Arm, Rot	130.00
		Valves, Calipers, Shocks & Cor	486.60
		Valves, Calipers, Shocks & Cor	93.95
		Oil, Filters, Control Arm, Rot	168.12
		Oil, Filters, Control Arm, Rot	109.06
		Oil, Filters, Control Arm, Rot	481.22
		Rotors, Bearings, Filters, Oil	23.94
		Rotors, Bearings, Filters, Oil	49.90
		Brake Cable/Cones/Cups	20.16
		Rotors, Bearings, Filters, Oil	361.64
		Rotors, Bearings, Filters, Oil	354.32
		Rotors, Bearings, Filters, Oil	142.12
		Brake Cable/Cones/Cups	519.86
Rotors, Bearings, Filters, Oil	833.94		
			3,845.96
088492	02/14/2020	AUTOMOTIVE HARDWARE SERV INC	
		Z-Grips and Duraglas	117.23
			117.23
088493	02/14/2020	WILLIAM BAADÉ	
		2020 Cleaning Allowance	85.00
			85.00
088494	02/14/2020	STEPHEN J. BAILEY	
		Social Media Management - December 2019	600.00
			600.00
088495	02/14/2020	JACK L BARBOUR	
		Security for 02/01-02/07/2020	350.00
		Security for 01/25-01/31/2020	525.00
		Security for 01/04-01/10/2020	575.00
		Security for 01/11-01/17/2020	525.00
		Security for 01/18-01/24/2020	700.00
			2,675.00
088496	02/14/2020	BKD LLP	
		Interim Billing for 2019 Audit	10,000.00
			10,000.00
088497	02/14/2020	BLACKSTONE LABORATORIES INC	
		Oil Reports	135.00
		Oil Reports	330.00
			465.00
088498	02/14/2020	JEAN MARIE BOYKINS	
		Cell Phone Reimbursement	45.00
			45.00

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RECORD OF TRANSMITTALS**

DATE RANGE: 02/01/2020 to 02/29/2020

Check Number	Check Date	Vendor Name/Description	Amount
088499	02/14/2020	BRAKE MATERIALS & PARTS INC. Brake Pads	1,271.06
			1,271.06
088500	02/14/2020	BRATEMAN'S INC Nicole Moss-Baskerville Rachael Meyers Mike Roberson Gregory Archbold Larry McGuire	598.89 668.93 348.99 744.88 650.94
			3,012.63
088501	02/14/2020	DARREL BROCK 2020 Tooling Allowance	560.00
			560.00
088502	02/14/2020	KONSTANTIN BUDOWSKI 2020 Tooling Allowance	555.75
			555.75
088503	02/14/2020	SHANE M CARRIER Security for 02/03-02/07/2020 Security for 01/28-01/31/2020 Security for 01/06-01/10/2020 Security for 01/14-01/17/2020 Security 01/21-01/24/2020	225.00 225.00 225.00 225.00 225.00
			1,125.00
088504	02/14/2020	CINTAS FIRST AID & SAFETY Cabinet Restocks - BAKER STREET Cabinet Restocks - Gloves / Eye Station	149.31 480.21
			629.52
088505	02/14/2020	CITY GLASS SPECIALITY INC (2) Stone Chip Repairs	140.00
			140.00
088506	02/14/2020	CITY UTILITIES Account Number 004542000638218 Account Number 00454200063226 Account Number 002424600051506	555.35 432.62 705.67
			1,693.64
088507	02/14/2020	MSC INDUSTRIAL SUPPLY CO Eversoak Preferred Roll Parts and Supplies for Shop Parts and Supplies for Shop Eversoak Preferred Roll Parts and Supplies for Shop Eversoak Preferred Roll Eversoak Preferred Roll Parts and Supplies for Shop	46.42 128.57 272.81 49.67 412.51 46.42 100.28 89.69
			1,146.37

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DATE RANGE: 02/01/2020 to 02/29/2020

Check Number	Check Date	Vendor Name/Description	Amount
088508	02/14/2020	COMCAST BUSINESS	
		Account Number 939773232	331.36
		Account Number 939776232	2,556.81
			2,888.17
088509	02/14/2020	COMMERCIAL TESTING SITE, LLC	
		Bus Training - Claudia Harris-Stevenson	143.00
			143.00
088510	02/14/2020	COMM.TRANS. NETWORK INC.	
		Jan'20 (961 trips @ \$27/trip) 50% Net	8,000.00
			8,000.00
088511	02/14/2020	CONFIDENTIAL SHREDDING	
		Receptacle Paper Shredding	20.00
			20.00
088512	02/14/2020	CRAFT LABORATORIES INC	
		Isopropyl Alcohol	75.25
		Truck Clean II & CL-200	1,566.40
		Labor on Warranty -Power Washer Denied	234.00
			1,875.65
088513	02/14/2020	CUMMINS CROSSPOINT LLC	
		fuel rail press sensor1554/stk	226.88
		CPR Water Outlet Tubes	61.27
		EGR valve for 1349/stock	-57.50
		injectors & parts for 1040	-57.50
		Turbo Charger & Kits # 0833	4,574.77
		Pressure Sensor #1042	203.90
		Temp Sensors for #1041	206.88
		Turbochargers for #1554	3,822.74
		Oil Seals for stock	58.80
		Oil Seals for stock	19.60
		Crankshaft Seal Replacer - Tool	258.83
		Turbochargers for #1554	-718.75
		Air Comp. and gaskets for 0833	1,234.65
Oil Seal	19.60		
Filters/ Nitro Oxide Sensor/se	1,556.91		
			11,411.08
088514	02/14/2020	DELL MARKETING LP	
		6 computers/5 laptops/2 towers	16,543.23
			16,543.23
088515	02/14/2020	DELTA FOREMOST CHEMICAL CORP.	
		Smoke Eaters	364.27
			364.27
088516	02/14/2020	DWD TECHNOLOGY GROUP INC	
		Mailprotector Security 12/20/19-12/19/20	629.64
		Switch & Batteries on Server UPS	309.85
		Monthly Server Back Up to Cloud	838.00
		Wireless Access Point in Cust Srv	114.10
			1,891.59

