



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Agenda - Final Fox Cities Transit Commission

Tuesday, October 24, 2023

2:50 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

4. Approval of minutes from previous meeting

[23-1252](#) Approval of minutes from previous meeting

Attachments: [MeetingMinutes12-Sep-2023.pdf](#)

5. **Public Hearing/Apearances**

[23-0278](#) Public Participation on Agenda Items

6. **Action Items**

[23-1253](#) Approval of Payments

Attachments: [August 2023 Payments.pdf](#)

[September 2023 Payments.pdf](#)

[23-1254](#) Approve Contract with SRF Consulting for Professional Services

Attachments: [SRF Memo.pdf](#)

[23-1255](#) Authorize PO to Smart Spaces for Audio Visual Equipment

7. **Information Items**

[23-1256](#) Financial Report

Attachments: [Aug 2023 Income Statement.pdf](#)

[Sept 2023 Income Statement.pdf](#)

- [23-1257](#) Ridership Report
Attachments: [August 2023 Ridership.pdf](#)
[September 2023 Ridership.pdf](#)
- [23-1258](#) Third Quarter KPI Report
Attachments: [Quarterly KPI - QTR3 2023.pdf](#)
- [23-1259](#) Valley Transit 2024 Budget
Attachments: [2024 Valley Transit Budget.pdf](#)
- [189](#) Request for Future Agenda Items

8. Next Meeting Date & Time

- **November 7, 2023 - 2:50 PM - Cancelled**
- **November 21, 2023 - 2:50 PM - Cancelled**
- **December 12, 2023 - 2:50 PM**
- **December 26, 2023 - 2:50 PM - Cancelled**

9. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Minutes - Final Fox Cities Transit Commission

Tuesday, September 12, 2023

2:50 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

Present: 11 - Kasimor, Dexter, VandeHey, Chairperson Dearborn, Wurdinger, Detienne, Patza, Torrance, Firkus, Brown and Holzschuh

Excused: 1 - Jones

4. Approval of minutes from previous meeting

[23-1070](#)

Approval of minutes from previous meeting

Attachments: [Meeting Minutes 25-July-2023.pdf](#)

Commissioner Wurdinger moved, seconded by Commissioner VandeHey, that the Minutes be approved. Voice Vote. Motion Carried.

5. Public Hearing/Appearances

[23-0278](#)

Public Participation on Agenda Items

No public participation on agenda items.

6. Action Items

[23-1071](#)

Approval of Payments

Attachments: [July 2023 Payments.pdf](#)

Commissioner Detienne moved, seconded by Commissioner Torrance, that the payments be approved. Voice Vote. Motion Carried.

[23-1072](#) Authorization to Purchase Office Furniture

Attachments: [Whitman Office Furniture Purchase.pdf](#)

Commissioner Detienne moved, seconded by Commissioner Firkus, that the Authorization to Purchase Office Furniture be recommended for approval. Voice Vote. Motion Carried.

7. Information Items

[23-1073](#) Financial Report

Attachments: [July 2023 Income Statement.pdf](#)

The financial report was presented.

[23-1074](#) Ridership Report

Attachments: [July 2023 Ridership.pdf](#)

The ridership report was presented.

[23-1075](#) Bus Tracking System Update

This bus tracking system update was presented.

[23-1076](#) Whitman Renovation Update

The Whitman renovation project update was presented.

[23-1077](#) Transit Center Update

The Transit Center project update was presented.

[23-1078](#) Request for Future Agenda Items

Requests for future agenda items was discussed.

8. Next Meeting Date & Time

- September 26, 2023 - 2:50 PM - Cancelled
- October 10, 2023 - 2:50 PM - Cancelled
- October 24, 2023 - 2:50 PM

9. Adjournment

A motion was made by Commissioner Torrance, seconded by Commissioner Patza, that this meeting was adjourned.. The motion carried unanimously.

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/8 TO 2023/8									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
58071000									VT 5307 Admin
58071000	620100								Training/Conferences
999990	PAYPAL *SOAR FC	107342	0	2023	8 INV P	50.00		pcard	Exhibitor Fee
999990	FOX VALLEY SHRM	107343	0	2023	8 INV P	40.00		pcard	Conference/Training
999990	MINNESOTA PUBLIC TRA	108241	0	2023	8 INV P	275.00		pcard	WIPTA conference
999990	MINNESOTA PUBLIC TRA	108251	0	2023	8 INV P	275.00		pcard	WIPTA conference
						640.00			
						ACCOUNT TOTAL			640.00
58071000	620500								Employee Recruitment
002158	CAREERBUILDER	107375	0	2023	8 INV P	77.56	090623		560656 July 2023 Postings
002694	RNS COMMUNICATIONS I	105865	0	2023	8 INV P	600.00	080923		560279 Employment ad
						ACCOUNT TOTAL			677.56
58071000	630100								Office Supplies
001983	AMAZON	107243	0	2023	8 INV P	58.00		pcard	Misc office equipme
999990	WALGREENS #12693	107297	0	2023	8 INV P	52.62		pcard	GB Pictures
999990	QUILL CORPORATION	107693	0	2023	8 INV P	158.97		pcard	Office supplies
999990	QUILL CORPORATION	108456	0	2023	8 INV P	24.78		pcard	Office supplies
999990	QUILL CORPORATION	108457	0	2023	8 INV P	69.97		pcard	Office supplies
						306.34			
						ACCOUNT TOTAL			364.34
58071000	630200								Subscriptions
999990	GAN*WINEWSPAPER CIRC	107642	0	2023	8 INV P	43.00		pcard	Subscription - Post
						ACCOUNT TOTAL			43.00
58071000	630300								Memberships & Licenses
001198	SAM'S CLUB	107691	0	2023	8 INV P	52.75		pcard	Membership renewal
						ACCOUNT TOTAL			52.75
58071000	630700								Food & Provisions
000763	KWIK TRIP, INC	107308	0	2023	8 INV P	9.96		pcard	Ice Ground Breaking
999990	MANDERFIELDS HOME BA	107307	0	2023	8 INV P	109.20		pcard	Ground Breaking Cer
999990	PICK'N SAVE #118	107640	0	2023	8 INV P	36.98		pcard	Ground breaking cer
999990	TST* ACOCA COFFEE	107644	0	2023	8 INV P	45.00		pcard	Ground breaking cer
						191.18			
						ACCOUNT TOTAL			201.14
58071000	631603								Other Misc. Supplies

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/8 TO 2023/8										
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION	
999990 FOX CITIES PARTY REN	107639	0	2023	8	INV P	611.50		pcard	Ground Breaking Cer	
999990 GFS STORE #2029	107643	0	2023	8	INV P	82.93		pcard	Ground breaking cer	
						694.43				
					ACCOUNT TOTAL	694.43				
58071000 632001					City Copy Charges					
001164 RICOH USA, INC.	106370	0	2023	8	INV P	399.10	08092023		560309	
001164 RICOH USA, INC.	106371	0	2023	8	INV P	445.74	08092023		560309	
						844.84				
					ACCOUNT TOTAL	844.84				
58071000 632002					Outside Printing					
001269 SPECTRA PRINT CORPOR	107488	0	2023	8	INV P	1,590.83	083023		560620 System Map	
					ACCOUNT TOTAL	1,590.83				
58071000 632300					Safety Supplies					
000274 CINTAS CORPORATION	107304	0	2023	8	INV P	50.21		pcard	Mats & safety suppl	
					ACCOUNT TOTAL	50.21				
58071000 632700					Miscellaneous Equipment					
000219 BUILDING SERVICE, IN	107723	230537	2023	8	INV P	1,352.56	083023		560579 High back, mesh bac	
					ACCOUNT TOTAL	1,352.56				
58071000 640300					Bank Service Fees					
000814 LOOMIS ARMORED US, L	105786	0	2023	8	INV P	248.22	080923		560257 Armored car service	
000814 LOOMIS ARMORED US, L	107514	0	2023	8	INV P	165.48	090623		560679 fuel and armored se	
						413.70				
					ACCOUNT TOTAL	413.70				
58071000 640800					Contractor Fees					
001771 RED SHOES PR, INC.	105858	0	2023	8	INV P	5,663.75	080923		560276 July Marketing Effo	
003012 LANGUAGE LINE	107119	0	2023	8	INV P	6.48	082323		560484 Translation service	
					ACCOUNT TOTAL	5,670.23				
58071000 641200					Advertising					
001771 RED SHOES PR, INC.	105859	0	2023	8	INV P	5,000.00	080923		560276 Digital advertising	
					ACCOUNT TOTAL	5,000.00				
58071000 641301					Electric					
001575 WE ENERGIES	559	0	2023	8	INV P	5,627.35	08092023		560312 ELEC 707600246-0000	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/8 TO 2023/8										
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION	
					ACCOUNT TOTAL					5,627.35
58071000 641302				Gas						
001575 WE ENERGIES	559	0	2023 8	INV	P	96.89	08092023	560312	GAS 707600246-00001	
					ACCOUNT TOTAL					96.89
58071000 641308				Cellular Phones						
000250 CELLCOM APPLETON PCS	107641	0	2023 8	INV	P	1,232.50	pcard		Data plan and cell	
					ACCOUNT TOTAL					1,232.50
58071000 642400				Software Support						
999990 ZOOM.US 888-799-9666	107298	0	2023 8	INV	P	10.00	pcard		Teleconference serv	
999990 FIRE PIXEL INC	108458	0	2023 8	INV	P	360.00	pcard		Website maintenance	
										370.00
					ACCOUNT TOTAL					370.00
58071000 680401 1800				Machinery & Equipment						
003060 GMV SYNCROMATICS	106410	230358	2023 8	INV	P	155,785.00	081623	560361	CAD/AVL system RFP	
003060 GMV SYNCROMATICS	107458	230358	2023 8	INV	P	72,313.00	082323	560472	CAD/AVL system RFP	
										228,098.00
					ACCOUNT TOTAL					228,098.00
					ORG 58071000 TOTAL					253,020.33
58072000				VT 5307 vehicle Maintenance						
58072000 630901				Shop Supplies						
000035 AIRGAS USA, LLC	107111	0	2023 8	INV	P	69.90	082323	560448	Shop supplies	
000176 BELSON COMPANY	106382	0	2023 8	INV	P	154.26	081623	560334	LINERS	
000262 CHEMSTATION WISCONSI	107306	0	2023 8	INV	P	1,663.06	pcard		Shop supplies	
001194 SAFETY-KLEEN	107492	0	2023 8	INV	P	255.63	083023	560617	Shop supplies/waste	
001333 TARTAN SUPPLY CO., I	107698	0	2023 8	INV	P	116.68	pcard		TARTAN SUPPLY CO A	
001607 GRAINGER, INC.	107344	0	2023 8	INV	P	34.59	pcard		Shop supplies	
001655 AUTOMOTIVE SUPPLY CO	107112	0	2023 8	INV	P	878.06	082323	560452	Tools, parts & supp	
001655 AUTOMOTIVE SUPPLY CO	107113	0	2023 8	INV	P	325.72	082323	560452	Tool, parts, supply	
001655 AUTOMOTIVE SUPPLY CO	107114	0	2023 8	INV	P	6.50	082323	560452	Shop supplies	
001655 AUTOMOTIVE SUPPLY CO	107115	0	2023 8	INV	P	30.91	082323	560452	Shop supplies	
001655 AUTOMOTIVE SUPPLY CO	107116	0	2023 8	INV	P	199.90	082323	560452	Shop supplies	
001655 AUTOMOTIVE SUPPLY CO	107117	0	2023 8	INV	P	45.60	082323	560452	Shop supplies	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/8 TO 2023/8									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION			
									1,486.69
001983 AMAZON	107287	0	2023 8	INV P			27.96	pcard	Tablet supplies
									ACCOUNT TOTAL 3,808.77
58072000 630902						Tools & Instruments			
001655 AUTOMOTIVE SUPPLY CO	107112	0	2023 8	INV P			650.00	082323	560452 Tools, parts & supp
001655 AUTOMOTIVE SUPPLY CO	107113	0	2023 8	INV P			51.99	082323	560452 Tool, parts, supply
									701.99
									ACCOUNT TOTAL 701.99
58072000 632200						Gas Purchases			
000763 KWIK TRIP, INC	105867	0	2023 8	INV P			400.70	080923	560254 Fuel
									ACCOUNT TOTAL 400.70
58072000 632601						Repair Parts			
000006 ABC BUS, INC.	105869	0	2023 8	INV P			2,216.76	080923	560216 Parts
000006 ABC BUS, INC.	107485	0	2023 8	INV P			2,945.44	083023	560569 Parts
									5,162.20
000089 NEW FLYER OF AMERICA	105860	0	2023 8	INV P			216.04	080923	560269 Parts
000089 NEW FLYER OF AMERICA	105861	0	2023 8	INV P			1,514.80	080923	560269 Parts
000089 NEW FLYER OF AMERICA	105862	0	2023 8	INV P			289.70	080923	560269 Parts
000089 NEW FLYER OF AMERICA	105863	0	2023 8	INV P			1,337.22	080923	560269 Parts
000089 NEW FLYER OF AMERICA	105864	0	2023 8	INV P			2,120.72	080923	560269 Parts
000089 NEW FLYER OF AMERICA	107133	0	2023 8	INV P			290.50	082323	560498 Parts
000089 NEW FLYER OF AMERICA	107134	0	2023 8	INV P			2,076.98	082323	560498 Parts
000089 NEW FLYER OF AMERICA	107135	0	2023 8	INV P			1,047.80	082323	560498 Parts
000089 NEW FLYER OF AMERICA	107482	0	2023 8	INV P			4,693.63	083023	560610 Parts
000089 NEW FLYER OF AMERICA	107483	0	2023 8	INV P			753.98	083023	560610 Parts
000089 NEW FLYER OF AMERICA	107484	0	2023 8	INV P			372.48	083023	560610 Parts
000089 NEW FLYER OF AMERICA	107487	0	2023 8	INV P			4.98	083023	560610 Parts
									14,718.83
000913 MOHAWK MANUFACTURING	107486	0	2023 8	INV P			1,159.84	083023	560609 Parts
001607 GRAINGER, INC.	107703	0	2023 8	INV P			12.87	pcard	Parts
001607 GRAINGER, INC.	107704	0	2023 8	INV P			20.81	pcard	Parts
									33.68
001655 AUTOMOTIVE SUPPLY CO	107112	0	2023 8	INV P			12.86	082323	560452 Tools, parts & supp
001655 AUTOMOTIVE SUPPLY CO	107113	0	2023 8	INV P			930.34	082323	560452 Tool, parts, supply
									943.20

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/8 TO 2023/8									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
					ACCOUNT TOTAL		22,017.75		
58072000 641700 001595 JX TRUCK CENTER	107490	0	2023 8	INV	P	Vehicle Repairs & Maint	3,852.44	083023	560598 service coach 2131
					ACCOUNT TOTAL		3,852.44		
58072000 641800 001392 U.S. VENTURE, INC	107140	0	2023 8	INV	P	Equip Repairs & Maint	217.50	082323	560552 Annual hoist inspec
					ACCOUNT TOTAL		217.50		
58072000 642400 000338 CUMMINS	107242	0	2023 8	INV	P	Software Support	312.50	pcard	Software maintenanc
					ACCOUNT TOTAL		312.50		
58072000 645100 000274 CINTAS CORPORATION	107305	0	2023 8	INV	P	Laundry Services	118.10	pcard	Mats & Uniforms
000274 CINTAS CORPORATION	108455	0	2023 8	INV	P		70.86	pcard	Uniforms and mats
							188.96		
					ACCOUNT TOTAL		188.96		
					ORG 58072000 TOTAL		31,500.61		
					VT 5307 Building Maintenance				
58073000 640700 002545 GFL ENVIRONMENTAL	106953	0	2023 8	INV	P	Solid waste/Recycling Pickup	104.00	pcard	GFL ENVIRN- Recycli
002545 GFL ENVIRONMENTAL	109766	0	2023 8	INV	P		232.50	pcard	GFL Trash July '23
							336.50		
					ACCOUNT TOTAL		336.50		
58073000 645100 000274 CINTAS CORPORATION	107304	0	2023 8	INV	P	Laundry Services	220.74	pcard	Mats & safety suppl
000274 CINTAS CORPORATION	107305	0	2023 8	INV	P		642.20	pcard	Mats & Uniforms
000274 CINTAS CORPORATION	108454	0	2023 8	INV	P		73.58	pcard	Mats
000274 CINTAS CORPORATION	108455	0	2023 8	INV	P		382.89	pcard	Uniforms and mats
							1,319.41		
					ACCOUNT TOTAL		1,319.41		
58073000 659900 002401 CLEAN POWER, LLC	105750	0	2023 8	INV	P	Other Contracts/Obligation	573.22	080223	560128 Janitorial Services
					ACCOUNT TOTAL		573.22		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/8 TO 2023/8		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
58073000	680300 1800				Buildings			
	001021 WESTWOOD INFRASTRUCT	105870	0	2023	8 INV P	6,968.25	080923	560305 Professional Servic
	001283 STAFFORD ROSENBAUM,	106460	230132	2023	8 INV P	434.00	081623	560418 Transit Center Mult
	001283 STAFFORD ROSENBAUM,	107459	230132	2023	8 INV P	4,205.00	082323	560515 Transit Center Mult
						4,639.00		
	999990 WWW.FIELDWIRE.COM	107633	0	2023	8 INV P	44.00	pcard	WWW.FIELDWIRE.COM W
					ACCOUNT TOTAL	11,651.25		
					ORG 58073000 TOTAL	13,880.38		
58074000					VT 5307 Operations			
58074000	632101				Uniforms			
	000316 COONEY'S EMBROIDERY	105866	0	2023	8 INV P	580.00	080923	560234 Uniforms
	001396 UNIFIRST CORPORATION	107138	0	2023	8 INV P	74.63	082323	560553 Uniforms
	001396 UNIFIRST CORPORATION	107139	0	2023	8 INV P	74.63	082323	560553 Uniforms
						149.26		
					ACCOUNT TOTAL	729.26		
58074000	632200				Gas Purchases			
	001608 GARROW OIL CORPORATI	107153	230583	2023	8 INV P	21,743.33	082323	560471 #2 Ultra Low Sulfur
	001608 GARROW OIL CORPORATI	107728	230615	2023	8 INV P	23,574.95	083023	560586 Diesel Fuel
						45,318.28		
					ACCOUNT TOTAL	45,318.28		
58074000	632602				Tires			
	001926 GOODYEAR TIRE AND RU	107118	0	2023	8 INV P	2,805.71	082323	560473 July mileage
	001996 MATTHEWS TIRE, INC.	105871	0	2023	8 INV P	750.00	080923	560259 Tires
	001996 MATTHEWS TIRE, INC.	105872	0	2023	8 INV P	60.00	080923	560259 Tire service
	001996 MATTHEWS TIRE, INC.	105873	0	2023	8 INV P	90.00	080923	560259 Tire service
	001996 MATTHEWS TIRE, INC.	107132	0	2023	8 INV P	80.00	082323	560490 Tire repair
						980.00		
	003165 BRIDGESTONE	106403	230542	2023	8 INV P	75.12	081623	560335 Tire program
	003165 BRIDGESTONE	107465	230542	2023	8 INV P	150.78	082323	560457 Tire program
						225.90		
					ACCOUNT TOTAL	4,011.61		
58074000	632603				Lubricants			
	000615 HARTLAND LUBRICANTS	107491	0	2023	8 INV P	1,356.21	083023	560595 DEF

