



City of Appleton

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

Meeting Agenda - Final Fox Cities Transit Commission

Tuesday, October 13, 2020

3:00 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[20-1273](#) Approval of minutes from previous meeting
Attachments: [MeetingMinutes 08-Sep-2020.pdf](#)
4. **Public Hearings/Apearances**
[20-1274](#) Public Participation on Agenda Items
5. **Action Items**
[20-1275](#) Approval of Payments
Attachments: [August 2020 payments.pdf](#)
[20-1276](#) Approve Addendum to Exercise Second Option Year for Specialized Transportation Contract (VT-16-008) and Rural Paratransit Contract (VT-16-007)
Attachments: [FCTC 2020 Rural and Specialized Transportation Addendum.pdf](#)
[20-1277](#) Approve Addendum to Exercise Second Option Year for Northern Winnebago Dial A Ride Contract
Attachments: [FCTC 2020 Northern Winnebago Dial A Ride Addendum.pdf](#)
6. **Information Items**
[20-1278](#) 2021 Budget
Attachments: [2021 Valley Transit Budget.pdf](#)
[2021 Valley Transit CIP.pdf](#)

- [20-1279](#) Financial Report
Attachments: [August 2020 Income Statement.pdf](#)
[August 2020 Income Statement PT.pdf](#)
- [20-1280](#) Ridership and Revenue
Attachments: [2020 August Ridership.pdf](#)
- [20-1281](#) Walmart (Grand Chute) Bus Shelter
- [20-1282](#) Valley Transit COVID-19 Discussion
- [20-1283](#) Potential Pilot I-41 Commuter Service
- [20-1284](#) Request for Future Agenda Items

7. Pending Agenda Items

- [20-0795](#) Discussion of Funding Alternatives
- Legislative History**
- | | | |
|---------|-------------------------------|-----------|
| 6/23/20 | Fox Cities Transit Commission | presented |
| 7/7/20 | Fox Cities Transit Commission | held |

8. Next Meeting Date & Time

- November 10, 2020, 3:00 PM
- December 08, 2020, 3:00 PM
- January 12, 2021, 3:00 PM

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
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Meeting Minutes - Final Fox Cities Transit Commission

Tuesday, September 8, 2020

3:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

The first few minutes of this meeting are unavailable due to technical difficulties.

2. Roll call of membership

Present: 12 - Kasimor, Chairperson Buckingham, Dexter, VandeHey, Meltzer, Wilson, Dearborn, Stephenson, Wurdinger, Detienne, Nau and Gitter

Excused: 1 - Martin

3. Approval of minutes from previous meeting

[20-1076](#)

Approval of minutes from previous meeting

Attachments: [Meeting Minutes 07-Jul-2020.pdf](#)

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

4. Public Hearings/Appearances

[20-1077](#)

Public Participation on Agenda Items

No public participation on agenda items

5. Action Items

[20-1078](#)

Approval to enter into a contract with S&A Systems, Inc. to provide a Fuel Management System

Attachments: [Award Recommendation Doc.pdf](#)

Commissioner Meltzer moved, seconded by Commissioner Stephenson, that the Report Action Item be recommended for approval. Voice Vote. Motion Carried.

[20-1079](#) Approval to enter into a contract with Kueny, LLC for a Facilities Condition Assessment and Master Plan

Attachments: [2020 Valley Transit \(Whitman Ave\) Facility Master Plan.pdf](#)

Commissioner Detienne moved, seconded by Commissioner Buckingham, that the Report Action Item be recommended for approval. Voice Vote. Motion Carried.

[20-1161](#) Award Recommendation for Valley Transit Support Vehicle

Attachments: [Award Recommendation for support vehicle.pdf](#)

Commissioner Wurdinger moved, seconded by Commissioner Meltzer, that the Report Action Item be recommended for approval. Voice Vote. Motion Carried.

6. Information Items

[20-1080](#) Approval of Payments

Attachments: [June 2020 payments.pdf](#)

[July 2020 payments.pdf](#)

This action item has been moved to information items

Commissioner Meltzer moved, seconded by Commissioner Nau, that the Report Action Item be approved. Voice Vote. Motion Carried.

[20-1081](#) 2019 Valley Transit Independent Audit - Presented by Dave Maccoux, Clifton-Larson-Allen LLP

Attachments: [2019 Final Report and Financial Statements City of Appleton Valley Transit.pdf](#)

This Presentation was presented

[20-1082](#) 2018 IAS-FD NTD Independent Audit - Presented by Dave Mccoux, Clifton-Larson-Allen LLP

Attachments: [2018 NTD Valley Transit Agreed-upon Procedures Report.pdf](#)

This Presentation was presented

[20-1083](#) Financial Report

Attachments: [June 2020 Income Statement.pdf](#)

[June 2020 Income Statement PT.pdf](#)

[July 2020 Income Statement.pdf](#)

[July 2020 Income Statement PT.pdf](#)

This Presentation was presented

[20-1084](#) Ridership and Revenue

Attachments: [2020 July Ridership.pdf](#)
[2020 June Ridership.pdf](#)

