

MEETING AGENDA
FORT WAYNE PUBLIC TRANSPORTATION CORPORATION BOARD OF DIRECTORS
THURSDAY, October 14, AT 5:30 PM

Via Zoom: <https://us02web.zoom.us/j/89661989057?pwd=TGy3QWVlK3lYSUJzUUJFNTBTWGRQQT09>

Meeting ID: 896 6198 9057 Passcode:138901

1) Roll Call of Members

2) Reading, Correcting, and Approval of Minutes from Previous Meeting(s)

- a) Regular Board Minutes (September 9, 2021)

3) Board Committee Reports

- a) Executive Committee (Ms. Fortriede)
- b) Finance Committee (Mr. Coats)
- c) Legislative Committee (Ms. Keesling)
- d) Marketing Committee (Ms. Fortriede)
- e) Personnel Committee (Mr. Hines)
- f) Transit Planning Committee (Mr. Metzinger)

4) Staff Reports

- a) General Manager Report (Mr. Metzinger)
- b) Record of Transmittals (Mr. Miller)
 - i) Controller Report
- c) Human Resources (Dr. Boykins)
- d) Maintenance (Mr. Rodriguez)
- e) Marketing (Ms. Pino)
- f) Operations (Ms. Harris)
- g) Customer Service (Ms. Schieber)

5) Introduction and/or Adoption of Resolutions and Ordinances

- a) Resolutions
 - i) R-06-2021: Amend Small Purchase Threshold in Procurement Policies
 - ii) R-07-2021: Extend Vaccine Incentive
- b) Ordinances

6) Old Business

- a) Board Retreat – Saturday, January 22nd, 8 AM – 12 PM

7) New Business

- a) Authorization for Free Fare Saturdays
- b) Emergency Authorization for Preventative Maintenance Services

8) Communications from the Public

9) Open Discussion

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION
Board Minutes
Thursday, September 9, 2021

The September meeting of the Fort Wayne Public Transportation Corporation/ Citilink Board of Directors was held on Thursday, September 9, 2021. The Regular Meeting started at 5:31 PM via Zoom.

Directors Present: Ms. Sherese Fortriede, Mr. Glynn Hines, Mr. Nelson Coats, Mr. Konrad Urberg, Ms. Melissa Fisher, Ms. Pone Vongphachanh

Directors Absent: Ms. Lana Keesling

Staff Present: Mr. John Metzinger, Dr. Jean Marie Boykins, Mr. Bruce Miller, Ms. Claudia Harris, Mr. Junior Rodriguez, Ms. Pam Schieber, Ms. Kendal Hampton

Staff Absent: None.

Others Present: Mr. Steve Sustek, ATU Local 682 Union President; Mr. Tom Trent, Corporate Counsel; Ms. Rachel Guin, Corporate Counsel.

Ms. Fortriede began with a roll call of members and noted that all Board members were present, except Ms. Lana Keesling, who had indicated in advance that she would be absent.

Approval of Minutes: Ms. Fortriede moved to the reading, correcting, and accepting the previously distributed Board Minutes of 8.12.2021 and the Finance Committee minutes of 8.24.2021. Mr. Coats moved to approve the minutes, and Mr. Urberg seconded the motion. The motion passed unanimously.

Board of Directors Committee Reports:

Executive Committee – No report.

Finance Committee – No report.

Legislative Committee – No report.

Marketing Committee – No report.

Personnel Committee – No report.

Transportation Planning Committee– On August 25, there was a follow-up meeting about the bus stop accessibility study coordinated by NIRCC and the city staff. Citilink was asked to develop guidelines for the placement of bus stops, consider consolidating some of the bus stops, and use APC data to prioritize improvements. The city is working on a base design for new developments. Mr. Metzinger will continue to share progress. The next meeting is scheduled for October 11.

Staff Reports:

General Manager's Report – The written report is included in the packet. Mr. Metzinger let the Board know that the staffing shortage grows more severe as Citilink needs ten new drivers and two mechanics. Citilink was hit hard with COVID in August with 13 positive cases. Most of those are mild, with one being severe. FFCRA leave has increased as we have had 21 employees take leave compared to 2 in July. Absenteeism contributed to temporary service reduction last month, with some services now being restored. However, Citilink is still running only 60-minute frequency on route four and has limited scheduling for Access. After the Board passed the vaccine incentive last month, reports of vaccination rose from 39% to 50%. Citilink still has a way to go, but the momentum is moving forward positively. A new Marketing and Development Manager is very close to being chosen. Interviews are scheduled on September 17th with the

finalists and the Marketing Committee for their feedback and advice. Mr. Metzinger would also like the Board to know that the product specifications for new Gillig buses are underway. Citilink is likely to specify a new “Euro style” to give the fixed-route buses a modern, appealing appearance.

Finance Report – The Record of Transmittals for August 2021, Interim Record of Transmittals for September 1 through the 10th, and financial report are included in the written packet. Mr. Urberg motioned for approval, and Ms. Fisher seconded the motion. The Board passed the Record of Transmittals and Interim Record of Transmittals unanimously. Mr. Miller presented the written report pointing out that the operating revenue is down only because of the free fare incentive until November 30.

Human Resources Report – The written report is in the packet. Dr. Boykins informed the Board that President Biden’s Executive Order may require vaccinations for transit workers. Dr. Boykins stated that we were currently waiting to hear from OSHA on guidelines for this mandate. There is currently one EEO complaint that Ms. Guin is working hard on, and she will submit the response by Tuesday. Use of FMLA leave has declined with improvements in administering use of leave.

Maintenance Report – The full report is in the packet. Mr. Rodriguez reiterated that Citilink had difficulty completing preventative maintenance due to staffing shortages and overtime refusal. He hopes to have temporary help from Truck Maintenance to get them caught up and allow them to focus on the big buses.

Marketing Report – The full report is in the packet. Mr. Metzinger thanked Ms. Hampton for putting together the written report in the packet. He pointed out that the email service is growing with 472 subscribers, and the text message service has grown to 382. Mr. Metzinger shared the Fixed route ridership chart and the Access ridership. He is only showing the past three years that ridership continues to grow but has not hit the level of ridership we were at in 2019. Mr. Metzinger stated that Fixed Route ridership would have most likely continued to grow had we not had to reduce services. Access is seeing a different story as we have had to limit the service.

Operations and Customer Service Report- The Operations and Customer Service reports are provided in the packet. Ms. Harris presented her report and the Customer Service report.

Old Business:

Approval of Citilink 2022 Budget- The written budget is provided in the packet. Mr. Miller presented the budget to the Board. The highest costs are salaries and wages, fringe benefits, and fuel. Mr. Miller reminded the Board that Labor Negotiations are taking place this year, and therefore the budgeted amount for the salary and wages is higher. Ms. Fortriede asked when the budget goes to the Council. Mr. Miller responded that if passed by the Board tonight, a PDF file will be sent to the City Controller’s office, and they would advertise the budget online. The budget would then be introduced on September 28th. A public hearing will be held on October 12th at 5:30 PM, then it would be placed before the City Council for their approval on October 26th. Mr. Metzinger and Mr. Miller presenting the budget to City Council at the public hearing. Mr. Urberg moved for the budget to be approved, and Mr. Hines seconded the approval of the budget. Ms. Fortriede did a roll call vote, and the Board passed unanimously. Mr. Metzinger thanked Mr. Miller for providing transparency on the budget creation.

New Business:

Board Retreat- Mr. Metzinger asked the Board if January 22nd from 8 until noon would work for a Board Retreat. If so, Mr. Metzinger will have Ms. Hampton create an invitation for the meeting. Those present at the meeting stated that January 22nd would work for them. Ms. Hampton stated she would reach out to Ms. Keesling and ensure that works for her as well.

Communications from the Public, Including Petitions and Remonstrance's: None

Open Discussion:

Mr. Hines listened to the discussion about the AWS Foundation and the bus huts, and he wants to encourage adding bus huts where they need to be. Ms. Fortriede stated that Turnstone is getting a universal bus hut that works for people with all disabilities, and another one's location is yet to be determined. Mr. Hines suggested the League for the Blind as the second option. Ms. Fortriede stated that they would look into that.

Mr. Metzinger wanted the Board to know that he will be on Mayor Tom Henry's podcast on Monday, September 13. Once the link is available, he will send it to the Board. Mr. Metzinger wanted the Board and staff to know that Lana Keesling has announced her campaign for Indiana State Treasurer. If she is selected by the delegates next June, her candidacy will be on the ballot for November 2022. Ms. Keesling has assured Mr. Metzinger and the rest of the Board that she will continue to serve on the Board through her term and let us know of any changes. She will be back in the October meeting but needed to be away tonight for a campaign event.

The meeting adjourned at 6:24 PM with no further business.

Sherese Fortriede
Chair

J. Nelson Coats
Secretary



General Manager's Report—October 14, 2021

Prepared by John Metzinger

Strategic Plan

- Board-approved plan, implementation underway.

Contract Negotiations with ATU Local 682

- Contract negotiations are scheduled for December 13-17.