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/8 TO 2023/8									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
				ACCOUNT TOTAL					1,356.21
58074000 640800				Contractor Fees					
002229 STAR PROTECTION AND	107136	0	2023 8	INV	P			560516 July security servi	9,868.75 082323
002401 CLEAN POWER, LLC	105868	0	2023 8	INV	P			560231 Level 1 bus cleanin	3,156.30 080923
				ACCOUNT TOTAL					13,025.05
58074000 643000				Health Services					
001588 THEDACARE, INC.	105855	0	2023 8	INV	P			560290 DOT Physicals	705.00 080923
001588 THEDACARE, INC.	105856	0	2023 8	INV	P			560291 DOT Physicals	83.30 080923
001588 THEDACARE, INC.	105857	0	2023 8	INV	P			560292 DOT Physicals	318.75 080923
001588 THEDACARE, INC.	107137	0	2023 8	INV	P			560549 Dot Physicals	83.30 082323
001588 THEDACARE, INC.	107489	0	2023 8	INV	P			560624 DOT Physicals	83.30 083023
									1,273.65
003122 ASCENSION MEDICAL GR	107110	0	2023 8	INV	P			560451 DOT Physicals	138.00 082323
				ACCOUNT TOTAL					1,411.65
58074000 659900				Other Contracts/Obligation					
001198 SAM'S CLUB	107692	0	2023 8	INV	P			Employee incentive	2,064.80 pcard
				ACCOUNT TOTAL					2,064.80
				ORG 58074000 TOTAL					67,916.86
58075000		VT 5307 ADA		Paratransit					
58075000 640800				Contractor Fees					
001186 RUNNING, INC.	108642	0	2023 8	INV	P			560892 August VTII, elderl	98,860.40 092023
				ACCOUNT TOTAL					98,860.40
58075000 641308				Cellular Phones					
001442 VERIZON WIRELESS SER	107303	0	2023 8	INV	P			Data plan para	679.75 pcard
001442 VERIZON WIRELESS SER	108453	0	2023 8	INV	P			Data plan	700.70 pcard
									1,380.45
				ACCOUNT TOTAL					1,380.45
				ORG 58075000 TOTAL					100,240.85
58076000		VT 5307 Ancillary		Paratransit					
58076000 640800 1806				Contractor Fees					
001186 RUNNING, INC.	108642	0	2023 8	INV	P			560892 August VTII, elderl	3,573.30 092023
				ACCOUNT TOTAL					3,573.30

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/8 TO 2023/8									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION		
58076000 640800 1807 001186 RUNNING, INC.	108642	0	2023 8	Contractor Fees INV P	109.60	092023	560892 August VTII, elderl		
				ACCOUNT TOTAL	109.60				
58076000 640800 1809 001186 RUNNING, INC.	108638	0	2023 8	Contractor Fees OC Demand Resp INV P	31,325.25	092023	560892 August rural transp		
				ACCOUNT TOTAL	31,325.25				
58076000 640800 1813 001186 RUNNING, INC.	108640	0	2023 8	Contractor Fees-Neenah DAR INV P	4,233.25	092023	560892 August NWDAR servic		
				ACCOUNT TOTAL	4,233.25				
58076000 640800 1819 001186 RUNNING, INC.	108641	0	2023 8	Contractor Fees-Connectr Hours INV P	21,120.50	092023	560892 August Connector se		
				ACCOUNT TOTAL	21,120.50				
58076000 640800 1820 001186 RUNNING, INC.	108641	0	2023 8	Contractor Fees-Connector Area INV P	3,938.50	092023	560892 August Connector se		
				ACCOUNT TOTAL	3,938.50				
58076000 640800 1821 000774 LAMERS BUS LINES, IN 000774 LAMERS BUS LINES, IN 000774 LAMERS BUS LINES, IN 000774 LAMERS BUS LINES, IN	108643 108644 108645 108646	0 0 0 0	2023 8 2023 8 2023 8 2023 8	Contractor Fees-Trolley INV P INV P INV P INV P	10,540.80 13,176.00 5,270.40 5,660.80	092023 092023 092023 092023	560863 Trolley service Jun 560863 Trolley service Jun 560863 Trolley service Aug 560863 Trolley service Aug		
					34,648.00				
				ACCOUNT TOTAL	34,648.00				
				ORG 58076000 TOTAL	98,948.40				
FUND 580 Valley Transit					TOTAL:		565,507.43		

** END OF REPORT - Generated by Debra Ebben **

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/9 TO 2023/9									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION		
58071000		VT 5307 Admin							
58071000 620500		Employee Recruitment							
002158 CAREERBUILDER	108392	0	2023 9	INV P	155.14	092023	560828 August 2023 Posting		
002694 RNS COMMUNICATIONS I	108312	0	2023 9	INV P	600.00	090623	560700 September Employmen		
				ACCOUNT TOTAL	755.14				
58071000 630100		Office Supplies							
001198 SAM'S CLUB	109871	0	2023 9	INV P	46.90	pcard	Office supplies		
001983 AMAZON	109807	0	2023 9	INV P	34.71	pcard	Office supplies		
001983 AMAZON	109875	0	2023 9	INV P	118.93	pcard	Office supplies		
001983 AMAZON	109952	0	2023 9	INV P	9.99	pcard	Office supplies		
					163.63				
002446 A&S IDENTITY SPECIAL	108585	0	2023 9	INV P	199.58	091323	560723 Supplies		
999990 QUILL CORPORATION	108479	0	2023 9	INV P	125.97	pcard	Office supplies		
999990 QUILL CORPORATION	109562	0	2023 9	INV P	123.75	pcard	Office supplies		
					249.72				
				ACCOUNT TOTAL	659.83				
58071000 630200		Subscriptions							
999990 GAN*WINEWSPAPERCIRC	108477	0	2023 9	INV P	43.00	pcard	Subscription		
				ACCOUNT TOTAL	43.00				
58071000 630400		Postage / Freight							
000460 FEDEX - FEDERAL EXPR	109560	0	2023 9	INV P	14.63	pcard	Shipping		
001583 UNITED STATES POSTAL	109559	0	2023 9	INV P	2.07	pcard	FCTC postage		
				ACCOUNT TOTAL	16.70				
58071000 631603		Other Misc. Supplies							
000864 MEMORIAL FLORIST AND	109884	0	2023 9	INV P	92.00	pcard	Flowers		
001983 AMAZON	108473	0	2023 9	INV P	109.99	pcard	Misc supplies		
001983 AMAZON	108474	0	2023 9	INV P	57.95	pcard	Misc supplies		
001983 AMAZON	108475	0	2023 9	INV P	362.89	pcard	Misc supplies		
001983 AMAZON	108476	0	2023 9	INV P	51.96	pcard	Misc supplies		
					582.79				
003096 FLEET FARM	108478	0	2023 9	INV P	44.97	pcard	Misc supplies		
999990 BEST BUY MHT	000002 108471	0	2023 9	INV P	116.04	pcard	Misc supplies		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/9 TO 2023/9	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
				ACCOUNT TOTAL		835.80	
58071000 632001	001164 RICOH USA, INC.	108589	0	City Copy Charges	2023 9 INV P	441.03 091323	560791
				ACCOUNT TOTAL		441.03	
58071000 632002	001121 QUICK PRINT CENTER,	109953	0	Outside Printing	2023 9 INV P	86.15 pcard	Business cards
	001942 APPLETON SIGN COMPAN	109742	0		2023 9 INV P	34.55 100423	561012 Printing
				ACCOUNT TOTAL		120.70	
58071000 632700	001983 AMAZON	109806	0	Miscellaneous Equipment	2023 9 INV P	235.99 pcard	Misc office equipme
	001983 AMAZON	109808	0		2023 9 INV P	314.98 pcard	Office cabinet
						550.97	
999990 THE HOME DEPOT #4928	108480	0	0	2023 9 INV P	1,515.98 pcard		Refrigerator for Tr
999990 THE HOME DEPOT #4928	109876	0	0	2023 9 INV P	-17.98 pcard		Misc equipment refu
						1,498.00	
				ACCOUNT TOTAL		2,048.97	
58071000 640300	000814 LOOMIS ARMORED US, L	108564	0	Bank Service Fees	2023 9 INV P	169.16 091323	560773 armored car service
				ACCOUNT TOTAL		169.16	
58071000 640800	001237 SHRED-IT USA	109563	0	Contractor Fees	2023 9 INV P	90.46 pcard	Document handling
	001771 RED SHOES PR, INC.	108305	0		2023 9 INV P	7,574.25 090623	560697 August marketing ef
	001771 RED SHOES PR, INC.	109732	0		2023 9 INV P	1,925.00 100423	561074 Communication plan
						9,499.25	
	003012 LANGUAGE LINE	108594	0		2023 9 INV P	18.72 091323	560768 Interpretation serv
				ACCOUNT TOTAL		9,608.43	
58071000 641200	001771 RED SHOES PR, INC.	108303	0	Advertising	2023 9 INV P	5,000.00 090623	560697 september digital a
				ACCOUNT TOTAL		5,000.00	
58071000 641301	001575 WE ENERGIES	560	0	Electric	2023 9 INV P	4,041.12 090623	560716 ELEC 707600246-0000

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/9 TO 2023/9	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
				ACCOUNT TOTAL				4,041.12	
58071000 641302	001575 WE ENERGIES	560	0	Gas	2023	9 INV P	88.76	090623	560716 GAS 707600246-00001
				ACCOUNT TOTAL			88.76		
58071000 641308	000250 CELLCOM APPLETON PCS	108481	0	Cellular Phones	2023	9 INV P	1,279.05	pcard	Cell phone and data
				ACCOUNT TOTAL			1,279.05		
58071000 642400	999990 ZOOM.US 888-799-9666	109805	0	Software Support	2023	9 INV P	10.00	pcard	Monthly teleconfere
				ACCOUNT TOTAL			10.00		
58071000 659900	001142 RECYCLE THATSTUFF.CO	109985	0	Other Contracts/Obligation	2023	9 INV P	20.00	pcard	Monitor recycling f
				ACCOUNT TOTAL			20.00		
58071000 680401 1800	003060 GMV SYNCROMATICS	108622	230614	Machinery & Equipment	2023	9 INV P	2,370.00	091323	560752 HW replacements & s
				ACCOUNT TOTAL			2,370.00		
				ORG 58071000 TOTAL			27,507.69		
58072000				VT 5307 Vehicle Maintenance					
58072000 630901	000035 AIRGAS USA, LLC	108648	0	Shop Supplies	2023	9 INV P	69.90	092023	560815 Shop supplies
	000176 BELSON COMPANY	109651	0		2023	9 INV P	89.48	092723	560928 MSB SUPPLIES
	001003 NORTHSIDE HARDWARE,	109877	0		2023	9 INV P	65.46	pcard	Shop supplies
	001194 SAFETY-KLEEN	109747	0		2023	9 INV P	104.00	100423	561076 Shop supplies
	001607 GRAINGER, INC.	108489	0		2023	9 INV P	92.29	pcard	Shop supplies
	001607 GRAINGER, INC.	109962	0		2023	9 INV P	38.76	pcard	Shop supplies
							131.05		
	001619 CDW GOVERNMENT, INC.	109561	0		2023	9 INV P	114.60	pcard	Cables
	001655 AUTOMOTIVE SUPPLY CO	109744	0		2023	9 INV P	608.31	100423	561016 Parts and shop supp
	001655 AUTOMOTIVE SUPPLY CO	109745	0		2023	9 CRM P	-320.00	100423	561016 Supply credit - cor
							288.31		
	001983 AMAZON	109949	0		2023	9 INV P	18.99	pcard	Cables

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/9 TO 2023/9									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
ACCOUNT TOTAL						881.79			
58072000 632200									
000763 KWIK TRIP, INC	108592	0	2023 9	INV	P	478.99	091323	560765	Fuel
ACCOUNT TOTAL						478.99			
58072000 632601									
000006 ABC BUS, INC.	108587	0	2023 9	INV	P	543.89	091323	560724	Parts
000089 NEW FLYER OF AMERICA	108596	0	2023 9	INV	P	166.00	091323	560781	Parts
000089 NEW FLYER OF AMERICA	108598	0	2023 9	INV	P	1,256.86	091323	560781	Parts
000089 NEW FLYER OF AMERICA	109733	0	2023 9	INV	P	46.44	100423	561062	Parts
000089 NEW FLYER OF AMERICA	109734	0	2023 9	INV	P	232.20	100423	561062	Parts
000089 NEW FLYER OF AMERICA	109735	0	2023 9	INV	P	1,723.99	100423	561062	Parts
000089 NEW FLYER OF AMERICA	109736	0	2023 9	INV	P	148.14	100423	561062	Parts
000089 NEW FLYER OF AMERICA	109737	0	2023 9	INV	P	163.98	100423	561062	Parts
000089 NEW FLYER OF AMERICA	109738	0	2023 9	INV	P	1,713.25	100423	561062	Parts
						5,450.86			
000913 MOHAWK MANUFACTURING	108582	0	2023 9	INV	P	1,379.40	091323	560777	Parts
000913 MOHAWK MANUFACTURING	108583	0	2023 9	INV	P	553.88	091323	560777	Parts
000913 MOHAWK MANUFACTURING	108584	0	2023 9	INV	P	65.60	091323	560777	Parts
						1,998.88			
001595 JX TRUCK CENTER	108588	0	2023 9	INV	P	3,085.93	091323	560761	Parts
001595 JX TRUCK CENTER	108590	0	2023 9	INV	P	1,045.35	091323	560761	Parts
001595 JX TRUCK CENTER	108591	0	2023 9	INV	P	557.52	091323	560761	Parts
001595 JX TRUCK CENTER	108649	0	2023 9	INV	P	238.20	092023	560857	Parts
001595 JX TRUCK CENTER	109740	0	2023 9	INV	P	3,062.99	100423	561052	Parts
						7,989.99			
001655 AUTOMOTIVE SUPPLY CO	109744	0	2023 9	INV	P	1,456.48	100423	561016	Parts and shop supp
ACCOUNT TOTAL						17,440.10			
58072000 641700									
001595 JX TRUCK CENTER	108650	0	2023 9	INV	P	406.25	092023	560857	Coach 2002 service
001595 JX TRUCK CENTER	108651	0	2023 9	INV	P	406.25	092023	560857	Coach 2132 service
001595 JX TRUCK CENTER	108652	0	2023 9	INV	P	406.25	092023	560857	Coach 1934 service
001595 JX TRUCK CENTER	108653	0	2023 9	INV	P	406.25	092023	560857	Coach 2133 service
						1,625.00			
001597 NOLTE'S TOWING	109739	0	2023 9	INV	P	352.62	100423	561064	Towing coach 2004
002064 FABEL REPAIR & COLLI	108317	0	2023 9	INV	P	1,200.66	090623	560664	Coach 2022 repairs
002064 FABEL REPAIR & COLLI	108318	0	2023 9	INV	P	1,200.66	090623	560664	Coach 2122 repairs

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/9 TO 2023/9										
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION		
002064 FABEL REPAIR & COLLI	108319	0	2023 9	INV	P	1,200.66	090623	560664 Coach 2203 repairs		
002064 FABEL REPAIR & COLLI	108320	0	2023 9	INV	P	1,200.66	090623	560664 Coach 2003 repairs		
002064 FABEL REPAIR & COLLI	108321	0	2023 9	INV	P	1,200.66	090623	560664 Coach 2132 repairs		
002064 FABEL REPAIR & COLLI	108322	0	2023 9	INV	P	1,200.66	090623	560664 Coach 2232 repairs		
						7,203.96				
						ACCOUNT TOTAL		9,181.58		
58072000 642400						Software Support				
000338 CUMMINS	108470	0	2023 9	INV	P	235.32	pcard	Insite Lite softwar		
						ACCOUNT TOTAL		235.32		
58072000 643000						Health Services				
001588 THEDACARE, INC.	108309	0	2023 9	INV	P	83.30	090623	560703 DOT Physicals		
003122 ASCENSION MEDICAL GR	108586	0	2023 9	INV	P	69.00	091323	560730 DOT Physicals		
						ACCOUNT TOTAL		152.30		
						ORG 58072000 TOTAL		28,370.08		
58073000						VT 5307 Building Maintenance				
58073000 632508						Ice Control Materials				
001003 NORTHSIDE HARDWARE,	109725	0	2023 9	INV	P	8,273.00	100423	561065 winter salt		
						ACCOUNT TOTAL		8,273.00		
58073000 640700						Solid waste/Recycling Pickup				
002545 GFL ENVIRONMENTAL	109803	0	2023 9	INV	P	232.50	pcard	GFL Recycling Aug '		
002545 GFL ENVIRONMENTAL	109804	0	2023 9	INV	P	104.00	pcard	GFL TRASH AUG '23		
						336.50				
						ACCOUNT TOTAL		336.50		
58073000 659900						Other Contracts/Obligation				
002401 CLEAN POWER, LLC	107832	0	2023 9	INV	P	573.22	090623	560658 September, 2023 Jan		
						ACCOUNT TOTAL		573.22		
58073000 680300 1800						Buildings				
001021 WESTWOOD INFRASTRUCT	108314	0	2023 9	INV	P	1,116.25	090623	560721 Professional Servic		
001021 WESTWOOD INFRASTRUCT	109726	0	2023 9	INV	P	1,824.50	100423	561097 Professional servic		
001021 WESTWOOD INFRASTRUCT	109729	0	2023 9	INV	P	5,180.28	100423	561097 Professional servic		
						8,121.03				
003202 SMA CONSTRUCTION	109656	0	2023 9	INV	P	138,799.75	092723	560982 VT whitman Facility		
003202 SMA CONSTRUCTION	109679	0	2023 9	INV	P	81,985.00	092723	560982 Whitman constructio		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/9 TO 2023/9	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
							220,784.75
	999990 WWW.FIELDWIRE.COM	109555	0	2023 9	INV P	44.00 pcard	WWW.FIELDWIRE.COM W
					ACCOUNT TOTAL		228,949.78
					ORG 58073000 TOTAL		238,132.50
58074000					VT 5307 Operations		
58074000 620100					Training/Conferences		
001611 FOX VALLEY TECHNICAL	109743	0	2023 9	INV P	150.00 100423	561036 CDL test - new empl	
					ACCOUNT TOTAL		150.00
58074000 632200					Gas Purchases		
000796 LEVENHAGEN OIL CORPO	108618	230663	2023 9	INV P	25,661.03 091323	560770 #2 Ultra Low Sulfur	
					ACCOUNT TOTAL		25,661.03
58074000 632602					Tires		
001926 GOODYEAR TIRE AND RU	109746	0	2023 9	INV P	2,973.92 100423	561040 August mileage	
					ACCOUNT TOTAL		2,973.92
58074000 632603					Lubricants		
000615 HARTLAND LUBRICANTS	109741	0	2023 9	INV P	4,784.30 100423	561044 Lubricant	
					ACCOUNT TOTAL		4,784.30
58074000 640800					Contractor Fees		
002229 STAR PROTECTION AND	108308	0	2023 9	INV P	10,597.75 090623	560702 August Security Ser	
002401 CLEAN POWER, LLC	108307	0	2023 9	INV P	4,482.10 090623	560658 August Level 1 bus	
					ACCOUNT TOTAL		15,079.85
58074000 643000					Health Services		
001588 THEDACARE, INC.	108309	0	2023 9	INV P	83.30 090623	560703 DOT Physicals	
001588 THEDACARE, INC.	109730	0	2023 9	INV P	187.85 100423	561083 DOT Physicals	
001588 THEDACARE, INC.	109731	0	2023 9	INV P	211.60 100423	561084 DOT Physicals	
							482.75
					ACCOUNT TOTAL		482.75
					ORG 58074000 TOTAL		49,131.85
58075000					VT 5307 ADA Paratransit		
58075000 632002					Outside Printing		
001121 QUICK PRINT CENTER,	108482	0	2023 9	INV P	120.13 pcard	ADA cert cards	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/9 TO 2023/9	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
				ACCOUNT TOTAL		120.13		
58075000 640800	001186 RUNNING, INC.	110639	0	Contractor Fees 2023 9 INV P		89,208.75	101123	561189 September VTII, Eld
				ACCOUNT TOTAL		89,208.75		
				ORG 58075000 TOTAL		89,328.88		
58076000				VT 5307 Ancillary Paratransit				
58076000 640800 1806	001186 RUNNING, INC.	110639	0	Contractor Fees 2023 9 INV P		2,963.90	101123	561189 September VTII, Eld
				ACCOUNT TOTAL		2,963.90		
58076000 640800 1807	001186 RUNNING, INC.	110639	0	Contractor Fees 2023 9 INV P		137.00	101123	561189 September VTII, Eld
				ACCOUNT TOTAL		137.00		
58076000 640800 1809	001186 RUNNING, INC.	110637	0	Contractor Fees OC Demand Resp 2023 9 INV P		32,080.80	101123	561189 September Rural ser
				ACCOUNT TOTAL		32,080.80		
58076000 640800 1813	001186 RUNNING, INC.	110638	0	Contractor Fees-Neenah DAR 2023 9 INV P		3,056.55	101123	561189 September NWDAR ser
				ACCOUNT TOTAL		3,056.55		
58076000 640800 1818	001621 CALUMET COUNTY	110649	0	Contractor Fees-CC Rural 2023 9 CRM P		-221.16	101123	561116 July Calumet County
	001621 CALUMET COUNTY	110650	0	2023 9 INV P		79.08	101123	561116 August Calumet Coun
	001621 CALUMET COUNTY	110651	0	2023 9 INV P		1,327.04	101123	561116 September Calumet C
						1,184.96		
				ACCOUNT TOTAL		1,184.96		
58076000 640800 1819	001186 RUNNING, INC.	110640	0	Contractor Fees-Connectr Hours 2023 9 INV P		19,211.00	101123	561189 September Connector
				ACCOUNT TOTAL		19,211.00		
58076000 640800 1820	001186 RUNNING, INC.	110640	0	Contractor Fees-Connector Area 2023 9 INV P		4,259.00	101123	561189 September Connector
				ACCOUNT TOTAL		4,259.00		
58076000 640800 1821	000774 LAMERS BUS LINES, IN	110142	0	Contractor Fees-Trolley 2023 9 INV P		7,320.00	101123	561156 September Trolley s
	000774 LAMERS BUS LINES, IN	110143	0	2023 9 INV P		5,270.40	101123	561156 September Trolley s

