



October 2, 2014

To: Fox Cities Transit Commission

From: Debra Ebben
Administrative Services Manager

Subject: 2015 Proposed Budget

Attached you will find Valley Transit's Proposed 2015 Budget, given to Appleton City Council on October 1, 2014. The most significant changes affecting the 2015 budget are:

- Fare increase
- 12.7% increase in utilities (\$14,929)
- 13.78% increase in Contractor Fees (\$433,516) offset by a 27.66% decrease in gasoline (\$252,772) Total increase is 5.75% (\$180,744)
- 18.10% increase in Vehicle & Equipment Parts (\$25,077)
- 23.93% increase in Shop Supplies & Tools (\$5,502)

Our total budget increased by \$172,222 (1.84%). The above listed increases are offset somewhat by decreases in other line items. The fare increase will help to keep the local shares at their current level of funding.

CITY OF APPLETON 2015 BUDGET

VALLEY TRANSIT

General Manager: Deborah S. Wetter

Assistant General Manager: Salvatore LaPuma

CITY OF APPLETON 2015 BUDGET VALLEY TRANSIT

MISSION STATEMENT

Valley Transit exists to meet community mobility needs and enhance quality of life by providing options for efficient and reliable transportation.

DISCUSSION OF SIGNIFICANT 2014 EVENTS

Ridership decreased early during 2014

Fixed route ridership decreased 7% in the first five months of 2014. Due to the extremely cold weather early this year, a number of businesses and schools were closed for several days, which resulted in a ridership decrease in January through March. Ridership appears to be rebounding with a 3% increase in June. Total paid rides (does not include transfers or free rides) has also suffered due to the decrease in ridership. Revenue in the first five months of 2014 was down 3.6%. The revenue decrease is not only due to the decrease in ridership, but also to a reduction of purchased passes.

Legislative Issues

Valley Transit faces significant 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 a stable source of local funding to offset the swings in funding at the state and federal level.

Federal Funding— The current transportation appropriations bill (MAP 21) is scheduled to expire in September, and the Congressional Budget Office has projected that the trust fund that is used to pay for most infrastructure projects will run out of money as early as August. The House passed a bill that would fund the Highway Trust and Mass Transit funds through May, 2015 through an infusion of general fund money into the transportation funds.

As of the end of June, 2014, the Senate had not acted on a transportation funding bill.

State Budget— State funding for transit operations was cut by 10% in 2012 and remains at that lower level.

However, the state provided additional funding to offset some of the increases in ADA paratransit costs that transit systems were experiencing.

RTA — Valley Transit was unsuccessful in the efforts to get a Regional Transit Authority (RTA) bill for the Fox Cities passed in 2013 or the first half of 2014. The effort will continue when the legislature reconvenes in January, 2015.

Audits

Single Financial Audit

Valley Transit received no findings in the 2013 financial audit conducted in early 2014.

Federal Triennial Review

As part of their review, a Federal Transit Administration consultant reviewed 18 areas and found no deficiencies in 14 of the 18 areas. Three of the remaining deficiencies were corrected and closed by the time the final report was issued. Valley Transit was able to correct the final deficiency by the June 2, 2014 deadline set by the FTA.

Additional Federal Funds (5310)

"5310" funding provides assistance to programs serving the elderly and persons with disabilities. When the population of the Fox Valley reached 200,000 with the 2010 census, Valley Transit became a direct recipient of this funding. The grant allows 45% of the funds to go to fixed route providers, such as Valley Transit, for senior/disabled services in excess of ADA paratransit requirements and requires a minimum of 55% of the funds to be distributed to non-profit organizations that provide transportation services to senior and disabled populations. Valley Transit and the East Central Wisconsin Regional Planning Commission (ECWRPC) reached an agreement that designates Valley Transit as the recipient of 5310 funds and ECWRPC as the lead on the process to distribute the 55% funds to non-profit organizations.

Strategic Plan

Valley Transit received a federal planning grant from Wisconsin DOT to conduct a rider survey and also to write a strategic plan for Valley Transit for the next 10 years. The rider survey was completed in the first half of 2014, giving updated information on rider preferences and trip patterns. The strategic planning effort has involved significant public input from business and community leaders in the 10 municipalities and three counties supporting Valley Transit. The expected completion of the 10 year strategic plan is October, 2014.

ADA Paratransit and Connector Service

At the end of 2014 the service contract for ADA paratransit services and the Connector service will expire. Valley Transit will be conducting an RFP (request for proposal) process for these services with implementation of the new pricing in 2015. Because Valley Transit is exempt from State and Federal fuel taxes, Valley Transit purchased fuel for contracted services for two years in an effort to reduce fuel costs. While this program saved money, it has been administratively difficult to manage and we have found an alternate way to include fuel escalator clauses that reduces the risk to Valley Transit.

CITY OF APPLETON 2015 BUDGET VALLEY TRANSIT

MAJOR 2015 OBJECTIVES

The 2015 budget includes a fare increase for fixed route service which usually causes a short-term reduction in ridership. The last fixed route fare increase was in 2009 that resulted in a 9% reduction in rides and an increase of 13% in fare revenue. Due to a decrease in ridership recorded for early 2014 and the budgeted fixed route fare increase for 2015, Valley Transit is predicting that ridership will decrease somewhat in 2015 when compared to 2014, but not as much as experienced in 2009. The budget includes an increase in fixed route single ride fare from the current \$1.80 to \$2.00. Adjustments will be made in the period passes and multiple ride passes with more favorable options in the multiple ride passes, hopefully promoting ridership.

As costs continue to rise, Valley Transit is tasked with finding equitable ways of distributing those costs. Because fares have not increased since 2009, it is reasonable to consider an increase in fares to offset some of the rising costs of providing the service.

Valley Transit will continue to focus on strengthening the partnership with advocacy groups in the Fox Cities and continue regular communication with Valley Transit stakeholders. Staff will continue to refine and improve the communication tools used to give potential riders information on how to use the system. As part of the effort to increase ridership, Valley Transit will be working on partnerships with area businesses to increase ridership by their employees.

Staff will continue to review operations to determine if there are ways to streamline or modify procedures to increase the effectiveness and efficiency of delivering transit services to the public.