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DATE RANGE: 02/01/2020 to 02/29/2020

Check Number	Check Date	Vendor Name/Description	Amount
088517	02/14/2020	DERRICK ERVIN SR. 2020 Cleaning Allowance	85.00
			85.00
088518	02/14/2020	EXECUTIVE IMAGE BUILDING SERVICES Cleaning Services - January 2020 Cleaning Srv - Jan'20 - BAKER ST	1,200.00 1,500.00
			2,700.00
088519	02/14/2020	1ST AYD CORPORATION Liquid Alive, Rust Pentetrant/ Wipes	806.36
			806.36
088520	02/14/2020	FASTENAL COMPANY M10X80 960-10.9 HCS Bolts for Puller Bolts for Puller	3.17 4.92 8.89
			16.98
088521	02/14/2020	FORT WAYNE CLUTCH INC U-joints for stock	126.18
			126.18
088522	02/14/2020	FORT WAYNE TRUCK CENTER Brake Kits/Brake Drums Brake Drums Brake Kits/Brake Drums	1,238.40 949.98 2,119.26
			4,307.64
088523	02/14/2020	FWIS - FORT WAYNE INK SPOT 1 year Membership renewal	50.00
			50.00
088524	02/14/2020	GFI GENFARE Farebox Parts / Repairs	1,460.41
			1,460.41
088525	02/14/2020	GILLIG LLC latches for 1041 & stock Belts, Springs, Bearings Hub Caps for Big Buses - Non Inv Seatbelt Assy Vertical Rear for 0836 Skirt Panels for stock exhaust pipe for 1658 Parts for Stock	745.30 551.61 10,551.40 303.75 811.96 910.35 836.14 1,201.54
			15,912.05
088526	02/14/2020	GMV SYNCROMATICS - EASY RIDES Ride Reminder Calls - 2019 4th Qrt	669.06
			669.06
088527	02/14/2020	Derek Goodwin 2020 Tooling Allowance	202.67
			202.67

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RECORD OF TRANSMITTALS**

DATE RANGE: 02/01/2020 to 02/29/2020

Check Number	Check Date	Vendor Name/Description	Amount
088528	02/14/2020	GOODYEAR TIRE & RUBBER	
		Accounting Bonus - July-Dec 2019	-1,696.92
		Mileage - December 2019	5,483.44
			3,786.52
088529	02/14/2020	GREATER INDIANA CLEAN CITIES	
		2020 Greater Indiana Membership	500.00
			500.00
088530	02/14/2020	GUARDIAN INS - APPLETON	
		February Vision Premiums	3,083.39
			3,083.39
088531	02/14/2020	SHAMBAUGH & SON LP	
		Heating Repair on 1/2 building	200.00
		December Inspections - Baker Street	1,214.00
		Qrtly Filters / Leesburg	629.32
		November Inspections - Leesburg Road	1,838.00
			3,881.32
088532	02/14/2020	JACK HAVENS	
		Parking/Travel/Bag Checks - Orlando FL	118.80
			118.80
088533	02/14/2020	HINEN PRINTING	
		2,000 Access Rode Guides	1,797.39
			1,797.39
088534	02/14/2020	RICOH USA, INC.	
		Black/White & Color Copies	109.07
			109.07
088535	02/14/2020	J & K COMMUNICATIONS INC	
		Contract # 1833 - 02/01-02/29/2020	117.50
		Contract # 1842 - 02/10-03/09/2020	23.50
		Contract # 1787 - 02/05-03/04/2020	47.00
		Contract # 1848 - 02/04-03/03/2020	23.50
		Contract # 1664 - 02/01-02/29/2020	70.50
		Contract # 1673 - 02/01-02/29/2020	1,551.00
		Contract # 1751 - 02/15-03/14/2020	94.00
		Contract # 1747 - 02/01-02/29/2020	117.50
			2,044.50
088536	02/14/2020	KEEFER PRINT CO INC	
		300 CBA's Books Printed	2,154.00
			2,154.00
088537	02/14/2020	JACKSON OIL & SOLVENTS INC	
		DEF [BULK]	337.50
		DEF [BULK]	262.50
			600.00

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DATE RANGE: 02/01/2020 to 02/29/2020