This Presentation was presented

[20-1086](#) Valley Transit COVID-19 Discussion

This Presentation was discussed

[20-1087](#) Request for Future Agenda Items

This Presentation was discussed

7. Pending Agenda Items

[20-0795](#) Discussion of Funding Alternatives

8. Next Meeting Date & Time

- September 22, 2020, 3:00 PM - Cancelled
- October 13, 2020, 3:00 PM

9. Adjournment

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2020/8 TO 2020/8		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
58071000								VT 5307 Admin
58071000	423000							Miscellaneous Local Govt Aids
	000278	CITY OF KAUKAUNA	40155	0	2020	8 INV P	45,767.00 090220	544732 1st & 2nd Qtr State
	000280	CITY OF MENASHA	40158	0	2020	8 INV P	77,903.00 090220	544733 1st & 2nd Qtr State
	000281	CITY OF NEENAH	40160	0	2020	8 INV P	160,680.00 090220	544734 1st & 2nd Qtr State
	001363	TOWN OF BUCHANAN	40153	0	2020	8 INV P	25,896.00 090220	544821 1st & 2nd Qtr State
	001366	TOWN OF GRAND CHUTE	40154	0	2020	8 INV P	253,015.00 090220	544822 1st & 2nd Qtr State
	001446	VILLAGE OF KIMBERLY	40156	0	2020	8 INV P	31,610.00 090220	544827 1st & 2nd Qtr State
	001447	VILLAGE OF LITTLE CH	40157	0	2020	8 INV P	33,346.00 090220	544828 1st & 2nd Qtr State
	001577	VILLAGE OF FOX CROSS	40159	0	2020	8 INV P	94,654.00 090220	544826 1st & 2nd Qtr State
							ACCOUNT TOTAL	722,871.00
58071000	620100							Training/Conferences
	000062	AMERICAN PUBLIC TRAN	40087	0	2020	8 INV P	195.00 pcard	Training & Vertual
	999990	WWW.PROJECTACTION.CO	39333	0	2020	8 INV P	25.00 pcard	Training
	999990	WWW.PROJECTACTION.CO	39372	0	2020	8 INV P	25.00 pcard	Training
							50.00	
							ACCOUNT TOTAL	245.00
58071000	620500							Employee Recruitment
	002158	CAREERBUILDER	39587	0	2020	8 INV P	286.88 090220	544729 Recruitment/Adverti
							ACCOUNT TOTAL	286.88
58071000	630100							Office Supplies
	001121	QUICK PRINT CENTER,	39312	0	2020	8 INV P	764.50 pcard	Office supplies
							ACCOUNT TOTAL	764.50
58071000	630200							Subscriptions
	999990	FIRE PIXEL LLC	39990	0	2020	8 INV P	225.00 pcard	Subscription
							ACCOUNT TOTAL	225.00
58071000	630400							Postage / Freight
	001583	UNITED STATES POSTAL	40424	0	2020	8 INV P	97.50 pcard	FCTC packets
	001583	UNITED STATES POSTAL	40425	0	2020	8 INV P	7.50 pcard	FCTC packets
							105.00	
							ACCOUNT TOTAL	105.00

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2020/8 TO 2020/8									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION		
58071000 631603				Other Misc. Supplies					
000763 KWIK TRIP, INC	39331	0	2020 8	INV P			Supplies	7.96	pcard
999990 TLF*MEMORIAL FLORIST	40426	0	2020 8	INV P			Misc supplies	90.00	pcard
				ACCOUNT TOTAL				97.96	
58071000 632001				City Copy Charges					
001164 RICOH USA, INC.	40191	0	2020 8	INV P	090220	544797		371.08	
				ACCOUNT TOTAL				371.08	
58071000 632002				Outside Printing					
001121 QUICK PRINT CENTER,	40102	0	2020 8	INV P			Note cards and enve	285.66	pcard
001121 QUICK PRINT CENTER,	40694	0	2020 8	INV P			Labels	337.00	pcard
								622.66	
				ACCOUNT TOTAL				622.66	
58071000 640800				Contractor Fees					
001771 RED SHOES PR, INC.	38378	200151	2020 8	INV P	081220	544495	Marketing and Media	7,691.50	
				ACCOUNT TOTAL				7,691.50	
58071000 641200				Advertising					
001573 4IMPRINT, INC.	40699	0	2020 8	INV P			Marketing supplies	755.04	pcard
				ACCOUNT TOTAL				755.04	
58071000 641301				Electric					
001575 WE ENERGIES	524	0	2020 8	INV P	090220	544832	ELEC 7216-827-232 T	4,301.24	
				ACCOUNT TOTAL				4,301.24	
58071000 641302				Gas					
001575 WE ENERGIES	524	0	2020 8	INV P	090220	544832	GAS 7216-827-232 Tr	74.12	
				ACCOUNT TOTAL				74.12	
				ORG 58071000 TOTAL				738,410.98	
58072000				VT 5307 vehicle Maintenance					
58072000 630901				Shop Supplies					
000035 AIRGAS USA, LLC	40423	0	2020 8	INV P			Shop supplies	52.24	pcard
000615 HARTLAND LUBRICANTS	39989	0	2020 8	INV P			HARTLAND LUBRICANTS	4,029.60	pcard
000866 MENARDS	39283	0	2020 8	INV P			Supply	14.37	pcard
000866 MENARDS	39969	0	2020 8	INV P			Supplies	14.37	pcard
000866 MENARDS	40083	0	2020 8	INV P			Supplies returned	-14.37	pcard

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2020/8 TO 2020/8		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
								14.37
001316	SUPERIOR CHEMICAL CO	39311		0	2020 8	INV P		558.64 pcard Shop supplies
001333	TARTAN SUPPLY CO., I	40689		0	2020 8	INV P		316.33 pcard July custodial supp
001655	AUTOMOTIVE SUPPLY CO	39264		0	2020 8	INV P		476.32 pcard Supply & parts
001655	AUTOMOTIVE SUPPLY CO	40627		0	2020 8	INV P		1,358.24 pcard Parts, shop supplie
001655	AUTOMOTIVE SUPPLY CO	40680		0	2020 8	INV P		369.91 pcard Shop supplies
								2,204.47
								ACCOUNT TOTAL 7,175.65
58072000	630902							Tools & Instruments
001655	AUTOMOTIVE SUPPLY CO	40627		0	2020 8	INV P		21.49 pcard Parts, shop supplie
								ACCOUNT TOTAL 21.49
58072000	632200							Gas Purchases
000763	KWIK TRIP, INC	38213		0	2020 8	INV P		267.40 081920 544564 July fuel
								ACCOUNT TOTAL 267.40
58072000	632601							Repair Parts
000089	NEW FLYER OF AMERICA	39992		0	2020 8	INV P		-1,638.07 pcard Returned part from
000089	NEW FLYER OF AMERICA	39993		0	2020 8	INV P		346.06 pcard Parts
								-1,292.01
001595	JX TRUCK CENTER	40679		0	2020 8	INV P		1,518.73 pcard Parts
001655	AUTOMOTIVE SUPPLY CO	39264		0	2020 8	INV P		34.64 pcard Supply & parts
001655	AUTOMOTIVE SUPPLY CO	40627		0	2020 8	INV P		83.38 pcard Parts, shop supplie
								118.02
								ACCOUNT TOTAL 344.74
58072000	632700							Miscellaneous Equipment
000089	NEW FLYER OF AMERICA	39313		0	2020 8	INV P		4,824.43 pcard Hydraulic Press
000362	DELL MARKETING L.P.	39366		0	2020 8	INV P		172.00 pcard DMI* DELL K-12/GOVT
002034	OFFICE DEPOT	39293		0	2020 8	INV P		21.94 pcard Fuel Tank Monitor s
999990	EXPRESS SYSTEMS&PERI	39292		0	2020 8	INV P		167.88 pcard Fuel tank monitor
								ACCOUNT TOTAL 5,186.25
58072000	645100							Laundry Services