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/9 TO 2023/9									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
									12,590.40
									ACCOUNT TOTAL 12,590.40
									ORG 58076000 TOTAL 75,483.61
FUND 580	valley Transit								TOTAL: 507,954.61

** END OF REPORT - Generated by Debra Ebben **



October 19, 2023

To: City of Appleton Common Council
Fox Cities Transit Commission
City of Appleton Finance Committee

From: Ronald C. McDonald, General Manager

Subject: Contract with SRF Consulting for Professional Services

Background:

A site assessment and master plan for the Transit Center was recently completed. Valley Transit applied for a highly competitive 2023 RAISE grant in an effort to fund the transit portion of the project. In 2023, approximately 1,100 applications were submitted to the USDOT. Valley Transit was one of 347 applications that were “highly rated” and forwarded to the office of the US Secretary of Transportation for review. Valley Transit wasn’t successful in obtaining one of the 162 grants awarded.

SRF was a sub-consultant during the Valley Transit Center Joint Development Master Planning. As part of that planning effort, SRF assisted Valley Transit with various activities related to submission of the 2023 RAISE grant application. The scope of their services included, but wasn’t limited to, data collection, benefit cost analysis, graphics, and application preparation.

Valley Transit anticipates submitting a 2024 RAISE grant application for the Valley Transit Center Joint Development project. It’s anticipated this cycle may be more competitive and the previous cycle. The Rebuilding American Infrastructure with Sustainability and Equity “RAISE” Transportation Grants Program provides dedicated, discretionary funding for transportation infrastructure projects of local or regional significance.

Because SRF assisted with the recent Master Plan and 2023 RAISE grant application, the current project knowledge within SRF is significant. Hiring a new consultant to assist with the 2024 RAISE grant application would include a steep learning curve resulting in a substantial duplication of costs that aren’t expected to be recovered through a new competitive procurement.

SRF submitted a proposal to provide professional services for preparation of a 2024 RAISE grant submittal application for the Valley Transit Center Joint Development project at a cost of \$21,512.

Recommendation:

Authorize a sole source procurement and issuance of a purchase order to SRF Consulting to provide professional services for preparation of a 2024 RAISE grant submittal application for the Valley Transit Center Joint Development project at a cost of \$21,512 plus a 10% contingency of \$2,151, total \$23,663.



September 28, 2023

Ronald McDonald
General Manager
Valley Transit
801 S. Whitman Avenue
Appleton, WI 54914

Subject: Proposal for Professional Services for Preparation of a 2024 RAISE Grant Application

Dear Ronald:

Based on your request, SRF Consulting Group, Inc. (SRF) is pleased to submit this proposal to provide professional services for preparation of a 2024 RAISE Grant submittal application for Valley Transit's Downtown Appleton Transit Center. Our Team's scope of services is described below, along with the assumptions and expectations we have for Valley Transit staff participation.

Scope of Services

We propose to carry out the work ("Scope of Services"), set forth in Attachment B, attached hereto and incorporated into this Agreement. We also propose to utilize the 2023 RAISE narrative, BCA, and USDOT debriefing notes as the basis for updating and providing a more competitive 2024 RAISE application.

1. Task 1 – Project Management

This task assumes management of daily work activities, tasks, and meetings, monitor budget, provide monthly billings, and maintain communications with Valley Transit staff during the entire duration of the process. This task also includes QA/QC for all product deliverables, including graphics, narrative in the application and benefit-cost analysis materials.

2. Task 2 – Agency Coordination

Participate in project meetings with Valley Transit staff and other stakeholders with pertinent information/useful data critical to application requirements. Meetings are expected at the following milestones:

- Introduction to the grant narrative, benefit-cost analysis, data needs, and debrief review.
- Review of draft grant narrative, benefit-cost findings/refinement of assumptions.
- Work with Valley Transit staff throughout the application process to collect/review supplemental supporting documents and draft. As part of the task, SRF staff will provide

Valley Transit staff with material/content to forward to local, state, and federal delegations for requested letters of support.

- Document and discuss with Valley Transit staff critical information gleaned from 2024 RAISE webinars, and 2023 RAISE debrief.

3. Task 3 – Data Collection

Gather data from Valley Transit staff, and other sources, analyze data, prepare findings, coordinate documentation with Valley Transit staff, and integrate this data into application text and graphics to respond to the new 2024 RAISE criteria (including climate change and environmental justice impacts). Complete a table that provides project cost by census tracts. Complete a detailed Statement of Work.

4. Task 4 – Benefit Cost Analysis

Prepare the required benefit cost analysis (BCA) for the project, following procedures as noted in the application rules. Complete supplemental BCA work. Perform forecasts for build and no-build conditions using the regional model. Prepare a BCA memo and BCA worksheets for use in application narrative and submittal.

5. Task 5 – Application Preparation

Prepare draft application two weeks prior to submittal deadline for review and comment by Valley Transit staff (revise within two working days and assume only one draft revision). All resolutions, letters of support, etc. will be gathered and assembled into the final application.

Prepare the final application for submittal to US DOT three days prior to the published deadline date (TBD). Documentation, supporting application assertions, etc. will be provided by Valley Transit for relevant information, and SRF will add these to the application by web links. The application will follow the guidance provided by US DOT. It is understood that Valley Transit staff will register with Grants.gov and will submit the application to this website by the due date (TBD).

6. Task 6 – Graphics/Website

Prepare graphics/tables for the grant application and links for the project website.

Assumptions

SRF will work with Valley Transit staff to identify data/documents that Valley Transit is responsible for providing.

Schedule

SRF will complete this work so that Valley Transit can submit the RAISE Grant application to US DOT three days prior to the due date (TBD).

Basis of Payment/Budget

We propose to be reimbursed for our services on an hourly basis for the actual time expended. Other direct project expenses such as printing, supplies, reproduction, etc., will be billed at cost and mileage will be billed at the current allowable IRS rate for business miles. Invoices are submitted on a monthly basis for work performed during the previous month. Payment is due within 30 days.

Based on our understanding of the project and our scope of services, we estimate the cost of our services to be \$ 21,512 which includes both time and expenses.

Changes in the Scope of Services

It is understood that if the scope or extent of work changes, the cost will be adjusted accordingly. Before any out-of-scope work is initiated, however, we will submit a budget request for the new work and will not begin work until we receive authorization from you.

Standard Terms and Conditions

The attached Standard Terms and Conditions (Attachment A), and Work Task and Person Hour Estimate (Attachment B), together with this proposal for professional services, constitute the entire agreement between the Client and SRF and supersede all prior written or oral understandings. This agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

Acceptance/Notice to Proceed

A signed copy of this proposal, mailed or emailed to our office, will serve as acceptance of this proposal and our notice to proceed. The email address is pchellevoid@srfconsulting.com.

We sincerely appreciate your consideration of this proposal and look forward to working with you on this project. Please feel free to contact us if you have any questions or need additional information.

Sincerely,

SRF CONSULTING GROUP, INC.



Paul Chellevoid, AICP
Project Manager



Marie Cote, P.E.
Project Director

Attachment A – Standard Terms and Conditions

Attachment B – Work Task and Person Hour Estimate

Approved (Valley Transit)

(signature)

Name _____

Title _____

Date _____

This cost proposal is valid for a period of 90 days. SRF reserves the right to adjust its cost estimate after 90 days from the date of this proposal.

ATTACHMENT A

STANDARD TERMS AND CONDITIONS

The Standard Terms and Conditions together with the attached Proposal for Professional Services constitute the entire Agreement between the CLIENT and SRF Consulting Group, Inc. ("SRF") and supersede all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

1. STANDARD OF CARE

- a. The standard of care for all professional services performed or furnished by SRF under this Agreement will be the care and skill ordinarily used by members of SRF's profession practicing under similar circumstances at the same time and in the same locality. SRF makes no warranties, expressed or implied, under the Agreement or otherwise, in connection with SRF's service.
- b. The CLIENT shall be responsible for, and SRF may rely upon, the accuracy and completeness of all requirements, programs, instructions, reports, data, and other information furnished by CLIENT to SRF pursuant to this Agreement. SRF may use such requirements, reports, data, and information in performing or furnishing services under this Agreement.

2. INDEPENDENT CONTRACTOR

All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of the CLIENT and SRF and not for the benefit of any other party. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the CLIENT or SRF. SRF's services under this Agreement are being performed solely for the CLIENT's benefit, and no other entity shall have any claims against SRF because of this Agreement or the performance or nonperformance of services hereunder.

3. PAYMENT TO SRF

Invoices will be prepared in accordance with SRF's standard invoicing practices and will be submitted to the CLIENT by SRF monthly, unless otherwise agreed. Invoices are due and payable within thirty-five (35) days of receipt. If the CLIENT fails to make any payment due SRF for services and expenses within forty-five (45) days after receipt of SRF's invoice thereafter, the amounts due SRF will be increased at the rate of 1-1/2% per month (or the maximum rate of interest permitted by law, if less). In addition, SRF may, after giving seven days written notice to the CLIENT, suspend services under this Agreement until SRF has been paid in full of amounts due for services, expenses, and other related charges.

4. OPINION OF PROBABLE CONSTRUCTION COST

Any opinions of costs prepared by SRF represent its judgment as a design professional and are furnished for the general guidance of the CLIENT. Since SRF has no control over the cost of labor, materials, market condition, or competitive bidding, SRF does not guarantee the accuracy of such cost opinions as compared to contractor or supplier bids or actual cost to the CLIENT.

5. INSURANCE

SRF will maintain insurance coverage for Workers' Compensation, General Liability, Automobile Liability and Professional Liability and will provide certificates of insurance to the CLIENT upon request.

6. INDEMNIFICATION AND ALLOCATION OF RISK

To the fullest extent permitted by law, SRF agrees to indemnify and hold harmless the CLIENT, their officers, directors and employees against all damages, liabilities or costs (including reasonable attorneys' fees and defense costs) to the extent caused by SRF's negligent acts under this Agreement and that of its subconsultants or anyone for whom SRF is legally liable.

7. TERMINATION OF AGREEMENT

Either party may at any time, upon seven days prior written notice to the other party, terminate this Agreement. Upon such termination, the CLIENT shall pay to SRF all amounts owing to SRF under this Agreement, for all work performed up to the effective date of termination.

8. OWNERSHIP AND REUSE OF DOCUMENTS

All documents prepared or furnished by SRF pursuant to this Agreement are instruments of service, and SRF shall retain an ownership and property interest therein. Reuse of any such documents by the CLIENT shall be at CLIENT's sole risk; and the CLIENT agrees to indemnify, and hold SRF harmless from all claims, damages, and expenses including attorney's fees arising out of such reuse of documents by the CLIENT or by others acting through the CLIENT.

9. USE OF ELECTRONIC MEDIA

- a. Copies of Documents that may be relied upon by the CLIENT are limited to the printed copies (also known as hard copies) that are signed or sealed by SRF. Files in electronic media format of text, data, graphics, or of other types that are furnished by SRF to the CLIENT are only for convenience of the CLIENT. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk.

- b. When transferring documents in electronic media format, SRF makes no representations as to long-term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by SRF at the beginning of this Assignment.
- c. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.
- d. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of this data's creator, the party receiving electronic files agrees that it will perform acceptance tests or procedures within sixty (60) days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the sixty (60) day acceptance period will be corrected by the party delivering the electronic files. SRF shall not be responsible to maintain documents stored in electronic media format after acceptance by the CLIENT.

10. FORCE MAJEURE

SRF shall not be liable for any loss or damage due to failure or delay in rendering any service called for under this Agreement resulting from any cause beyond SRF's reasonable control.

11. ASSIGNMENT

Neither party shall assign its rights, interests or obligations under this Agreement without the express written consent of the other party.

12. BINDING EFFECT

This Agreement shall bind, and the benefits thereof shall inure to the respective parties hereto, their legal representatives, executors, administrators, successors, and assigns.

13. SEVERABILITY AND WAIVER OF PROVISIONS

Any provisions or part of the Agreement held to be void or unenforceable under any laws or regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the CLIENT and SRF, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision. Non-enforcement of any provision by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

14. SURVIVAL

All provisions of this Agreement regarding Ownership of Documents and Reuse of Documents, Electronic Media provisions, Indemnification and Allocation of Risk, and Dispute Resolution shall remain in effect.

15. DISPUTE RESOLUTION

CLIENT and SRF agree to use their best efforts to resolve amicably any dispute. In the event that a dispute cannot be resolved, upon the joint concurrence of the parties to the selection of a mediator, the dispute will be submitted to mediation.

16. CONTROLLING LAW

The laws of the state of Minnesota govern this Agreement. Legal proceedings, if any, shall be brought in a court of competent jurisdiction in the county where the Project is located.

17. SITE SAFETY

SRF shall not at any time supervise, direct, control or have authority over or charge of, nor be responsible for, the construction means, methods, techniques, sequences or procedures, or for safety and security precautions and programs in connection with the work performed by any Contractor for the Project, nor for any failure of any Contractor to comply with laws and regulations applicable to such Contractor's work, since these are solely the Contractor's rights and responsibilities. SRF shall not be responsible for the acts or omissions of any Contractor or Owner, or any of their agents or employees, or of any other persons (except SRF's own employees and consultants), furnishing or performing any work for the Project, except as specifically outlined in SRF's scope of services.

18. GOVERNMENT DATA PRACTICES AND INTELLECTUAL PROPERTY RIGHTS.

SRF shall comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to: (1) all data provided by the Client pursuant to this Agreement; and (2) all data, created, collected, received, stored, used, maintained, or disseminated by SRF pursuant to this Agreement. SRF is subject to all the provisions of the Minnesota Government Data Practices Act, including but not limited to the civil remedies of Minnesota Statutes Section 13.08, as if it were a government entity. In the event SRF receives a request to release data, SRF will immediately notify the Client. The Client will give SRF instructions concerning the release of the data to the requesting party before the data is released.

SRF Consulting Group, Inc. Client: Valley Transit/City of Appleton Project: 2024 RAISE Grant Application Subconsultants: 0	Work Tasks and Person-Hour Estimates	 17118
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TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	SUPPORT	TOTALS	EST. FEE
1.0	Project Management <u>Assumptions:</u>											
1.1	This task assumes management of daily work activities, coordinating tasks and meetings, monitor budget, provide monthly billings, and maintain communications with District staff during this project. This task also includes QA/QC for all product deliverables, including graphics, narrative in the application, and benefit-cost analysis materials. <u>SRF Deliverables:</u>	-	-	18	-	-	-	-	-	-	18	\$3,258.00
	SUBTOTAL - TASK 1	0	0	18	0	0	0	0	0	0	18	\$3,258.00
2.0	Agency Coordination <u>Assumptions:</u> Kick off meeting, bi-weekly meetings											
2.1	Participate in project meetings with Valley Transit/City of Appleton staff and other stakeholders with pertinent information/useful data critical for the application requirements.	-	-	8	-	-	-	-	-	-	8	\$1,448.00
2.2	Work with Valley Transit/City of Appleton staff throughout the application process to collect/review supplemental supporting documents and data. SRF will provide staff material/content to forward to local, state, and federal delegations for requested letters of support.	-	-	2	-	-	-	-	-	-	2	\$362.00
2.3	Document and discuss with staff critical information gleaned from 2023 RAISE grant webinars.	-	-	2	-	-	-	-	-	-	2	\$362.00
	SUBTOTAL - TASK 2	0	0	12	0	0	0	0	0	0	12	\$2,172.00
3.0	Data Collection <u>Assumptions:</u> <u>Client Deliverables:</u> Data requested from SRF											
3.1	Gather data from Valley Transit/City of Appleton staff, and other sources, analyze data, prepare findings, coordinate documentation with staff, and integrate this data into application text and graphics to respond to the new 2024 RAISE criteria (including climate change and environmental justice impacts). Create table to show project cost per census tracts. Complete detailed Statement of Work.	-	-	2	-	-	16	-	-	-	18	\$2,394.00
	SUBTOTAL - TASK 3	0	0	2	0	0	16	0	0	0	18	\$2,394.00
4.0	Benefit Cost Analysis											

SRF Consulting Group, Inc. Client: Valley Transit/City of Appleton Project: 2024 RAISE Grant Application Subconsultants: 0	Work Tasks and Person-Hour Estimates	 17118
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TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	SUPPORT	TOTALS	EST. FEE
4.1	Prepare the required benefit cost analysis (BCA) for the project, following procedures as noted in the application rules. Complete supplemental BCA work. Perform forecasts for build and no-build conditions using the regional model. Prepare a BCA memo and BCA worksheets for use in application narrative and submittal. <u>SRF Deliverables:</u>	-	-	-	40	-	-	-	-	-	40	\$6,680.00
SUBTOTAL - TASK 4		0	0	0	40	0	0	0	0	0	40	\$6,680.00
5.0	Application Preparation <u>Assumptions:</u>											
5.1	Prepare the final application for submittal to US DOT by due date (TBD). Documentation, supporting application assertions, etc. will be provided by Valley Transit/City of Appleton for relevant information, and SRF will add these to the application by web links. The application will follow the guidance provided by US DOT. It is understood that Valley Transit/City of Appleton staff will register with Grants.gov and will submit the application to this website by the TBD deadline. <u>SRF Deliverables:</u>	-	-	8	-	-	28	-	-	-	36	\$5,004.00
SUBTOTAL - TASK 5		0	0	8	0	0	28	0	0	0	36	\$5,004.00
6.0	Graphics/Website											
6.1	Prepare graphics/tables and links for the website. <u>SRF Deliverables:</u>	-	-	-	12	-	-	-	-	-	12	\$2,004.00
TOTAL ESTIMATED PERSON-HOURS		0	0	40	52	0	44	0	0	0	136	
TOTAL ESTIMATED FEE (SRF and Subconsultants combined)											\$21,512.00	



Valley Transit

CONNECTING THE FOX CITIES

**NON-COMPETITIVE / SOLE SOURCE PROCUREMENT
JUSTIFICATION AND APPROVAL**

1. Estimated Contract Amount: \$ 21,512

2. Recommended Supplier Name, Address, and Contact Information:

SRF Consulting Group
2550 University Avenue West
Suite 345N
Saint Paul, MN 55114

3. Description of requested items or services and their purpose (Attach additional sheets as necessary):

SRF was a sub-consultant during the Valley Transit Center Joint Development Master Planning. As part of that planning effort, SRF assisted Valley Transit with various activities related to submission of the 2023 RAISE grant application. The scope of their services included, but wasn't limited to, data collection, benefit cost analysis, graphics, and application preparation.