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

Valley Transit will be working with a consultant to finalize the strategic plan. Changing demographics in the Fox Cities region, including a dramatic increase over the last ten years in the diversity of the area and an aging population, make it important for Valley Transit and its stakeholders to assess the effectiveness of the services it provides and plan for transit services and funding for those services for the next 10 years. The project includes significant input from a diverse group of stakeholders, including business and community leaders, customers of the services, employees and elected officials, with periodic review by a steering committee made up of representatives of stakeholder groups. The project focuses on determining the type of transit system the community wants and needs, how the desired services will be funded, how transit fits into the overall transportation system in the Fox Cities, and how the system can support economic development in the region.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2012	2013	Adopted 2014	Amended 2014	2015	Change *
Program Revenues		\$ 7,569,646	\$ 7,879,376	\$ 8,275,058	\$ 9,023,134	\$ 8,407,051	1.60%
Program Expenses							
5810	Administration	1,199,532	1,273,778	1,329,590	1,453,339	1,325,614	-0.30%
5820	Vehicle Maint.	533,966	550,491	543,762	1,378,180	582,301	7.09%
5830	Facilities Maint.	110,897	138,498	122,087	122,087	123,312	1.00%
5840	Operations	3,355,900	3,557,684	3,769,952	3,771,744	3,722,985	-1.25%
5850	ADA Paratransit	1,628,380	1,736,746	1,926,581	1,926,581	1,992,600	3.43%
5860	Ancillary Paratransit	1,378,789	1,516,942	1,643,874	1,643,874	1,761,256	7.14%
TOTAL		\$ 8,207,464	\$ 8,774,139	\$ 9,335,846	\$ 10,295,805	\$ 9,508,068	1.84%
Expenses Comprised Of:							
Personnel		3,444,064	3,575,475	3,773,679	3,778,220	3,726,946	-1.24%
Administrative Expense		762,583	773,317	882,170	882,170	865,466	-1.89%
Supplies & Materials		862,412	1,127,041	1,121,499	1,121,499	897,786	-19.95%
Purchased Services		2,911,568	3,029,018	3,257,184	3,333,184	3,701,056	13.63%
Utilities		85,422	101,936	117,651	117,651	132,580	12.69%
Repair & Maintenance		141,415	147,597	183,663	183,663	184,234	0.31%
Capital Expenditures		-	19,755	-	879,418	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		54.45	54.13	54.13	54.13	54.13	

* % change from prior year adopted budget
Valley Transit.xls

**CITY OF APPLETON 2015 BUDGET
VALLEY TRANSIT**

Administration

Business Unit 5810

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 employees, passengers and participating governmental units.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Determine City-wide priorities and budget accordingly", #2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", #3: "Develop and implement effective communication strategies", #5: "Encourage sustainability", and #6: "Continuously improve efficiency and effectiveness of City services."

Objectives:

- To provide administrative support to ensure that local funding from the municipalities and counties is equitable
- To monitor all services to ensure cost effectiveness and efficiency and to avoid duplication of services
- To reach out to riders and non-riders alike to demonstrate that Valley Transit provides low cost, safe, reliable, friendly public transportation that directly improves the quality of life for everyone

Major changes in Revenue, Expenditures, or Programs:

Combined State and Federal operating assistance is estimated at 56.4% of eligible expenses in 2015. Miscellaneous State aids also include a special support payment from the State of Wisconsin of \$84,300. Additionally, included in local aids is a payment from Outagamie County for \$88,598 to support Route 9, The Link, serving low income senior and disabled housing on Eagle Flats in Appleton.

In 2011, Transit Mutual Insurance Company (TMI) conducted an actuarial study of appropriate levels of reserves and surpluses to retain. Based on the study and Valley Transit's excellent claims record, a portion of the surplus was returned in both 2012 and 2013. The increase in insurance expense in 2014 is a return to the customary level of charges from TMI. TMI continues to review the levels of reserves and surpluses and has determined that a small amount of money will be returned to Valley Transit in 2015, which is reflected in the decrease in insurance expense.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Regional transit service					
# municipalities served	10	10	10	10	10
Stable work environment					
# full-time equivalent jobs	54.45	54.13	54.13	54.13	54.13
Strategic Outcomes					
Regulatory compliance					
# review/audit findings	0	0	0	9	0
Expense per revenue hour	\$ 77.26	\$ 79.31	\$ 82.52	\$ 83.83	\$ 84.81
Expense per revenue mile	\$ 4.20	\$ 4.50	\$ 4.64	\$ 4.71	\$ 4.74
Work Process Outputs					
Contract negotiating & monitoring					
# employee grievances filed	5	4	3	3	3
Public information					
# public presentations	65	62	65	65	70

**CITY OF APPLETON 2015 BUDGET
VALLEY TRANSIT**

Administration

Business Unit 5810

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4210 Federal Grants	\$ 2,562,469	\$ 2,587,708	\$ 2,524,040	\$ 3,185,873	\$ 2,573,013
4224 Miscellaneous State Aids	2,088,591	2,208,486	2,492,870	2,565,134	2,541,844
4230 Miscellaneous Local Aids	343,572	423,472	438,585	440,564	436,906
4710 Interest on Investments	25,817	(1,813)	50,000	50,000	25,000
4877 Advertising/Promotional	51,744	52,699	55,000	55,000	55,000
5001 Fees & Commissions	8,516	4,418	-	-	-
5005 Sale of City Prop - Tax	940	280	-	-	-
5006 Gain (Loss) on Asset Disposal	625	1,676	-	-	-
5010 Misc Revenue - Nontax	103	14	-	-	-
5035 Other Reimbursements	1,239	1,941	-	12,000	-
5921 Trans In - General Fund	431,093	495,271	576,013	576,013	591,062
Total Revenue	\$ 5,514,709	\$ 5,774,152	\$ 6,136,508	\$ 6,884,584	\$ 6,222,825
Expenses					
6101 Regular Salaries	\$ 261,562	\$ 234,739	\$ 221,519	\$ 224,011	\$ 230,593
6104 Call Time	-	68	-	-	-
6105 Overtime	3,406	338	-	-	-
6108 Part Time	-	1,274	7,994	7,994	-
6150 Fringes	63,192	63,845	62,694	63,051	63,012
6201 Training/Conferences	1,372	6,339	2,376	2,376	2,927
6204 Tuition Fees	-	3,684	-	-	-
6205 Employee Recruitment	776	2,455	3,162	3,162	3,162
6206 Parking	3	48	-	-	-
6301 Office Supplies	2,397	3,990	3,216	3,216	3,078
6302 Subscriptions	980	1,079	736	736	736
6303 Memberships & Licenses	3,732	3,132	3,702	3,702	3,562
6304 Postage & Freight	2,392	2,304	3,504	3,504	3,543
6305 Awards & Recognition	152	118	765	765	765
6307 Food & Provisions	746	1,713	1,020	1,020	1,020
6316 Miscellaneous Supplies	198	946	700	700	700
6320 Printing & Reproduction	14,487	17,356	22,697	22,697	20,960
6323 Safety Supplies	32	134	500	500	500
6327 Miscellaneous Equipment	310	3,654	8,650	8,650	3,200
6401 Accounting/Audit	7,818	8,967	7,880	7,880	7,856
6403 Bank Services	3,292	2,601	3,000	3,000	3,000
6404 Consulting	3,405	23,016	2,000	82,000	-
6408 Contractor Fees	-	-	-	-	1,080
6411 Temporary Help	-	2,160	-	-	2,160
6412 Advertising	30,220	41,636	37,024	33,024	37,691
6413 Utilities	71,635	88,106	97,482	97,482	105,676
6418 Equip Repairs & Maint	449	443	402	402	383
6424 Software Support	-	23,321	49,052	49,052	49,052
6429 Interfund Allocations	-	-	(7,300)	(7,300)	-
6430 Health Services	574	1,549	-	-	1,352
6501 Insurance	108,908	79,576	137,465	137,465	126,534
6503 Rent	74	-	-	-	-
6599 Other Contracts/Obligations	1,123	79	-	-	-
6601 Depreciation Expense	616,297	655,108	659,250	659,250	653,072
6804 Equipment	-	-	-	45,000	-
Total Expense	\$ 1,199,532	\$ 1,273,778	\$ 1,329,590	\$ 1,453,339	\$ 1,325,614

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Printing		Advertising	
Fare material	\$ 7,500	Events	\$ 7,000
Riders guides & maps	4,000	Print	5,500
Public Information materials	3,730	Broadcast	6,000
Forms	1,000	Legal ads	3,191
City copy charges	4,730	Rider Survey	11,000
	<u>\$ 20,960</u>	Route 9 surveys & mking	5,000
Software Support			<u>\$ 37,691</u>
ITS software maintenance fee	\$ 49,052		
	<u>\$ 49,052</u>		

**CITY OF APPLETON 2015 BUDGET
VALLEY TRANSIT**

Vehicle Maintenance

Business Unit 5820

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: "Develop and implement effective communication strategies", #4: "Develop our human resources to meet changing needs", and #6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

- To maintain the vehicle fleet in a manner that will ensure that all service requirements are met
- To 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
- To 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:

Recent increases in the vehicle and equipment parts budget reflect the gradual aging of our primary bus fleet.