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2020/8 TO 2020/8		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
001396	UNIFIRST CORPORATION	39991		0	2020	8	INV P	162.73	pcard	Uniform cleaning -
ACCOUNT TOTAL								162.73		
58072000	680403 1801									vehicles
000089	NEW FLYER OF AMERICA	39498		190931	2020	8	INV P	470,922.68	081920	544575 New Flyer 40 Ft. Di
000089	NEW FLYER OF AMERICA	39629		190931	2020	8	INV P	470,922.68	082620	544683 New Flyer 40 Ft. Di
000089	NEW FLYER OF AMERICA	39630		190931	2020	8	INV P	470,922.68	082620	544683 New Flyer 40 Ft. Di
000089	NEW FLYER OF AMERICA	39631		190931	2020	8	INV P	470,922.68	082620	544683 New Flyer 40 Ft. Di
000089	NEW FLYER OF AMERICA	39632		190931	2020	8	INV P	470,922.68	082620	544683 New Flyer 40 Ft. Di
								2,354,613.40		
ACCOUNT TOTAL								2,354,613.40		
ORG 58072000 TOTAL								2,367,771.66		
58073000										VT 5307 Building Maintenance
58073000	641600									Build Repairs & Maint
000758	KUETTEL'S SEPTIC SER	40695		0	2020	8	INV P	400.00	pcard	Floor pit cleaning
ACCOUNT TOTAL								400.00		
58073000	645100									Laundry Services
000274	CINTAS CORPORATION	40422		0	2020	8	INV P	540.12	pcard	Mats - multiple inv
ACCOUNT TOTAL								540.12		
58073000	659900									Other Contracts/Obligation
001108	PROTANIC, INC.	39527		0	2020	8	INV P	500.00	082620	544697 ATG Certification a
002401	CLEAN POWER, LLC	38325		0	2020	8	INV P	844.04	081920	544544 ALL-August, 2020 Mo
ACCOUNT TOTAL								1,344.04		
58073000	680300 1800									Buildings
001392	U.S. VENTURE, INC	39499		200311	2020	8	INV P	10,234.00	081920	544602 Diesel dispensing p
ACCOUNT TOTAL								10,234.00		
ORG 58073000 TOTAL								12,518.16		
58074000										VT 5307 Operations
58074000	630300									Memberships & Licenses
001649	WISCONSIN DEPARTMENT	40229		0	2020	8	INV P	74.50	090220	544838 Title & License for
001649	WISCONSIN DEPARTMENT	40230		0	2020	8	INV P	74.50	090220	544839 Title & License Coa
001649	WISCONSIN DEPARTMENT	40231		0	2020	8	INV P	74.50	090220	544840 Title & License for
001649	WISCONSIN DEPARTMENT	40232		0	2020	8	INV P	74.50	090220	544836 Title & License for
001649	WISCONSIN DEPARTMENT	40233		0	2020	8	INV P	74.50	090220	544837 Title & License for
								372.50		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2020/8 TO 2020/8		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
ACCOUNT TOTAL							372.50		
58074000	632200					Gas Purchases			
	000763	KWIK TRIP, INC	38213	0	2020 8	INV P	80.67	081920	544564 July fuel
ACCOUNT TOTAL							80.67		
58074000	632602					Tires			
	001926	GOODYEAR TIRE AND RU	39506	200230	2020 8	INV P	2,871.46	081920	544557 Tire lease program
	001926	GOODYEAR TIRE AND RU	39645	200230	2020 8	INV P	3,086.89	082620	544657 Tire lease program
							5,958.35		
ACCOUNT TOTAL							5,958.35		
58074000	640800					Contractor Fees			
	002229	STAR PROTECTION AND	38212	0	2020 8	INV P	800.00	081920	544595 Transit Center secu
	002229	STAR PROTECTION AND	39523	0	2020 8	INV P	800.00	082620	544702 7-9 through 8-15 un
	002229	STAR PROTECTION AND	39524	0	2020 8	INV P	740.00	082620	544702 8-3 through 8-7 una
	002229	STAR PROTECTION AND	39525	0	2020 8	INV P	800.00	082620	544702 7-27 through 7-31 S
							3,140.00		
ACCOUNT TOTAL							3,140.00		
58074000	643000					Health Services			
	001588	THEDACARE, INC.	39988	0	2020 8	INV P	76.50	pcard	DOT Physical
ACCOUNT TOTAL							76.50		
ORG 58074000 TOTAL							9,628.02		
58075000						VT 5307 ADA Paratransit			
58075000	423000					Miscellaneous Local Govt Aids			
	001579	WINNEBAGO COUNTY	40162	0	2020 8	INV P	116,588.00	090220	544835 1st & 2nd Qtr State
	001596	OUTAGAMIE COUNTY	40161	0	2020 8	INV P	267,260.00	090220	544785 1st & 2nd Qtr State
	001621	CALUMET COUNTY	40163	0	2020 8	INV P	20,416.00	090220	544728 1st & 2nd Qtr State
ACCOUNT TOTAL							404,264.00		
58075000	640800					Contractor Fees			
	001186	RUNNING, INC.	38280	0	2020 8	INV P	72,165.40	081220	544497 July VTII, Elderly
ACCOUNT TOTAL							72,165.40		
58075000	641308					Cellular Phones			
	001442	VERIZON WIRELESS SER	40693	0	2020 8	INV P	740.74	pcard	Paratransit data pl
ACCOUNT TOTAL							740.74		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2020/8 TO 2020/8		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
				ORG 58075000 TOTAL		477,170.14			
58076000					VT 5307 Ancillary Paratransit				
58076000	640800				Contractor Fees				
000774	LAMERS BUS LINES, IN	39623	0	2020	8 CRM P		-36.14	082620	544672 2018 overpayment
				ACCOUNT TOTAL		-36.14			
58076000	640800 1806				Contractor Fees				
001186	RUNNING, INC.	38280	0	2020	8 INV P		1,218.80	081220	544497 July VTII, Elderly
				ACCOUNT TOTAL		1,218.80			
58076000	640800 1807				Contractor Fees				
001186	RUNNING, INC.	38280	0	2020	8 INV P		61.65	081220	544497 July VTII, Elderly
				ACCOUNT TOTAL		61.65			
58076000	640800 1808				Contractor Fees				
000750	KOBUSSEN BUSES, LTD	38288	0	2020	8 INV P		33,271.59	081220	544472 July Specialized Tr
				ACCOUNT TOTAL		33,271.59			
58076000	640800 1809				Contractor Fees OC Demand Resp				
000750	KOBUSSEN BUSES, LTD	38287	0	2020	8 INV P		10,669.69	081220	544472 July Rural Service
				ACCOUNT TOTAL		10,669.69			
58076000	640800 1813				Contractor Fees-Neenah DAR				
000528	FOX VALLEY CAB	38332	0	2020	8 INV P		189.00	081920	544554 July NWDAR services
000528	FOX VALLEY CAB	38333	0	2020	8 INV P		4,756.50	081920	544554 July NWDAR service
				ACCOUNT TOTAL		4,945.50			
58076000	640800 1818				Contractor Fees-CC Rural				
001621	CALUMET COUNTY	38289	0	2020	8 INV P		642.64	081220	544444 July Van Service
				ACCOUNT TOTAL		642.64			
58076000	640800 1819				Contractor Fees-Connectr Hours				
001186	RUNNING, INC.	38282	0	2020	8 INV P		17,468.75	081220	544497 Connector July Serv
				ACCOUNT TOTAL		17,468.75			
58076000	640800 1820				Contractor Fees-Connector Area				
001186	RUNNING, INC.	38282	0	2020	8 INV P		7,113.75	081220	544497 Connector July Serv
				ACCOUNT TOTAL		7,113.75			
58076000	640800 1821				Contractor Fees-Trolley				