Check Number	Check Date	Vendor Name/Description	Amount
088538	02/14/2020	JANITORS SUPPLY CO INC	
		Urinal Screens/Liners/Hand Soap/Tissue/B	564.21
		Hand Sanitizer Purell Pump	92.95
		Exentsion Pole	37.95
		Wipes, Liners, Bowl Cleaner, Tissue, Tow	519.40
			1,214.51
088539	02/14/2020	KC CLAIMS, LLC	
		KC2019-844 / 19-106	689.00
		KC2019-831 / 19-085	520.00
		KC2019-846 / 19-109	550.28
		KC2019-833 / 19-089	1,046.50
		KC2020-848 / 20-003	253.50
		KC2019-841 / 19-102	1,230.56
		KC2019-728 / 19-000	721.50
		KC2019-845 / 19-111	578.50
		KC2019-842 / 19-107	641.28
		KC2019-827 / 19-082	423.64
		KC2018-629 / 18-016	1,362.78
			8,017.54
088540	02/14/2020	KELLEY CHEVROLET INC	
		Pipe for 1261	162.28
		Transmission Parts	-100.00
		Gasket for #1262	3.40
		Pwr Steering Pumps (937) & Fil	848.88
		Steering gearbox 0986 & Core	-100.00
		Starter for #0986	-200.00
		Steering gearbox for 0986	-100.00
		Vac Pump for 1263	165.23
		Parts Order for Stock	1,089.74
		Parts for stock	150.58
		sun shades for mini buses	522.88
		Pwr Steering Pumps (937) & Fil	29.21
		Steering Wheel, Cooler	195.16
		Parts for stock	51.30
		Parts for stock	214.21
			2,932.87
088541	02/14/2020	KOEHLINGER SECURITY TECH INC	
		Photo ID Door Access Cards	725.00
		Extra Keys for the Marketing Cabinet	16.00
		Extra Building Keys	53.75
			794.75
088542	02/14/2020	KOORSEN FIRE & SECURITY INC.	
		Qrtly Billing Commercial Base - BAKER ST	97.65
		Qrtly Billing Fire Alarm Mon Base	83.43
			181.08
088543	02/14/2020	LINCOLN NATIONAL LIFE INS CO	
		FTWAYTRAN3-BL-1470889	3,065.78
			3,065.78

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DATE RANGE: 02/01/2020 to 02/29/2020

Check Number	Check Date	Vendor Name/Description	Amount
088544	02/14/2020	LOWE'S	
		Crate for Ruth / Srv Supplies	122.57
		Table for HR Assistant / Air Fresheners	60.29
		Trash Can for HR Assistant	9.49
			192.35
088545	02/14/2020	MAGNETIC TICKET & LABEL CORP	
		ALLDAY,ALLDR, TTR-R Passes	18,154.40
			18,154.40
088546	02/14/2020	MARKET & CAPITOL ADVOCACY, LLC	
		State Gov Affairs Consult Fees - Jan'20	4,000.00
			4,000.00
088547	02/14/2020	Jesus Martinez	
		2020 Shoe Allowance (1 Pair)	53.48
			53.48
088548	02/14/2020	McMAHON TRUCK TIRE INC	
		Tires/Alignment/Mount/Balance #1573	434.48
		Tires/Alignment/Mount/Balance #1573	-434.48
		Tires Alignment/Mount/Labor #1472	438.48
		Credit - Double billing	-438.48
		Tires/Alignment/Mount/Balance #1573	419.98
		Tires, Mount, Balance on #1994	579.96
		Tires/Mount/Alignment #1574	410.98
		Alignment on #1468	125.00
		Tires/Balance/Mount # 1472 - Correct	414.98
		Tires Alignment/Mount/Labor #1262	408.98
		Alignment #1041	331.00
088549	02/14/2020	METAL SUPERMARKETS INC.	
		Aluminum Flat Bar	18.83
			18.83
088550	02/14/2020	JAMES MEYERS	
		2020 Cleaning Allowance	85.00
			85.00
088551	02/14/2020	NEOFUNDS BY NEOPOST	
		Acct # 7900 0440 8019 7704 - Postage	500.00
			500.00
088552	02/14/2020	OFFICE CONCEPTS, INC.	
		Contract # 12688	949.74
		Contract Number 12189 - Jean Marie Boyki	282.66
		Contract # 12813 - Copies - DISPATCH	14.10
			1,246.50
088553	02/14/2020	OFFICE CONCEPTS, INC.	
		Printer for HR Assistant	1,390.67
			1,390.67

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DATE RANGE: 02/01/2020 to 02/29/2020

Check Number	Check Date	Vendor Name/Description	Amount
088554	02/14/2020	OFFICETEAM INC	
		Temp Help - Cust Srv - Calista Jones	1,120.31
		Temp Help - HR Assist - Laurie Howard	1,170.40
		Temp Help - HR Assist - Laurie Howard	1,170.40
		Temp Help - Cust Srv - Calista Jones	710.77
		Temp Help - Cust Srv - Calista Jones	681.45
		Temp Help - Cust Srv - Calista Jones	1,120.31
		Temp Help - Cust Srv - Calista Jones	671.13
		Temp Help - HR Assist - Laurie Howard	1,170.40
		7,815.17	
088555	02/14/2020	MAURICE PEARL	
		Cookies for Board Meeting	16.50
		Cell Phone Reimbursement	45.00
		Meal for Legislative Agenda for 2020	15.15
		76.65	
088556	02/14/2020	THOMAS E PFEFFERKORN	
		2020 Cleaning Allowance	85.00
		85.00	
088557	02/14/2020	PHYSICIANS HEALTH PLAN INC	
		February Health Insurance Premiums	206,170.02
		206,170.02	
088558	02/14/2020	POWER COMPONENTS CORPORATION	
		Pipe/Grip/Crimp Chr - Shop	5.08
		Hose Assemblies for # 1042	192.67
		Dixon T-Bolt Hose Clamp	25.87
		Hose Assembly #0937	30.20
		DOT Push Connect Union Adapter	6.67
		Hose Assembly #1350	91.64
		Swivel Hose End/Crimp Chr - Wash Rack	6.91
		T-Bolt Hose Clamp for #1658	5.17
		Hose Assembly for #0630	48.03
		412.24	
088559	02/14/2020	PRINCIPAL LIFE INSURANCE COMPANY	
		Account Number 1103764-10001	13,556.05
		13,556.05	
088560	02/14/2020	PROFITS ON-HOLD PROD LLC	
		Monthly Subscription	125.00
		125.00	
088561	02/14/2020	Q.H.G OF FORT WAYNE COMPANY LLC	
		Baskerville/Almonrode/Thomas/Griffin/Wax	390.00
		Pfefferkorn/Nickell/Roland/Gonzalez/Lamb	341.50
		Perez/Wells/Mance/Boyd/Barrand/Christphe	529.50
		1,261.00	
088562	02/14/2020	RAYNOR DOOR AUTHORITY, INC.	
		Springs and Receivers for doors	727.00
		Repair on Shop Door	234.00
		Repair on Bus Barn Door #4 outbound	265.00
		1,226.00	