Justification for Request: FTA Circular 4220.1F, Section 3.i.(1)(1) (Check all that Apply)

A. Unique Capability or Availability. The property or services are available from one source if one of the conditions described below is present:

X a. Unique or Innovative Concept. The offeror demonstrates a unique or innovative concept or capability not available from another source. Unique or innovative concept means a new, novel, or changed concept, approach, or method that is the product of original thinking, the details of which are kept confidential or are patented or copyrighted, and is available to the recipient only from one source and has not in the past been available to the recipient from another source.

 b. Patents or Restricted Data Rights. Patent or data rights restrictions preclude competition.

X c. Substantial Duplication Costs. In the case of a follow-on contract for the continued development or production of highly specialized equipment and major components thereof, when it is likely that award to another contractor would result in substantial duplication of costs that are not expected to be recovered through competition.

 d. Unacceptable Delay. In the case of a follow-on contract for the continued development or production of a highly specialized equipment and major components thereof, when it is likely that award to another contractor would result in unacceptable delays in fulfilling the recipient's needs.

B. Single Bid or Single Proposal. Upon receiving a single bid or single proposal in response to a solicitation, the recipient should determine if competition was adequate. This should include a review of the specifications

for undue restrictiveness and might include a survey of potential sources that chose not to submit a bid or proposal.

a. Adequate Competition. FTA acknowledges competition to be adequate when the reasons for few responses were caused by conditions beyond the recipient's control. Many unrelated factors beyond the recipient's control might cause potential sources not to submit a bid or proposal. If the competition can be determined adequate, FTA's competition requirements will be fulfilled, and the procurement will qualify as a valid competitive award.

b. Inadequate Competition. FTA acknowledges competition to be inadequate when, caused by conditions within the recipient's control. For example, if the specifications used were within the recipient's control and those specifications were unduly restrictive, competition will be inadequate.

C. Unusual and Compelling Urgency. The Common Grant Rule for governmental recipients permits the recipient to limit the number of sources from which it solicits bids or proposals when a recipient has such an unusual and urgent need for the property or services that the recipient would be seriously injured unless it were permitted to limit the solicitation. The recipient may also limit the solicitation when the public exigency or emergency will not permit a delay resulting from competitive solicitation for the property or services.

D. Associated Capital Maintenance Item Exception Repealed. The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) repealed the special procurement preference previously authorized for associated capital maintenance items. Thus, any sole source procurement of associated capital maintenance items must qualify for an exception under the same standards that would apply to other sole source acquisitions.

E. Authorized by FTA. The Common Grant Rules provides Federal agencies authority to permit a recipient to use noncompetitive proposals. Under this authority, FTA has made the following determinations:

1. Team, Consortium, Joint Venture, Partnership. With some exceptions, when FTA awards a grant agreement or enters into a cooperative agreement with a team, consortium, joint venture, or partnership, or provides FTA assistance for a research project in which FTA has approved the participation of a particular firm or combination of firms in the project work, the grant agreement or cooperative agreement constitutes approval of those arrangements. In such cases, FTA expects the recipient to use competition, as feasible, to select other participants in the project. It can sometimes be difficult to determine whether a bidder or offeror is submitting its bid or offer as a team or other group with committed parties. The Recipient should clarify with the bidder or offeror how other entities included in its bid or offer are to be treated.

2. FAR Standards. To ensure that the recipient has flexibility equal to that of Federal contracting officers, FTA authorizes procurement by noncompetitive proposals in all of the circumstances authorized by FAR Part 6.3. In addition to circumstances discussed in the Common Grant Rules, the FAR authorizes less than full and open competitive procurements in one or more of the following circumstances:

a. Statutory Authorization or Requirement. To comply with Department of Transportation (DOT) appropriations laws that include specific statutory requirements, with the result that only a single contractor can perform certain project work.

b. National Emergency. To maintain a facility, producer, manufacturer, or other supplier available to provide supplies or services in the event of a national emergency or to achieve industrial mobilization.

_____ c. Research. To establish or maintain an educational or other non-profit institution or a federally funded research and development center that has or will have an essential engineering, research, or development capability.

_____ d. Protests, Disputes, Claims, Litigation. To acquire the services of an expert or neutral person for any current or anticipated protest, dispute, claim, or litigation.

_____ e. International Arrangements. When precluded by the terms of an international agreement or a treaty between the United States and a foreign government or international organization, or when prohibited by the written directions of a foreign government reimbursing the recipient for the cost of the acquisition of the supplies or services for that government.

_____ f. National Security. When the disclosure of the recipient's needs would compromise the national security.

X g. Public Interest. When the recipient determines that full and open competition in connection with a particular acquisition is not in the public interest.

4. Explain why the product or service requested is the only one that can satisfy your requirements, as well as why alternatives are unacceptable. Be specific with regard to specifications. Use additional sheets as necessary.

SRF was previously contracted to assist with the Valley Transit Center Joint Development planning effort, including the 2023 RAISE grant application. The current project knowledge within SRF is significant. Hiring a new consultant to assist with the 2024 RAISE grant application would include a steep learning curve resulting in a substantial duplication of costs that aren't expected to be recovered through a new competitive procurement.

This form was reviewed and approved by the City of Appleton's Purchasing Manager, Jeff Fait, on 10/8/2021.



Valley Transit

CONNECTING THE FOX CITIES

Prepared by:

Date:

I hereby certify, that, to the best of my knowledge, the above justification is accurate and request that a non-competitive / sole source request be approved for the procurement of the above requested item(s) and/or service(s).

Signature: _____ **Date:** _____

City of Appleton
VALLEY TRANSIT INCOME STATEMENT
For Eight Months Ending August 31, 2023

Description	Month of August Actual	Prior Year August	YTD As of August Actual	Prior YTD August	2023 Amended Budget	2023 % of Total Budget
REVENUES						
Bus Fare Revenue	47,078	53,270	421,404	392,823	858,843	49.07%
Paratransit Fare Revenue	36,719	34,902	278,418	267,988	704,430	39.52%
Total Fare Revenue	83,797	88,172	699,822	660,811	1,563,273	44.77%
Other Charges for Service	5,463	6,276	54,131	67,205	65,000	83.28%
Other Revenues	1,343	1,418	10,351	30,158	14,000	73.94%
TOTAL REVENUES	90,603	95,866	764,304	758,174	1,642,273	46.54%
EXPENSES BY LINE ITEM						
Regular Salaries & Labor pool alloc	328,408	204,080	1,859,825	1,680,741	3,419,523	54.39%
Overtime	45,666	37,043	228,805	213,876	76,131	300.54%
Incentive Pay	-	-	-	-	1,335	0.00%
Other Compensation	-	-	1,914	1,925	-	-
Fringes	107,109	86,928	739,319	675,100	1,395,237	52.99%
Unemployment Compensation	-	-	-	3,301	-	-
Salaries & Fringe Benefits	481,183	328,051	2,829,863	2,574,943	4,892,226	57.84%
Training & Conferences	640	1,531	14,651	8,487	27,200	53.86%
Employee Recruitment	-	340	7,042	10,518	7,280	96.73%
Office Supplies & Parking permits	1,785	288	5,135	1,937	5,400	95.09%
Subscriptions	43	40	1,061	573	1,020	104.02%
Memberships & Licenses	53	45	13,244	14,020	18,320	72.29%
Postage & Freight	-	22	2,309	1,165	3,700	62.41%
Awards & Recognition	-	-	191	759	930	20.54%
Food & Provisions	201	-	833	571	1,240	67.18%
Insurance	11,439	10,031	270,201	223,249	222,790	108.72%
Insurance dividend & return of surplus	-	-	(27,981)	(34,713)	-	-
Depreciation Expense	107,647	102,544	861,172	820,356	1,291,758	66.67%
Administrative Expenses	121,808	114,841	1,147,858	1,046,922	1,579,638	72.67%
Landscape Supplies	-	-	853	928	1,500	56.87%
Shop Supplies & Tools (& misc)	5,205	1,982	24,506	29,567	211,919	11.56%
Printing & Reproduction	2,436	1,184	17,845	12,615	27,910	63.94%
Uniforms	729	311	2,783	1,425	9,290	29.96%
Gas Purchases	45,719	55,675	334,780	373,590	1,050,500	31.87%
Safety Supplies	50	60	657	2,606	500	131.40%
Vehicle & Equipment Parts	27,386	42,231	233,497	201,032	202,559	115.27%
Miscellaneous Equipment	1,353	-	8,008	4,194	25,100	31.90%
Signs	-	-	5,310	6,220	12,000	44.25%
Supplies & Materials	82,878	101,443	628,239	632,177	1,541,278	40.76%
Accounting/Audit	-	-	-	-	10,000	0.00%
Bank Services	513	177	2,753	2,165	6,680	41.21%
Consulting Services	-	-	-	19,538	-	0.00%
Solid Waste/Recycling	337	609	2,356	2,436	5,430	43.39%
Contractor Fees	227,479	194,573	1,425,655	1,402,030	3,471,877	41.06%
Advertising	5,000	4,067	51,708	15,708	50,309	102.78%
Health Services	1,412	402	8,028	5,439	9,200	87.26%
Snow Removal Services	-	-	42,270	10,701	39,000	108.38%

City of Appleton
VALLEY TRANSIT INCOME STATEMENT
For Eight Months Ending August 31, 2023

Description	Month of August Actual	Prior Year August	YTD As of August Actual	Prior YTD August	2023 Amended Budget	2023 % of Total Budget
Laundry Services	1,508	1,420	6,307	6,440	15,340	41.11%
Other Contracts/Obligations	2,638	879	24,860	39,342	100,790	24.67%
Purchased Services	238,887	202,127	1,563,937	1,503,799	3,708,626	42.17%
Electric	5,627	-	29,916	29,488	55,620	53.79%
Gas	97	-	17,043	17,908	23,000	74.10%
Water	388	371	4,680	4,198	7,850	59.62%
Waste Disposal/Collection	241	215	2,544	2,111	4,160	61.15%
Stormwater	662	654	5,936	5,908	10,000	59.36%
Telephone	2,752	1,739	13,621	8,986	17,700	76.95%
Utilities	9,767	2,979	73,740	68,599	118,330	62.32%
Building/Grounds Repair & Maintenance	23	425	2,464	1,978	-	0.00%
Vehicle Repair & Maintenance	3,852	-	11,337	12,190	10,050	112.81%
Equipment Repair & Maintenance	218	1,035	7,651	5,892	9,650	79.28%
FMD Charges & Material	12,060	-	75,826	62,645	142,503	53.21%
Software Support	683	625	114,753	113,869	120,097	95.55%
Repairs & Maintenance	16,836	2,085	212,031	196,574	282,300	75.11%
Total Operating Expenses	951,359	751,526	6,455,668	6,023,014	12,122,398	53.25%
OPERATING INCOME (LOSS)	(860,756)	(655,660)	(5,691,364)	(5,264,840)	(10,480,125)	
NON-OPERATING REVENUES						
Federal Support	-	-	1,993,961	1,606,318	3,560,391	56.00%
State Support	-	-	766,933	805,082	3,082,885	24.88%
Appleton Support	324,680	275,230	1,533,944	1,118,556	724,810	211.63%
Other Local Support	232,518	177,372	2,088,034	1,767,729	1,899,499	109.93%
Investment Income	48	131	71,233	(18,805)	12,500	569.86%
Donations	4,167	4,167	43,489	33,483	63,386	68.61%
TOTAL NON-OPERATING REVENUE	561,413	456,900	6,497,594	5,312,363	9,343,471	69.54%
Buildings	13,590	36,161	172,003	84,873	8,615,174	2.00%
Machinery & Equipment	228,098	-	365,192	43,215	-	0.00%
Furniture & Fixtures	-	-	-	-	25,000	0.00%
Vehicles	-	-	-	2,471,395	100,000	0.00%
Capital Expenditures	241,688	36,161	537,195	2,599,483	8,740,174	6.15%
NET INCOME (LOSS)	(541,031)	(234,921)	269,035	(2,551,960)	(9,876,828)	

City of Appleton
PURCHASED TRANSPORTATION
For Eight Months Ending August 31, 2023

Description	Month of August Actual	Prior Year August	YTD As of August Actual	Prior YTD August	2023 Amended Budget	2023 % of Total Budget
PURCHASED TRANSPORTATION EXPENSE						
VTII - Disabled	101,816	96,319	719,569	719,998	2,052,750	35.05%
VTII - Elderly	4,605	2,428	30,741	19,743	62,480	49.20%
PT - Optional (Sunday)	286	536	2,531	4,267	17,850	14.18%
Outagamie County Demand Response Rural	32,189	29,799	233,921	225,016	289,125	80.91%
Outagamie County Human Services Transportation	-	-	119	2,907	11,900	1.00%
Northern Winnebago Dial - A - Ride	5,266	5,998	38,378	30,417	192,423	19.94%
Calumet County Van Service	-	-	14,172	8,093	28,800	49.21%
Connector - Extended Service Hours	25,699	24,952	185,065	198,301	412,000	44.92%
Connector - Extended Service Area	4,275	5,253	41,123	43,981	141,625	29.04%
Downtown Trolley	34,648	10,369	34,648	10,369	32,554	106.43%
Total Purchased Transportation	208,784	175,654	1,300,267	1,263,092	3,241,507	40.11%

City of Appleton
VALLEY TRANSIT INCOME STATEMENT
For Nine Months Ending September 30, 2023

Description	Month of September Actual	Prior Year September	YTD As of September Actual	Prior YTD September	2023 Amended Budget	2023 % of Total Budget
REVENUES						
Bus Fare Revenue	82,433	106,990	503,836	476,428	858,843	58.66%
Paratransit Fare Revenue	39,893	32,734	318,311	300,721	704,430	45.19%
Total Fare Revenue	122,326	139,724	822,147	777,149	1,563,273	52.59%
Other Charges for Service	6,053	9,101	60,184	76,306	65,000	92.59%
Other Revenues	1,915	500	12,266	30,658	14,000	87.61%
TOTAL REVENUES	130,294	149,325	894,597	884,113	1,642,273	54.47%
EXPENSES BY LINE ITEM						
Regular Salaries & Labor pool alloc	231,200	359,527	2,097,626	2,040,269	3,419,523	61.34%
Overtime	34,086	48,708	262,891	262,584	76,131	345.31%
Incentive Pay	-	-	-	-	1,335	0.00%
Other Compensation	40	-	1,954	1,925	-	-
Fringes	95,608	109,575	828,327	784,674	1,395,237	59.37%
Unemployment Compensation	-	-	-	3,301	-	-
Salaries & Fringe Benefits	360,934	517,810	3,190,798	3,092,753	4,892,226	65.22%
Training & Conferences	150	2,429	14,801	10,915	27,200	54.42%
Employee Recruitment	755	1,030	7,798	11,548	7,280	107.12%
Office Supplies & Parking permits	660	603	5,795	2,540	5,400	107.31%
Subscriptions	43	40	1,104	613	1,020	108.24%
Memberships & Licenses	-	475	13,244	14,495	18,320	72.29%
Postage & Freight	666	2	2,975	1,167	3,700	80.41%
Awards & Recognition	-	-	191	759	930	20.54%
Food & Provisions	-	647	833	1,218	1,240	67.18%
Insurance	11,439	10,031	281,640	233,280	222,790	113.86%
Insurance dividend & return of surplus	-	-	(27,981)	(34,713)	-	-
Depreciation Expense	107,647	102,544	968,819	922,900	1,291,758	75.00%
Administrative Expenses	121,360	117,801	1,269,219	1,164,722	1,579,638	80.35%
Landscape Supplies	-	-	853	928	1,500	56.87%
Shop Supplies & Tools (& misc)	1,718	2,658	26,224	32,225	211,919	12.37%
Printing & Reproduction	682	4,463	18,527	17,079	27,910	66.38%
Uniforms	-	767	2,783	2,191	9,290	29.96%
Gas Purchases	26,140	55,939	360,920	429,529	1,050,500	34.36%
Safety Supplies	-	56	657	2,662	500	131.40%
Vehicle & Equipment Parts	25,198	28,894	258,695	229,926	202,559	127.71%
Miscellaneous Equipment	2,049	2,712	10,056	6,906	25,100	40.06%
Signs	-	-	5,310	6,220	12,000	44.25%
Supplies & Materials	55,787	95,489	684,025	727,666	1,541,278	44.38%
Accounting/Audit	-	-	-	-	10,000	0.00%
Bank Services	169	174	2,922	2,459	6,680	43.74%
Consulting Services	-	568	-	20,107	-	0.00%
Solid waste/Recycling	337	304	2,692	2,740	5,430	49.58%
Contractor Fees	205,622	172,291	1,631,277	1,574,321	3,471,877	46.99%
Advertising	5,000	3,500	56,708	19,758	50,309	112.72%
Health Services	635	2,914	8,663	8,353	9,200	94.16%
Snow Removal Services & Materials	8,273	-	50,543	10,701	39,000	129.60%
Laundry Services	-	934	6,307	7,374	15,340	41.11%
Other Contracts/Obligations	593	898	25,453	40,239	100,790	25.25%
Purchased Services	220,629	181,583	1,784,565	1,686,052	3,708,626	48.12%
Electric	4,041	5,997	33,957	35,484	55,620	61.05%
Gas	89	123	17,132	18,031	23,000	74.49%
Water	1,495	1,463	6,176	5,661	7,850	78.68%
Waste Disposal/Collection	765	697	3,308	2,808	4,160	79.52%

City of Appleton
VALLEY TRANSIT INCOME STATEMENT
For Nine Months Ending September 30, 2023

Description	Month of September Actual	Prior Year September	YTD As of September Actual	Prior YTD September	2023 Amended Budget	2023 % of Total Budget
Stormwater	1,972	1,994	7,908	7,901	10,000	79.08%
Telephone	1,418	924	15,040	10,127	17,700	84.97%
Utilities	9,780	11,198	83,521	80,012	118,330	70.58%
Building/Grounds Repair & Maintenance	-	-	2,464	2,187	-	0.00%
Vehicle Repair & Maintenance	9,182	377	20,518	12,567	10,050	204.16%
Equipment Repair & Maintenance	-	128	7,651	6,020	9,650	79.28%
FMD Charges & Material	-	-	75,826	70,414	142,503	53.21%
Software Support	245	-	114,998	113,869	120,097	95.75%
Repairs & Maintenance	9,427	505	221,457	205,057	282,300	78.45%
Total Operating Expenses	777,917	924,386	7,233,585	6,956,262	12,122,398	59.67%
OPERATING INCOME (LOSS)	(647,623)	(775,061)	(6,338,988)	(6,072,149)	(10,480,125)	
NON-OPERATING REVENUES						
Federal Support	-	-	1,993,961	1,606,318	3,560,391	56.00%
State Support	2,003,467	2,123,781	2,770,400	5,400,258	3,082,885	89.86%
Appleton Support	324,680	275,230	1,858,624	1,393,786	724,810	256.43%
Other Local Support	178,806	209,761	2,266,840	2,023,274	1,899,499	119.34%
Investment Income	12	-	71,245	(25,900)	12,500	569.96%
Donations	-	4,223	-	37,706	63,386	0.00%
TOTAL NON-OPERATING REVENUE	2,506,965	2,612,995	8,961,070	10,435,442	9,343,471	95.91%
Buildings	228,950	-	400,952	84,873	8,615,174	4.65%
Machinery & Equipment	2,370	-	367,562	43,215	-	0.00%
Furniture & Fixtures	-	-	-	-	25,000	0.00%
Vehicles	-	-	-	2,471,395	100,000	0.00%
Capital Expenditures	231,320	-	768,514	2,599,483	8,740,174	8.79%
NET INCOME (LOSS)	1,628,022	1,837,934	1,853,568	1,763,810	(9,876,828)	