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2020/8 TO 2020/8		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
000774	LAMERS BUS LINES, IN	38285		0	2020	8	INV P	2,050.43	081220	544474 7-16, 7-17 & 7-18 T
000774	LAMERS BUS LINES, IN	39376		0	2020	8	INV P	2,278.26	081920	544565 Trolley service 7/1
000774	LAMERS BUS LINES, IN	39377		0	2020	8	INV P	1,366.95	081920	544565 Trolley service - 7
000774	LAMERS BUS LINES, IN	39378		0	2020	8	INV P	1,366.95	081920	544565 Trolley Service - 7
000774	LAMERS BUS LINES, IN	39526		0	2020	8	INV P	911.30	082620	544672 Trolley Service 7-3
								7,973.89		
ACCOUNT TOTAL								7,973.89		
ORG 58076000 TOTAL								83,330.12		
58079000	VT COVID-19 Response									
58079000	630901				Shop Supplies					
001983	AMAZON	39307		0	2020	8	INV P	219.80	pcard	Supplies
ACCOUNT TOTAL								219.80		
58079000	632300				Safety Supplies					
001983	AMAZON	39370		0	2020	8	INV P	1,610.19	pcard	Safety supplies
001983	AMAZON	40099		0	2020	8	INV P	-219.80	pcard	Return COVID 19
ACCOUNT TOTAL								1,390.39		
ACCOUNT TOTAL								1,390.39		
58079000	640800				Contractor Fees					
001771	RED SHOES PR, INC.	38379		200363	2020	8	INV P	2,683.50	081220	544495 COVID 19 Public rel
001771	RED SHOES PR, INC.	38380		200363	2020	8	INV P	9,169.25	081220	544495 COVID 19 Public rel
ACCOUNT TOTAL								11,852.75		
002401	CLEAN POWER, LLC	38354		200364	2020	8	INV P	3,114.65	081220	544447 Bus cleaning - Covi
ACCOUNT TOTAL								14,967.40		
58079000	659900				Other Contracts/Obligation					
000005	AAA PORTABLES	39985		0	2020	8	INV P	132.50	pcard	TC portable
000005	AAA PORTABLES	39986		0	2020	8	INV P	36.70	pcard	TC portable
000005	AAA PORTABLES	39987		0	2020	8	INV P	207.50	pcard	TC portable
ACCOUNT TOTAL								376.70		
999990	ZOOM.US	39369		0	2020	8	INV P	10.55	pcard	Teleconferencing so
ACCOUNT TOTAL								387.25		
ORG 58079000 TOTAL								16,964.84		
FUND 580 Valley Transit								TOTAL:	3,705,793.92	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2020/8 TO 2020/8	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
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** END OF REPORT - Generated by Debra Ebben **



October 1, 2020

To: Fox Cities Transit Commission

From: Debra Ebben, Administrative Services Manager

Subject: Approval of Addendum to Specialized Transportation Contract VT-16-008 and Rural Paratransit Contract VT-16-007

Background:

The Specialized Transportation Service is a shared ride transit service for disabled clients of Outagamie County, Family Care, and IRIS. The service provides transportation to and from the client's residence to one of several predefined worksites, including Valley Packaging Industries, Goodwill, and Innovative Services.