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DATE RANGE: 02/01/2020 to 02/29/2020

Check Number	Check Date	Vendor Name/Description	Amount
088563	02/14/2020	MIKE ROBERSON Cell Phone Reimbursement	45.00
			45.00
088564	02/14/2020	JUNIOR RODRIGUEZ Travel Expenses for San Fran, CA Cell Phone Reimbursement	147.85 45.00
			192.85
088565	02/14/2020	CHARLES ROLAND 2020 Cleaning Allowance	85.00
			85.00
088566	02/14/2020	ROTHBERG LOGAN & WARSCO LLP Liability Matters Liability Matters General Legal / Workers Comp Matters Liability Matters	180.00 1,924.10 15,977.59 216.00
			18,297.69
088567	02/14/2020	SAFETY-KLEEN CORPORATION Oil Filter Service - 24 Week	626.22
			626.22
088568	02/14/2020	PAM SCHIEBER Cell Phone Reimbursement	45.00
			45.00
088569	02/14/2020	TIFFANY SMITH 2020 Cleaning Allowance	85.00
			85.00
088570	02/14/2020	SKY HIGH GRAPHIX LLC Decal Replace/Install #0836 - Accident R	360.00
			360.00
088571	02/14/2020	KIRK SNYDER 2020 Tooling Allowance	54.56
			54.56
088572	02/14/2020	SRF CONSULTING GROUP, INC. COA/TDP Consultant Fees	1,912.32
			1,912.32
088573	02/14/2020	STAR BANK HSA Company Contributions	625.00
			625.00
088574	02/14/2020	STAR BANK HSA Company Contributions	1,200.00
			1,200.00
088575	02/14/2020	CLAUDIA HARRIS-STEVENSON CDL License CDL Permit	35.00 17.00
			52.00

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 02/01/2020 to 02/29/2020

Check Number	Check Date	Vendor Name/Description	Amount
088576	02/14/2020	STEVE SUSTEK 2020 Cleaning Allowance	85.00
			85.00
088577	02/14/2020	THERMO KING MIDWEST Gasket & Seal Oil #0836	20.67
			20.67
088578	02/14/2020	RICHARD THOMAS JR. Cell Phone Reimbursement	45.00
			45.00
088579	02/14/2020	TRANSIT TALENT.COM LLC RFP Notice - Automotive Vehicle Location	115.00
			115.00
088580	02/14/2020	UNIFIRST CORPORATION February Uniforms - Shop February Uniforms - Shop Mats & Wet Mops - Baker Street Mats & Wet Mops - Baker Street Janaury Shop Uniforms Mats and Wets Mops - Baker St January Shop Uniforms Shop Uniforms for January	326.61 482.21 39.17 42.54 446.10 39.17 318.31 314.86
			2,008.97
088581	02/14/2020	RUTH VOSMEIER Cell Phone Reimbursement	45.00
			45.00
088582	02/14/2020	KYLEE WAGNER Cell Phone Reimbursement	45.00
			45.00
088583	02/14/2020	PRAXAIR DISTRIBUTION INC. Cylinder Rentals	86.25
			86.25
088584	02/14/2020	ALBERT WELLS 2020 Cleaning Allowance	85.00
			85.00
088585	02/14/2020	PATRICIA WILLIAMS 2020 Cleaning Allowance	85.00
			85.00
088586	02/21/2020	CITILINK ELITE CLUB Citilink Elite Club Withholdings	117.50
			117.50
088587	02/21/2020	COMCAST CABLE Account Number 8529 20 002 2294590	146.85
			146.85
088588	02/21/2020	EVELYN EVERETT 2020 CDL Renewal	35.00
			35.00

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 02/01/2020 to 02/29/2020

Check Number	Check Date	Vendor Name/Description	Amount
088589	02/21/2020	FWPTC EMPLOYEE SUNSHINE CLUB Sunshine Club Dues Withheld	110.00
			110.00
088590	02/21/2020	INDIANA MICHIGAN POWER COMPANY Account Number 046-220-014-0-4 Account Number 047-759-400-0-2	4,897.00 1,686.46
			6,583.46
088591	02/21/2020	LINCOLN NATIONAL LIFE INS D/C Employee 457 Withholdings	3,163.00
			3,163.00
088592	02/21/2020	NATIONAL SERV-ALL INC Account Number 3-0091-1008754	241.56
			241.56
088593	02/21/2020	SPRINT Account Number 749911519	3,364.33
			3,364.33
088594	02/21/2020	WELLS FARGO INST TRUST SERV Pension Deductions/Contributions	27,556.91
			27,556.91
088595	02/28/2020	JACK HAVENS Per Diem - PTASP Workshop 3/3-3/5/20	150.00
			150.00
088596	02/28/2020	JUNIOR RODRIGUEZ Per Diem - Procurement III 3/8-3/13/20	300.00
			300.00
TOTAL CHECK AMOUNT			608,443.68