PERFORMANCE INDICATORS

	Actual 2012	Actual 2013	Target 2014	Projected 2014	Target 2015
Customer Benefits/Impacts					
Safe, reliable service					
Miles between road calls	21,997	19,901	23,000	20,000	20,000
Strategic Outcomes					
Vehicles that meet service obligations					
Avg. vehicle age for active fleet - years	9.98	10.98	11.98	11.98	12.98
Avg. vehicle mileage for active fleet	377,670	407,965	434,436	434,436	456,158
Maintenance cost/bus	20,708	20,610	20,132	21,817	23,007
Spare ratio	28%	22%	24%	22%	22%
% of scheduled trips completed	99%	99%	99%	99%	99%
Inventory turnover *	0	0.10	0.65	0.65	0.65
Work Process Outputs					
Preventive maintenance					
# vehicles maintained	29	27	29	27	27
Miles operated	919,131	939,138	970,414	970,414	970,414
# inspections completed	289	288	300	300	300
Clean buses					
# exterior cleanings	6,345	6,260	6,400	6,400	6,400
# interior cleanings	667	780	800	800	800
Fleet records management					
# work orders processed	1,428	1,325	1,500	1,500	1,500

* Excluding fluids

**CITY OF APPLETON 2015 BUDGET
VALLEY TRANSIT**

Vehicle Maintenance

Business Unit 5820

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
5011 Misc Revenue - Tax	\$ 1,455	\$ 757	\$ -	\$ -	\$ -
5030 Damage to City Property	4,618	6,916	-	-	-
	<u>\$ 6,073</u>	<u>\$ 7,673</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 248,676	\$ 266,521	\$ 274,326	\$ 274,326	\$ 288,326
6105 Overtime	28,261	9,573	6,092	6,092	6,092
6150 Fringes	99,358	96,416	106,579	106,579	107,351
6201 Training/Conferences	465	425	1,500	1,500	1,500
6309 Shop Supplies & Tools	21,008	42,288	22,995	22,995	28,497
6316 Miscellaneous Supplies	544	-	-	-	-
6321 Clothing	110	165	275	275	275
6322 Gas Purchases	3,717	3,541	6,717	6,717	6,717
6326 Vehicle & Equipment Parts	87,959	113,005	99,515	99,515	118,000
6327 Miscellaneous Equipment	3,451	-	-	-	-
6417 Vehicle Repairs & Maint	10,185	2,070	1,500	1,500	1,500
6418 Equip Repairs & Maint	2,050	1,110	900	900	3,000
6424 Software Support	1,000	1,000	1,000	1,000	1,000
6425 CEA Equipment Rental	1,942	138	5,000	5,000	2,147
6430 Health Services	1,126	1,432	875	875	500
6451 Laundry Services	2,508	2,094	2,000	2,000	3,000
6501 Insurance	21,326	10,435	14,488	14,488	14,396
6599 Other Contracts/Obligations	280	120	-	-	-
6804 Equipment	-	158	-	834,418	-
	<u>\$ 593,966</u>	<u>\$ 550,491</u>	<u>\$ 543,762</u>	<u>\$ 1,378,180</u>	<u>\$ 582,301</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

<u>Shop Supplies & Tools</u>	
Janitorial supplies	\$ 7,231
Cleaning supplies & chemicals	4,246
Grease and liquid gases	16,020
Tools and instruments	1,000
	<u>\$ 28,497</u>
<u>Vehicle & Equipment Parts</u>	
Misc parts (doors, windows, etc)	\$ 15,000
Brake system parts	20,000
Electrical system parts	7,000
Wheelchair ramp parts	6,000
Heating/cooling system parts	10,000
Transmission parts	20,000
Engine parts	22,500
PM's and oil changes	17,500
	<u>\$ 118,000</u>

**CITY OF APPLETON 2015 BUDGET
VALLEY TRANSIT**

Facilities Maintenance

Business Unit 5830

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 benefits our employees, passengers and the general public.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Determine City-wide priorities and budget accordingly", #5: "Encourage sustainability" and #6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

- To provide clean, safe shelter for passengers waiting to board the bus
- To provide a clean, safe working environment for employees
- To maintain facilities that enhance the beauty of the community

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Clean, safe, protection from the elements					
# claims related to passenger facilities	0	0	0	0	0
Clean, safe working environment for employees					
# workplace injuries	0	0	0	0	0
Strategic Outcomes					
Buildings that enhance beauty of community					
# customer complaints	0	0	0	0	0
Work Process Outputs					
Facilities maintained					
# major facilities	2	2	2	2	2
# minor facilities	37	41	41	41	41
Maintenance schedule					
# cleanings major facilities	565	565	565	565	565
# cleanings minor facilities	396	425	600	600	600
# inspections	6	12	12	12	12

**CITY OF APPLETON 2015 BUDGET
VALLEY TRANSIT**

Facilities Maintenance

Business Unit 5830

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
5015 Facility Rent	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
Expenses					
6306 Building Maint./Janitorial	\$ 386	\$ -	\$ -	\$ -	\$ -
6308 Landscape Supplies	467	2,679	1,000	1,000	3,000
6327 Miscellaneous Equipment	425	1,186	1,000	1,000	1,000
6407 Collection Services	3,645	3,141	2,847	2,847	2,847
6416 Building Repairs & Maint	904	645	-	-	-
6420 Facilities charges	101,315	95,016	100,288	100,288	98,304
6440 Snow Removal Services	1,316	16,071	3,000	3,000	3,500
6451 Laundry Services	2,439	3,117	2,600	2,600	3,000
6454 Grounds Repair & Maint.	-	1,557	-	-	-
6501 Insurance	-	-	11,352	11,352	11,661
6599 Other Contracts/Obligations	-	864	-	-	-
6803 Buildings	-	14,222	-	-	-
	\$ 110,897	\$ 138,498	\$ 122,087	\$ 122,087	\$ 123,312

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2015 BUDGET
VALLEY TRANSIT**

Operations

Business Unit 5840

PROGRAM MISSION

We will provide safe and reliable transportation to the residents of the Fox Cities that improves the quality of life for everyone by enhancing access to jobs, school and entertainment.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", #3: "Develop and implement effective communication strategies", #4: "Develop our human resources to meet changing needs", #5: "Encourage sustainability" and #6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

To provide safe, reliable, convenient, and friendly bus service to the Fox Cities urbanized area

To meet the needs of the transit dependent population, including outreach efforts to Valley Packaging, Goodwill industries, elderly homes and support and W-2 agencies, and to provide cost effective fixed-route service where the density of development indicates that this is the appropriate delivery system

Major changes in Revenue, Expenditures, or Programs:

This budget includes an increase in fixed route fares from the current \$1.80 single-ride fare to \$2.00. Adjustments will also be made in the period passes and multiple ride passes. Please also see the discussion on page 287.