The Rural Demand Response Paratransit service is a demand responsive transportation service designed for elderly and disabled persons who reside in the rural areas of Outagamie County.

Both current contracts are with Kobussen Buses, Ltd. The contracts began in 2017 through 2019 with two one-year options. The Addendum is to exercise the second option year, January 1, 2021 to December 31, 2021. Kobussen Buses has agreed to continue services under the existing contract, at the second-year cost increase stated in the original proposal (1%).

Recommendation: Approve the Addendum to the Specialized Transportation Contract VT-16-008 and the Rural Paratransit Contract VT-16-007.



October 1, 2020

To: Fox Cities Transit Commission

From: Debra Ebben, Administrative Services Manager

Subject: Approval of Addendum to Northern Winnebago Dial A Ride Contract VT-16-009

Background:

The Northern Winnebago Dial A Ride service is a demand responsive ambulatory transportation service designed for persons aged 60 and over who reside within the City of Neenah, City of Menasha, the Village of Fox Crossing, or within the "Heritage Area" which consists of areas of the City of Appleton that lie within Winnebago County.

The original contract with Fox Valley Cab was for three years beginning in 2017 through 2019 with two one-year options. The Addendum is to exercise the second option year, January 1, 2021 to December 31, 2021. Fox Valley Cab has agreed to continue services under the existing contract, at no cost increase.

Recommendation: Approve the Addendum to the Northern Winnebago Dial A Ride Contract VT-16-009.

CITY OF APPLETON 2021 BUDGET

VALLEY TRANSIT

General Manager: Ron C. McDonald

Assistant General Manager: Amy L. Erickson

Administrative Services Manager: Debra A. Ebben

CITY OF APPLETON 2021 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 2020 EVENTS

Ridership

Valley Transit ridership is down (33%) in the first six months of 2020. In March 2020, the President of the United States declared an emergency due to a pandemic. The Governor of Wisconsin ordered the schools to close and in subsequent days a ban on mass gatherings along with a "safer at home" order was put into place. Most people chose to travel only when it was deemed essential. Many businesses remain closed to the public or are offering reduced services.

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 a 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 reforms and strengthens transportation programs and provides long-term certainty and more flexibility for State and local governments. The FAST Act increases dedicated bus funding, provides both stable formula funding and a competitive grant program to address bus and bus facility needs and provides flexibility for recipients in the use of federal funds to maintain facilities and equipment in a state of good repair. The FAST Act is set to expire in 2020. Congress will most certainly enact legislation beyond the FAST Act. Valley Transit will work through the Wisconsin Public Transportation Association and American Public Transportation Association to challenge legislators for improved funding opportunities.

Although the FAST Act has provided more stable funding for Valley Transit, the new legislation, along with Valley Transit's reclassification to a large system and as a direct recipient of Federal Transit Authority (FTA) funds, has increased the amount of administrative time needed to meet our obligations to the FTA. Reporting requirements have increased from annual reports to quarterly reports and new reporting requirements have been developed along with a higher level of scrutiny from the FTA. During 2018, the FTA implemented a new asset reporting requirement (Transit Asset Management Plan - TAM) and in 2019/2020, Valley Transit will have two new safety reporting requirements; Public Transportation 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 new program.

State Budget– State funding for transit operations has remained at a relatively consistent level however it remains below prior years.

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

Valley Transit received no findings in the 2019 financial audit conducted in early 2020.

Federal Funds (5310)

Section 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.

CITY OF APPLETON 2021 BUDGET VALLEY TRANSIT

MAJOR 2021 OBJECTIVES

Valley Transit's Strategic Plan was completed in early 2015 and updated in 2019. The plan includes recommendations for near-term, three, five and ten years. A near-term action plan and schedule has been developed and is being implemented. The focus of the near-term plan is to make sure the existing services function as efficiently and effectively as possible before adding additional services. 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 2021, 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.

Valley Transit will continue to focus on strengthening the partnership with advocacy groups in the Fox Cities and increasing 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. Implementation of a bus tracking application for smart phones to provide real-time bus schedules to passengers was completed in 2018. During 2021, Valley Transit will continue to market the app, encouraging customers to utilize the software. As part of the effort to increase ridership, Valley Transit will be working on partnerships with area businesses to increase ridership by their employees.

Providing the COVID-19 epidemic declines in 2021, and businesses reopen with workers returning to work, Valley Transit will spend all of 2021 attempting to regain the ridership lost during 2020.

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.

Valley Transit is required to complete a Transit Development Plan (TDP) every five years. The 2017 Budget included an expense of \$100,000 for the TDP. Transit system development plans refine and detail the recommendations for transit services set forth in the regional transportation plan. The TDP got a late start in 2017 due to the timing of State funding. The plan was completed early 2020. During 2020 and 2021, the plan will be reviewed to determine the feasibility of recommendations, with an implementation plan to follow.