Highlighted Activities

- 9/10—Introductory meeting with United Way, Matt Purkey.
- 9/13—Guest interview for Mayor Tom Henry's Podcast.
- 9/14—Introductory meeting with Fort Wayne Housing Authority, Denita Washington and Larissa Williams.
- 9/14—Meeting with Stephanie Crandall, City of Fort Wayne Government Relations.
- 9/16—Introductory meeting with Leadership Fort Wayne, Barry Schrock.
- 9/16—Training on FMLA/Disciplinary Actions at Barrett McNagny.
- 9/17—Marketing Committee Meeting, Marketing and Development Manager finalist interviews.
- 9/20—Meeting with Brightpoint CEO Steve Hoffman.
- 9/20—Citilink Pension Plan Committee Meeting.
- 9/21—Meeting with Gillig Regional Sales Manager Tom Wagner.
- 9/23—Phone call with lobbyist Mark Palmer.
- 9/24—Presentation with City of Fort Wayne to Toyota Mobility group.
- 9/29—Meeting with Union Executive Board.
- 9/30—Onboard Fort Wayne Networking Social with Greater Fort Wayne.
- 10/6-10/8—Indiana Council on Specialized Transportation (INCOST) Annual Meeting and Conference in Indianapolis.
- 10/11—Transportation Planning Committee/Transportation Advisory Committee Meeting hosted by NIRCC.
- 10/12—Budget Presentation at Fort Wayne Common Council Meeting.
- 10/13-10/14—Site Visit to Lafayette CityBus, Danville Mass Transit, and the Champaign-Urbana Mass Transit District.

Ongoing Activities

- Weekly Management Team Meeting.
- Weekly meetings with the Board Chair.
- Weekly Operations Staff Meeting.
- Biweekly individual meetings with Management Team.
- Biweekly Finance Staff Meeting.
- Monthly Maintenance Department Meetings (AM and PM Shift).

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 09/01/2021 to 09/30/2021

Check Number	Check Date	Vendor Name/Description	Amount
090713	09/03/2021	ATU COPE Employee COPE (Union) Withheld	11.60
			11.60
090714	09/03/2021	CITILINK ELITE CLUB Elite Club Employees Withholding	110.00
			110.00
090715	09/03/2021	CITY UTILITIES Account Number 00242460000708 Account Number 002424600051506 Account Number 004542000698334 Account Number 00242460051524	89.59 767.40 194.51 13.05
			1,064.55
090716	09/03/2021	FRONTIER Account Number 260-436-7729-031609-!	73.78
			73.78
090717	09/03/2021	FWPTC EMPLOYEE SUNSHINE CLUB Sunshine Club Employee Withholdings	112.00
			112.00
090718	09/03/2021	INDIANA MICHIGAN POWER COMPANY Account Number 048-498-441-1-5	22.52
			22.52
090719	09/03/2021	LINCOLN NATIONAL LIFE INS D/C Employee 457 Withholdings	4,933.00
			4,933.00
090720	09/03/2021	LOCAL #682 SHEILA VANASPEREN Employee Union Dues Withheld	4,713.75
			4,713.75
090721	09/03/2021	NORTHERN INDIANA PUBLIC SERVIC Account Number 641-201-002-7	79.83
			79.83
090722	09/03/2021	WELLS FARGO INST TRUST SERV Pension Deductions / Contributions	25,831.59
			25,831.59
090723	09/10/2021	EARS, NOSE AND THROAT ASSOCIATES 2nd Opinion - Ieshia Williams	378.00
			378.00
090724	09/10/2021	ADAMS RADIO GROUP Free Fare 2021 Radio Campaign 2021 Free Fares Radio Campaign	285.65 1,454.35
			1,740.00
090725	09/10/2021	AFLAC INSURANCE Account Number KR783	1,809.58
			1,809.58

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DATE RANGE: 09/01/2021 to 09/30/2021

Check Number	Check Date	Vendor Name/Description	Amount
090726	09/10/2021	AG PLUS LP	
		1138.4 Gallons Unleaded - 08/19/21	3,244.44
		1200 Gallons Unleaded - 08/05/2021	3,420.00
		1200 Gallons Unleaded - 09/03/2021	3,456.00
		7500 Gallons Diesel - 08/11/2021	17,101.50
		7503 Gallons Diesel - 08/16/2021	16,967.28
		7504 Gallons Diesel - 08/24/2021	16,414.25
		60,603.47	
090727	09/10/2021	ALLSTATE - AMERICAN HERITAGE Case Number W1330	823.12
			823.12
090728	09/10/2021	AMERICAN EXPRESS	
		APTA - Melissa Fisher Registration Mark	795.00
		Amazon.com - Flash drives for Accidents	305.40
		Officesupply.com - Hanging Files	47.82
		Flight for Melissa Fisher (10/2-10/6/21)	442.91
		GoDaddy.com - Standard UCC SSL	249.99
		Quill - 10 mask with clear window	29.99
		Amazon.co / Monitor Stand/clock	28.18
		Office Depot - Clock for Johns Office	6.99
		Office Depot - Tote for HR Recruiting	64.95
		American Express Annual Membership	75.00
		Install Nose Cone #1353 - Accident Repa	1,000.00
		Cookie Cottage - Cookies for Kylee farew	166.00
		SHRM - Subscription for Felicia Belcher	219.00
		SHRM - Refund on Laurie's Subscription	-219.00
		Annual Linkedin Subsc Kendal Hampton	256.67
		Harbor Frt - Air Regulator/Filter washba	49.99
Amazon - Name Plate for Felicia Belcher	12.88		
JW Marriott - Parking for JMB	166.00		
		3,697.77	
090729	09/10/2021	AMO CORP	
		Date Stamp/Received by - DISPATCH	30.51
		Hamging Files/Sign Here flags	69.96
		Staples and tape	13.67
		Scissors	18.48
		Calendar for Felicia	14.39
		Stacking tracy for dispatch	5.56
		152.57	
090730	09/10/2021	APPLIED TECHNOLOGY GROUP INC Partner Protection Program	293.95
			293.95
090731	09/10/2021	ARROW PEST CONTROL SERV.INC	
		Monthly Pest Control	270.00
		Monthly Pest Control - BAKER ST	94.00
		364.00	

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DATE RANGE: 09/01/2021 to 09/30/2021

Check Number	Check Date	Vendor Name/Description	Amount
090732	09/10/2021	AUTOMOTIVE & IND SUPPLY INC	
		Batteries and core charges	-267.24
		Filters/Belts/Control Arms/Oil	-36.00
		Connectors, Batteries, Filters	-258.60
		Filters/Belts/Control Arms/Oil	-7.15
		Filters/Belts/Control Arms/Oil	433.09
		765-1831 Ceramic Brake	37.64
		41637 Exhaust Elbow returned	-34.85
		Rotors/Calipers/Pads/Elbow/Bat	293.64
		Rotors/Calipers/Pads/Elbow/Bat	136.16
		Rotors/Tie Rods/Arms/Calipers/	2,394.05
		Rotors/Calipers/Pads/Elbow/Bat	1,032.36
		Rotors/Calipers/Pads/Elbow/Bat	34.04
		Filters/Belts/Control Arms/Oil	1,003.08
		733-3223 - Clamps	42.30
		Control Arms/Tie Rods/Shock/Br	-18.00
		35103 - Exhaust Hanger	33.28
		15890 - EPDM Weatherstripping	10.80
		Batteries and core charges	971.02
		Batteries and core charges	-90.00
		Filters/Belts/Control Arms/Oil	62.34
		BELT	40.15
		Tools-Wrench/Grs Gun/ Tire Val	106.16
		Tubing/Clamp/Elbow/Connector	480.70
		Filters/Belts/Control Arms/Oil	217.66
		00250 - Diesel EXH Fluid	58.68
090733	09/10/2021	AUTOMOTIVE HARDWARE SERV INC	
		Accident Repair Items	70.08
		Equipment for Body Shop	943.99
		Air Filters for the Body Shop	253.24
		Items for Misc Accident Repairs	1,221.84
		Items for Accident Repairs	1,313.17
Equipment for Body Shop	105.92		
		3,908.24	
090734	09/10/2021	JACK L BARBOUR	
		Security for 08/28/2021- 09/03/2021	700.00
		Security for 08/21/2021 - 08/27/2021	700.00
		Security for 08/09/21- 08/13/2021	700.00
Security for 08/14/2021 - 08/20/2021	700.00		
		2,800.00	
090735	09/10/2021	FELICIA A. BELCHER	
		Cell Phone Reimbursement	45.00
		Recruitment & HR Assistance (13 Hrs)	221.00
Cell Phone Reimbursement - Pro-rated	23.23		
		289.23	
090736	09/10/2021	SAM BENSON	
		2021 Cleaning Allowance	85.00
		85.00	

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Check Number	Check Date	Vendor Name/Description	Amount
090737	09/10/2021	BLACKSTONE LABORATORIES INC	
		Oil Reports	45.00
		Oil Reports	30.00
			75.00
090738	09/10/2021	JEAN MARIE BOYKINS	
		Cell Phone Reimbursement	45.00
			45.00
090739	09/10/2021	BRAKE MATERIALS & PARTS INC.	
		Brake Pads for stock	965.10
			965.10
090740	09/10/2021	BRATEMAN'S INC	
		Juan Gonzalez	312.98
		Michael Keesler	399.89
		Lora Ware	400.00
		Terry Rencher	720.89
		Luther Pilgrim	41.04
		Charles Roland	209.97
		Luther Pilgrim	358.93
		Tommeka Persinger	299.96
		Willa Brown	90.00
		James Clark	665.93
Jack Havens	45.00		
Stacey Holmes	159.96		
			3,704.55
090741	09/10/2021	SHANE M CARRIER	
		Security for 08/31/2021 - 09/03/2021	300.00
		Security for 08/23/2021 - 08/26/2021	300.00
		Security for 08/09/21 - 08/13/2021	300.00
		Security for 08/16/2021 - 08/19/2021	300.00
			1,200.00
090742	09/10/2021	CINTAS FIRST AID & SAFETY	
		Disp. Mask	1,711.00
		Cabinet Restocks/Gloves/Eye Stations	1,569.61
		Cabinet Restocks - Baker Street	122.84
		Gloves and Masks	1,208.25
			4,611.70
090743	09/10/2021	CITY UTILITIES	
		Account Number 004542000638226	393.23
		Account Number 004542000638218	553.89
			947.12
090744	09/10/2021	CLARKE POWER SERVICES, INC	
		Checked codes on #1658	260.78
			260.78