Contractor fees include Valley Transit's \$15,000 contribution to the cost of security patrol services for areas surrounding and including the Transit Center. Valley Transit is partnering with ADI, the Library, DPW, Theda Care, Pfefferle, and Thrivent to pay for a neighborhood monitor who is a presence in the Washington Square area, including the parking ramps and inside City Center, to discourage nuisance behaviors and be an additional set of eyes and ears for the APD. The neighborhood monitor is present on weekdays from 2 p.m. - 10 p.m. and has both a Valley Transit radio and police radio so he can contact the appropriate parties if there is a need.

The relatively high level of customer complaints shown below is the result of inconsistent on-time performance, which results in missed connections, appointments, etc. On-time performance is in turn due to a variety of factors such as detours due to street construction, less experienced drivers (due to retirements of long-time employees) pressing to meet schedules and not focusing on customer service as much as we would like, etc. We are working to address bus on-time performance and are counseling drivers on customer service.

Decrease in payroll expense and fringe benefits expense is due to retirements of long-time employees and new drivers who are moving through established pay steps.

The increase in miscellaneous equipment will be used to replace some of the cameras on the buses. The decrease in other contracts & obligations reflects a one-time expense in 2013 for narrowbanding radios.

PERFORMANCE INDICATORS

	Actual 2012	Actual 2013	Target 2014	Projected 2014	Target 2015
Client Benefits/Impacts					
Safe, reliable, convenient service					
Preventable accidents per 100,000 mi	0.45	1.17	1.00	1.00	0.00
Preventable accidents per employee	0.08	0.18	0.11	0.11	0.00
On-time performance percentage	79.6%	81.0%	85.0%	85.0%	95.0%
Helpful, friendly employees					
# customer complaints	200	177	110	150	100
Strategic Outcomes					
Cost effective service delivery					
Expense per passenger trip	\$ 4.75	\$ 5.04	\$ 5.05	\$ 5.24	\$ 5.20
Efficient service delivery					
Trips per revenue hour	19.2	18.3	18.6	18.3	18.3
Trips per revenue mile	1.25	1.20	1.23	1.21	1.21
Farebox recovery	16.3%	15.7%	15.1%	15.5%	16.2%
Work Process Outputs					
Service Provided					
Hours of service	57,099	59,809	61,872	60,111	60,111
Miles of service	879,226	908,827	930,509	910,802	910,802
Trips taken	1,095,650	1,093,202	1,142,400	1,072,000	1,000,000

**CITY OF APPLETON 2015 BUDGET
VALLEY TRANSIT**

Operations

Business Unit 5840

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4875 Farebox Revenue	\$ 847,044	\$ 864,552	\$ 869,592	\$ 869,592	\$ 904,376
4876 Special Transit Revenues	545	-	24,000	24,000	24,000
5085 Cash Short or Over	141	412	-	-	-
	<u>\$ 847,730</u>	<u>\$ 864,964</u>	<u>\$ 893,592</u>	<u>\$ 893,592</u>	<u>\$ 928,376</u>
Expenses					
6101 Regular Salaries	\$ 1,890,195	\$ 1,989,253	\$ 2,106,681	\$ 2,108,241	\$ 2,083,412
6104 Call Time	-	-	3,090	3,090	500
6105 Overtime	63,063	93,926	59,112	59,112	59,112
6150 Fringes	742,285	758,647	855,248	855,480	813,257
6303 Memberships & Licenses	160	40	-	-	-
6305 Awards & Recognition	241	-	-	-	-
6316 Miscellaneous Supplies	-	44	-	-	-
6321 Clothing	2,282	2,938	4,300	4,300	4,300
6322 Gas Purchases	570,752	624,268	647,250	647,250	654,375
6323 Safety Supplies	-	171	-	-	-
6326 Vehicle & Equipment Parts	70,192	57,651	39,000	39,000	45,592
6327 Miscellaneous Equipment	100	-	1,500	1,500	6,900
6328 Signs	1,238	1,396	-	-	-
6404 Consulting Services	1,213	313	-	-	-
6408 Contractor Fees	6,820	17,075	15,000	15,000	18,000
6418 Equip Repairs & Maint	120	-	-	-	-
6419 Communications Eq Repairs	634	15	-	-	-
6430 Health Services	4,925	5,660	5,975	5,975	5,500
6501 Insurance	-	-	31,896	31,896	31,137
6599 Other Contracts/Obligations	1,680	912	900	900	900
6804 Equipment	-	5,375	-	-	-
	<u>\$ 3,355,900</u>	<u>\$ 3,557,684</u>	<u>\$ 3,769,952</u>	<u>\$ 3,771,744</u>	<u>\$ 3,722,985</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

<u>Gas Purchases *</u>	
Non-diesel fuel 15,000 gal. @ \$3.00/gal	\$ 45,000
Diesel fuel 187,500 gal. @ \$3.25/gal	609,375
	<u>\$ 654,375</u>
<u>Vehicle & Equipment Parts</u>	
Lubricants	\$ 11,000
New tires and tire repairs & retreads	34,592
	<u>\$ 45,592</u>
<u>Contractor Fees</u>	
Transit Center security	\$ 15,000
Other small contracts	3,000
	<u>\$ 18,000</u>

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

**CITY OF APPLETON 2015 BUDGET
VALLEY TRANSIT**

ADA Paratransit

Business Unit 5850

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: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", #3: "Develop and implement effective communication strategies", #5: "Encourage sustainability", and #6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

- To comply with the requirements of the Americans with Disabilities Act
- To provide safe, reliable, convenient, and friendly specialized transportation
- To meet the needs of the transit dependent population including outreach efforts to agencies and companies like Valley Packaging, Goodwill Industries and W-2 support agencies

Major changes in Revenue, Expenditures, or Programs:

ADA ridership was relatively flat during the first half of 2014 after increasing slightly during 2013. There are more people in the region, both seniors and disabled, who qualify for ADA paratransit services. The current contract with Running Inc. expires at the end of 2014 and the service will be going out for an RFP (request for proposal) during 2014.

Because Valley Transit is exempt from State and Federal fuel taxes, Valley Transit purchased fuel for contracted services for two years in an effort to reduce fuel costs. While this program saved money, it has been administratively difficult to manage and we have found an alternate way to include fuel escalator clauses that reduces the risk to Valley Transit. Therefore Valley Transit will not purchase fuel for the contractor under the new contract. The decrease in fuel and increase in contractor fees reflects this decision.