Valley Transit will continue to work in partnership with East Central Wisconsin Regional Planning Commission, Green Bay Metro, GO Transit (Oshkosh), Fond du Lac Area Transit, Brown County, Bay Lake RPC and Wisconsin Department of Transportation to study the feasibility of a commuter service from Brown County to Dodge County along Interstate 41. A pilot project is being considered for service between the Fox Cities and Oshkosh.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2018	2019	Adopted 2020	Amended 2020	2021	Change *
Program Revenues		\$ 9,798,169	\$ 13,034,259	\$ 10,575,722	\$ 11,232,926	\$ 13,119,155	24.05%
Program Expenses							
58071000	Administration	1,375,712	1,807,358	1,703,963	1,703,963	1,830,038	7.40%
58072000	Vehicle Maint.	974,998	922,368	927,309	3,490,894	3,385,288	265.07%
58073000	Facilities Maint.	187,464	188,941	533,732	566,215	178,289	-66.60%
58074000	Operations	3,647,557	3,559,989	4,130,761	4,630,761	4,205,800	1.82%
58075000	ADA Paratransit	1,949,835	2,066,551	2,298,659	2,345,677	2,300,691	0.09%
58076000	Ancillary Paratransit	1,649,579	1,624,389	1,780,513	1,780,513	2,029,361	13.98%
TOTAL		\$ 9,785,145	\$ 10,169,596	\$ 11,374,937	\$ 14,518,023	\$ 13,929,467	22.46%
Expenses Comprised Of:							
Personnel		4,072,629	4,192,206	4,377,560	4,533,560	4,500,160	2.80%
Training & Travel		20,061	22,833	29,200	29,200	31,400	7.53%
Supplies & Materials		925,794	827,226	989,310	1,233,310	943,632	-4.62%
Purchased Services		4,103,363	4,241,562	4,631,360	4,744,676	4,861,949	4.98%
Miscellaneous Expense		632,835	816,671	882,507	882,507	992,326	12.44%
Capital Expenditures		30,463	69,098	465,000	3,094,770	2,600,000	459.14%
Full Time Equivalent Staff:							
Personnel allocated to programs		56.85	58.85	58.85	58.85	60.10	58.85%

**CITY OF APPLETON 2021 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 successes through stories and testimonials."

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
- To continue to be a fiscally responsible organization that is accessible and supports a high quality of life in the Fox Cities
- To 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 57.5% of eligible expenses in 2021.

The increase in personnel expense is due to the annual increases related to the negotiated union contract and performance increases for salaried staff.

The increase in depreciation expense is related to new buses and equipment purchased in 2020 and expected bus purchases in 2021.

The budget for signs in this program is due to Valley Transit purchasing and installing the media for the advertising carried on buses. This provides greater quality control and is included in the charges to advertisers.

PERFORMANCE INDICATORS

	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Projected 2020</u>	<u>Target 2021</u>
Client Benefits/Impacts					
Regional transit service					
Municipalities and County government	13	13	13	13	13
units served					
Strategic Outcomes					
Regulatory compliance					
Expense per revenue hour	\$ 91.64	\$ 92.64	\$ 98.93	\$ 105.59	\$ 98.36
Expense per revenue mile	\$ 5.21	\$ 5.35	\$ 5.66	\$ 6.32	\$ 5.65
Work Process Outputs					
Contract negotiating & monitoring					
# employee grievances filed	3	2	0	0	0

**CITY OF APPLETON 2021 BUDGET
VALLEY TRANSIT**

Administration

Business Unit 58071000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2018	2019	Adopted 2020	Amended 2020	2021
Revenues					
421000 Federal Grants	\$ 3,322,762	\$ 6,137,447	\$ 3,298,998	\$ 3,956,202	\$ 3,096,105
422400 Miscellaneous State Aids	2,686,456	2,821,197	2,926,385	2,926,385	5,521,905
423000 Misc Local Govt Aids	463,464	451,054	491,405	491,405	491,429
471000 Interest on Investments	42,600	83,004	12,500	12,500	12,500
487700 Advertising/Promo Fees	77,824	69,325	65,000	65,000	65,000
500100 Fees & Commissions	10,215	18,628	8,000	8,000	8,000
500400 Sale of City Property	918	6,627	-	-	-
500600 Gain (Loss) on Assets	(164,247)	-	-	-	-
501000 Miscellaneous Revenue	45	1	-	-	-
502000 Donations	-	10	-	-	-
503500 Other Reimbursements	6,337	25,540	-	-	-
592100 Transfer In - General Fund	659,423	627,894	691,577	691,577	691,610
Total Revenue	\$ 7,105,797	\$ 10,240,727	\$ 7,493,865	\$ 8,151,069	\$ 9,886,549
Expenses					
610100 Regular Salaries	\$ 209,562	\$ 219,581	\$ 256,153	\$ 256,153	\$ 290,823
610500 Overtime Wages	-	-	-	-	-
615000 Fringes	132,530	300,645	89,529	89,529	85,933
620100 Training/Conferences	8,570	8,626	15,547	15,547	15,239
620400 Tuition Reimbursement	-	606	-	-	2,200
620500 Employee Recruitment	3,460	4,772	4,200	4,200	4,200
620600 Parking Permits	65	15	-	-	-
630100 Office Supplies	2,973	4,128	3,887	3,887	4,114
630200 Subscriptions	895	615	615	615	3,800
630300 Memberships & Licenses	4,654	10,001	14,163	14,163	13,884
630400 Postage\Freight	2,404	2,194	3,343	3,343	2,819
630500 Awards & Recognition	434	986	930	930	930
630700 Food & Provisions	1,482	1,758	1,240	1,240	1,240
631603 Other Misc. Supplies	2,312	1,172	375	375	1,225
632001 City Copy Charges	3,221	3,605	2,850	2,850	2,741
632002 Outside Printing	9,574	12,185	18,244	18,244	17,885
632300 Safety Supplies	555	-	500	500	500
632601 Repair Parts	-	-	-	-	-
632700 Miscellaneous Equipment	6,569	8,586	6,000	6,000	4,500
632800 Signs	-	-	10,000	10,000	10,000
640100 Accounting/Audit Fees	5,507	6,292	8,000	8,000	7,892
640300 Bank Service Fees	2,809	2,952	3,000	3,000	3,000
640400 Consulting Services	11,960	35	10,000	10,000	-
640800 Contractor Fees	57,659	74,749	51,080	51,080	50,000
641100 Temporary Help	10,507	21,400	5,000	5,000	5,000
641200 Advertising	12,022	14,643	42,000	42,000	42,000
641300 Utilities	76,464	79,155	78,201	78,201	77,862
641800 Equip Repairs & Maint	129	159	311	311	228
642400 Software Support	16,264	37,346	48,100	48,100	52,017
643000 Health Services	296	1,290	2,100	2,100	2,015
650100 Insurance	157,984	172,591	145,738	145,738	135,315
659900 Other Contracts/Obligation	2,016	600	350	350	350
660100 Depreciation Expense	632,835	816,671	882,507	882,507	992,326
Total Expense	\$ 1,375,712	\$ 1,807,358	\$ 1,703,963	\$ 1,703,963	\$ 1,830,038