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DATE RANGE: 09/01/2021 to 09/30/2021

Check Number	Check Date	Vendor Name/Description	Amount
090745	09/10/2021	MSC INDUSTRIAL SUPPLY CO	
		Parts and Supplies for shop	187.51
		Parts and Supplies for Shop	213.39
		Parts and Supplies for Shop	94.20
		Val-Sol Gel Lube 13oz 12/case	124.55
		Eversoak Preferred Roll	49.20
		Eversoak Preferred Roll	49.20
		Nitrile Gloves	425.79
		1,143.84	
090746	09/10/2021	COMMERCIAL TESTING SITE, LLC	
		Bus Training/Test - Tyrone Martin	310.00
		Bus Training/Test - Isaac Townsend	310.00
		620.00	
090747	09/10/2021	COMM.TRANS. NETWORK INC.	
		August'21 (1052 trips@\$27/trip) 50% Net	8,625.00
		8,625.00	
090748	09/10/2021	CORNELIUS SYSTEMS INC	
		Contract #4440-21 Coin Sorter Maint Cor	532.00
		532.00	
090749	09/10/2021	CUMMINS CROSSPOINT LLC	
		Fuel rail and pump unit 1042	1,999.30
		Fuel rail and parts #1041	805.11
		Injectors and parts unit 1040	3,383.15
		VGT Actuator #1248	1,082.10
		Exhaust Parts for #1557	923.85
		Exhaust parts for unit 1557	685.93
		8,879.44	
090750	09/10/2021	DELTA FOREMOST CHEMICAL CORP.	
		Atomizer Guns / Fresh/Linen Quik	879.85
		879.85	
090751	09/10/2021	DWD TECHNOLOGY GROUP INC	
		Monthly Server Back Up to Cloud	838.00
		838.00	
090752	09/10/2021	EVELYN EVERETT	
		2021 Cleaning Allowance	85.00
		85.00	
090753	09/10/2021	EXECUTIVE IMAGE BUILDING SERVICES	
		Cleaning Services - August 2021	1,200.00
		Cleaning Srvs - Aug'21 - Baker Street	1,500.00
		2,700.00	
090754	09/10/2021	FEDEX	
		Account Number 7-486-82601 - DSJ	44.50
		Acct # 1067-4912-4 Cheryl Good	35.48
		79.98	
090755	09/10/2021	FORT WAYNE NEWSPAPERS INC	
		JG Subscription 0290946 - Exp 10/3/22	143.00
		143.00	

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Check Number	Check Date	Vendor Name/Description	Amount
090756	09/10/2021	FORT WAYNE TRUCK CENTER CPR Tube for #1248	32.60
			32.60
090757	09/10/2021	GILLIG LLC Accident Repair Parts # 1353 A/C Lines for #1759/stock Radiator for unit 1247 Schock Brackets for stock Accident Repair Parts # 1353 Accident Repair Parts # 1353	50.08 723.83 1,747.73 113.10 4,105.63 413.30
			7,153.67
090758	09/10/2021	GMV SYNCROMATICS - EASY RIDES Easy Rides Maint Agreement9/1/21-8/31,	9,350.00
			9,350.00
090759	09/10/2021	GOODYEAR TIRE & RUBBER Mileage - July 2021	5,912.15
			5,912.15
090760	09/10/2021	GUARDIAN INS - APPLETON Vision Premiums for September	2,671.49
			2,671.49
090761	09/10/2021	MARGIE HAMMOND Cell Phone Reimbursement	45.00
			45.00
090762	09/10/2021	KENDAL HAMPTON Cell Phone Reimbursement	45.00
			45.00
090763	09/10/2021	SHAMBAUGH & SON LP Qrtly Filters - Leesburg Repairs found during PM - Leesburg Repair at Leesburg Dec-June Filters - Baker Street June Inspection - Baker Street Exhaust Fan repair at Baker Street	348.89 629.04 2,337.83 78.00 1,368.33 310.40
			5,072.49
090764	09/10/2021	RICOH USA, INC. Black/White & Color Copies	537.86
			537.86
090765	09/10/2021	INDIANA STAMP CO INC Retirement Award - Charles Wiggins Retirement Award - Annette Hairston	69.90 49.95
			119.85
090766	09/10/2021	INGERSOLL RAND COMPANY Repair to shop compressor	868.30
			868.30

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Check Number	Check Date	Vendor Name/Description	Amount
090767	09/10/2021	J & K COMMUNICATIONS INC	
		Contract Number 1954 - 09/01/21-09/30/;	1,527.50
		Contract Number 2049 - 09/01/21-09/30/;	117.50
		Contract Number 1942 - 09/01/21-09/30/;	70.50
		Contract Number 2063 - 09/15/21-10/14/;	91.46
		Contract Number 1787 - 09/05/21-10/04/;	47.00
		Contract Number 1833 - 09/01/21-09/30/;	117.50
		Contract Number 1848 - 09/04/21-10/03/;	23.50
		Contract Number 1842 - 09/10/21-10/09/;	23.50
		2,018.46	
090768	09/10/2021	JACKSON OIL & SOLVENTS INC	
		DEF [BULK]	662.00
		662.00	
090769	09/10/2021	JANITORS SUPPLY CO INC	
		Bowl Cleaner/Tissue/Towels/Liners	470.59
		Disposable Masks	320.80
		Tissues/Lineers/Hand Soap/Paper Towel	289.57
		1,080.96	
090770	09/10/2021	KC CLAIMS, LLC	
		KC2020-856 / 20-013	174.20
		KC2020-853 / 20-009	140.70
		Contractual Services 6/22/21-8/26/21	310.00
		KC2019-767 / 19-036	241.20
		KC2019-841 / 19-102	2,133.02
		KC2019-804 / 19-060	207.70
		KC2019-797 / 19-046	241.20
		3,448.02	
090771	09/10/2021	KELLEY CHEVROLET INC	
		ENG Parts 0986 (Turbo, Cooler,	347.63
		STOCK (NOX#2,MAF,CONDENSER,BO	820.31
		Programmed TCM on #1574	119.90
		Reman Tranmission # 1574	4,499.96
		5,787.80	
090772	09/10/2021	KOEHLINGER SECURITY TECH INC	
		Parts to repair Barn Service Door	109.00
		109.00	
090773	09/10/2021	KOORSEN FIRE & SECURITY INC.	
		Annual Fire Extinguisher Inspection - BA	46.20
		Repair on Bus Number #1353	1,772.86
		1,819.06	
090774	09/10/2021	VALERIE LEE	
		Cell Phone Reimbursement	45.00
		45.00	
090775	09/10/2021	PATRICIA LILLY	
		Cell Phone Reimbursement	45.00
		45.00	

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 09/01/2021 to 09/30/2021

Check Number	Check Date	Vendor Name/Description	Amount
090776	09/10/2021	LINCOLN NATIONAL LIFE INS CO FTWAYTRAN3-BL-1470889	3,105.38
			3,105.38
090777	09/10/2021	LOWE'S Shop Supplies Parts for DEF Pump Items to do a paint repair Plugs for the paint booth	75.92 47.77 13.10 32.26
			169.05
090778	09/10/2021	MARKET & CAPITOL ADVOCACY, LLC State Gov Affairs Consult Fees- Aug'21	2,500.00
			2,500.00
090779	09/10/2021	Jesus Martinez 2021 CDL Renewal	35.00
			35.00
090780	09/10/2021	McMAHON TRUCK TIRE INC Tires/Balance/Labor #9 Tires/Balance/Alignment/Labor #1267 Spare Tires - Balance & Labor Alignment on #1090	614.05 1,615.10 985.40 145.00
			3,359.55
090781	09/10/2021	JOHN METZINGER Cell Phone Reimbursement	45.00
			45.00
090782	09/10/2021	BRUCE MILLER Cell Phone Reimbursement	45.00
			45.00
090783	09/10/2021	MUNCIE TRANSIT SUPPLY Accident Repair Parts # 1353 Fuel Dispenser	778.98 1,110.66
			1,889.64
090784	09/10/2021	OFFICE CONCEPTS, INC. Contract Number 12688-01 Contract # 12189-01 - JMB Contract Number 12813-01 - DISPATCH	849.09 234.47 16.92
			1,100.48
090785	09/10/2021	TOMMEKA PERSINGER 2021 Shoe Allowance (1 of 2 allowed)	100.04
			100.04
090786	09/10/2021	PHYSICIANS HEALTH PLAN INC September Health Insurance Premiums	176,703.88
			176,703.88
090787	09/10/2021	PRINCIPAL LIFE INSURANCE COMPANY Account Number 1103764-10001	12,594.56
			12,594.56