The 2015 budget includes a fare increase for the basic ADA ticket from \$3.60 to \$4.00 per ride.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Safe, reliable, convenient mobility					
# reportable accidents	1	0	1	1	0
% on-time performance	97.8%	94.3%	98.0%	98.0%	98.0%
Helpful, friendly employees					
# customer complaints	17	54	15	15	15
Strategic Outcomes					
Cost effective service delivery					
Cost per trip	\$ 19.37	\$ 19.53	\$ 19.38	\$ 19.38	\$ 20.13
Cost per mile	\$ 4.10	\$ 4.15	\$ 4.80	\$ 4.57	\$ 4.74
Trips per hour	4.3	4.3	4.7	4.7	4.7
Work Process Outputs					
Service Provided					
Hours of service/yr	19,426	20,762	21,000	21,000	21,000
Miles of service/yr	397,399	418,064	400,000	400,000	400,000
Trips taken/yr	84,080	88,939	99,000	99,000	99,000

**CITY OF APPLETON 2015 BUDGET
VALLEY TRANSIT**

ADA Paratransit

Business Unit 5850

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4230 Miscellaneous Local Aids	\$ 258,244	\$ 290,119	\$ 390,521	\$ 390,521	\$ 348,508
4875 Farebox Revenue	386,369	410,820	449,460	449,460	478,170
	<u>\$ 644,613</u>	<u>\$ 700,939</u>	<u>\$ 839,981</u>	<u>\$ 839,981</u>	<u>\$ 826,678</u>
Expenses					
6101 Regular Salaries	\$ 31,584	\$ 44,717	\$ 49,242	\$ 49,242	\$ 53,699
6150 Fringes	12,482	16,157	21,002	21,002	21,592
6201 Training & Conferences	290	1,154	1,424	1,424	873
6301 Office Supplies	508	727	780	780	918
6302 Subscriptions	-	-	349	349	349
6303 Memberships & Licenses	790	570	898	898	1,063
6304 Postage\Freight	507	420	849	849	1,057
6306 Building Maint./Janitorial	82	-	-	-	-
6308 Landscape Supplies	99	-	-	-	-
6320 Printing & Reproduction	7,312	7,127	5,503	5,503	3,770
6322 Gas Purchases	66,076	210,591	218,947	218,947	-
6401 Accounting/Audit	1,655	1,633	1,936	1,936	2,344
6408 Contractor Fees	1,425,961	1,373,119	1,527,647	1,527,647	1,798,751
6412 Advertising	6,399	7,035	8,976	8,976	8,309
6413 Utilities	13,787	13,831	20,169	20,169	26,904
6418 Equip Repairs & Maint	95	81	98	98	115
6420 Facilities Charges	11,173	9,828	13,423	13,423	16,233
6424 Software Support	11,548	12,110	12,000	12,000	12,500
6430 Health Services	-	-	-	-	110
6440 Snow Removal Services	279	250	-	-	-
6454 Grounds Repair & Maint.	-	262	-	-	-
6501 Insurance	-	-	3,438	3,438	4,113
6599 Other Contracts/Obligations	37,753	37,134	39,900	39,900	39,900
	<u>\$ 1,628,380</u>	<u>\$ 1,796,746</u>	<u>\$ 1,926,581</u>	<u>\$ 1,926,581</u>	<u>\$ 1,992,600</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Purchased transportation:
Valley Transit II - Disabled,
99,000 trips

\$ 1,798,751
\$ 1,798,751

Other Contracts/Obligations

ADA certifications

\$ 39,900
\$ 39,900

**CITY OF APPLETON 2015 BUDGET
VALLEY TRANSIT**

Ancillary Paratransit

Business Unit 5860

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: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", #3: "Develop and implement effective communication strategies", #5: "Encourage sustainability", and #6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

- To provide a transportation alternative to older adults for whom fixed route bus service is difficult
- To provide employment transportation and limited Sunday service to people with disabilities
- To coordinate transportation services to maximize the effectiveness of each local dollar spent

Major changes in Revenue, Expenditures, or Programs:

The local share of all ancillary paratransit services other than the Connector is paid by the three counties and the cities of Appleton, Neenah, and Menasha and the towns of Buchanan, Harrison and Menasha and the Family Care providers. The people who 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.

The current contract with Running Inc. for the Connector services expires at the end of 2014 and a request for proposals for the service will be going out before year end. Because Valley Transit is exempt from State and Federal fuel taxes, Valley Transit purchased fuel for this service for two years in an effort to reduce fuel costs. While this program saved money, it has been administratively difficult to manage and we have found an alternate way to include fuel escalator clauses that reduces the risk to Valley Transit. Therefore Valley Transit will not purchase fuel for the contractor under the new contract. Approximately \$41,000 of the increase in contractor fees results from including fuel in the contract and approximately \$70,000 is due to projected continuing increases in use of the Connector service.

The balance of the increase in contractor fees is due to increased cost from the service providers for the Family Care specialized employment transportation, the Dial-a-Ride programs, New Hope and Outagamie County's rural demand response service. As fuel costs continue to escalate, some service providers pass these costs on to Valley Transit through negotiated fuel escalators which are included in contractor fees.

PERFORMANCE INDICATORS

	Actual 2012	Actual 2013	Target 2014	Projected 2014	Target 2015
Client Benefits/Impacts					
Safe, reliable, convenient mobility					
# reportable accidents	0	0	0	0	0
Strategic Outcomes					
Cost effective Service Delivery					
Cost per trip	\$ 15.56	\$ 17.59	\$ 18.39	\$ 18.18	\$ 17.00
Efficient Service Delivery					
Trips per hour	2.0	3.8	3.0	3.0	3.3
Work Process Outputs					
Service provided					
Hours of service/yr	29,705	22,920	30,240	30,240	31,000
Miles of service/yr	676,218	496,589	682,000	650,000	675,000
Trips taken/yr	88,629	86,242	90,430	90,430	103,610

**CITY OF APPLETON 2015 BUDGET
VALLEY TRANSIT**

Ancillary Paratransit

Business Unit 5860

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4224 Miscellaneous State Aids	\$ 242,296	\$ 188,594	\$ -	\$ -	\$ -
4230 Miscellaneous Local Aids	478,199	560,901	639,020	639,020	656,945
4875 Farebox Revenue	176,802	197,073	206,000	206,000	242,630
5020 Donations & Memorials	84,317	74,351	129,970	129,970	114,659
	<u>\$ 981,614</u>	<u>\$ 1,020,919</u>	<u>\$ 974,990</u>	<u>\$ 974,990</u>	<u>\$ 1,014,234</u>
Expenses					
6320 Printing & Reproduction	\$ -	\$ 95	\$ -	\$ -	\$ -
6322 Gas Purchases	11,653	37,806	40,950	40,950	-
6404 Consulting Services	1,500	1,500	-	-	-
6408 Contractor Fees	1,365,636	1,477,193	1,602,424	1,602,424	1,760,756
6430 Health Services	-	348	500	500	500
	<u>\$ 1,378,789</u>	<u>\$ 1,516,942</u>	<u>\$ 1,643,874</u>	<u>\$ 1,643,874</u>	<u>\$ 1,761,256</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Purchased transportation:

Valley Transit II - elderly purchased transportation - optional	\$ 80,140
Specialized employment transportation - VP	491,138
Outagamie County - demand response - rural	234,700
Outagamie County - children & family transportation	12,023
Town of Menasha - Dial-a-Ride	31,725
Neenah - Dial-A-Ride	162,000
Heritage	9,585
Darboy - Call-A-Ride	18,000
New Hope Center	130,821
Calumet County - rural service	55,100
Connector late evening service	390,000
Connector service beyond current fixed route service boundaries	115,500
Trolley service - downtown	30,024
	<u>\$ 1,760,756</u>

City of Appleton
2015 Budget
Revenue and Expense Summary

Description	2012 Actual	2013 Actual	2014 YTD Actual	2014 Adopted Budget	2014 Amended Budget	2015 Requested Budget	2015 Adopted Budget
REVENUES							
Intergovernmental Revenues	5,973,370	6,259,280	4,778,194	6,485,036	7,221,112	6,657,742	6,557,216
Interest Income	25,817	1,812	8,232	50,000	50,000	25,000	25,000
Charges for Services	1,410,760	1,472,445	884,611	1,549,052	1,549,052	1,603,074	1,649,176
Other Revenues	159,699	149,465	95,177	190,970	202,970	175,151	175,659
Transfers In	431,093	495,271	1,706,176	576,013	576,013	605,957	591,062
TOTAL REVENUES	8,000,739	8,374,649	7,472,390	8,851,071	9,599,147	9,066,924	8,998,113
EXPENSES BY LINE ITEM							
Regular Salaries	1,960,636	2,048,455	1,397,741	1,958,043	1,961,995	2,646,323	2,656,030
Labor Pool Allocations	143,224	128,795	92,171	240,945	240,945	0	0
Call Time	0	68	0	3,090	3,090	500	500
Overtime	94,730	103,837	40,022	65,204	65,204	65,204	65,204
Part-Time	0	1,274	4,268	7,994	7,994	0	0
Incentive Pay	0	2,070	70	2,500	2,500	0	0
Other Compensation	2,385	2,083	2,325	0	0	0	0
Sick Pay	67,536	96,505	77,831	81,497	81,497	0	0
Vacation Pay	228,965	169,410	113,862	234,593	234,593	0	0
Holiday Pay	29,270	87,911	42,989	134,290	134,290	0	0
Fringes	913,741	935,065	662,138	1,045,523	1,046,112	1,003,711	1,005,212
Unemployment Compensation	3,577	0	0	0	0	0	0
Salaries & Fringe Benefits	3,444,064	3,575,473	2,433,417	3,773,679	3,778,220	3,715,738	3,726,946
Training & Conferences	2,127	7,918	6,480	5,300	5,300	5,300	5,300
Tuition Fees	0	3,684	1,225	0	0	0	0
Employee Recruitment	776	2,455	1,530	3,162	3,162	3,162	3,162
Parking Permits	3	48	110	0	0	0	0
Office Supplies	2,905	4,717	2,503	3,996	3,996	3,996	3,996
Subscriptions	980	1,079	775	1,085	1,085	1,085	1,085
Memberships & Licenses	4,682	3,742	4,403	4,600	4,600	4,625	4,625
Postage & Freight	2,899	2,724	1,568	4,353	4,353	4,600	4,600
Awards & Recognition	393	118	264	765	765	765	765
Building Maintenance/Janitor.	468	0	0	0	0	0	0
Food & Provisions	746	1,713	739	1,020	1,020	1,020	1,020
Insurance	130,233	90,011	132,913	198,639	198,639	177,511	187,841
Rent	74	0	0	0	0	0	0
Depreciation Expense	616,297	655,108	439,499	659,250	659,250	653,072	653,072
Administrative Expense	762,583	773,317	592,009	882,170	882,170	855,136	865,466
Landscape Supplies	566	2,679	3,328	1,000	1,000	3,000	3,000
Shop Supplies & Tools	21,008	42,288	28,292	22,995	22,995	28,497	28,497
Miscellaneous Supplies	742	990	65	700	700	700	700
Printing & Reproduction	21,799	24,578	18,104	28,200	28,200	24,730	24,730
Clothing	2,392	3,103	1,559	4,575	4,575	4,575	4,575
Gas Purchases	652,198	876,206	615,242	913,864	913,864	661,032	661,032
Safety Supplies	32	305	175	500	500	500	500
Vehicle & Equipment Parts	158,151	170,656	151,563	138,515	138,515	163,592	163,592
Miscellaneous Equipment	4,286	4,840	12,849	11,150	11,150	11,100	11,100
Signs	1,238	1,396	4,764	0	0	0	0
Supplies & Materials	862,412	1,127,041	835,941	1,121,499	1,121,499	897,786	897,786
Accounting/Audit	9,473	10,600	10,181	9,816	9,816	10,200	10,200
Bank Services	3,292	2,601	1,431	3,000	3,000	3,000	3,000
Consulting Services	6,119	24,829	47,439	2,000	82,000	100,000	0
Collection Services	3,645	3,141	1,756	2,847	2,847	2,847	2,847
Contractor Fees	2,798,417	2,867,387	1,769,654	3,145,071	3,145,071	3,578,587	3,578,587
Temporary Help	0	2,160	1,904	0	0	2,160	2,160
Advertising	36,619	48,671	14,210	46,000	42,000	46,000	46,000
Interfund Allocations	0	0	1,932	7,300	7,300	0	0
Health Services	6,625	8,989	4,799	7,350	7,350	7,962	7,962
Snow Removal Services	1,595	16,321	1,830	3,000	3,000	3,500	3,500
Laundry Services	4,947	5,210	3,900	4,600	4,600	6,000	6,000
Other Contracts/Obligations	40,836	39,109	24,286	40,800	40,800	40,800	40,800
Purchased Services	2,911,568	3,029,016	1,879,458	3,257,184	3,333,184	3,801,056	3,701,056

City of Appleton
2015 Budget
Revenue and Expense Summary

Description	2012 Actual	2013 Actual	2014 YTD Actual	2014 Adopted Budget	2014 Amended Budget	2015 Requested Budget	2015 Adopted Budget
Electric	50,470	56,628	37,734	60,050	60,050	61,251	61,251
Gas	12,309	20,987	22,848	30,000	30,000	43,500	43,500
Water	6,082	6,255	3,790	7,613	7,613	7,841	7,841
Waste Disposal/Collection	2,149	2,226	1,404	2,788	2,788	2,788	2,788
Stormwater	6,533	7,008	4,594	7,500	7,500	7,500	7,500
Telephone	7,879	3,693	2,757	4,500	4,500	4,500	4,500
Cellular Telephone	0	5,139	3,345	5,200	5,200	5,200	5,200
Utilities	85,422	101,936	76,472	117,651	117,651	132,580	132,580
Building Repair & Maintenance	904	645	11,288	0	0	0	0
Vehicle Repair & Maintenance	10,185	2,070	12,876	1,500	1,500	1,500	1,500
Equipment Repair & Maintenance	2,714	1,634	5,518	1,400	1,400	3,498	3,498
Communications Equip. Repairs	634	15	0	0	0	0	0
Facilities Charges	112,488	104,844	57,272	113,711	113,711	114,537	114,537
Software Support	12,548	36,432	37,482	62,052	62,052	62,552	62,552
CEA Equipment Rental	1,942	138	0	5,000	5,000	5,000	2,147
Grounds Repair & Maintenance	0	1,819	9,824	0	0	0	0
Repair & Maintenance	141,415	147,597	134,260	183,663	183,663	187,087	184,234
Buildings	0	14,222	0	0	0	0	0
Machinery & Equipment	0	5,375	15,458	0	845,689	0	0
Vehicles	0	158	0	0	33,729	0	0
Capital Expenditures	0	19,755	15,458	0	879,418	0	0
TOTAL EXPENSES	8,207,464	8,774,137	5,967,015	9,335,846	10,295,805	9,589,383	9,508,068