EFT PAYMENTS & OTHER TRANSACTIONS

PAYROLL DIRECT DEPOSIT & NET CHECKS	\$394,557.12
PAYROLL TAXES	\$166,654.56
HEALTH INSURANCE - HRA PAYMENTS/HSA Contributions	\$13,836.55
WORKER'S COMP.	\$24,636.70
DATA PROCESSING/ANALYSIS CHARGES	\$4,101.84
PAYROLL LIENS	\$11,205.92
CHECKES ISSUED PRIOR MONTH - VOIDED CURRENT MONTH	\$0.00

TOTAL EFT PAYMENTS & OTHER TRANSACTIONS **\$614,992.69**

TOTAL TRANSMITTALS **\$1,223,436.37**

RECORD OF TRANSMITTALS

I HEREBY ATTEST THAT I HAVE EXAMINED THE VOUCHER CHECK NUMBERS 088470-088596 IN THE AMOUNT OF \$608,443.68 AND EFT PAYMENTS AND OTHER TRANSACTIONS IN THE AMOUNT OF \$614,992.69 AS LISTED ON THE FORT WAYNE PUBLIC TRANSPORTATION CORPORATION RECORD OF TRANSMITTALS FOR THE MONTH OF FEBRUARY 2020 AND, BY MY SIGNATURE, HAVE INDICATED APPROVAL OF SAME.

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

Dated this 12th Day Of MARCH, 2020.

_____	_____
_____	_____
_____	_____



Operations Report March 12, 2020

Fixed Route Services:

Comparing February 2020 to February 2019, Fixed Route monthly ridership reflects a decrease of 0.7%. Year-to-date Fixed Route is up by 4.40%. February had one additional Saturday compared to February 2019.

The routes with the highest ridership are: the 2,4, and 8, with an average of 601 to 795 weekday ridership. The most productive routes are: the 2,4, and 8. February 2020 system average for passengers per revenue hours was approximately 11.6.

Access Services:

February 2020 ridership reflects an increase of 0.93% compared to February 2019. Year-to-date Access shows an increase of 10.4%.

Safety

February 2018, 2019 and 2020 Comparisons

Preventable Collisions:

Fixed Route

- 2 preventable collisions in February 2020
- 7 preventable collisions in February 2019
- 2 preventable collisions in February 2018

Access

- 0 preventable collisions in February 2020
- 2 preventable collisions in February 2019
- 0 preventable collisions in February 2018

Non-Preventable Collisions:

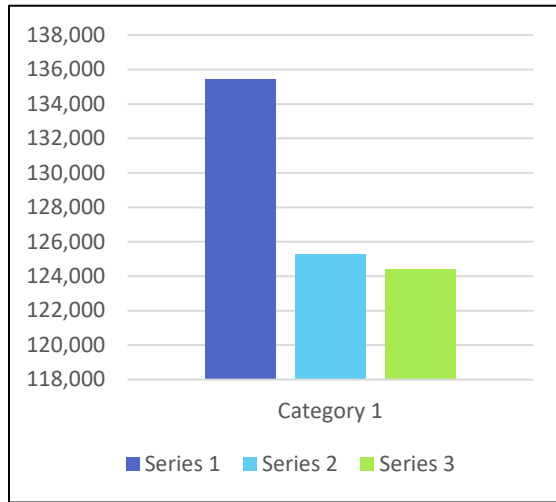
Fixed Route

- 2 non-preventable collisions in February 2020
- 4 non-preventable collisions in February 2019
- 1 non-preventable collision in 2 February 018

Access

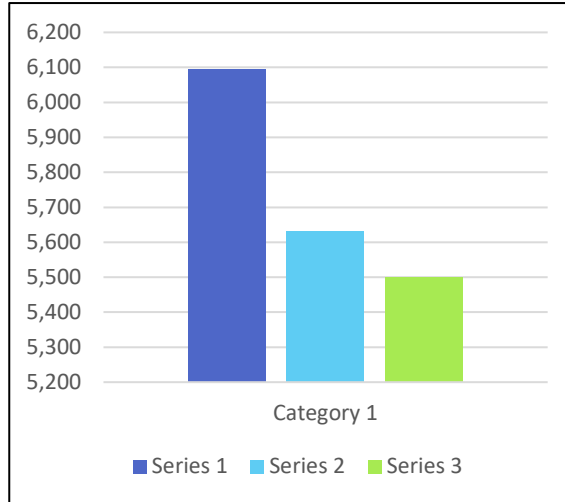
- 0 non-preventable collisions in February 2020
- 0 non-preventable collisions in February 2019
- 0 non-preventable collisions in February 2018