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 09/01/2021 to 09/30/2021

Check Number	Check Date	Vendor Name/Description	Amount
090788	09/10/2021	PROFITS ON-HOLD PROD LLC Monthly Subscription	125.00
			125.00
090789	09/10/2021	Q.H.G OF FORT WAYNE COMPANY LLC 29 COVID Testing / Roberson/Ervin/Fore COVID + Pullom/Townsend/West/Johnsc	1,995.00 1,375.50
			3,370.50
090790	09/10/2021	JUNIOR RODRIGUEZ Cell Phone Reimbursement	45.00
			45.00
090791	09/10/2021	ROTHBERG LAW FIRM Liability Matter Liability Matter Liability Matter Liability Matter General Legal / Workers Comp Matters Liability Matter Liability Matter Liability Matter	121.00 1,120.00 493.50 687.50 22,325.63 224.50 745.87 400.50
			26,118.50
090792	09/10/2021	PAM SCHIEBER Cell Phone Reimbursement	45.00
			45.00
090793	09/10/2021	SELECTION.COM INC Background Checks Background Checks	451.34 43.32
			494.66
090794	09/10/2021	SKY HIGH GRAPHIX LLC Accident Wrap replacement #1350 Wrap repair #1353 - Accident Wrap repair #1040 - Accident	400.00 300.00 400.00
			1,100.00
090795	09/10/2021	RICHARD THOMAS JR. Cell Phone Reimbursement	45.00
			45.00
090796	09/10/2021	CHARLES TRIPLETT Cell Phone Reimbursement	45.00
			45.00
090797	09/10/2021	UNIFIRST CORPORATION Mats & Wet Mops - Baker Street August Uniforms for shop August Shop Uniforms August Shop Uniforms Mats and Wet Mops - Baker Street Shop Uniforms - August	42.54 424.45 298.45 304.85 42.54 422.45
			1,535.28

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 09/01/2021 to 09/30/2021

Check Number	Check Date	Vendor Name/Description	Amount
090798	09/10/2021	PRAXAIR DISTRIBUTION INC. Cylinder Rentals	95.00
			95.00
090799	09/10/2021	JAMES WHITE 2021 Shoe Allowance (1 of 2 allowed)	139.10
			139.10
090800	09/17/2021	ST CHARLES SCRIP 100 VISA Cards for Vaccinated Employee	1,800.00
			1,800.00
090801	09/17/2021	CITILINK ELITE CLUB Elite Club Employee Dues Withheld	110.00
			110.00
090802	09/17/2021	COMCAST BUSINESS Account Number 939773232 Account Number 939776232	338.19 2,668.63
			3,006.82
090803	09/17/2021	FWPTC EMPLOYEE SUNSHINE CLUB Sunshine Club Employee Dues withheld	112.00
			112.00
090804	09/17/2021	INDIANA MICHIGAN POWER COMPANY Account Number 046-220-014-0-4 Account Number 047-759-400-0-2	3,504.53 1,462.83
			4,967.36
090805	09/17/2021	LINCOLN NATIONAL LIFE INS D/C Employee 457 Withholdings	4,933.00
			4,933.00
090806	09/17/2021	WELLS FARGO INST TRUST SERV Pension Deductions / Contributions	25,831.59
			25,831.59
090807	09/30/2021	ATU COPE Employee COPE (Union) Withheld 10.01	11.60
			11.60
090808	09/30/2021	CITILINK ELITE CLUB Elite Club Employees Withholding 10.01	100.00
			100.00
090809	09/30/2021	COMCAST CABLE Account Number 8529 20 002 2294590	291.85
			291.85
090810	09/30/2021	FWPTC EMPLOYEE SUNSHINE CLUB Sunshine Club Withholdings 10.01.21	108.00
			108.00
090811	09/30/2021	INDIANA MICHIGAN POWER COMPANY Account Number 048-498-441-1-5	22.98
			22.98

**FORT WAYNE PTC
RECORD OF TRANSMITTALS**

DATE RANGE: 09/01/2021 to 09/30/2021

Check Number	Check Date	Vendor Name/Description	Amount
090812	09/30/2021	LINCOLN NATIONAL LIFE INS D/C Employee 457 Withholdings - 10.01.21	4,933.00
			4,933.00
090813	09/30/2021	LOCAL #682 SHEILA VANASPEREN Employee Union Dues Withheld - 10.01.21	4,697.00
			4,697.00
090814	09/30/2021	JOHN METZINGER Per Diem - 10/06-10/08/21 INCOST Conf	150.00
			150.00
090815	09/30/2021	NATIONAL SERV-ALL INC Account Number 3-0091-1008754	385.78
			385.78
090816	09/30/2021	SPRINT Account Number 749911519	3,346.29
			3,346.29
090817	09/30/2021	WELLS FARGO INST TRUST SERV Pension Deductions/Contributions 10.01.21	25,763.14
			25,763.14
TOTAL CHECK AMOUNT			519,107.96

EFT PAYMENTS & OTHER TRANSACTIONS

PAYROLL DIRECT DEPOSIT & NET CHECKS	\$564,377.42
PAYROLL TAXES	\$209,715.27
HEALTH INSURANCE - HRA PAYMENTS/HSA Contributions	\$7,438.33
WORKER'S COMP.	\$17,741.00
DATA PROCESSING/ANALYSIS CHARGES	\$2,627.54
PAYROLL LIENS	\$9,488.48
CHECKES ISSUED PRIOR MONTH - VOIDED CURRENT MONTH	\$0.00

TOTAL EFT PAYMENTS & OTHER TRANSACTIONS **\$811,388.04**

TOTAL TRANSMITTALS **\$1,330,496.00**

RECORD OF TRANSMITTALS

I HEREBY ATTEST THAT I HAVE EXAMINED THE VOUCHER CHECK NUMBERS 090713-090817 IN THE AMOUNT OF \$519,107.96 AND EFT PAYMENTS AND OTHER TRANSACTIONS IN THE AMOUNT OF \$811,388.04 AS LISTED ON THE FORT WAYNE PUBLIC TRANSPORTATION CORPORATION RECORD OF TRANSMITTALS FOR THE MONTH OF September 2021 AND, BY MY SIGNATURE, HAVE INDICATED THE BOARD OF DIRECTOR'S APPROVAL OF THE SAME.

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

Dated this 14th Day Of October, 2021.

**Sherese Fortriede
Board Chair**

**Glynn Hines
Secretary**

CONTROLLER'S REPORT

October 14, 2021

SEPTEMBER 2021 FINANCIAL DATA

Overall revenue is under budget by approximately 9.7% 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 as well as being under budget in Passenger Fares and Paratransit. Operating expenses are under budget by approximately 12.6%. 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.

Revenue and expenses are also under budget since the budget anticipates four hybrid buses that we plan on replacing the batteries in the current year. These will come at a significant cost. Consequently, the Parts/Supplies - Revenue Equipment will be significantly under the monthly budget until we start some of these replacements. Accordingly, the Capitalized Maintenance revenue line item that offsets those expenses will be under budget as well.

Citilink's cash position as of September 30, 2021 is roughly \$2,290,000 higher as compared to the cash position as of September 30, 2020 primarily related to the timing of draw downs on Federal Grants and State PMTF payments. \$750,000 of the increase is for funds that will be formally transferred into the Liability Fund prior to the end of the year \$750,000 of the increase is for funds that will likely be formally transferred into the Rainy Day Fund in December of this year.

Financial Summary Comparison

	September		Year-to-date			
	2021	2020	2021	2020	\$ Diff	% Diff
Operating revenue	\$ 40,587.20	\$ 99,559.61	\$ 778,114.38	\$ 1,012,324.47	\$ (234,210.09)	-23.14%
Non-operating revenue	\$ 1,120,409.87	\$ 1,108,291.88	\$ 10,071,126.21	\$ 9,962,602.26	\$ 108,523.95	1.09%
Total Revenue	\$ 1,160,997.07	\$ 1,207,851.49	\$ 10,849,240.59	\$10,974,926.73	\$ (125,686.14)	-1.15%
Operating Expenses	\$ 1,179,053.41	\$ 1,136,244.49	\$ 10,503,083.26	\$10,542,922.33	\$ (39,839.07)	-0.38%

RECORD OF TRANSMITTALS

The Record of Transmittals for September 2021 is included in your packet. The interim Record of Transmittals for October 1-14, 2021 will be distributed on the day of the meeting for your review and approval.