DETAILED SUMMARY OF 2021 PROPOSED EXPENDITURES > \$15,000

<u>Printing</u>		<u>Software Support</u>	
Fare material	\$ 7,430	GFI maintenance agreement	\$ 14,000
Riders guides & maps	5,124	DoubleMap	34,100
Public information materials	4,331	Moodle, WebAura, Velocity	3,917
Forms	1,000		\$ 52,017
	<u>\$ 17,885</u>	<u>Advertising</u>	
<u>Contractor Fees</u>		Events	\$ 12,309
Marketing	\$ 50,000	Print	8,000
	<u>\$ 50,000</u>	Broadcast	8,000
		Bus driver ads	1,500
		Rider survey	10,191
		Legal notices	2,000
			<u>\$ 42,000</u>

CITY OF APPLETON 2021 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 successes through stories and testimonials."

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:

The reduction in the vehicle maintenance program can be attributed to procurement of new buses for the last three years which do not require as much maintenance as the older fleet. Maintaining the older fleet still will be necessary until the buses are replaced.

Capital projects for 2021 include replacing a staff vehicle (\$50,000) and replacing all of the Valley Transit bus stop signs (\$50,000). The staff vehicle is used to transport drivers to and from the transit center and to ferry passengers to destinations when transfers are missed due to a Valley Transit problem or weather issues. The vehicle is also used by the operations supervisors to respond to accidents, manage detours, perform ride checks and travel between the Administration building and the Transit Center. Bus stop signs will be updated with Valley Transit's new logo and route information. Capital funding has been budgeted to cover 80% of the cost of the projects, with the remaining 20% to be funded from the depreciation reserve.

The amended 2020 budget and the proposed 2021 budget include the purchase of five new replacement buses each year for the fixed route operation using 100% funding from the Volkswagen Transit Capital Grant. 20% of the total will be paid back over a 10-year period through a reduction in State shared revenue reimbursement. Valley Transit will reimburse the General Fund.

PERFORMANCE INDICATORS

	Actual 2018	Actual 2019	Target 2020	Projected 2020	Target 2021
Customer Benefits/Impacts					
Safe, reliable service					
Miles between road calls	18,404	32,361	20,000	45,000	45,000
Strategic Outcomes					
Vehicles that meet service obligations					
Avg. vehicle age for active fleet - years	11.39	8.13	8.96	6.47	5.50
Avg. vehicle mileage for active fleet	346,528	341,274	225,000	319,865	280,000
Maintenance cost/mile	\$1.09	\$1.03	\$1.07	\$1.55	\$1.12
Spare ratio	32%	32%	22%	32%	22%
Inventory turnover *	0.75	0.73	1.00	0.72	1.00
Work Process Outputs					
Preventive maintenance					
# vehicles maintained	30	32	33	32	30
Miles operated	941,888	938,471	938,611	935,548	935,000
# inspections completed	170	170	170	170	170
Clean buses					
# exterior cleanings	5,376	5,380	5,355	5,400	5,400
# interior cleanings	5,376	5,380	5,355	8,000	8,000
* Excluding fluids					

**CITY OF APPLETON 2021 BUDGET
VALLEY TRANSIT**

Vehicle Maintenance

Business Unit 58072000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2018	2019	Adopted 2020	Amended 2020	2021
Revenues					
503000 Damage to City Property	\$ 4,536	\$ 1,502	\$ -	\$ -	\$ -
	<u>\$ 4,536</u>	<u>\$ 1,502</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
610100 Regular Salaries	\$ 358,724	\$ 363,729	\$ 366,563	\$ 366,563	\$ 373,315
610500 Overtime Wages	14,409	18,470	7,409	7,409	7,428
615000 Fringes	129,462	122,286	135,048	135,048	131,076
620100 Training/Conferences	5,341	6,400	5,000	5,000	5,000
630901 Shop Supplies	48,553	47,025	42,450	42,450	43,450
630902 Tools & Instruments	5,976	6,439	10,000	10,000	10,000
631603 Other Misc. Supplies	-	780	-	-	400
632101 Uniforms	-	900	220	220	220
632200 Gas Purchases	2,698	2,200	5,000	5,000	5,000
632601 Repair Parts	334,301	227,591	178,000	178,000	139,000
632700 Miscellaneous Equipment	2,590	3,498	12,700	12,700	12,700
641700 Vehicle Repairs & Maint	33,834	7,562	14,950	14,950	10,050
641800 Equip Repairs & Maint	21,516	39,236	12,850	26,166	13,375
642400 Software Support	1,820	13,178	2,200	2,200	4,200
642501 CEA Operations/Maint.	-	-	2,000	2,000	2,000
643000 Health Services	885	1,092	525	525	725
645100 Laundry Services	1,576	1,798	1,591	1,591	2,000
650100 Insurance	5,688	8,535	15,803	15,803	25,349
659900 Other Contracts/Obligation	-	119	-	-	-
680401 Machinery & Equipment	7,625	38,485	75,000	213,929	50,000
680403 Vehicles	-	13,045	40,000	2,451,340	2,550,000
	<u>\$ 974,998</u>	<u>\$ 922,368</u>	<u>\$ 927,309</u>	<u>\$ 3,490,894</u>	<u>\$ 3,385,288</u>

DETAILED SUMMARY OF 2021 PROPOSED EXPENDITURES > \$15,000

Shop Supplies

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

Vehicle & Equipment Parts

Misc parts (doors, windows, etc.)	\$ 15,000
Brake system parts	25,000
Electrical system parts	8,000
Wheelchair ramp parts	4,000
Heating/cooling system parts	20,000
Transmission parts	20,000
Engine parts	20,000
Engine rebuilds	-
PM's and oil changes	27,000
	<u>\$ 139,000</u>

Machinery & Equipment

Bus stop signs - replacement	50,000
	<u>\$ 50,000</u>

Vehicles

Buses (5)	2,500,000
Operations staff vehicle - replacement	\$ 50,000
	<u>\$ 2,550,000</u>

CITY OF APPLETON 2021 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 benefits 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 successes and failures".