City of Appleton
PURCHASED TRANSPORTATION
For Nine Months Ending September 30, 2023

Description	Month of September Actual	Prior Year September	YTD As of September Actual	Prior YTD September	2023 Amended Budget	2023 % of Total Budget
PURCHASED TRANSPORTATION EXPENSE						
VTII - Disabled	92,017	90,107	811,586	810,104	2,052,750	39.54%
VTII - Elderly	3,820	2,642	34,561	22,384	62,480	55.32%
PT - Optional (Sunday)	357	446	2,888	4,712	17,850	16.18%
Outagamie County Demand Response Rural	32,999	26,985	266,920	252,001	289,125	92.32%
Outagamie County Human Services Transportation	-	-	119	2,907	11,900	1.00%
Neenah Dial - A - Ride	3,802	6,480	42,180	36,896	192,423	21.92%
Calumet County Van Service	7,332	-	21,504	8,093	28,800	74.67%
Connector - Extended Service Hours	23,381	23,330	208,446	221,630	412,000	50.59%
Connector - Extended Service Area	4,635	4,944	45,758	48,925	141,625	32.31%
Downtown Trolley	12,590	-	47,238	10,369	32,554	145.11%
Total Purchased Transportation	180,933	154,934	1,481,200	1,418,021	3,241,507	45.69%

Total Passengers

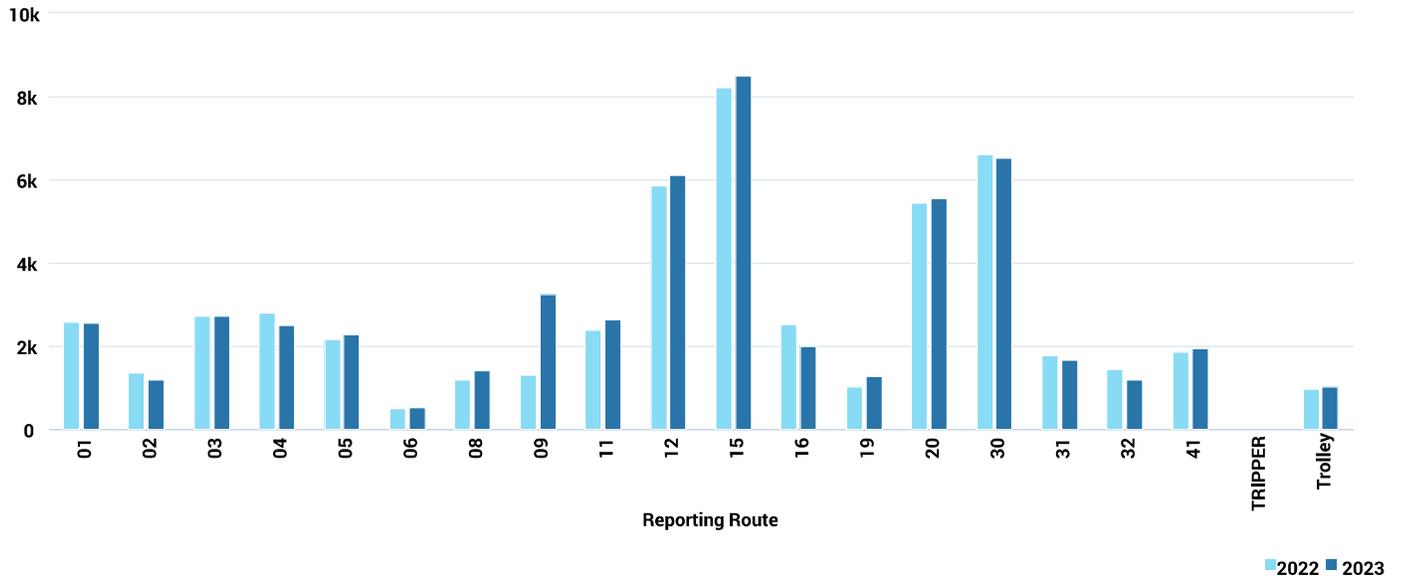
54,887

↑ 4% 52,785
change prev. year

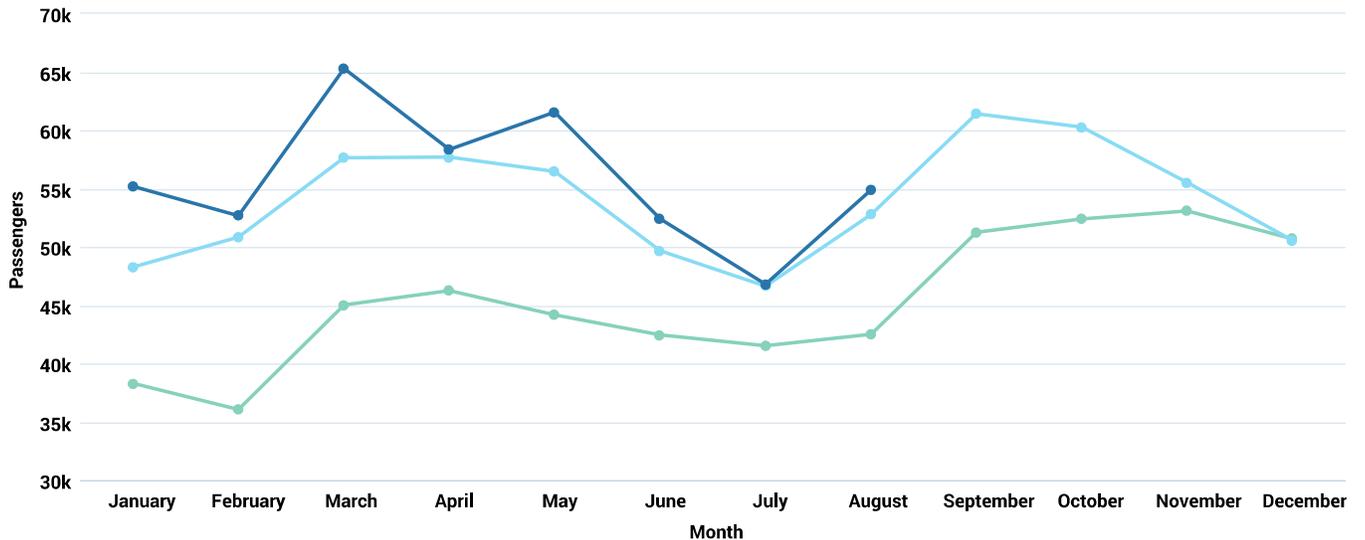
Monthly Fare Group Trend

Fare Group Desc	Prior Year	Current ▼	% Change
Passes & Tickets	25,444	27,012	6.2%
Cash	9,404	9,336	-0.7%
Transfers	8,550	8,175	-4.4%
Free	2,235	3,965	77.4%
FVTC	3,972	3,769	-5.1%
AASD	2,737	2,111	-22.9%
Lawrence University	443	519	17.2%

Ridership by Route



Monthly Ridership Trend by Year



Agency FY: ● 2021 ● 2022 ● 2023

Total Passengers

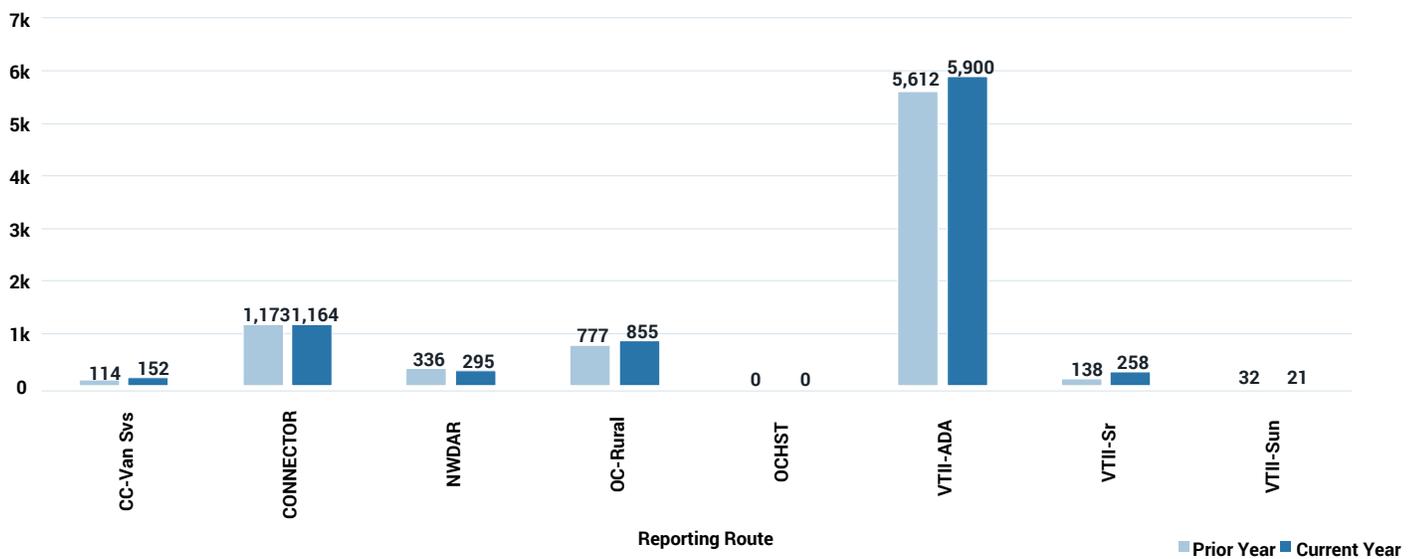
8,645

↑ 6% 8,182
change prev. year

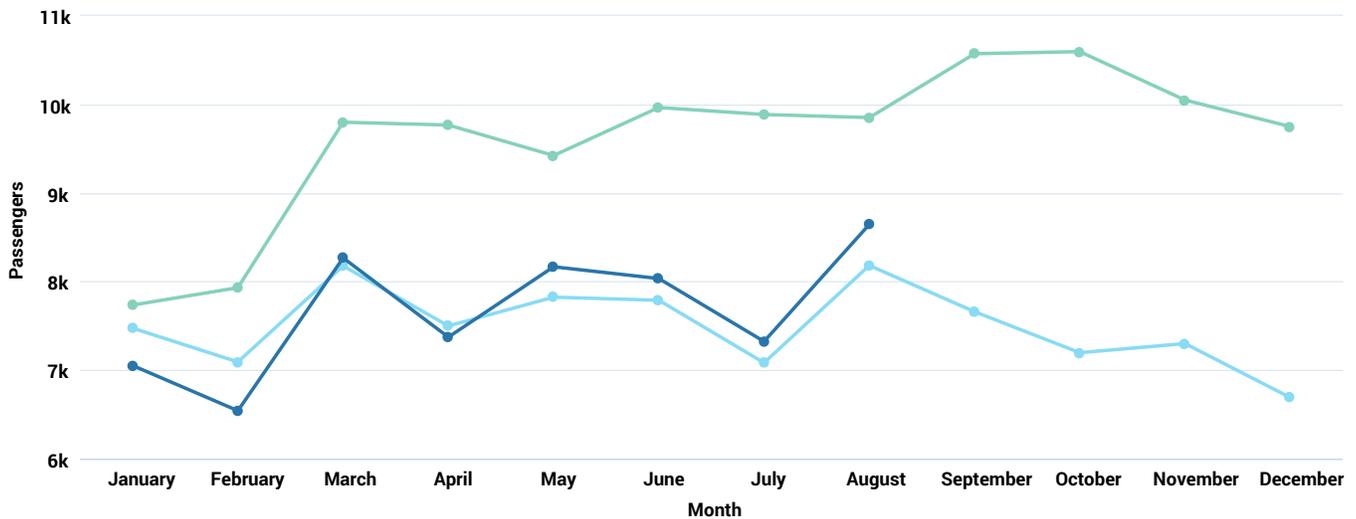
Change in Rides by Program

Reporting Route	Prior Year	Current Year ▼	% Change
VTII-ADA	5,612	5,900	5.13%
CONNECTOR	1,173	1,164	-0.77%
OC-Rural	777	855	10.04%
NWDAR	336	295	-12.20%
VTII-Sr	138	258	86.96%
CC-Van Svs	114	152	33.33%
VTII-Sun	32	21	-34.38%
OCHST	0	0	-

Monthly Ridership by Program



Ridership Trend by Year



Agency FY: ● 2021 ● 2022 ● 2023

Total Passengers

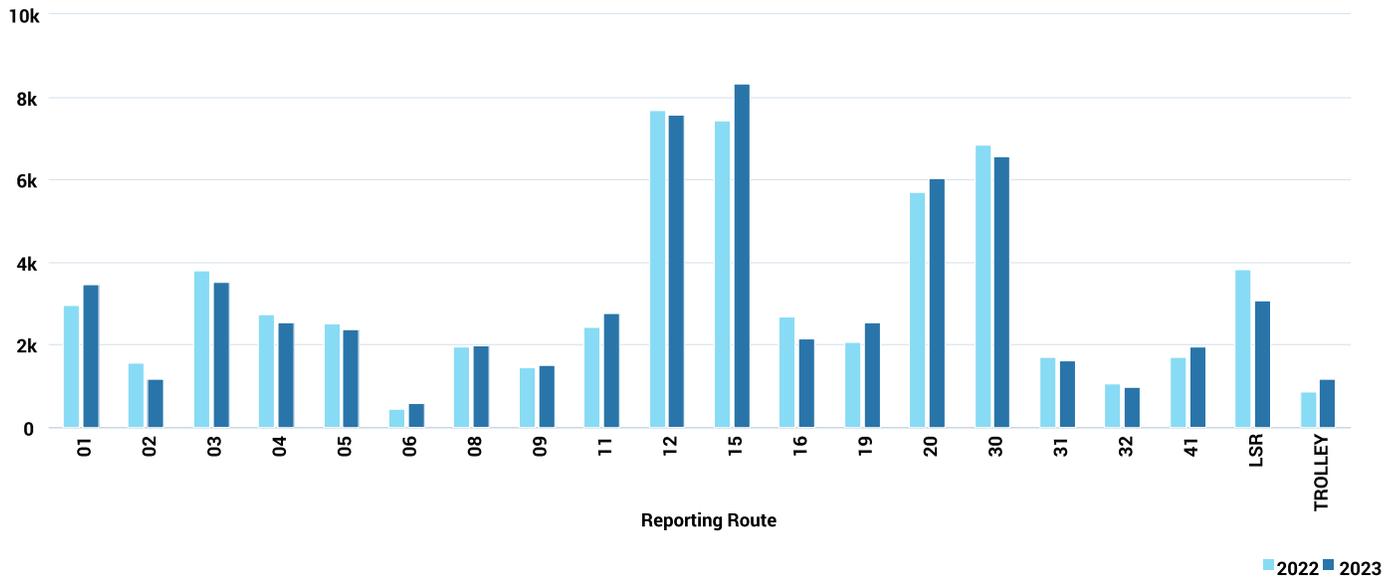
61,970

↑ 1% change
61,438 prev. year

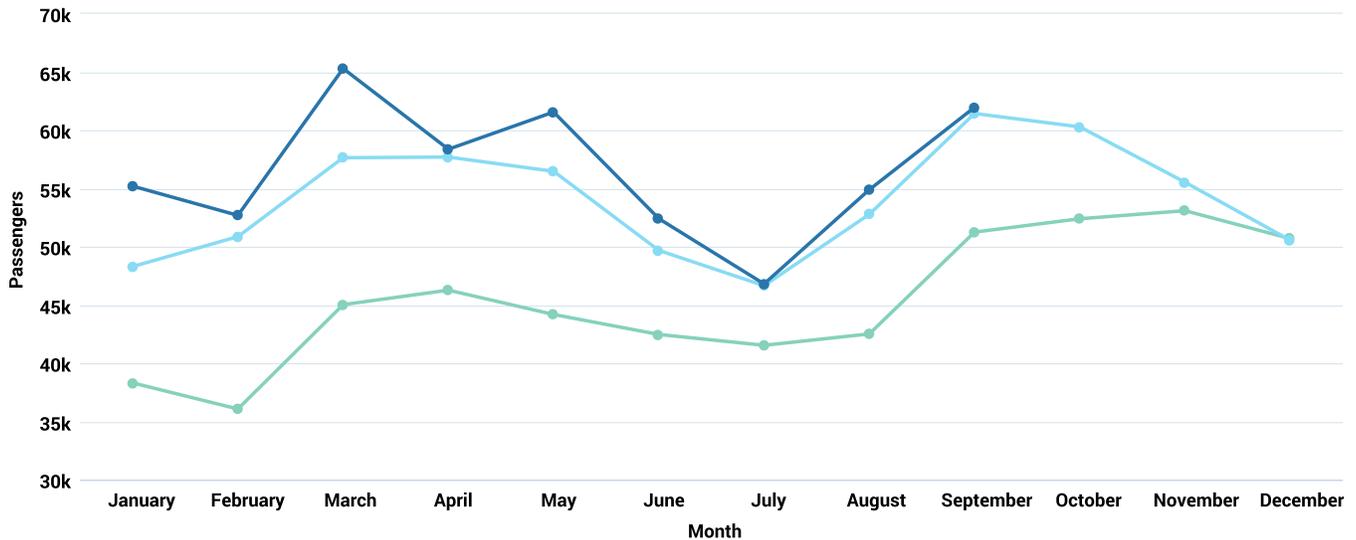
Monthly Fare Group Trend

Fare Group Desc	Prior Year	Current ▼	% Change
Passes & Tickets	24,415	25,514	4.5%
Cash	11,750	12,268	4.4%
AASD	10,791	9,009	-16.5%
Transfers	7,294	7,205	-1.2%
FVTC	4,412	4,355	-1.3%
Free	2,222	2,569	15.6%
Lawrence University	554	1,050	89.5%