Respectfully submitted,

Bruce Miller
Controller

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION/CITILINK

STATEMENT OF NET EARNINGS
For the Month Ending September 30, 2021

	Period to Date			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
REVENUE						
OPERATING REVENUE						
Passenger Fares	24.00	89,600.00	-89,576.00	389,103.67	806,400.00	-417,296.33
Paratransit	91.00	11,497.50	-11,406.50	59,422.82	103,477.50	-44,054.68
Fare Subsidy	23,272.20	23,549.25	-277.05	211,666.20	211,943.25	-277.05
Advertising Service	17,173.00	13,333.33	3,839.67	117,119.04	119,999.97	-2,880.93
ID Cards	27.00	50.00	-23.00	802.65	450.00	352.65
TOTAL OPERATING REVENUE	40,587.20	138,030.08	-97,442.88	778,114.38	1,242,270.72	-464,156.34
NON-OPERATING REVENUE						
Federal Operating Assistance	0.00	0.00	0.00	0.00	0.00	0.00
State Operating Assistance	152,683.08	152,683.08	0.00	1,374,147.72	1,374,147.72	0.00
Property Taxes	492,326.00	492,326.58	-0.58	4,430,934.00	4,430,939.22	-5.22
Excise Taxes	31,380.67	31,380.67	0.00	282,426.03	282,426.03	0.00
Bank Taxes	2,381.33	2,381.33	0.00	21,431.97	21,431.97	0.00
COIT Tax	88,320.50	73,821.25	14,499.25	892,035.50	664,391.25	227,644.25
Commercial Vehicle Taxes	2,707.92	2,707.92	0.00	24,371.28	24,371.28	0.00
JARC	0.00	0.00	0.00	0.00	0.00	0.00
Capitalize Maintenance	166,666.67	209,166.67	-42,500.00	1,500,000.03	1,882,500.03	-382,500.00
CMAQ	0.00	6,666.67	-6,666.67	0.00	60,000.03	-60,000.03
Complementary Paratransit	26,856.58	26,856.58	0.00	241,709.22	241,709.22	0.00
FTA 5307 - Operations	125,000.00	181,051.00	-56,051.00	1,125,000.00	1,629,459.00	-504,459.00
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	2,875.00	1,666.67	1,208.33	46,000.00	15,000.03	30,999.97
FTA 5310 - Operational Funds Pass Thru	25,875.00	8,333.33	17,541.67	64,022.00	74,999.97	-10,977.97
Sale of Fuel	0.00	0.00	0.00	0.00	0.00	0.00
Sale of Scrap	74.82	83.33	-8.51	473.20	749.97	-276.77
Investment Income	253.78	416.67	-162.89	2,480.68	3,750.03	-1,269.35
Accident Repair Recovery	0.00	500.00	-500.00	0.00	4,500.00	-4,500.00
Greyhound Agency Income	2,118.94	2,500.00	-381.06	22,081.09	22,500.00	-418.91
Other Miscellaneous Income	889.58	4,583.33	-3,693.75	44,013.49	41,249.97	2,763.52
Gain/Loss on Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING REVENUE	1,120,409.87	1,197,125.08	-76,715.21	10,071,126.21	10,774,125.72	-702,999.51
TOTAL REVENUE	1,160,997.07	1,335,155.16	-174,158.09	10,849,240.59	12,016,396.44	-1,167,155.85
OPERATING EXPENSES						
SALARIES AND WAGES						
Operations Supervisors Wages	22,641.20	26,398.58	-3,757.38	236,823.12	237,587.22	-764.10
Drivers Wages	345,618.52	359,594.75	-13,976.23	3,297,259.98	3,236,352.75	60,907.23
Dispatchers & Other Wages	25,376.91	30,437.25	-5,060.34	255,330.83	273,935.25	-18,604.42
Maintenance Supervisors Wages	6,353.76	9,148.08	-2,794.32	56,407.84	82,332.72	-25,924.88
Mechanics & Service Wages	60,599.39	65,665.25	-5,065.86	523,202.74	590,987.25	-67,784.51
General Office Wages	23,599.31	25,924.67	-2,325.36	235,310.97	233,322.03	1,988.94
General Management Wages	19,445.32	16,792.25	2,653.07	137,142.84	151,130.25	-13,987.41
Sick Pay	8,146.00	23,627.33	-15,481.33	156,026.66	212,645.97	-56,619.31
Holiday Pay	21,377.24	13,586.33	7,790.91	108,003.62	122,276.97	-14,273.35
Vacation Pay	26,629.76	36,517.92	-9,888.16	289,329.40	328,661.28	-39,331.88
Other Paid Absence	8,228.32	12,172.67	-3,944.35	58,299.09	109,554.03	-51,254.94
TOTAL SALARIES AND WAGES	568,015.73	619,865.08	-51,849.35	5,353,137.09	5,578,785.72	-225,648.63

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION/CITILINK

STATEMENT OF NET EARNINGS
For the Month Ending September 30, 2021

	Period to Date			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
FRINGE BENEFITS						
FICA Taxes	40,815.09	46,826.83	-6,011.74	392,517.94	421,441.47	-28,923.53
Pension	66,997.49	58,343.92	8,653.57	465,512.03	525,095.28	-59,583.25
Group Medical Insurance	190,855.82	266,675.08	-75,819.26	1,630,823.42	2,400,075.72	-769,252.30
Group Dental Insurance	6,627.19	8,455.08	-1,827.89	61,612.79	76,095.72	-14,482.93
Group Life Insurance	2,963.90	3,252.83	-288.93	25,737.50	29,275.47	-3,537.97
Group Disability Insurance	5,970.23	6,518.42	-548.19	55,902.95	58,665.78	-2,762.83
Group Vision Insurance	2,268.32	3,429.67	-1,161.35	22,324.33	30,867.03	-8,542.70
Separation Expense	0.00	0.00	0.00	0.00	0.00	0.00
Unemployment Taxes	-53.50	542.33	-595.83	5,205.30	4,880.97	324.33
Workers' Compensation	11,367.58	12,200.92	-833.34	102,523.26	109,808.28	-7,285.02
Drivers' Uniforms	1,452.86	3,181.67	-1,728.81	24,266.67	28,635.03	-4,368.36
TOTAL FRINGE BENEFITS	329,264.98	409,426.75	-80,161.77	2,786,426.19	3,684,840.75	-898,414.56
MATERIALS AND SUPPLIES						
Fuel and Lubricants	65,874.30	76,279.17	-10,404.87	498,964.77	686,512.53	-187,547.76
Tires and Tubes - Fixed Route	5,446.83	6,250.00	-803.17	53,297.34	56,250.00	-2,952.66
Tires and Tubes - Paratransit	2,632.32	1,613.33	1,018.99	10,696.48	14,519.97	-3,823.49
Tickets, Transfers and Schedules	0.00	1,666.67	-1,666.67	0.00	15,000.03	-15,000.03
Parts - Rebuilt	-1,301.00	0.00	-1,301.00	3,186.38	0.00	3,186.38
Parts - Other Vehicles	0.00	0.00	0.00	0.00	0.00	0.00
Parts/Supplies - Paratransit	17,483.84	10,083.33	7,400.51	79,330.60	90,749.97	-11,419.37
Parts/Supplies - Revenue Equipment	24,885.30	51,250.00	-26,364.70	190,282.09	461,250.00	-270,967.91
Inventory Adjustment	0.00	0.00	0.00	57.37	0.00	57.37
Parts/Supplies - Shop Equipment	2,617.56	2,500.00	117.56	16,971.54	22,500.00	-5,528.46
Parts/Supplies - Service Equipment	771.41	1,000.00	-228.59	6,227.61	9,000.00	-2,772.39
Accident Repairs	745.47	0.00	745.47	29,256.66	0.00	29,256.66
Coveralls	1,400.87	2,752.08	-1,351.21	18,611.24	24,768.72	-6,157.48
Service Supplies	6,151.76	3,333.33	2,818.43	45,251.79	29,999.97	15,251.82
Farebox Repairs	0.00	2,000.00	-2,000.00	21,081.34	18,000.00	3,081.34
Outside Maintenance	13,232.40	8,333.33	4,899.07	65,857.77	74,999.97	-9,142.20
Other Materials & Supplies	7,078.25	6,666.67	411.58	42,538.77	60,000.03	-17,461.26
TOTAL MATERIALS AND SUPPLIES	147,019.31	173,727.91	-26,708.60	1,081,611.75	1,563,551.19	-481,939.44
SERVICES						
Professional and Technical	5,258.00	10,503.33	-5,245.33	132,442.20	94,529.97	37,912.23
Temporary Help	0.00	0.00	0.00	46,155.75	0.00	46,155.75
Maintenance Contracts	12,884.05	9,685.17	3,198.88	90,614.37	87,166.53	3,447.84
Custodial Services	3,560.80	4,700.00	-1,139.20	35,985.95	42,300.00	-6,314.05
Security Services	4,000.00	4,500.00	-500.00	41,253.98	40,500.00	753.98
Legal Services	21,914.63	15,125.00	6,789.63	175,985.95	136,125.00	39,860.95
Data Processing	1,840.10	2,750.00	-909.90	24,610.05	24,750.00	-139.95
TOTAL SERVICES	49,457.58	47,263.50	2,194.08	547,048.25	425,371.50	121,676.75
UTILITIES						
Heat, Lights and Water	7,081.84	13,000.00	-5,918.16	99,313.78	117,000.00	-17,686.22