CITY OF APPLETON 2015 BUDGET
VALLEY TRANSIT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Charges for Services	\$ 1,410,760	\$ 1,472,445	\$ 1,604,052	\$ 1,604,052	\$ 1,704,176
Miscellaneous	74,757	75,113	135,970	135,970	120,659
Total Revenues	<u>1,485,517</u>	<u>1,547,558</u>	<u>1,740,022</u>	<u>1,740,022</u>	<u>1,824,835</u>
Expenses					
Operating Expenses	7,591,170	8,119,031	8,676,596	8,676,596	8,854,996
Depreciation	616,297	655,108	659,250	659,250	653,072
Total Expenses	<u>8,207,467</u>	<u>8,774,139</u>	<u>9,335,846</u>	<u>9,335,846</u>	<u>9,508,068</u>
Revenues over (under) Expenses	(6,721,950)	(7,226,581)	(7,595,824)	(7,595,824)	(7,683,233)
Non-Operating Revenues (Expenses)					
Investment Income	-	-	50,000	50,000	25,000
Gain (Loss) on Sale of Capital Assets	625	-	-	-	-
Operating & Capital Subsidies	5,815,980	6,204,695	6,485,036	6,485,036	6,557,216
Total Non-Operating	<u>5,816,605</u>	<u>6,204,695</u>	<u>6,535,036</u>	<u>6,535,036</u>	<u>6,582,216</u>
Income (Loss) Before Contributions and Transfers	(905,345)	(1,021,886)	(1,060,788)	(1,060,788)	(1,101,017)
Contributions and Transfers In (Out)					
General Fund	431,093	495,271	576,013	576,013	591,062
Capital Projects	-	-	-	-	-
Net Income (Loss)	(474,252)	(526,615)	(484,775)	(484,775)	(509,955)
Capital Contributions	268,163	126,488	-	-	-
Change In Net Assets	(206,089)	(400,127)	(484,775)	(484,775)	(509,955)
Total Net Assets - Beginning	6,568,137	6,362,048	5,961,921	5,961,921	5,477,146
Total Net Assets - Ending	<u>\$ 6,362,048</u>	<u>\$ 5,961,921</u>	<u>\$ 5,477,146</u>	<u>\$ 5,477,146</u>	<u>\$ 4,967,191</u>

SCHEDULE OF CASH FLOWS

Working Cash - Beginning	\$ 510,824	\$ 460,680
+ Change in Net Assets	(484,775)	(509,955)
+ Depreciation	659,250	653,072
- Fixed Assets	(224,619)	-
+ F/A Funded by Restricted Cash	-	-
Working Cash - End of Year	<u>\$ 460,680</u>	<u>\$ 603,797</u>



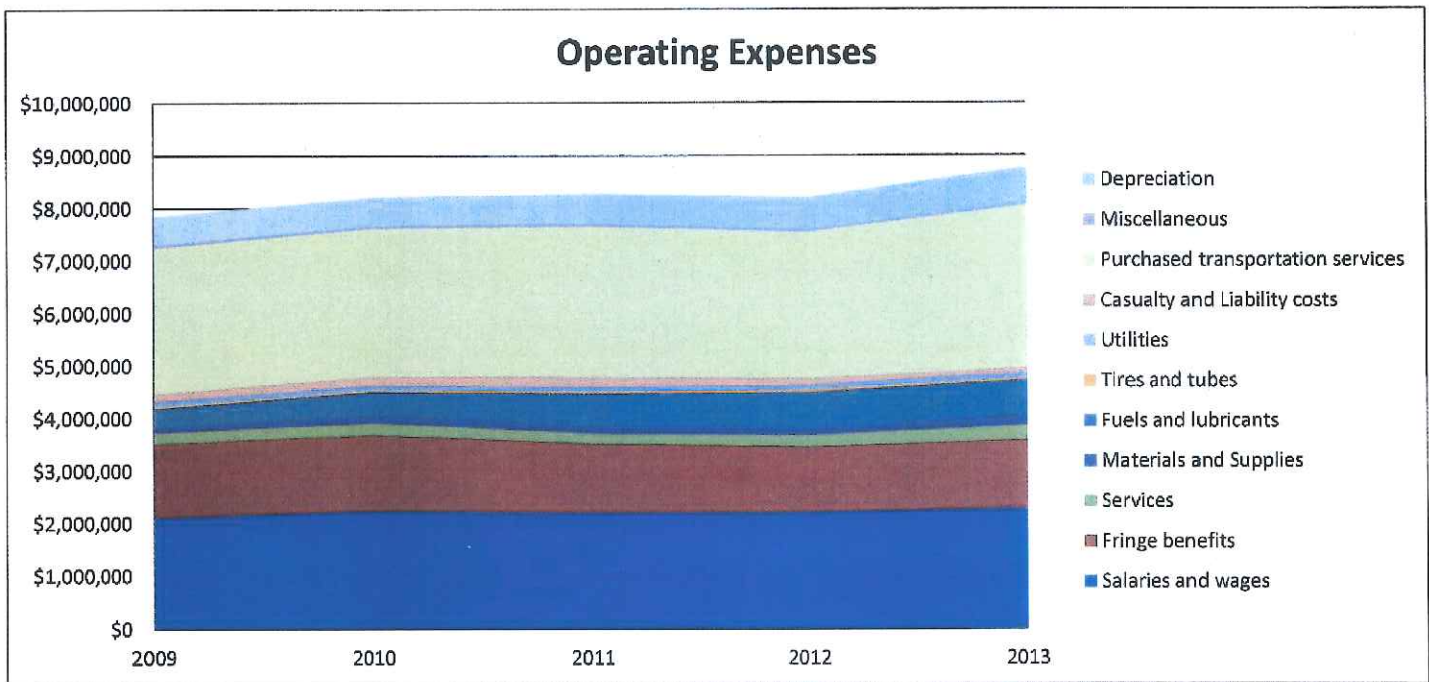
October 22, 2014

The attached information pertains to the 2015 Valley Transit Budget. Commissioner Rick Detienne asked at the Fox Cities Transit Commission meeting on October 8, 2014 for a comparison of budget items over the past five years.