Monthly Fixed Route Ridership



2018	2019	2020
135,422	125,274	124,398

Average Weekday Fixed Route Ridership

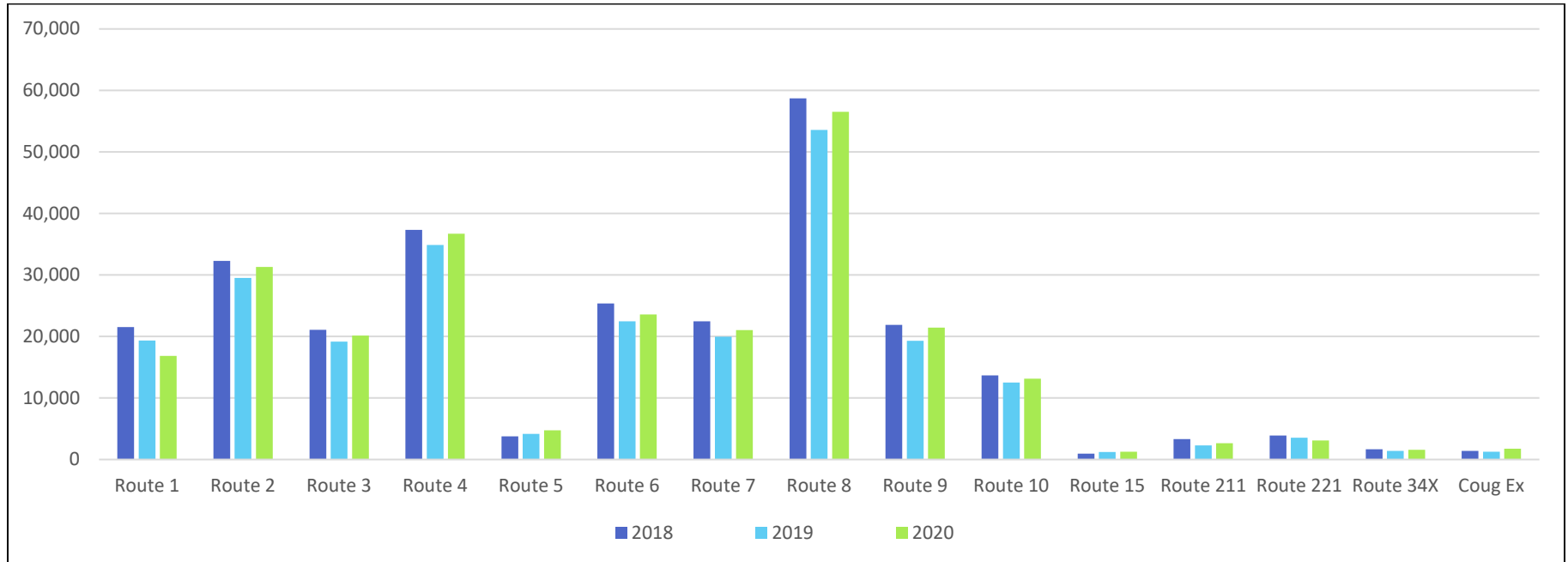


2018	2019	2020
6,095	5,631	5,500

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 Comparison
By Route by Year
2018-2019-2020**



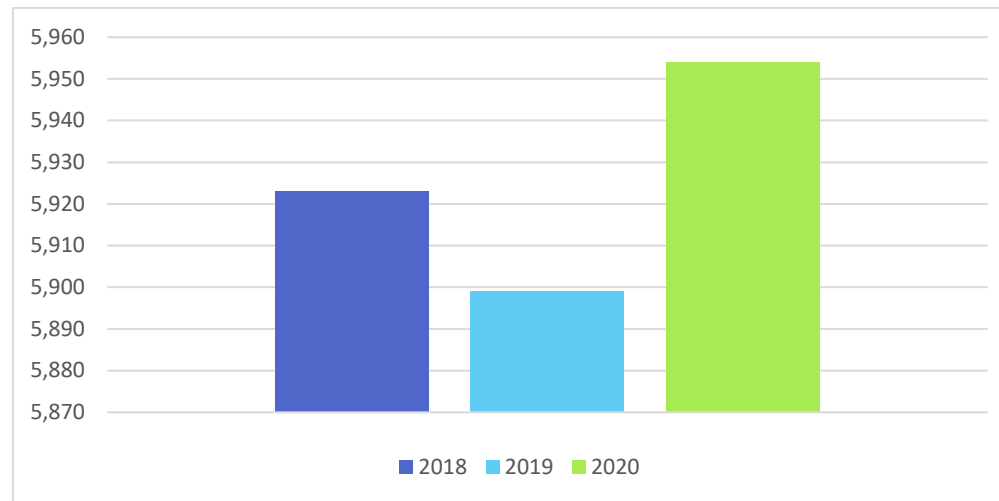
	Rt 1	Rt 2	Rt 3	Rt 4	Rt 5	Rt 6	Rt 7	Rt 8	Rt 9	Rt 10	Rt 15	211	221	34X	Cg Ex
2018	21,548	32,300	21,065	37,329	3,756	25,349	22,466	58,694	21,873	13,687	930	3,325	3,915	1,649	1,378
2019	19,334	29,517	19,160	34,893	4,176	22,464	19,954	53,559	19,286	12,524	1,223	2,284	3,560	1,415	1,263
2020	16,861	31,290	20,152	36,705	4,726	23,569	21,044	56,524	21,458	13,133	1,262	2,629	3,088	1,562	1,763

February Ridership Comparison

Access

2018-2019-2020

Ridership Totals



2018	2019	2020
5,923	5,899	5,954

February Average Fixed Route Passengers per Hour By Route – Weekdays Only

Route 1-Waynedale Northcrest	12.57
Route 2-Time Corners Georgetown	21.68
Route 3-Village Woods Canterbury	15.02
Route 4-Wells Ludwig Parkview	17.97
Route 5-Southeast Local	7.32
Route 6-Franke Park McKinnie	16.19
Route 7-Anthony Oxford	15.37
Route 8-Glenbrook Southtown	19.25
Route 9-Broadway Taylor Gateway	14.99
Route 10-Lewis New Haven	17.92
Route 21-Dupont Road	3.56
Route 22-West Jefferson Lutheran	6.02
Route 97-Cougar Express	3.77
Route 31X-Downtown/ARC Express	2.96
Route 15-MedLink	3.47