Ridership by Route



Monthly Ridership Trend by Year



Total Passengers

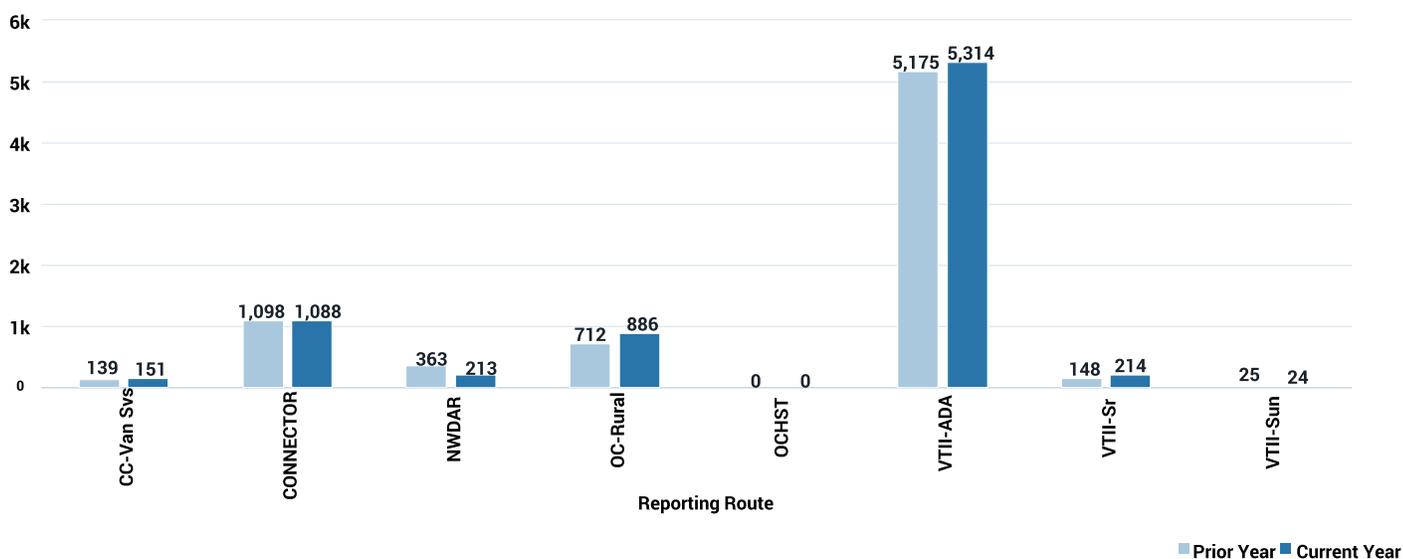
7,890

↗ 3% change
7,660 prev. year

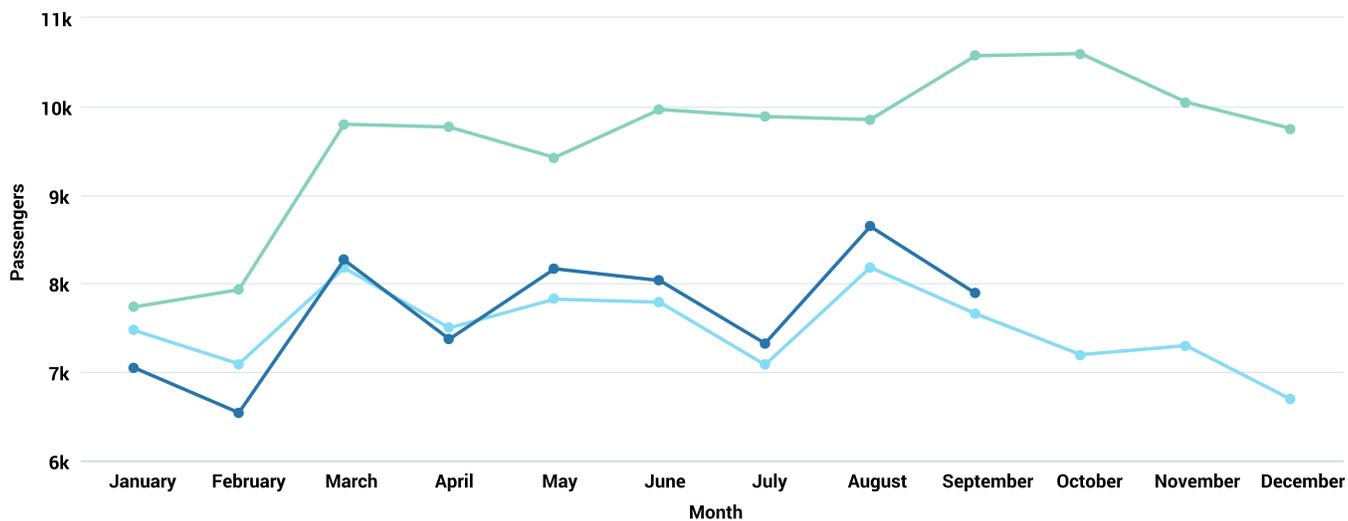
Change in Rides by Program

Reporting Route	Prior Year	Current Year ▼	% Change
VTII-ADA	5,175	5,314	2.69%
CONNECTOR	1,098	1,088	-0.91%
OC-Rural	712	886	24.44%
VTII-Sr	148	214	44.59%
NWDAR	363	213	-41.32%
CC-Van Svs	139	151	8.63%
VTII-Sun	25	24	-4.00%
OCHST	0	0	-

Monthly Ridership by Program

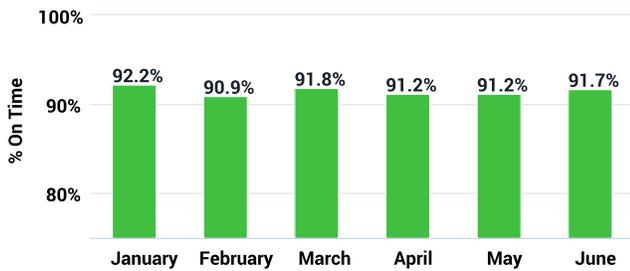


Ridership Trend by Year



Reliability

On Time Performance ¹



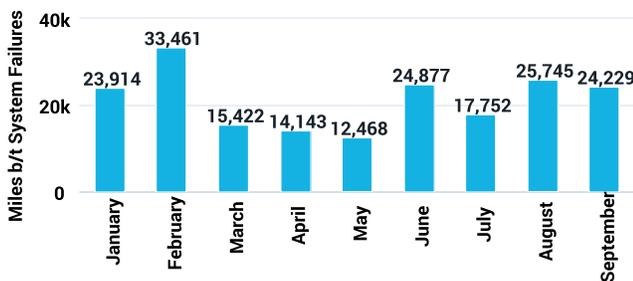
On time performance is a primary measure of service reliability. A bus is on time if it departs a route's scheduled time point between one minute early and five minutes late. This graph shows the monthly percentage of stops on time.

Formula = (on time stops/total stops)

Monthly Benchmark/Target: >90%

**based on industry data*

Total Miles between Major System Failures



The goal is to minimize bus repair road calls through preventative maintenance and asset management. This graph shows the average frequency of major system failures. A major system failure is a road call that requires replacement of a bus in service due to an issue that is a safety hazard or when vehicle movement is restricted or disabled.

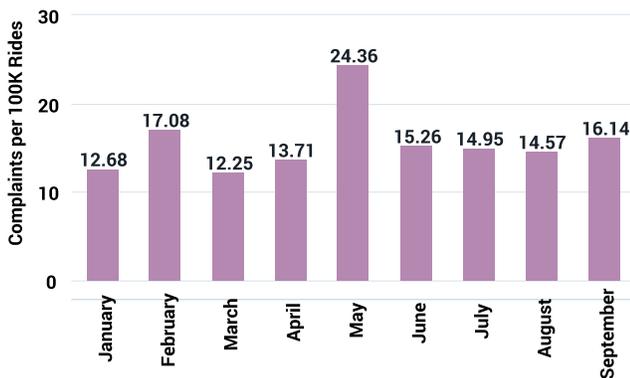
Formula = (total miles/# of failures)

Monthly Benchmark/Target: >7,500 miles

**based on industry data*

Quality

Complaints per 100K Rides



The focus is to provide quality service and respond to feedback in a timely manner. This graph shows the monthly rate of complaints per 100,000 rides

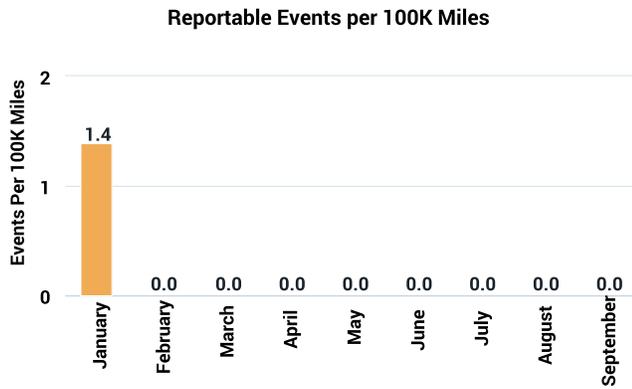
Formula = (complaints/rides)X100,000

Monthly Benchmark/Target: <11.1

**based on prior year average*

¹. Due to a hardware & software transition to a new vendor this summer, the 3rd quarter OTP data is not available.

Safety



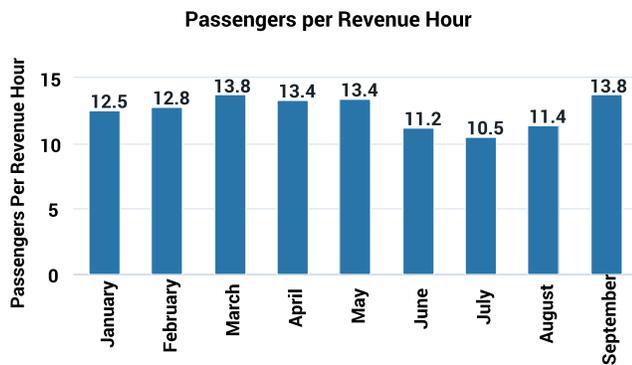
The goal is to provide safe service and minimize the likelihood of all accidents. This graph provides the rate of reportable safety & security events on transit property or involving revenue vehicles per 100K miles. Reportable events, as defined by the National Transit Database, include: injuries requiring immediate medical attention away from scene; property damage exceeding \$25,000; collisions when vehicle is towed away; evacuation; or fatalities.

Formula = $(\text{events}/\text{total miles}) \times 100,000$

Monthly Benchmark/Target: <1

**based on safety goals*

Productivity



The goal is to increase ridership and community mobility. This graph shows the monthly ratio of rides to revenue hours. This is an industry standard KPI for measuring service productivity.

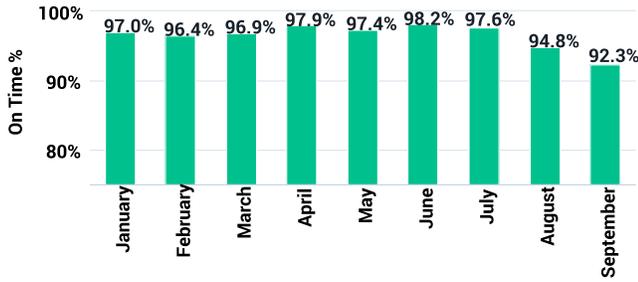
Formula = $(\text{rides}/\text{revenue hours})$

Monthly Benchmark/Target: >11.9

**based on prior year average*

Reliability

On Time Performance



On time performance is a key measure of service reliability. A VTII vehicle is on time if it arrives for pick-up within 30-minute window. The window is 15 minutes before and after the scheduled pick-up time. This metric shows the monthly percentage of trips on time.

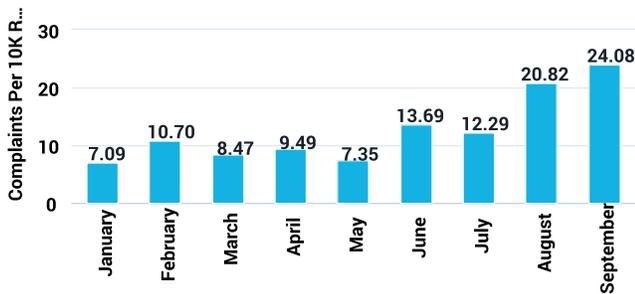
Formula = (on time trips/total trips)

Monthly Benchmark/Target: >90%

**based on industry data*

Quality

Complaints Per 10K Rides



The goal is to provide quality service and respond to feedback in a timely manner. This graph shows the monthly rate of complaints per 10,000 rides.

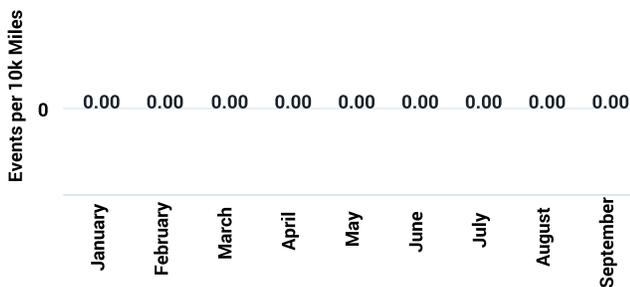
Formula = (complaints/rides)X10,000

Monthly Benchmark/Target: <27.8

**based on prior year average*

Safety

Reportable Events per 10K Miles



The goal is to provide safe service and minimize the likelihood of all accidents. This graph provides the rate of reportable safety & security events on transit property or involving revenue vehicles per 10K miles. Reportable events, as defined by the National Transit Database, include: injuries requiring immediate medical attention away from scene; property damage exceeding \$25,000; collisions when vehicle is towed away; evacuation; or fatalities.

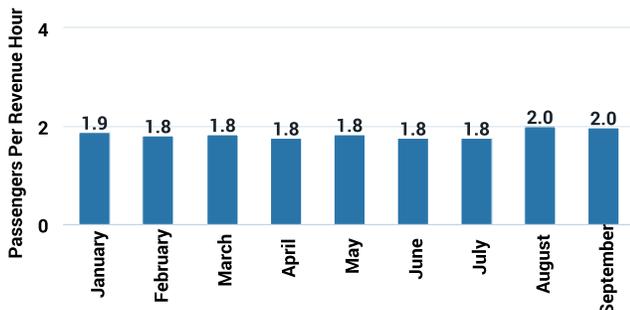
Formula = (events/total miles)X10,000

Monthly Benchmark/Target: <1

**based on safety goals*

Productivity

Passengers per Revenue Hour



The goal is to increase community mobility and access. This graph shows the monthly ratio of rides to revenue hours. This is an industry standard for measuring service productivity.

Formula = (rides/revenue hours)

Monthly Benchmark/Target: >1.6

**based on prior year average*

Note: Demand response programs administered by Valley Transit include VTII, VT Senior, VTII - Sunday, VT Connector, Northern Winnebago DAR, Outagamie County Rural, and Outagamie County Human Services Transportation.

CITY OF APPLETON 2024 BUDGET

VALLEY TRANSIT

General Manager: Ron C. McDonald

Assistant General Manager: Amy L. Erickson

Administrative Services Manager: Debra A. Ebben

CITY OF APPLETON 2024 BUDGET VALLEY TRANSIT

MISSION STATEMENT

Valley Transit provides safe, customer-focused transportation options that connect our communities to enhance the quality of life.

DISCUSSION OF SIGNIFICANT 2023 EVENTS

Ridership

Valley Transit ridership is up (7%) in the first six months of 2023 when compared to 2022. Ridership fell in March 2020 when the President of the United States declared an emergency due to a pandemic. During the pandemic, Valley Transit provided uninterrupted essential service to customers who continued to need to travel. A vaccine was introduced into society in early 2021, allowing people to begin returning to work and school. Valley Transit has experienced continued increases in ridership since March 2021.

Legislative Issues

Valley Transit faces funding challenges every year and has been able to find solutions to keep the system operating without service cuts or major increases in costs to the local funding partners. Staff continues to look for stable sources of local funding to offset the swings in funding at the State and federal level.

Federal Funding – During 2015, Congress passed the FAST Act (Fixing America's Surface Transportation) to improve the nation's surface transportation infrastructure. The five-year legislation reformed and strengthened transportation programs and provided long-term certainty and more flexibility for State and local governments. The FAST Act was extended for one year and expired in 2021. On November 15, 2021, the Bipartisan Infrastructure Investment and Jobs Act was signed into law. The law is the largest long-term investment in the Nation's infrastructure and economy in history. It provides funding over fiscal years 2022 through 2026.

Although the FAST Act and the new Bipartisan Infrastructure Law have provided more stable funding for Valley Transit, the new legislation, along with Valley Transit's classification as a large system and as a direct recipient of Federal Transit Administration (FTA) funds, continues to require a large amount of administrative time to meet our obligations to the FTA. Reporting requirements include quarterly financial and operational reports along with the fairly new asset reporting requirement (Transit Asset Management Plan – TAM) and new safety reporting requirements: Public Transportation Agency Safety Plan (PTASP) and Safety Management System (SMS).

In March 2020, the President of the United States signed the Coronavirus Aid, Relief, and Economic Security (CARES) Act into law. The CARES Act provides emergency assistance and health care response for individuals, families and businesses affected by the COVID-19 pandemic. The CARES Act also provides support for public transportation for capital, operating and other expenses generally eligible under federal grant programs. Valley Transit was allocated \$7,425,047 under this program.

The American Rescue Plan Act of 2021 (ARPA), which President Biden signed on March 11, 2021, includes \$30.5 billion in federal funding to support the nation's public transportation systems as they continue to respond to the COVID-19 pandemic and support the President's call to vaccinate the U.S. population. Valley Transit was allocated \$3,370,750 under this program.

Valley Transit is a direct recipient of Section 5310 funding which provides assistance to programs serving the elderly and persons with disabilities beyond the ADA requirements. Valley Transit and the East Central Wisconsin Regional Planning Commission (ECWRPC) have an agreement in which ECWRPC assists Valley Transit in the administration of the 5310 Program. During 2021, Valley Transit was allocated \$32,147 of 5310 funding under the ARPA program and \$32,146 of 5310 funding under the Coronavirus Response and Relief Supplemental Appropriation Act (CRRSAA) program.

State Budget – State funding for transit operations has remained at a relatively consistent level.

Local Funding Options – Valley Transit's Strategic Plan maintains that the best long-term solution for stable and adequate funding is establishing a method for local funding options other than tax levies. Valley Transit remains committed to pursuing enabling legislation at the State level.

Audits

Single Financial Audit

A non-Federal entity that expends \$750,000 or more a year in Federal awards is required to have a single financial audit conducted in accordance with CFR (Code of Federal Regulations) 200.501. The independent auditor reports on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with Government Auditing Standards. Valley Transit received no findings in the 2022 financial audit conducted in early 2023.

CITY OF APPLETON 2024 BUDGET VALLEY TRANSIT

MAJOR 2024 OBJECTIVES

Valley Transit's ridership significantly decreased during the pandemic. As businesses and schools reopened and workers returned to work, Valley Transit spent all of 2021, 2022 and 2023 attempting to regain the ridership lost during 2020. During 2024, as part of the continuing effort to regain ridership, Valley Transit will work on partnerships with area businesses to increase ridership by their employees. Valley Transit will also focus on strengthening its partnerships with advocacy groups in the Fox Cities and increasing communication with Valley Transit stakeholders.

During 2021, Valley Transit completed a site assessment and master plan for the Valley Transit Whitman Avenue Facility. It was followed with architectural and engineering work completed in 2022. During 2023, Valley Transit completed the Request for Bid process and hired a contractor for renovations of the facility. Work began in 2023 and will be complete by early 2024. The renovation includes a building addition, implementing ADA compliance, HVAC upgrades, electrical upgrades, plumbing upgrades, office expansion, and all related site work.

In 2019, Valley Transit and East Central Wisconsin Regional Planning Commission (ECWRPC) undertook a strategic transit service planning process that resulted in a Transit Development Plan (TDP) for Valley Transit. The TDP is a short-term transit plan with recommendations for service improvements over a 5-year horizon. The final TDP was adopted by the Fox Cities Transit Commission on February 25, 2020.

The COVID pandemic emerged a few months after the TDP was adopted. After COVID, all efforts to implement the TDP were suspended as Valley Transit's focus became following public health guidelines and ensuring service for essential trips. During this same period, Valley Transit's driver shortage worsened and resulted in the suspension of peak service beginning on August 30, 2021. The market and assumptions that shaped the recent TDP have changed significantly. In 2022, Valley Transit hired a consultant to reassess and revise the recommendations of the TDP to prepare for transit service in 2023 and moving forward. During 2024, Valley Transit will continue to evaluate the recommendations of the new report and develop an implementation plan for the feasible recommendations.

Valley Transit has performance measures and tracking mechanisms in place which build on existing strengths of the system and address weaknesses. Improving on-time performance will continue to be a major focus in 2024, as will monitoring subcontractor performance to deal with performance issues. The asset management plan will continue to be fine-tuned for vehicles, facilities and equipment and will identify funding requirements for vehicle and equipment replacements and to maintain facilities in a state of good repair.

During 2022, Valley Transit contracted with a design engineer to perform a needs assessment and create a master plan for the downtown Transit Center facility. As the population in the Fox Cities and beyond expand, the need for accessible, reliable transportation is essential. The current community needs have exceeded the capacity of the existing Transit Center. During 2023, Valley Transit will finalize this project so that the needs analysis and master plan can be the basis used to obtain federal funding for a new joint development Transit Center.