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION/CITILINK

STATEMENT OF NET EARNINGS
For the Month Ending September 30, 2021

	Period to Date			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
INSURANCE						
Physical Damage Insurance	833.33	833.33	0.00	7,499.97	7,499.97	0.00
Liability Insurance	10,000.00	10,000.00	0.00	90,000.00	90,000.00	0.00
Other Corporate Insurance	32,071.07	31,024.42	1,046.65	285,395.68	279,219.78	6,175.90
TOTAL INSURANCE	42,904.40	41,857.75	1,046.65	382,895.65	376,719.75	6,175.90
TAXES						
Fuel and Lubricant Taxes	871.28	750.00	121.28	6,759.05	6,750.00	9.05
Other Taxes	0.00	0.00	0.00	321.23	0.00	321.23
TOTAL TAXES	871.28	750.00	121.28	7,080.28	6,750.00	330.28
PURCHASED TRANSPORTATION						
Purchased Transportation	17,250.00	8,333.33	8,916.67	77,625.00	74,999.97	2,625.03
MISCELLANEOUS EXPENSES						
Dues and Subscriptions	1,770.75	2,310.67	-539.92	23,658.35	20,796.03	2,862.32
Travel and Meetings	-447.30	2,916.67	-3,363.97	20,144.11	26,250.03	-6,105.92
Bad Debt Expense	0.00	0.00	0.00	0.00	0.00	0.00
Advertising/Media	2,010.65	7,915.50	-5,904.85	19,164.78	71,239.50	-52,074.72
Communications Service	4,152.41	3,973.00	179.41	39,524.12	35,757.00	3,767.12
CDL/Phys/Drug Test	3,305.50	835.00	2,470.50	11,975.00	7,515.00	4,460.00
Bank Fees	787.44	1,300.00	-512.56	13,291.97	11,700.00	1,591.97
Other Miscellaneous Expense	2,503.84	500.00	2,003.84	11,659.71	4,500.00	7,159.71
TOTAL MISCELLANEOUS EXPENSES	14,083.29	19,750.84	-5,667.55	139,418.04	177,757.56	-38,339.52
LEASES AND RENTALS						
Office Equipment Lease	0.00	180.00	-180.00	513.23	1,620.00	-1,106.77
VEHICLE TRACKING SYSTEM						
Vehicle Tracking System	3,105.00	1,000.00	2,105.00	28,014.00	9,000.00	19,014.00
TOTAL OPERATING EXPENSES	1,179,053.41	1,335,155.16	-156,101.75	10,503,083.26	12,016,396.44	-1,513,313.18
NET EARNINGS (LOSS) BEFORE NON-BUDGETED ITEMS	-18,056.34	0.00	-18,056.34	346,157.33	0.00	346,157.33
NON-BUDGETED ITEMS						
Depreciation	156,524.88	0.00	156,524.88	1,408,723.92	0.00	1,408,723.92
Unfunded Pension Liability	12,750.00	0.00	12,750.00	114,750.00	0.00	114,750.00
Unfunded Other Postretirement Employee Benefits Liability	43,500.00	0.00	43,500.00	391,500.00	0.00	391,500.00
NET EARNINGS (LOSS)	-230,831.22	0.00	-230,831.22	-1,568,816.59	0.00	-1,568,816.59



Human Resources Report

As of September 30, 2021:

Current Count of Employees 119

Departments Fully Staffed:

Administration	Yes	Operations	No	Customer Service	Yes
Finance	No	Maintenance	No		

Recruitment:

Operations Supervisor (1)
Operations - Access Drivers (10)
Finance – Procurement Manager (1)
Maintenance – AM Supervisor (1)
Maintenance - Mechanic (2)
Maintenance Lube Tech (1)
Maintenance Hostler (2)

Training:

TSA Mask Mandate Extension Discussion Teleconference: (2 Attendees)
Barrett McNaghy Management Training: Terminations & FMLA (9 Attendees)

Collision Accidents – Month of September:

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

EEOC: Claims Filed = 1 Claims Open = 1 Claims Closed = 0

Other:

Employees FFCRA Leave 9/1 thru 9/30/2021 = 5

2020/2021: Employees Tested Positive for COVID-19 = Total 39

YTD: Employees Who Have Reported Received Covid Vaccine = Total 68 as of 9/30/2021

Percentage of Employees Tested: 0.571429 As of 9/30/2021

Please note: American Rescue Plan Act April 1st THROUGH SEPTEMBER 30, 2021

This leave expired 9/30/2021

Employees are still required to notify Dr. Jean Marie with any Covid 19 issues.

Employees will be able to use any available paid time off for required absences or sick leave unpaid.

Mandatory Vaccines for employers with 100+ Employees: Once we have received all of the guidelines, we will communicate the process with all employees.

Citilink Face Covering Policies will remain in place after January 18, 2022.

Maintenance Report

September 2021

Fixed Route Buses

Mileage

- Total Miles: 110,838
- Fuel Usage: 21,908
- Ave. MPG: 5.15

PMI's

- Scheduled: 31
- Completed: 11
- % Completed: 35%

Road Calls

- Road Calls: 4
- Miles Between RC: 27,710

Access Buses

Mileage

- Total Miles: 25,730
- Fuel Usage: 2,957
- Ave. MPG: 8.53

PMI's

- Scheduled: 14
- Completed: 14
- % Completed: 100%

Road Calls

- Road Calls: 0
- Miles Between RC: N/A

Labor

Statistics

- # of Work Orders: 160
- Labor Hours: 413.58
- AVG Repair Time: 2.58 Hrs./W.O.

Mechanic Staff

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

Hostler Staff

- We have a roster of four (4) part-time and one (1) full-time hostler. We are currently looking to hire two (2) part-time hostlers.

Fuel

2021

- Total Fuel Used This Month: 24,865 Gallons
- Fuel Cost Per Gallon: \$ 2.40
- Total Fuel Cost: \$ 59,744.37

2020

- Total Fuel Used This Month: 26,561 Gallons
- Fuel cost per Gallon: \$2.02
- Total Fuel Cost: \$53,653.22

2019

- Total Fuel Used This Month: 27,182 Gallons
- Fuel cost per Gallon: \$2.45
- Total Fuel Cost: \$66,595.90

Marketing Report – October 2021

Press Releases

- 9/16 – Fort4Fitness

Media Coverage

- None

Highlights

- None

Free Fare Campaign

- Free fares expire November 30

Website

- 15,603 Pageviews in August
- 14,926 Pageviews in July
- 14,994 Pageviews in June

Social Media –

- **August:**
 - Facebook reached over 6,000 people with over 700 clicks and 400 direct interactions.
 - Instagram had just shy of 100 interactions and continues to grow.
 - LinkedIn crossed over 200 followers, which is our highest since starting in the Spring.
 - Twitter continues to grow and is close to 100 interactions
- **September:**
 - Facebook reached over 6,000 people with over 650 clicks and over 500 direct interactions.
 - Instagram, we reached a total of 800 followers.
 - LinkedIn was the best reach yet, gaining a new follower every day of September.
 - Twitter continued to grow and is getting closer to 1,000 followers.

Email Service

- Citilink's email services have 505 subscribers in total. 473 of these subscribers are riders.

Text Service

- Citilink's texting service currently has 396 subscribers and is continuing to grow.



Operations Report for September 2021

Fixed Route Services

Comparing September 2021 to September 2020 Fixed Route monthly ridership reflects an increase of 41.69%. Year-to-date Fixed Route an increase of 6.98%. (56,368)

The routes with the highest ridership are the 2, 4, and 8, with ridership ranging from 573 to 1204 for weekday ridership. The most productive routes are the 2 and 8. September 2021 system average for passengers per revenue hour is approximately 14.98.

Access Services

September 2021 ridership reflects an decrease of 0.49% compared to September 2020. Year-to-date Access shows an increase of 18.27%.

Safety

September 2019, 2020 and 2021 Comparisons

Preventable Fleet Collisions:

Fixed Route

- 0 preventable fleet collision(s) in September 2021
- 1 preventable fleet collision(s) in September 2020
- 3 preventable fleet collision(s) in September 2019

Access

- 0 preventable fleet collision(s) in September 2021
- 2 preventable fleet collision(s) in September 2020
- 1 preventable fleet collision(s) in September 2019

Non-Preventable Fleet Collisions:

Fixed Route

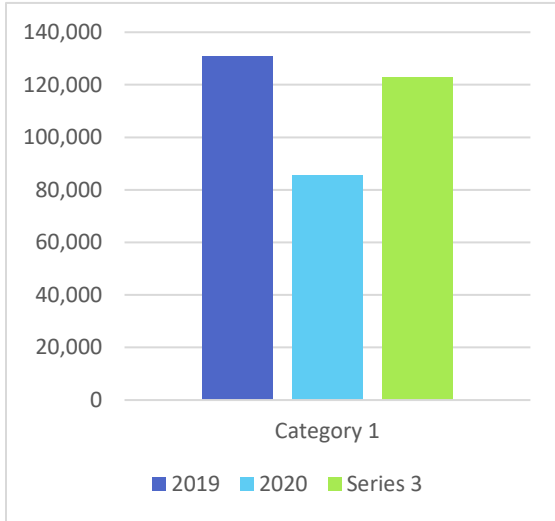
- 2 non-preventable fleet collision(s) in September 2021
- 2 non-preventable fleet collision(s) in September 2020
- 0 non-preventable fleet collision(s) in September 2019

Access

- 0 non-preventable fleet collision(s) in September 2021
- 1 non-preventable fleet collision(s) in September 2020
- 1 non-preventable fleet collision(s) in September 2019