Valley Transit Five Year Comparison of Operating Expenses

Operating expenses

	2009	2010	2011	2012	2013
Salaries and wages	2,115,650	2,235,027	2,193,681	2,198,590	2,282,429
Fringe benefits	1,406,598	1,454,733	1,321,894	1,252,792	1,305,491
Services	201,453	222,368	188,649	220,147	271,349
Materials and Supplies	123,412	172,532	163,420	144,747	219,780
Fuels and lubricants	333,159	419,902	598,916	670,782	645,593
Tires and tubes	35,536	31,424	37,761	51,602	39,868
Utilities	100,965	84,673	91,133	85,422	101,937
Casualty and Liability costs	154,484	179,927	190,285	130,233	90,011
Purchased transportation services	2,779,032	2,820,515	2,869,324	2,791,597	3,098,708
Miscellaneous	60,505	53,422	53,641	45,258	63,865
Depreciation	534,269	539,325	571,706	616,297	655,108
Total Operating Expenses	7,845,063	8,213,848	8,280,410	8,207,467	8,774,139
Expense w/o depreciation	7,310,794	7,674,523	7,708,704	7,591,170	8,119,031



Percent change

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2009 to 2013</u>
Personnel (salaries & fringe)	-0.04%	4.76%	-4.72%	-1.83%	3.96%	1.86%
Services	-13.30%	10.38%	-15.16%	16.70%	23.26%	34.70%
Materials and Supplies	-21.37%	39.80%	-5.28%	-11.43%	51.84%	78.09%
Fuels and lubricants	-44.77%	26.04%	42.63%	12.00%	-3.76%	93.78%
Tires and tubes	2.69%	-11.57%	20.17%	36.65%	-22.74%	12.19%
Utilities	-0.91%	-16.14%	7.63%	-6.27%	19.33%	0.96%
Casualty and Liability costs	18.19%	16.47%	5.76%	-31.56%	-30.88%	-41.73%
Purchased transportation services	-0.92%	1.49%	1.73%	-2.71%	11.00%	11.50%
Miscellaneous	4.37%	-11.71%	0.41%	-15.63%	41.11%	5.55%
Depreciation	<u>5.18%</u>	<u>0.95%</u>	<u>6.00%</u>	<u>7.80%</u>	<u>6.30%</u>	<u>22.62%</u>
Total Operating Expenses	-3.79%	4.70%	0.81%	-0.88%	6.90%	11.84%

Valley Transit Local Share Comparison of Proposed Budget

LOCAL SHARE	2014	2015	Pay more/ (Save)	% increase
Appleton	\$576,013.00	\$591,062.24	\$15,049.24	2.61%
G. Chute	\$121,681.00	\$121,517.35	(\$163.65)	-0.13%
Kaukauna	\$22,011.00	\$21,981.43	(\$29.57)	-0.13%
Kimberly	\$15,201.00	\$15,181.16	(\$19.84)	-0.13%
L. Chute	\$16,036.00	\$16,015.17	(\$20.83)	-0.13%
Menasha	\$37,465.00	\$37,414.84	(\$50.16)	-0.13%
Tn Menasha	\$45,520.00	\$45,460.05	(\$59.95)	-0.13%
Neenah	\$77,274.00	\$77,172.03	(\$101.97)	-0.13%
Buchanan	\$14,799.00	\$13,566.04	(\$1,232.96)	-8.33%
Total	<u>\$925,216.00</u>	<u>\$939,370.30</u>	<u>\$13,370.30</u>	1.45%
Federal Support	\$2,524,040.00	\$2,533,012.87	\$8,972.87	
State Support	<u>\$2,492,870.00</u>	<u>\$2,541,844.27</u>	<u>\$48,974.27</u>	
	\$5,016,910.00	\$5,074,857.14	\$57,947.14	

Lisa L Laughlin

From: Deborah Wetter
Sent: Thursday, October 23, 2014 2:26 PM
To: Lisa L Laughlin
Cc: Nicole Voelzke; Debra Ebben
Subject: FW: 2015 budget questions - Transit

Deborah Wetter
General Manager
Valley Transit
801 S. Whitman Ave.,
Appleton, WI 54914
Phone: 920-832-2291
www.myvalleytransit.com

From: Deborah Wetter
Sent: Tuesday, October 21, 2014 2:43 PM
To: Kyle Lobner
Cc: Alderpersons; Debra Ebben; Tony Saucerman; John Hoft-March
Subject: FW: 2015 budget questions - Transit

Dear Alderperson Lobner,

Please find the answers to the questions you asked related to the Valley Transit budget.

Deborah

Deborah Wetter
General Manager
Valley Transit
801 S. Whitman Ave.,
Appleton, WI 54914
Phone: 920-832-2291
www.myvalleytransit.com

From: Kyle Lobner
Sent: Sunday, October 19, 2014 8:28 AM
To: Deborah Wetter
Cc: Tony Saucerman; Kathleen Plank; crundquist@new.rr.com
Subject: 2015 budget questions - Transit

Good morning Deborah,

Below please find my questions on your portion of the 2015 budget following my initial reading. Thanks!

KL

1) Page xiii calls for the elimination of the "Transit Development Plan," citing uncertain funding. Does this mean there's no money in the budget for implementation of recommendations from the strategic plan process? The Transit Development Plan is a review of Valley Transit and its operations by an outside organization. The review is required approximately every five years by the Federal Transit Administration. Our last formal TDP was done in March 2009. However, since that time we have had an Operations Analysis done and also are currently doing a Strategic Plan. Therefore, many of the elements of a TDP have been covered by those two documents. The TDP is a study – not implementation money. At this point, we have not included any additional money in our budget to implement the recommendations from the Strategic Plan, except those that can be done within our existing budget.

2) I know we've spoken briefly about this before, but Page 76 shows a on-time performance goal of 95% for 2015, after that number has settled somewhere in the low-to-mid 80's in each of the last three years. Is this attainable? The goal should actually be 99% at least. Many other transit systems in the country achieve that, and we can, too. It's taking us longer than I would like to make the necessary corrections to the routes to get to that percentage. 95% is a stretch goal for us, but we are certainly going to try to achieve it.

3) With the fare increase, the projections on page 294 show revenues with about 16.2% Farebox recovery. Is this enough? No, we'd like it to be higher. Our farebox recovery rate is actually slightly better than many of our peers because we have asked our riders to pay a larger share of the fixed route costs. If ridership doesn't decrease as much as we're projecting due to the fare increase, that number could end up being higher. The farebox revenue that we expect from fixed route and paratransit and the ridership effects of the fare increase are guesses on our part. There are no formulas in the industry that consistently predict the effect of fare increases. And we have made ours even more complicated for next year because we are proposing some decreases in fares (for youth and for the day pass) which we hope will offset some of the ridership decrease that usually accompanies a fare increase. The farebox revenue and ridership numbers are our best guesses.

4) Page 297's projected Farebox revenue for ADA Paratransit shows ADA Farebox recovery at about 24% of expenses. Is it fair for us to ask riders on paratransit to pay a greater share of the operating expense than fixed-route service riders pay? We aren't asking them to pay a greater share. The reason the farebox recovery is higher is that the number of rides is continuing to grow, while the fixed route rides are down.

5) In 2014 Transit briefly partnered with DPW to help them improve their social media presence. Are there other opportunities for Transit to partner with city departments? Now that we have Chad Doran, he is the one that is helping other departments to improve the social media presence. Nikki Voelzke works closely with Chad and provides assistance when asked.

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