We will continue to work on establishing local funding options in the Fox Cities and finding alternate, sustainable sources of funding for both fixed route and paratransit services.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2021	2022	Adopted 2023	Amended 2023	2024	Change *
Program Revenues		\$ 11,051,873	\$ 11,377,816	\$ 10,985,494	\$ 10,985,494	\$ 12,213,370	11.18%
Program Expenses							
58071000	Administration	1,531,528	2,146,668	2,182,504	2,178,854	2,389,857	9.50%
58072000	Vehicle Maint.	882,024	900,930	915,701	921,398	1,126,287	23.00%
58073000	Facilities Maint.	145,343	151,056	201,990	8,842,164	891,600	341.41%
58074000	Operations	3,935,737	4,123,290	5,041,663	5,191,981	4,982,449	-1.17%
58075000	ADA Paratransit	1,410,639	1,233,483	2,398,535	2,398,535	2,826,893	17.86%
58076000	Ancillary Paratransit	1,291,028	887,368	1,278,507	1,278,507	1,382,133	8.11%
TOTAL		\$ 9,196,299	\$ 9,442,795	\$ 12,018,900	\$ 20,811,439	\$ 13,599,219	13.15%
Expenses Comprised Of:							
Personnel		3,956,539	4,017,326	4,892,226	4,892,226	5,163,873	5.55%
Training & Travel		23,123	30,460	34,480	30,880	34,480	0.00%
Supplies & Materials		824,484	991,157	1,427,360	1,577,678	1,246,090	-12.70%
Purchased Services		3,414,110	2,933,517	4,323,076	4,323,026	4,645,902	7.47%
Miscellaneous Expense		1,008,462	1,465,735	1,291,758	1,291,758	1,423,874	10.23%
Capital Expenditures		(30,419)	4,600	50,000	8,695,871	1,085,000	2070.00%
Full Time Equivalent Staff:							
Personnel allocated to programs		60.10	60.10	61.10	61.10	61.10	

**CITY OF APPLETON 2024 BUDGET
VALLEY TRANSIT**

Administration

Business Unit 58071000

PROGRAM MISSION

We will equitably allocate federal, State, and local resources among a variety of transportation services and we will provide management, oversight, planning, and marketing information for and about our services for the benefit of our passengers, employees, and participating governmental units.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Responsibly deliver excellent services", #2: "Encourage active community participation and involvement", #4: "Continually assess trends affecting the community and proactively respond", #6: "Create opportunities and learn from successes and failures", and #7: "Communicate our success through stories and testimonials."

Objectives:

Provide administrative support to ensure that local funding from the municipalities and counties is equitable.

Monitor all services to ensure cost effectiveness and efficiency and to avoid duplication of services.

Reach out to riders and non-riders alike to demonstrate that Valley Transit provides low-cost, safe, reliable, and friendly public transportation that directly improves the quality of life for everyone.

Continue to be a fiscally responsible organization that is accessible and supports a high quality of life in the Fox Cities.

Fund Valley Transit in a manner that promotes stability and resilience and is flexible to accommodate a growing region.

Major changes in Revenue, Expenditures, or Programs:

Combined State and federal operating assistance is estimated at 58% of eligible expenses in 2024.

The Employee Recruitment line item remains at the current level because Valley Transit continues to have difficulties filling vacant positions.

The increase in depreciation expense is related to new buses and equipment purchased in 2023.

**CITY OF APPLETON 2024 BUDGET
VALLEY TRANSIT**

Administration

Business Unit 58071000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
421000 Federal Grants	\$ 2,442,566	\$ 2,953,461	\$ 3,470,641	\$ 3,470,641	\$ 4,392,145
422400 Miscellaneous State Aids	5,440,104	5,303,099	2,985,726	2,985,726	3,161,996
423000 Misc Local Govt Aids	418,254	506,442	537,860	537,860	541,341
471000 Interest on Investments	(25,996)	(43,032)	12,500	12,500	12,500
487700 Advertising/Promo Fees	80,870	93,876	65,000	65,000	65,000
500100 Fees & Commissions	1,512	5,316	8,000	8,000	8,000
500400 Sale of City Property	1,497	-	-	-	-
500600 Gain (Loss) on Assets	3,469	18,710	-	-	-
501000 Miscellaneous Revenue	1	-	-	-	-
502000 Donations	500	-	-	-	-
503500 Other Reimbursements	6,353	2,008	-	-	-
592100 Transfer In - General Fund	563,536	677,585	709,339	709,339	734,787
Total Revenue	\$ 8,932,666	\$ 9,517,465	\$ 7,789,066	\$ 7,789,066	\$ 8,915,769
Expenses					
610100 Regular Salaries	\$ 237,080	\$ 261,747	\$ 246,096	\$ 246,096	\$ 252,620
615000 Fringes	(234,934)	(221,833)	73,312	73,312	67,318
620100 Training/Conferences	3,412	5,770	14,160	14,160	14,151
620400 Tuition Reimbursement	4,429	8,692	2,200	2,200	2,200
620500 Employee Recruitment	13,461	13,882	7,280	3,680	7,280
630100 Office Supplies	4,052	3,904	4,363	4,363	4,361
630200 Subscriptions	1,614	908	1,020	1,020	1,020
630300 Memberships & Licenses	12,784	11,552	14,802	14,802	14,536
630400 Postage/Freight	2,833	1,090	2,990	2,990	2,988
630500 Awards & Recognition	2,405	759	930	930	930
630700 Food & Provisions	893	2,011	1,240	1,240	1,240
631603 Other Misc. Supplies	479	1,968	1,225	1,225	1,225
632001 City Copy Charges	4,212	3,916	3,587	3,587	3,585
632002 Outside Printing	6,079	4,618	18,963	18,963	18,953
632300 Safety Supplies	343	938	500	500	500
632700 Miscellaneous Equipment	717	1,489	6,700	6,700	6,700
632800 Signs	5,190	6,040	10,000	10,000	10,000
640100 Accounting/Audit Fees	10,678	14,352	8,080	8,080	12,113
640300 Bank Service Fees	4,260	4,619	6,680	6,680	6,680
640400 Consulting Services	2,503	24,974	-	-	-
640800 Contractor Fees	63,058	94,189	103,200	103,150	103,200
641200 Advertising	23,025	41,536	42,000	42,000	42,000
641300 Utilities	82,271	90,452	90,059	90,059	91,952
641800 Equipment Repairs & Maint.	-	765	242	242	300
642400 Software Support	70,001	97,965	93,787	93,787	117,051
643000 Health Services	923	416	2,015	2,015	1,015
650100 Insurance	200,398	199,258	135,315	135,315	182,065
659900 Other Contracts/Obligation	900	356	-	-	-
660100 Depreciation Expense	1,008,462	1,465,735	1,291,758	1,291,758	1,423,874
680401 Machinery & Equipment	-	4,600	-	-	-
Total Expense	\$ 1,531,528	\$ 2,146,668	\$ 2,182,504	\$ 2,178,854	\$ 2,389,857

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Outside Printing		Software Support	
Fare material	\$ 6,849	Fire Pixel, MSDS, Yodeck, Zoom	\$ 4,434
Rider's guides & maps	5,256	Transtrack	55,119
Public information materials	5,878	Optibus	23,713
Forms	970	GMV/Syncromatics	33,785
	<u>\$ 18,953</u>		<u>\$ 117,051</u>
Advertising		Contractor Fees	
Community/rider promotions	\$ 12,309	Shredding	\$ 1,200
Prospective rider promotions	10,000	Marketing	102,000
Employer outreach	5,000		<u>\$ 103,200</u>
Bus driver ads	1,500		
Rider survey	9,591		
Legal notices & translation services	3,600		
	<u>\$ 42,000</u>		

**CITY OF APPLETON 2024 BUDGET
VALLEY TRANSIT**

Vehicle Maintenance

Business Unit 58072000

PROGRAM MISSION

We will provide safe, reliable, and environmentally-friendly service by maintaining our vehicle fleet to minimize service delays due to breakdowns and sustain a quality fleet that benefits our bus drivers, passengers and the general public.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #3: "Recognize and grow everyone's talents", #4: "Continually assess trends affecting the community and proactively respond", #6: "Create opportunities and learn from successes and failures", and #7: "Communicate our success through stories and testimonials."

Objectives:

Maintain the vehicle fleet in a manner that will ensure that all service requirements are met

Maintain the vehicle fleet in a manner that minimizes the number of road calls that require a replacement bus or cause a trip to be significantly delayed or missed

Maintain the vehicle fleet in a manner that ensures that there are no vehicle accidents due to mechanical failure

Major changes in Revenue, Expenditures, or Programs:

The Capital expense for 2024 consists of purchasing and implementing a cashless fare system. Capital funding has been budgeted to cover 80% of the cost of the project, with the remaining 20% to be funded from the depreciation reserve.

**CITY OF APPLETON 2024 BUDGET
VALLEY TRANSIT**

Vehicle Maintenance

Business Unit 58072000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
503000 Damage to City Property	\$ 47,981	\$ 7,521	\$ -	\$ -	\$ -
Total Revenue	<u>\$ 47,981</u>	<u>\$ 7,521</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
610100 Regular Salaries	\$ 396,614	\$ 361,647	\$ 438,041	\$ 438,041	\$ 443,390
610500 Overtime Wages	8,992	39,070	8,374	8,374	8,717
615000 Fringes	124,323	126,384	134,372	134,372	160,957
620100 Training/Conferences	972	566	5,000	5,000	5,000
630901 Shop Supplies	40,858	32,866	43,450	43,450	43,450
630902 Tools & Instruments	8,332	10,294	10,000	10,000	10,000
631603 Other Misc. Supplies	305	304	400	400	400
632101 Uniforms	-	63	220	220	220
632200 Gas Purchases	3,888	5,014	11,000	11,000	9,000
632601 Repair Parts	242,775	229,815	139,000	139,000	255,800
632700 Miscellaneous Equipment	6,364	9,534	10,000	10,000	10,000
641700 Vehicle Repairs & Maint.	14,362	25,639	10,050	10,050	10,050
641800 Equipment Repairs & Maint.	7,536	4,993	9,350	9,350	9,350
642400 Software Support	23,424	18,906	18,810	18,810	18,810
643000 Health Services	1,345	1,340	725	725	725
645100 Laundry Services	1,564	2,231	1,560	1,560	1,560
650100 Insurance	-	29,402	25,349	25,349	38,858
659900 Other Contracts/Obligation	370	2,862	-	-	-
680401 Machinery & Equipment	-	-	-	(44,303)	100,000
680403 Vehicles	-	-	50,000	100,000	-
Total Expense	<u>\$ 882,024</u>	<u>\$ 900,930</u>	<u>\$ 915,701</u>	<u>\$ 921,398</u>	<u>\$ 1,126,287</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Shop Supplies

Janitorial supplies	\$ 12,450
Liquid gases	4,000
Shop supplies (grease, tools)	27,000
	<u>\$ 43,450</u>

Software Support

GFI Maintenance agreement	\$ 14,000
StarTran - Fleet Maintenance	2,110
Noregon, SOI, Transp Ref	2,700
	<u>\$ 18,810</u>

Vehicle & Equipment Parts

Misc parts (doors, windows, etc.)	\$ 33,000
Brake system parts	45,000
Electrical system parts	17,600
Wheelchair ramp parts	8,800
Heating/cooling system parts	34,000
Transmission parts	34,000
Engine parts	34,000
PM's and oil changes	49,400
	<u>\$ 255,800</u>

Machinery & Equipment

Fareboxes/payment technology	\$ 100,000
	<u>\$ 100,000</u>

**CITY OF APPLETON 2024 BUDGET
VALLEY TRANSIT**

Facilities Maintenance

Business Unit 58073000

PROGRAM MISSION

We will provide a clean and safe working environment by purchasing, cleaning, maintaining and repairing the Operations and Maintenance facility, the Transit Center and the passenger shelters located throughout the Fox Cities that benefit our passengers, employees, and the general public.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Responsibly deliver excellent services", #4: "Continually assess trends affecting the community and proactively respond", and #6: "Create opportunities and learn from success and failures".

Objectives:

Provide clean and safe shelters for passengers waiting to board the bus.

Provide a clean and safe working environment for employees.

Maintain facilities that enhance the beauty of the community.

Major changes in Revenue, Expenditures, or Programs:

The Administration/Maintenance building capital project budgeted in 2022 consisted of a facility-wide renovation of the Whitman Avenue facility in accordance with all Federal Transit Administration Guidelines and the Valley Transit Whitman Avenue Master Plan. The project follows the fully-adopted facility master plan that was completed in 2020. The renovation includes a building addition, implementing ADA compliance, HVAC upgrades, electrical upgrades, plumbing upgrades, office expansion, and all related site work. This facility was built in 1983 and is in need of significant repair and remodeling. Capital funding was budgeted in the Administration budget in 2022 to cover 100% of the cost. The project was carried forward to 2023 and planned for completion in 2024.

Amounts budgeted in Machinery & Equipment and Furniture & Fixtures have been approved by the governing boards in 2023 for purchase in 2024 and are associated with the on-going construction project.

Additional amounts budgeted in the Buildings line item are to purchase replacement bus shelters (also approved in 2023 for purchase in 2024) and a contribution of Federal funds to relocate the Neenah Transit Center.

Funds budgeted in the Land account are for the acquisition of the vacant lot north of the Appleton Transit Center. Prior to purchasing the land, Valley Transit will obtain authorization from the Federal Transit Administration, the Fox Cities Transit Commission and Appleton Common Council.

Due to ongoing construction at the Whitman Facility, some of the displaced Valley Transit Administration staff have moved into the back area of the Transit Center. Valley Transit has previously rented this space to Greyhound and Lamers. The Rental of City Property revenue line item has been reduced to \$0.

Snow Removal Services has been increased to reflect the amount Valley Transit is currently spending on these services.

**CITY OF APPLETON 2024 BUDGET
VALLEY TRANSIT**

Facilities Maintenance

Business Unit 58073000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
501500 Rental of City Property	\$ 6,000	\$ 5,500	\$ 6,000	\$ 6,000	\$ -
Total Revenue	<u>\$ 6,000</u>	<u>\$ 5,500</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ -</u>
Expenses					
630899 Other Landscape Supplies	\$ 711	\$ 803	\$ 1,500	\$ 1,500	\$ 1,500
632508 Ice Control Materials	8,532	8,650	9,000	9,000	9,000
640700 Waste/Recycling Pickup	3,817	3,718	5,430	5,430	5,753
641600 Building Repairs & Maint.	1,200	1,991	-	-	-
642000 Facilities Charges	123,668	98,331	124,258	124,258	110,807
644000 Snow Removal Services	11,975	19,450	22,992	22,992	40,000
645100 Laundry Services	10,818	7,246	13,780	13,780	13,780
645400 Grounds Repair & Maint.	1,668	731	-	-	-
650100 Insurance	-	-	14,590	14,590	15,320
659900 Other Contracts/Obligation	10,780	10,136	10,440	10,440	10,440
680100 Land	-	-	-	-	175,000
680300 Buildings	(27,826)	-	-	8,615,174	160,000
680401 Machinery & Equipment	-	-	-	-	100,000
680402 Furniture & Fixtures	-	-	-	25,000	250,000
Total Expense	<u>\$ 145,343</u>	<u>\$ 151,056</u>	<u>\$ 201,990</u>	<u>\$ 8,842,164</u>	<u>\$ 891,600</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Snow Removal Services

Snow removal contractor	\$ 40,000
	<u>\$ 40,000</u>

Buildings

Bus Shelters	\$ 60,000
Neenah Transit Center	\$ 100,000
	<u>\$ 160,000</u>

Machinery & Equipment

Whitman construction AV equipment	\$ 100,000
	<u>\$ 100,000</u>

Furniture & Fixtures

Whitman construction furniture & fixtures	\$ 250,000
	<u>\$ 250,000</u>

Land

Land purchase (Transit Center)	\$ 175,000
	<u>\$ 175,000</u>

**CITY OF APPLETON 2024 BUDGET
VALLEY TRANSIT**

Operations

Business Unit 58074000

PROGRAM MISSION

Valley Transit provides safe, customer-focused transportation options that connect our communities to enhance the quality of life.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #2: "Encourage active community participation and involvement", #3: "Recognize and grow everyone's talents", #4: "Continually assess trends affecting the community and proactively respond", #6: "Create opportunities and learn from successes and failures", and #7: "Communicate our success through stories and testimonials."

Objectives:

Excellence in customer service is a central value of Valley Transit, so the organization will continuously monitor and exceed customer expectations.

To have transit services in the Fox Cities be direct, on-time and easy to use.

To have the transportation infrastructure in the Fox Cities improve communities and offer seamless connections for all people traveling to, from, or within the region.

To have transit needs in the Fox Cities met efficiently and in a manner that is consistent with our mission.

Major changes in Revenue, Expenditures, or Programs:

Overtime expense has been relatively high in recent years due to the need to cover drivers' shifts for vacant positions caused by retirements, absences due to illness and FMLA leave, and driver shortages. Valley Transit's table of organization allows hiring of additional drivers with various scheduling options to control overtime expense.

The decrease in fuel reflects an updated price per gallon realized during 2023.

The increase in Other Contract/Obligations includes Valley Transit's expenses related to the driver incentive program.

**CITY OF APPLETON 2024 BUDGET
VALLEY TRANSIT**

Operations

Business Unit 58074000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
480100 Federal Grants	\$ 29,171	\$ -	\$ -	\$ -	\$ -
487500 Farebox Revenue	530,063	585,823	820,000	820,000	820,000
487600 Special Transit Revenues	38,103	43,709	38,843	38,843	38,843
508500 Cash Short or Over	201	321	-	-	-
Total Revenue	\$ 597,538	\$ 629,853	\$ 858,843	\$ 858,843	\$ 858,843
Expenses					
610100 Regular Salaries	\$ 2,061,069	\$ 2,063,276	\$ 2,550,569	\$ 2,550,569	\$ 2,675,150
610500 Overtime Wages	356,614	319,469	67,757	67,757	71,045
615000 Fringes	896,865	947,482	1,117,020	1,117,020	1,211,031
620100 Training/Conferences	255	654	-	-	-
630300 Memberships & Licenses	1,538	1,348	-	-	-
631603 Other Misc. Supplies	-	-	-	156,469	-
632002 Outside Printing	40	31,030	-	-	-
632101 Uniforms	7,696	2,569	9,070	9,070	9,070
632200 Gas Purchases	349,137	536,869	1,039,500	1,039,500	743,750
632300 Safety Supplies	7,742	1,899	-	-	-
632602 Tires	40,358	42,265	41,500	35,349	41,500
632603 Lubricants	18,432	22,987	25,000	25,000	25,000
632700 Miscellaneous Equipment	1,394	4,616	8,400	8,400	8,400
632800 Signs	34,527	180	2,000	2,000	2,000
640800 Contractor Fees	136,420	127,882	127,200	127,200	127,200
641800 Equip Repairs & Maint	-	374	-	-	-
643000 Health Services	9,295	10,282	6,460	6,460	7,460
650100 Insurance	-	-	46,587	46,587	49,843
659900 Other Contracts/Obligation	14,355	10,108	600	600	11,000
Total Expense	\$ 3,935,737	\$ 4,123,290	\$ 5,041,663	\$ 5,191,981	\$ 4,982,449

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

<u>Gas Purchases *</u>		<u>Lubricants</u>	
Diesel fuel 175,000 gal. @ \$4.25/gal	743,750	Diesel Exhaust Fluid	\$ 8,500
	<u>\$ 743,750</u>	Oil	13,000
<u>Tires</u>		Gear Lube	1,400
Tire leasing program	\$ 37,000	Automatic Transmission Fluid	2,100
Support vehicle tires	4,500		<u>\$ 25,000</u>
	<u>\$ 41,500</u>		
<u>Contractor Fees</u>			
Transit Center security	\$ 96,000		
Bus cleaning/sanitizing	31,200		
	<u>\$ 127,200</u>		

* Valley Transit does not pay federal or State fuel taxes and attains bulk purchasing rates.