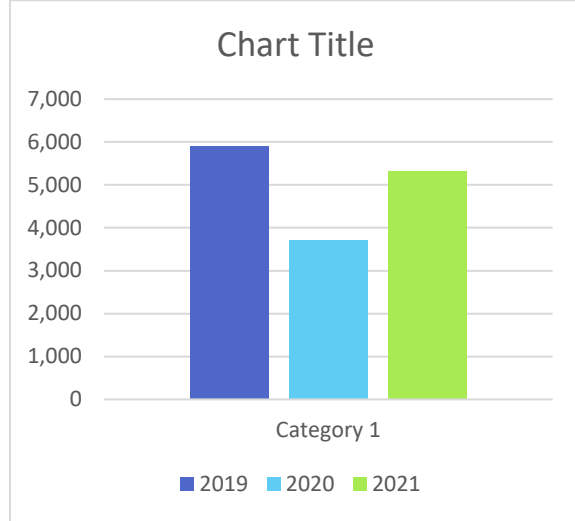
Fixed Route September Ridership Yearly Comparisons

Monthly Fixed Route Ridership



2019	2020	2021
130,904	85,556	122,642

Average Weekday Fixed Route Ridership



2019	2020	2021
5,905	3,708	5,321

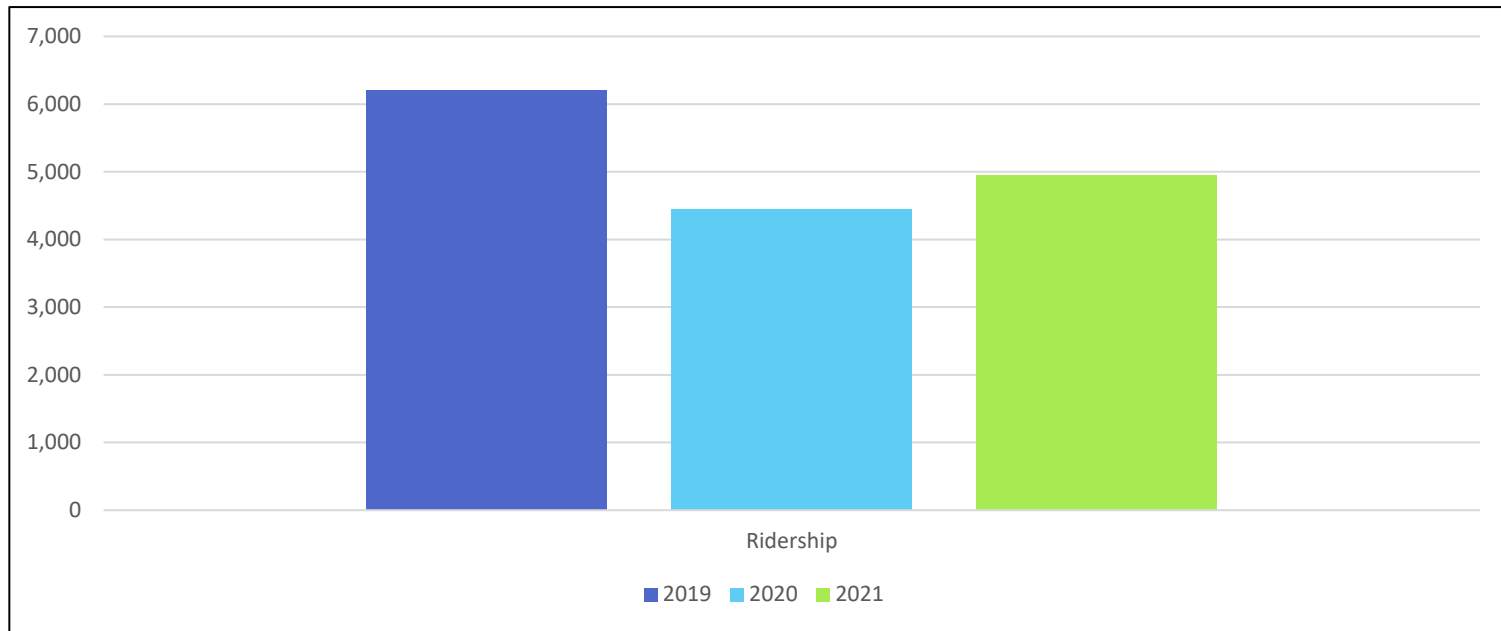
Routes

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

Year-to-date Ridership as of September 30, 2021 Comparison by Route by Year 2019-2020-2021

	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
2019	10,219	15,765	10,077	18,999	2,278	11,993	10,533	28,018	9,810	6,318	569	1,096	1,842	768	1,068
2020	5,380	11,885	6,198	12,451	1,518	7,814	6,966	18,159	7,602	4,382	397	655	1,453	658	0
2021	7,799	13,358	10,527	19,419	1,792	10,050	10,357	27,630	9,787	6,751	483	1,001	3,117	566	0

SEPTEMBER ACCESS RIDERSHIP COMPARISONS 2019-2020-2021



2019	2020	2021
6,212	4,449	4,427

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

Route 1-Waynedale Northcrest	11.40
Route 2-Time Corners Georgetown	18.63
Route 3-Village Woods Canterbury	15.47
Route 4-Wells Ludwig Parkview	19.28
Route 5-Southeast Local	6.06
Route 6-Franke Park McKinnie	13.61
Route 7-Anthony Oxford	14.91
Route 8-Glenbrook Southtown	19.36
Route 9-Broadway Taylor Gateway	14.09
Route 10-Lewis New Haven	19.36
Route 21-Dupont Road	3.32
Route 22-West Jefferson Lutheran	10.76
Route 31X-Downtown/ARC Express	2.16
Route 15-MedLink	2.56

Fixed Route:

- September 2021 – 122,642 trips (increase of 36,084 trips/41.69%)
- September 2020 – 86,558
- Average weekday ridership for September - 5,321
- On-time performance was at 97.11%

ACCESS Ridership:

- September 2021 - 4,427 (decrease of 22 trips/-0.49%)
- September 2020 - 4,449
- Average weekday trips for September - 204
- On-time performance - 97.93%

- **Token Transit:**

- Mobile pass sales for September were \$0 for net of \$0. Usage was 0 on fixed route and 0 on Access.

- **Greyhound:**

- 447 tickets sold - September 2021 (328 were sold in 2020)
- 20 packages/bags – September 2021 (14 processed in 2020)

- **Fixed Route Runs**

- 48 Full Time Regular weekday runs
- 18 Saturday runs
- 61 Full Time Drivers

- **Access Runs**

- 20 Full Time Weekday Runs
- 5 Saturday runs
- 19 Full Time Drivers

Passenger Service Reports – September 2021

Fixed route:

Forty-four (44) Passenger Service Reports were received.

- Forty-four (44) were complaints
 - Twenty-two (22) were unsubstantiated
 - Eight (8) regarding pass by
 - Four (4) regarding discourtesy
 - Four (4) regarding careless driving
 - Two (2) regarding on time performance
 - One (1) regarding on driver cell phone usage
 - One (1) regarding missed stop
 - One (1) regarding no mask
 - One (1) regarding dangerous bus stop
 - Nineteen (19) are being monitored for future action
 - Fifteen (15) regarding pass by
 - Nine (9) regarding discourtesy
 - Two (2) regarding on time performance (accident & train)
 - One (1) regarding off route
 - One (1) regarding driver not wearing mask
 - One (1) regarding cleanliness
 - One (1) regarding missed stop
 - Two (2) received disciplinary action
 - Two (2) regarding discourtesy
 - One (1) remains unresolved
 - One (1) regarding missed stop

Access:

Two (2) Passenger Service Reports were received.

- One (1) was a complaint
 - One (1) was unsubstantiated
 - One (1) regarding wheelchair damaged by Citilink
- One (1) was a commendation

Driver/Supervisor/Customer Service Incident Reports – September 2021

Twenty-two (22) Incident Reports were received.