Ridership (Goal 6: Ridership)

- **Fixed Route:**
 - February 2020 – 124,398 trips (decrease of 876 trips/ -0.70%)
 - 125,274 trips February 2019
 - On-time performance was at 93.39%
 - Average weekday ridership - 5,500
- **ACCESS Ridership:**
 - February 2020 - 6,816 (increase of 55 trips/ 0.93%)
 - February 2019 - 5,899
 - Average weekday trips for February - 281
 - On-time performance - 98.01%
- **Token Transit:**
 - Mobile pass sales for February was 3,470 for net of \$9,679.19
 - Usage was 10,227 on fixed route and 556 on Access
- **5310 Pass Through to Community Transportation Network:**
 - 942 trips - February 2020

- **Greyhound:**
 - 453 tickets - February 2020 (647 were sold in 2019)
- 29 packages/bags – February 2020 (37 processed in 2019)
- **Fixed Route Runs**
 - 49 Full Time Regular week day runs
 - 18 Saturday runs with 2 open runs
 - 66 Fixed Route - Full Time Drivers
- **Access Runs**
 - 20 Full Time Regular Access runs with 0 open
 - 5 Saturday runs with 0 open
 - 21 Full Time Drivers

Passenger Service Reports – February 2020

Fixed route:

Twenty-seven (27) Passenger Service Reports were received.

- Twenty-five (25) were complaints
 - Nineteen (19) were unsubstantiated
 - Seven (7) regarding careless driving
 - Four (4) regarding a pass up
 - Two (2) regarding a discourtesy
 - One (1) regarding one-time performance
 - Five (5) regarding other
 - Harassment
 - No change card
 - Safe bus stop
 - Cleanliness
 - Missed stop
 - Two (2) regarding careless driving
 - One (1) regarding other
 - Parking in the wrong spot
 - Two (2) being monitored for future action
 - Two (2) regarding missed passenger
 - One (1) resulted in disciplinary action
 - One (1) regarding careless driving
- One (1) was a commendation

Access:

Seven (7) Passenger Service Reports were received.

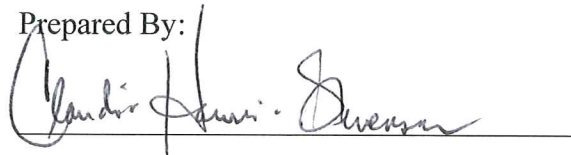
- Six (6) were complaints
 - Three (3) were unsubstantiated
 - Two (2) regarding careless driving
 - One (1) regarding other
 - Parking in the wrong spot
 - Two (2) being monitored for future action
 - Two (2) regarding missed passenger
 - One (1) resulted in disciplinary action
 - One (1) regarding careless driving
- One (1) was a commendation

Maintenance

One (1) Passenger Service Report was received.

- One (1) was a complaint
 - One (1) was unsubstantiated
 - One (1) was regarding careless driving

Prepared By:



Approved By:





Marketing Report – March 2020

Media Coverage

Press Releases

- Driver Appreciation Day – March 18

Highlights

- Cougar Express Ridership – January – 729 vs. February – 1,034

Website

- 18,736 Pageviews in February
- 20,909 Pageviews in January

Currently in the process of getting the new website up and running.

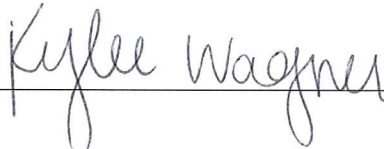
Social Media (last 30 days)

- Stephen info

Partnerships/Community Outreach

- 3/11 – Bright Point (Hanna Creighton) Field Trips
- 3/18 – Driver Appreciation Day
- 3/21 – Workers for the Blind Speaking Event
- 3/26 – Job Fair at Fort Wayne Community Schools

Prepared By:



Approved By:





Human Resources Report

March 12, 2020

As of February 28, 2020

Current Count of Employees 129

Departments Fully Staffed

Administration	No
Operations	No
Maintenance	No
Finance	Yes
Customer Service	Yes

Recruitment / New Positions

Operations - Access Drivers (4)
Maintenance – Maintenance Manager (1)

Promotions

Administration – Safety (1)

New Hires

Administration - Office Team Employee converted to Citilink Customer Service

Training

Operations – Transit Supervisor Certification

Terminations

Access Bus Driver

Collision Accidents – Month of February

Fixed Route: 2 Preventable, 2 Non-Preventable, Total 4
Access Route: 0 Preventable, 0 Non-Preventable, Total 0

EEOC Claims Filed 0 Claims Open 0 Claims Closed 0

Prepared By:



Approved By:





Maintenance Report

March 2020

Statistics from February 2020

Fixed Route Buses

Mileage

- Total Miles: 118,957
- Fuel Usage: 21,067
- Ave. MPG: 4.64

PMI's

- Scheduled: 20
- Completed: 20
- % Completed: 100%

Road Calls

- Road Calls: 2
- Miles Between RC: 59,479

Access Buses

Mileage

- Total Miles: 35,979
- Fuel Usage: 4,085
- Ave. MPG: 8.81

PMI's

- Scheduled: 13
- Completed: 13
- % Completed: 100%

Road Calls

- Road Calls: 0
- Miles Between RC: 35,979

Labor

Statistics

- # of Work Orders: 174
- Labor Hours: 612.40
- AVG Repair Time: 3.52

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: 25,152 Gallons
- Fuel cost per Gallon: \$1.81
- Total Fuel Cost: \$45,525.12