**CITY OF APPLETON 2024 BUDGET
VALLEY TRANSIT**

ADA Paratransit

Business Unit 58075000

PROGRAM MISSION

We will provide specialized curb-to-curb advance reservation demand response transportation for people with disabilities who are unable to use the fixed route bus system.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #2: "Encourage active community participation and involvement", #4: "Continually assess trends affecting the community and proactively respond", #6: "Create opportunities and learn from successes and failures", and #7: "Communicate our success through stories and testimonials".

Objectives:

Comply with the requirements of the Americans with Disabilities Act (ADA).

Provide safe, reliable, convenient, and friendly specialized transportation.

Meet the needs of the transit dependent population, including outreach efforts to agencies and companies that provide services to seniors and people with disabilities.

Major changes in Revenue, Expenditures, or Programs:

During FY 2022 and 2023, Valley Transit saw a steady increase in ridership since the national pandemic that kept ADA riders home and only using the system for essential trips. An increase in the cost per ride is budgeted for 2024 as the current contract for services will expire on June 30, 2024.

Miscellaneous Local Government Aids have increased due to several changes within the ADA Paratransit budget. The current contract for services will expire during 2024 and Valley Transit has budgeted for an increase in costs. These costs have been offset somewhat by a budgeted decrease in the number of rides, but less rides also decreases expected farebox revenue. The increase is also a result of the additional local share needed to purchase the scheduling software below.

ADA rides budgeted for 2024 have decreased by 15,000 to reflect current ridership. A reduction in rides reduces the budget for Farebox Revenue.

The contract with the existing ADA scheduling software expires in 2024. Valley Transit has increased Machinery & Equipment to update the software in 2024. The project will be paid by a combination of federal grant dollars (80% of cost) and local share match (20% of cost).

**CITY OF APPLETON 2024 BUDGET
VALLEY TRANSIT**

ADA Paratransit

Business Unit 58075000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
423000 Misc Local Govt Aids	\$ 482,596	\$ 512,474	\$ 978,840	\$ 978,840	\$ 1,081,508
487500 Farebox Revenue	279,896	236,948	460,000	460,000	400,000
Total Revenue	\$ 762,492	\$ 749,422	\$ 1,438,840	\$ 1,438,840	\$ 1,481,508
Expenses					
610100 Regular Salaries	\$ 78,747	\$ 84,877	\$ 186,152	\$ 186,152	\$ 191,755
615000 Fringes	31,172	35,207	70,533	70,533	81,890
620100 Training/Conferences	593	896	5,840	5,840	5,849
630100 Office Supplies	704	606	1,037	1,037	1,039
630300 Memberships & Licenses	2,220	1,795	3,518	3,518	3,464
630400 Postage/Freight	492	169	710	710	712
630899 Other Landscape Supplies	123	125	-	-	-
631603 Other Misc. Supplies	-	188	375	375	375
632001 City Copy Charges	732	608	853	853	855
632002 Outside Printing	5,305	2,104	4,507	4,507	4,517
632200 Gas Purchases	675	779	-	-	-
632700 Miscellaneous Equipment	-	4,484	-	-	-
640100 Accounting/Audit Fees	1,854	2,230	1,920	1,920	2,887
640800 Contractor Fees	1,249,161	1,057,970	2,052,750	2,052,750	2,142,500
641200 Advertising	3,998	6,453	8,309	8,309	8,309
641300 Utilities	22,632	22,527	28,271	28,271	40,157
641800 Equipment Repairs & Maint.	-	119	58	58	-
642000 Facilities Charges	9,734	9,210	18,245	18,245	27,126
642400 Software Support	-	-	7,500	7,500	7,500
644000 Snow Removal Services	2,080	3,022	7,008	7,008	7,008
645400 Grounds Repair & Maint.	290	114	-	-	-
650100 Insurance	-	-	949	949	950
659900 Other Contracts/Obligations	2,720	-	-	-	-
680401 Machinery & Equipment	(2,593)	-	-	-	300,000
Total Expense	\$ 1,410,639	\$ 1,233,483	\$ 2,398,535	\$ 2,398,535	\$ 2,826,893

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Purchased transportation: Valley Transit II - Disabled, 100,000 trips	\$ 2,142,500
	<u>\$ 2,142,500</u>

Machinery & Equipment

ADA database replacement	\$ 300,000
	<u>\$ 300,000</u>

**CITY OF APPLETON 2024 BUDGET
VALLEY TRANSIT**

Ancillary Paratransit

Business Unit 58076000

PROGRAM MISSION

We will coordinate a broad range of contracted specialized services that maximizes transportation funding and benefits older adults, people with disabilities and participating local governments.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #2: "Encourage active community participation and involvement", #4: "Continually assess trends affecting the community and proactively respond", #6: "Create opportunities and learn from successes and failures", and #7: "Communicate our success through stories and testimonials."

Objectives:

Provide a transportation alternative to older adults for whom fixed route bus service is difficult.

Provide employment transportation and limited Sunday service to people with disabilities.

Coordinate transportation services to maximize the effectiveness of each local dollar spent.

Provide employment transportation for 2nd and 3rd shift workers and those who need to travel to jobs outside the fixed route service area.

Major changes in Revenue, Expenditures, or Programs:

The local share of all ancillary paratransit services other than the Connector and Trolley is paid by the three counties in which Valley Transit operates (Outagamie, Winnebago and Calumet), the cities of Neenah and Menasha, the Village of Fox Crossing, and the Family Care providers. The organizations that are paying for the local share determine what the fare and operating rules will be for each of the services. The local share for the Connector is currently being paid for by donations from and through the Fox Cities United Way and by support from the local municipalities that participate in the fixed route system. The local share for the Trolley is partially paid for by a donation from Appleton Downtown, Inc., an organization funded by local businesses located on and around College Avenue in downtown Appleton.

The 2024 Budget continues to show an expense in Other Contracts/Obligations and a revenue in Federal Grant revenue for administration of the FTA Section 5310 grant funds. The Section 5310 program is a discretionary program designed to improve transportation for seniors and customers with disabilities. Valley Transit is the direct recipient of the funds and uses 45% of the total to support Valley Transit's services. The remaining 55% is awarded to a non-profit organization(s) through an application process conducted in partnership with East Central Wisconsin Regional Planning Commission.

**CITY OF APPLETON 2024 BUDGET
VALLEY TRANSIT**

Ancillary Paratransit

Business Unit 58076000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
421000 Federal Grants	\$ -	\$ 68,577	\$ 89,750	\$ 89,750	\$ 89,750
422400 Miscellaneous State Aids	133,738	97,159	97,159	97,159	97,159
423000 Misc. Local Govt Aids	340,189	98,095	382,799	382,799	433,798
487500 Farebox Revenue	181,269	154,018	244,430	244,430	255,230
502000 Donations & Memorials	50,000	50,206	63,136	63,136	66,326
592100 Transfer In - General Fund	-	-	15,471	15,471	14,987
Total Revenue	\$ 705,196	\$ 468,055	\$ 892,745	\$ 892,745	\$ 957,250
Expenses					
640800 Contractor Fees	\$ 1,219,680	\$ 818,791	\$ 1,188,757	\$ 1,188,757	\$ 1,292,383
659900 Other Contracts/Obligation	71,348	68,577	89,750	89,750	89,750
Total Expense	\$ 1,291,028	\$ 887,368	\$ 1,278,507	\$ 1,278,507	\$ 1,382,133

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Purchased transportation:

Valley Transit II - elderly purchased transportation - optional	\$ 81,415
Outagamie County - demand response - rural	385,500
Outagamie County - children & family transportation	9,820
Village of Fox Crossing - Dial-A-Ride	35,700
Neenah - Dial-A-Ride	142,800
Heritage	13,923
Calumet County - rural service	28,800
Connector late evening service	412,000
Connector service beyond current fixed route service boundaries	141,625
Trolley service - downtown	40,800
	<u>\$ 1,292,383</u>

Other Contracts/Obligations

FTA Section 5310 sub-recipient	\$ 89,750
	<u>\$ 89,750</u>

**CITY OF APPLETON 2024 BUDGET
VALLEY TRANSIT**

	2021 <u>ACTUAL</u>	2022 <u>ACTUAL</u>	2023 <u>YTD ACTUAL</u>	2023 <u>ORIG BUD</u>	2023 <u>REVISED BUD</u>	2024 <u>BUDGET</u>
Program Revenues						
421000 Federal Grants	2,471,737	3,022,038	-	3,560,391	3,560,391	4,481,895
422400 Miscellaneous State Aids	5,573,843	5,400,258	-	3,082,885	3,082,855	3,259,155
423000 Miscellaneous Local Govt Aids	1,241,042	1,117,011	1,530,586	1,899,499	1,899,499	2,056,647
471000 Interest on Investments	(26,010)	(43,032)	4,211	12,500	12,500	12,500
487500 Farebox Revenue	991,231	976,789	276,422	1,524,430	1,524,430	1,475,230
487600 Special Transit Revenues	38,103	43,709	26,319	38,843	38,843	38,843
487700 Advertising/Promotional Fees	80,871	93,876	28,878	65,000	65,000	65,000
500100 Fees & Commissions	1,513	5,316	1,315	8,000	8,000	8,000
500400 Sale of City Property	1,498	-	637	-	-	-
500600 Gain (Loss) on Asset Disposal	3,470	18,710	-	-	-	-
501000 Miscellaneous Revenue	1	-	-	-	-	-
501500 Rental of City Property	6,000	5,500	-	6,000	6,000	-
502000 Donations & Memorials	50,500	50,206	26,821	63,136	63,136	66,326
503000 Damage to City Property	47,981	7,521	2,000	-	-	-
503500 Other Reimbursements	6,354	2,008	2,006	-	-	-
508500 Cash Short or Over	202	321	43	-	-	-
592100 Transfer In - General Fund	563,537	677,585	1,623,400	724,810	724,810	749,774
TOTAL PROGRAM REVENUES	11,051,873	11,377,816	3,522,638	10,985,494	10,985,464	12,213,370
Personnel						
610100 Regular Salaries	2,326,809	2,385,297	885,933	3,199,445	3,199,445	3,334,602
610200 Labor Pool Allocations	68,339	70,695	29,959	220,078	220,078	226,978
610500 Overtime Wages	365,606	358,539	120,752	76,131	76,131	80,077
610900 Incentive Pay	1,830	920	-	1,335	1,335	1,335
611000 Other Compensation	2,415	1,925	1,914	-	-	-
611400 Sick Pay	96,095	51,140	10,867	-	-	-
611500 Vacation Pay	250,048	242,972	62,162	-	-	-
611600 Holiday Pay	27,973	18,598	3,503	-	-	-
615000 Fringes	1,086,959	1,179,723	400,823	1,395,237	1,395,237	1,520,881
615500 Unemployment Compensation	32,463	3,301	-	-	-	-
617000 Pension Expense	(322,168)	(301,465)	-	-	-	-
617100 OPEB Expense	20,170	5,681	-	-	-	-
TOTAL PERSONNEL	3,956,539	4,017,326	1,515,913	4,892,226	4,892,226	5,163,873
Training~Travel						
620100 Training/Conferences	5,233	7,886	9,729	25,000	25,000	25,000
620400 Tuition Reimbursement	4,429	8,692	3,331	2,200	2,200	2,200
620500 Employee Recruitment	13,461	13,882	5,262	7,280	3,680	7,280
TOTAL TRAINING / TRAVEL	23,123	30,460	18,322	34,480	30,880	34,480
Supplies						
630100 Office Supplies	4,756	4,510	1,930	5,400	5,400	5,400
630200 Subscriptions	1,614	908	390	1,020	1,020	1,020
630300 Memberships & Licenses	16,543	14,695	8,617	18,320	18,320	18,000
630400 Postage/Freight	3,325	1,259	715	3,700	3,700	3,700
630500 Awards & Recognition	2,405	759	91	930	930	930
630700 Food & Provisions	893	2,011	425	1,240	1,240	1,240
630899 Other Landscape Supplies	834	928	632	1,500	1,500	1,500
630901 Shop Supplies	40,858	32,866	10,936	43,450	43,450	43,450
630902 Tools & Instruments	8,332	10,294	1,025	10,000	10,000	10,000
631603 Other Misc. Supplies	784	2,460	91	2,000	158,469	2,000
632001 City Copy Charges	4,944	4,524	1,178	4,440	4,440	4,440
632002 Outside Printing	11,425	37,752	2,149	23,470	23,470	23,470
632101 Uniforms	7,696	2,632	1,715	9,290	9,290	9,290
632200 Gas Purchases	353,699	542,662	191,903	1,050,500	1,050,500	752,750
632300 Safety Supplies	8,086	2,837	408	500	500	500
632508 Ice Control Materials	8,532	8,650	1,097	9,000	9,000	9,000
632601 Repair Parts	242,775	230,242	80,757	139,000	139,000	255,800
632602 Tires	40,358	42,265	10,010	41,500	35,349	41,500
632603 Lubricants	18,432	22,987	9,604	25,000	25,000	25,000
632700 Miscellaneous Equipment	8,476	19,696	5,057	25,100	25,100	25,100
632800 Signs	39,717	6,220	5,240	12,000	12,000	12,000
TOTAL SUPPLIES	824,484	991,157	333,970	1,427,360	1,577,678	1,246,090

**CITY OF APPLETON 2024 BUDGET
VALLEY TRANSIT**

	2021 <u>ACTUAL</u>	2022 <u>ACTUAL</u>	2023 <u>YTD ACTUAL</u>	2023 <u>ORIG BUD</u>	2023 <u>REVISED BUD</u>	2024 <u>BUDGET</u>
Purchased Services						
640100 Accounting/Audit Fees	12,532	16,582	-	10,000	10,000	15,000
640300 Bank Service Fees	4,260	4,619	687	6,680	6,680	6,680
640400 Consulting Services	2,503	24,974	-	-	-	-
640700 Solid Waste/Recycling Pickup	3,817	3,718	1,346	5,430	5,430	5,753
640800 Contractor Fees	2,668,319	2,098,832	664,677	3,471,907	3,471,857	3,665,283
641200 Advertising	27,023	47,989	32,933	50,309	50,309	50,309
641301 Electric	50,833	52,359	19,667	55,620	55,620	56,732
641302 Gas	17,177	24,356	16,411	23,000	23,000	23,920
641303 Water	7,199	7,525	2,081	7,850	7,850	7,850
641304 Sewer	3,297	3,738	1,082	4,160	4,160	4,451
641306 Stormwater	10,571	10,513	2,742	10,000	10,000	10,000
641307 Telephone	3,556	2,509	417	5,600	5,600	5,600
641308 Cellular Phones	12,270	11,979	5,966	12,100	12,100	23,556
641600 Building Repairs & Maint.	1,200	1,991	-	-	-	-
641700 Vehicle Repairs & Maint.	14,362	25,639	2,686	10,050	10,050	10,050
641800 Equipment Repairs & Maint.	7,536	6,251	5,382	9,650	9,650	9,650
642000 Facilities Charges	133,402	107,541	16,629	142,503	142,503	137,933
642400 Software Support	93,424	116,871	83,154	120,097	120,097	143,361
643000 Health Services	11,562	12,038	4,227	9,200	9,200	9,200
644000 Snow Removal Services	14,055	22,472	41,173	30,000	30,000	47,008
645100 Laundry Services	12,382	9,477	3,056	15,340	15,340	15,340
645400 Grounds Repair & Maintenance	1,958	845	-	-	-	-
650100 Insurance	200,398	228,660	206,620	222,790	222,790	287,036
659900 Other Contracts/Obligation	100,474	92,039	7,592	100,790	100,790	111,190
TOTAL PURCHASED SVCS	<u>3,414,110</u>	<u>2,933,517</u>	<u>1,118,528</u>	<u>4,323,076</u>	<u>4,323,026</u>	<u>4,645,902</u>
Miscellaneous Expense						
660100 Depreciation Expense	1,008,462	1,465,735	538,233	1,291,758	1,291,758	1,423,874
TOTAL MISCELLANEOUS EXP	<u>1,008,462</u>	<u>1,465,735</u>	<u>538,233</u>	<u>1,291,758</u>	<u>1,291,758</u>	<u>1,423,874</u>
Capital Outlay						
680100 Land	-	-	-	-	-	175,000
680300 Buildings	(27,826)	-	130,801	-	8,615,174	160,000
680401 Machinery & Equipment	(2,593)	4,600	75,940	-	(44,303)	400,000
680402 Furniture & Fixtures	-	-	-	-	25,000	350,000
680403 Vehicles	-	-	-	50,000	100,000	-
TOTAL CAPITAL OUTLAY	<u>(30,419)</u>	<u>4,600</u>	<u>206,741</u>	<u>50,000</u>	<u>8,695,871</u>	<u>1,085,000</u>
TOTAL EXPENSE	<u>9,196,299</u>	<u>9,442,795</u>	<u>3,731,707</u>	<u>12,018,900</u>	<u>20,811,439</u>	<u>13,599,219</u>

CITY OF APPLETON 2024 BUDGET
VALLEY TRANSIT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget
Charges for Services	\$ 1,029,333	\$ 1,020,500	\$ 1,636,273	\$ 1,636,273	\$ 1,587,073
Miscellaneous	144,920	114,544	69,136	69,136	66,326
Total Revenues	<u>1,174,253</u>	<u>1,135,044</u>	<u>1,705,409</u>	<u>1,705,409</u>	<u>1,653,399</u>
Expenses					
Operating Expenses	8,187,838	7,977,055	10,677,142	10,823,810	11,265,345
Depreciation	1,008,462	1,223,909	1,291,758	1,291,758	1,423,874
Total Expenses	<u>9,196,300</u>	<u>9,200,964</u>	<u>11,968,900</u>	<u>12,115,568</u>	<u>12,689,219</u>
Revenues over (under) Expenses	(8,022,047)	(8,065,920)	(10,263,491)	(10,410,159)	(11,035,820)
Non-Operating Revenues (Expenses)					
Investment Income	(25,996)	(43,030)	12,500	12,500	12,500
Gain (Loss) on Sale of Capital Assets	3,470	18,710	-	-	-
Operating Subsidies	6,553,151	6,889,328	8,502,775	8,502,775	9,069,697
Total Non-Operating	<u>6,530,625</u>	<u>6,865,008</u>	<u>8,515,275</u>	<u>8,515,275</u>	<u>9,082,197</u>
Income (Loss) Before Contributions and Transfers	(1,491,422)	(1,200,912)	(1,748,216)	(1,894,884)	(1,953,623)
Contributions and Transfers In (Out)					
Transfer In - General Fund	563,537	677,585	724,810	724,810	749,774
Transfer Out - General Fund	-	(241,827)	-	-	-
Capital Contributions	<u>2,783,471</u>	<u>2,700,188</u>	<u>40,000</u>	<u>6,956,697</u>	<u>728,000</u>
Change in Net Assets	1,855,586	1,935,034	(983,406)	5,786,623	(475,849)
Total Net Assets - Beginning	<u>10,327,391</u>	<u>12,182,977</u>	<u>14,118,011</u>	<u>14,118,011</u>	<u>19,904,634</u>
Total Net Assets - Ending	<u>\$ 12,182,977</u>	<u>\$ 14,118,011</u>	<u>\$ 13,134,605</u>	<u>\$ 19,904,634</u>	<u>\$ 19,428,785</u>

SCHEDULE OF CASH FLOWS

Working Cash - Beginning	\$ 762,272	\$ 883,956
+ Change in Net Assets	5,786,623	(475,849)
+ Depreciation	1,291,758	1,423,874
- Fixed Assets	(8,695,871)	(910,000)
+ F/A Funded by Restricted Cash	1,739,174	182,000
Working Cash - End of Year	<u>\$ 883,956</u>	<u>\$ 1,103,981</u>