Mission: Connect people by providing the highest quality sustainable public transportation while pursuing continuous improvement and growth.															
2021 Citilink Goal Stats Summary Report															
Goal 1 - Safety															
	January	February	March	April	May	June	July	August	September	October	November	December	Total	Goal	Description
Road Calls															
Fixed Route															
2021 Major Road Calls	2	2	1	3	4	0	4	1					17	35 or less	Total Road Calls
YTD	2	4	5	8	12	12	16	17	17	17	17	17			
Access															
2021 Major Road Calls	0	0	0	1	0	3	1	1					6	10 or less	Total Road Calls
YTD	0	0	0	1	1	4	5	6	6	6	6	6			
Accidents															
Fixed Route															
2021 Preventable Accidents	0	1	1	2	1	2	1	3	0				11	20 or less	Preventable
YTD	0	1	2	4	5	7	8	11	11	11	11	11			
Total Collision Accidents	0	5	4	2	0	0	2	6	3				22	report only	Total Accidents
YTD	0	5	9	11	11	11	13	19	22	22	22	22			
Access															
2021 Preventable Accidents	0	0	0	0	0	0	0	0	0				0	8 or less	Preventable
YTD	0	0	0	0	0	0	0	0	0	0	0	0			
Total Collision Accidents	0	0	3	5	2	3	2	0	0				15	report only	Total Accidents
YTD	0	0	3	8	10	13	15	15	15	15	15	15			
Goal 2 - Customer Service															
On-time Performance															
Fixed Route															
2021 On time performance	93.04%	93.00%	99.49%	93.16%	94.00%	97.77%	95.45%	95.11%	97.11%				95.35%	90%	
Access															
2021 On time performance	99.48%	98.60%	95.42%	99.14%	98.75%	98.44%	98.92%	97.95%	97.93%				98.29%	95%	
Goal 5 - Financial Responsibility															
Expenses															
Fixed Route Cost/Hour	\$91.26	\$89.31	\$85.61	\$90.47	\$87.51	\$75.35	\$93.01	\$90.53	\$93.83				\$88.54	\$95.00	
Access Cost/Trip	\$54.05	\$47.79	\$45.99	\$40.26	\$42.05	\$34.82	\$35.39	\$39.43	\$45.87				\$42.85	\$35.00	\$28 or less
Free Access Trips on FR	773	525	1,021	1,035	1,060	512	54	84	59				5,123		Report only
Revenue															
Fixed Route															
2020 Farebox Revenue	\$160,866	\$79,512	\$71,231	\$4,456	\$17,992	\$56,067	\$61,605	\$62,320	\$60,907	\$70,041	\$54,240	\$59,630	\$758,867		
2021 Farebox Revenue	\$104,875	\$58,481	\$70,964	\$63,268	\$61,237	\$30,248	(\$1)	\$8	\$24				\$389,104	\$1,433,600	2019 budget amount
Monthly +/-	(\$55,991)	(\$21,031)	(\$267)	\$58,812	\$43,245	(\$25,819)	(\$61,606)	(\$62,312)	(\$60,883)				(\$185,852)		
YTD +/-	(\$55,991)	(\$77,022)	(\$77,289)	(\$18,477)	\$24,768	(\$1,051)	(\$62,657)	(\$124,969)	(\$185,852)						
Access															
2020 Farebox Revenue	\$17,560	\$16,521	\$13,601	\$200	\$715	\$9,381	\$7,263	\$9,296	\$9,390	\$12,137	\$5,738	\$5,174	\$106,976		
2021 Farebox Revenue	\$8,618	\$7,669	\$14,385	\$11,266	\$8,786	\$7,096	\$1,442	\$69	\$91				\$59,422		
Monthly +/-	(\$8,942)	(\$8,852)	\$784	\$11,066	\$8,071	(\$2,285)	(\$5,821)	(\$9,227)	(\$9,299)				(\$24,505)		
YTD +/-	(\$8,942)	(\$17,794)	(\$17,010)	(\$5,944)	\$2,127	(\$158)	(\$5,979)	(\$15,206)	(\$24,505)						
Token Transit Sales															
2020 Token Transit Sales	\$9,358	\$10,579	\$8,298	\$0	\$2,173	\$5,844	\$6,689	\$8,353	\$8,002	\$9,164	\$8,958	\$8,509	\$85,927	5% Increase	
2021 Token Transit Sales	\$9,700	\$9,166	\$10,367	\$9,756	\$10,155	\$4,851	(\$13)	\$0	\$0				\$53,982		
Monthly +/-	\$342	(\$1,413)	\$2,069	\$9,756	\$7,982	(\$993)	(\$6,702)	(\$8,353)	(\$8,002)				(\$5,314)		
YTD +/-	\$342	(\$1,071)	\$998	\$10,754	\$18,736	\$17,743	\$11,041	\$2,688	(\$5,314)						
Goal 6 - Increase Ridership															
	January	February	March	April	May	June	July	August	September	October	November	December	Total	Goal	Description

Mission: Connect people by providing the highest quality sustainable public transportation while pursuing continuous improvement and growth.														
2021 Citilink Goal Stats Summary Report														
Fixed Route														
2020 Passenger Trips	133,737	124,398	102,762	55,717	53,911	80,454	85,134	84,657	86,556	92,813	79,051	78,589	1,057,779	
2021 Passenger Trips	75,450	70,264	89,210	86,908	82,150	101,683	115,826	119,561	122,642				863,694	Increase 34,000 annually
Monthly +/-	(58,287)	(54,134)	(13,552)	31,191	28,239	21,229	30,692	34,904	36,086				56,368	
YTD +/-	(58,287)	(112,421)	(125,973)	(94,782)	(66,543)	(45,314)	(14,622)	20,282	56,368					
Access														
2020 Passenger Trips	6,816	5,954	4,392	1,388	1,810	3,409	4,157	4,162	4,449	4,584	2887	3048	47,056	
2021 Passenger Trips	3,476	3,755	4,845	4,977	4,767	5,749	6,168	5,050	4,427				43,214	<i>report only</i>
Monthly +/-	(3,340)	(2,199)	453	3,589	2,957	2,340	2,011	888	(22)				6,677	
YTD +/-	(3,340)	(5,539)	(5,086)	(1,497)	1,460	3,800	5,811	6,699	6,677					
Purchased Trips														
2020 Passenger Trips	961	942	896	896	931	981	943	924	946	928	923	843	11,114	
2021 Passenger Trips	1050	1,050	1126	1073	1071	1113	1351	1052	1080				9,966	<i>report only</i>
Monthly +/-	89	108	230	177	140	132	408	128	134				1,546	
YTD +/-	89	197	427	604	744	876	1,284	1,412	1,546					
Total Ridership														
2020 Passenger Trips	141,514	131,294	108,050	58,001	56,652	84,844	90,234	89,743	91,951	98,325	82,861	82,480	1,115,949	
2021 Passenger Trips	141,514	75,069	95,181	92,958	87,988	108,545	123,345	125,663	128,149	0	0	0	916,874	<i>report only</i>
Monthly +/-	0	(56,225)	(12,869)	34,957	31,336	23,701	33,111	35,920	36,198				64,591	
YTD +/-	0	(56,225)	(69,094)	(34,137)	(2,801)	20,900	54,011	89,931	126,129					
Greyhound Ticket Sales														
2021 Passenger tickets sold	382	361	572	521	493	522	552	513	447				4,363	<i>report only</i>
2021 Packages/bags	21	24	14	34	27	22	33	27	20				222	<i>report only</i>

RESOLUTION 06-2021

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FORT WAYNE PUBLIC TRANSPORTATION CORPORATION (CITILINK) AMENDING THE SMALL PURCHASE THRESHOLD AS DEFINED IN THE PROCUREMENT POLICIES

WHEREAS, the Board of Directors has established the corporation's Procurement Policies to encourage competition among vendors and ensure prices paid by the corporation are fair and reasonable; and

WHEREAS, these policies establish procedures for small purchases, which are considered to be relatively simple and informal procurements for securing services and supplies within the Federal Transit Administration's (FTA) micro purchase limits; and

WHEREAS, Indiana Code 5-22-8 authorizes local governmental bodies to establish policies for procurements at certain dollar thresholds; and in 2018 the FTA increased the micro purchase threshold from \$3,500 to \$10,000; and

WHEREAS, current policies require three (3) or more quotations for purchases between \$3,000 and \$7,500, and this creates administrative burden for routine purchases of parts and supplies needed by the corporation, particularly in light of the difficulty in obtaining parts and supplies due to market conditions created by the pandemic;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE FORT WAYNE PUBLIC TRANSPORTATION CORPORATION, that the small purchase provisions in the procurement policies be amended to require one (1) quotation be obtained to determine price is fair and reasonable for procurements less than \$7,500.

ATTEST:

APPROVED:

J. Nelson Coats, Secretary
Fort Wayne Public Transportation
Corporation

Sherese Fortriede, Chair
Fort Wayne Public Transportation
Corporation

Adopted this 14th day of October, 2021.

RESOLUTION 07-2021

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FORT WAYNE PUBLIC TRANSPORTATION CORPORATION (CITILINK) EXTENDING A GIFT CARD INCENTIVE FOR EMPLOYEES OF CITILINK WHO ELECT TO RECEIVE ONE OF THE AVAILABLE COVID-19 VACCINATIONS

WHEREAS, the Board of Directors has heretofore adopted a resolution (05-2021) that resulted in each of the employees of Citilink receiving a VISA Gift Card valued at \$100 if an employee provides Citilink management with a copy of his or her vaccination card documenting that he or she has received a full dose of a FDA-authorized COVID-19 vaccination on or before October 29, 2021 (the “Vaccine Incentive”);

WHEREAS, this incentive has been effective in improving the rate of vaccination among Citilink employees;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE FORT WAYNE PUBLIC TRANSPORTATION CORPORATION, that the Vaccine Incentive is hereby extended in its entirety, and that each employee of Citilink who has not already done so receive a VISA Gift Card valued at \$100 if an employee provides Citilink management with a copy of his or her vaccination card documenting that he or she has received a full dose of a FDA-authorized COVID-19 vaccination on or before December 31, 2021, and further subject to the understanding that the said incentive is not intended to establish any future precedent.

BE IT FURTHER RESOLVED BY THE BOARD OF DIRECTORS OF THE FORT WAYNE PUBLIC TRANSPORTATION CORPORATION, that in recognition of, and compliance with, the Americans with Disabilities Act as Amended in 2008 and Title VII of the Civil Rights Act of 1964, Citilink will provide an accommodation to those qualified individuals with a verified disability prohibiting an employee from safely obtaining a COVID-19 vaccination and/or a sincerely held religious belief, practice or observance preventing an employee from obtaining a COVID-19 vaccination. To ensure that qualified employees are entitled to equal opportunities and rights as their similarly-situated co-workers, Citilink will offer the same Vaccine Incentive after the aforementioned qualified employees review guiding documentation from the Centers of Disease Control and answer a brief questionnaire confirming review of the material.

ATTEST:

APPROVED:

J. Nelson Coats, Secretary
Fort Wayne Public Transportation
Corporation

Sherese Fortriede, Chair
Fort Wayne Public Transportation
Corporation

Adopted this 14th day of October, 2021.