2019

- Total Fuel Used This Month: 23,885 Gallons
- Fuel cost per Gallon: \$2.29
- Total Fuel Cost: \$54,696.65

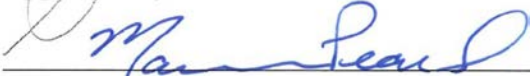
2018

- Total Fuel Used This Month: 26,641 Gallons
- Fuel cost per Gallon: \$1.90
- Total Fuel Cost: \$50,617.90

Prepared By:



Approved By:





General Manager's Report – March 2020

Highlighted Activities:

- 2/14/2020 Attended Northeast Indiana Legislative Delegation Luncheon
- Weekly Attended Rotary International Meetings
- 2/18/2020 Bruce Miller and I met with BKD regarding 2020 audit
- 2/19/2020 Met with Fort Wayne Trails Director, Megan McClellan
- 2/19/2020 Attended the All In Allen County Comprehensive Plan Kickoff with Kylee Wagner
- 2/20/2020 Attended Leadership Fort Wayne
- 2/21/2020 Attended AVL bid opening
- Multiple Bruce Miller and I met with several banks regarding Citilink funds
- 2/26/2020 Met with Frances Brooks at Parkview Foundation
- 2/27/2020 Board chair Fortriede and I met with Patti Hayes from AWS Foundation
- 3/5/2020 Met with Eric Shippy from Metro Media Partners
- 3/5/2020 Attended webinar on COVID-19 virus through APTA
- 3/5/2020 Attended the Disability Awareness Press Conference

Prepared and Approved By:

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

Goal 6 - Increase Ridership														
Fixed Route														
2019 Passenger Trips	121,990	125,274	135,475	139,412	139,277	127,658	135,980	144,512	130,904	145,965	128,279	126,270	1,600,996	
2020 Passenger Trips	133,737	124,398											258,135	Increase 34,000 annually
Monthly +/-	11,747	(876)											10,871	
YTD +/-	11,747	10,871												
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											12,770	<i>report only</i>
Monthly +/-	977	55											1,032	
YTD +/-	977	1,032												
Purchased Trips														
2019 Purchased Trips	764	810	832	808	829	840	803	1037	961	989	943	939	10,555	
2020 Purchased Trips	961	942											1,903	<i>report only</i>
Monthly +/-	197	132											329	
YTD +/-	197	329												
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	0	0	0	0	0	0	0	0	0	0	272,808	<i>report only</i>
Monthly +/-	12,921	(689)											12,232	
YTD +/-	12,921	12,232												
Greyhound Ticket Sales														
2020 Passenger tickets sold	525	453											978	<i>report only</i>
2020 Packages/bags	38	29											67	<i>report only</i>

RESOLUTION 02-2020

A RESOLUTION OF THE FORT WAYNE PUBLIC TRANSPORTATION CORPORATION (FWPTC) AUTHORIZING THE GENERAL MANAGER/CEO TO SIGN THE AWARD THE AVL/GPS PROCUREMENT TO DOUBLEMAP, INC.

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

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

WHEREAS, the proposal tabulations were presented to the FWPTC Board of Directors, a copy of which document is attached hereto.

NOW THEREFORE, BE IT RESOLVED BY THE FORT WAYNE PUBLIC TRANSPORTATION BOARD, that the General Manager/CEO is authorized to enter into an agreement between Citilink (FWPTC) and DoubleMap for the 1-2020 RFP procurement: AVL/GPS bus tracking solution.

ATTEST:

APPROVED:

Glynn Hines, Secretary
Fort Wayne Public Transportation
Corporation

Sherese Fortriede, Chairman
Fort Wayne Public Transportation
Corporation

Adopted this 12th day of March, 2020.

PROPOSAL TABULATION

(To be filled out for all procurements utilizing a RFP)

As required by Federal Transit Administration Circular FTA C 4220. IF Third Party Contracting Guidance, Rev. 4, March 18, 2013, and all subsequent editions, as available on FTA's website, www.fta.dot.gov.

TRANSIT AGENCY: Fort Wayne Public Transportation Corporation

ITEMS BEING PROCURED: AVL/GPS System

PROJECT AUTHORIZATION NUMBER: 1 - 2020

EVALUATION CRITERIA – RFP LISTED IN ORDER OF IMPORTANCE AND STATED THIS 2/27/20 Yes

NUMBER OF EVALUATORS: 5 PROPOSALS DUE: 2/21/20

Each evaluator must perform an evaluation for each proposal submitted. A simple evaluation form is shown on the next page. Add the total score each evaluator has given each vendor to calculate the Total Combined Score. The recommended vendor is the vendor whose Total Combined Score and proposed price represent the Best Value to the transit agency. Retain all evaluations from each evaluator in your procurement file. Submit with Proposal Tabulation an explanation of how the recommended vendor was determined to be the Best Value.

Vendor	Total Combined Average Score
Imash	13.2
Double Map	33.2
GMV Sycromatics	25.8
Moovit	27.6

Vendor whose proposal represents the best value: Double Map

Transit Agency Representative: Maurice Pearl Title: General Manager

Signature:  Date: 3/6/20

OLD BUSINESS AND NEW BUSINESS

OPEN DISCUSSION BY THE BOARD