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:

The Administration/Maintenance building Capital project for 2021 facilities includes evaluating the architect and engineering project that will be completed in 2020 and beginning the recommendation needed for a remodel of the operations and maintenance facility. This facility was built in 1983 and is in need of significant repair and remodeling. Capital funding has been budgeted in 2020 to cover 80% of the cost with the remaining 20% funded from the depreciation reserve. Funds will be carried forward to 2021.

PERFORMANCE INDICATORS

	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Projected 2020</u>	<u>Target 2021</u>
Customer Benefits/Impacts					
Clean, safe protection from the elements					
# claims related to 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	41	41	41	41	41
Maintenance schedule					
# cleanings major facilities	565	565	565	565	565
# inspections	12	12	12	12	12

**CITY OF APPLETON 2021 BUDGET
VALLEY TRANSIT**

Facilities Maintenance

Business Unit 58073000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2018	2019	Adopted 2020	Amended 2020	2021
Revenues					
501500 Rental of City Property	\$ 6,317	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
	<u>\$ 6,317</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>
Expenses					
630600 Building Maint./Janitorial	\$ (213)	\$ -	\$ -	\$ -	\$ -
630899 Other Landscape Supplies	(15,551)	546	3,000	3,000	3,000
632508 Ice Control Materials	1,034	7,240	-	-	-
632700 Miscellaneous Equipment	-	-	1,000	1,000	1,000
640700 Waste/Recycling Pickup	3,742	2,746	4,600	4,600	4,600
641600 Build Repairs & Maint	12,728	1,895	-	-	-
642000 Facilities Charges	126,498	107,319	119,152	119,152	124,258
642001 FMD Materials Charges	(5,799)	-	-	-	-
644000 Snow Removal Services	24,399	30,103	23,320	23,320	22,841
645100 Laundry Services	4,878	7,173	7,280	7,280	8,000
645400 Grounds Repair & Maint	1,416	7,736	-	-	-
650100 Insurance	-	-	15,090	15,090	14,590
659900 Other Contracts/Obligation	11,493	6,638	10,290	10,290	-
680300 Buildings	22,839	17,545	350,000	357,483	-
680402 Furniture & Fixtures	-	-	-	25,000	-
	<u>\$ 187,464</u>	<u>\$ 188,941</u>	<u>\$ 533,732</u>	<u>\$ 566,215</u>	<u>\$ 178,289</u>

DETAILED SUMMARY OF 2021 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2021 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 successes 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 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 and by absences due to illness and FMLA leave. Valley Transit's table of organization allows hiring of additional drivers with various scheduling options to control overtime expense.

During 2018, Valley Transit installed new bus tracking software (DoubleMap) which has provided more accurate data to record on-time performance. The previous software was outdated and no longer provided reliable on-time performance data. The national target for on-time performance is 90%.

PERFORMANCE INDICATORS

	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Projected 2020</u>	<u>Target 2021</u>
Client Benefits/Impacts					
Safe, reliable, convenient service					
Accidents per 100,000 mi	1.90	1.00	0.00	1.00	0.00
On-time performance percentage	88.0%	92.0%	90.0%	95.0%	95.0%
# customer complaints as a percentage of trips provided	0.01%	0.01%	0.01%	0.01%	0.01%
Strategic Outcomes					
Cost effective service delivery					
Expense per passenger trip	\$ 6.29	\$ 6.86	\$ 6.83	\$ 11.56	\$ 7.02
Efficient service delivery					
Passengers per revenue hour	16.5	15.9	16.6	10.6	16.6
Passengers per revenue mile	1.09	1.05	1.10	0.67	1.10
Farebox recovery	13.0%	12.2%	13.8%	7.0%	12.6%
Work Process Outputs					
Service Provided					
Hours of service	59,512	59,243	60,111	60,111	6,011
Miles of service	900,996	897,834	910,802	910,802	910,802
Trips taken	984,076	944,492	1,000,000	613,920	1,000,000

**CITY OF APPLETON 2021 BUDGET
VALLEY TRANSIT**

Operations

Business Unit 58074000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2018	2019	Adopted 2020	Amended 2020	2021
Revenues					
487500 Farebox Revenue	\$ 760,654	\$ 746,749	\$ 904,375	\$ 904,375	\$ 820,000
487600 Special Transit Revenues	41,306	43,991	38,843	38,843	38,843
508500 Cash Short or Over	131	201	-	-	-
	<u>\$ 802,091</u>	<u>\$ 790,941</u>	<u>\$ 943,218</u>	<u>\$ 943,218</u>	<u>\$ 858,843</u>
Expenses					
610100 Regular Salaries	\$ 1,995,654	\$ 1,942,834	\$ 2,331,703	\$ 2,443,703	\$ 2,386,348
610500 Overtime Wages	294,182	322,193	65,470	65,470	65,480
615000 Fringes	835,002	759,058	972,916	1,016,916	1,003,425
620100 Training/Conferences	-	210	-	-	-
630300 Memberships & Licenses	1,588	1,691	-	-	-
631303 Other Misc. Supplies	-	-	-	244,000	-
632002 Outside Printing	568	-	-	-	-
632101 Uniforms	6,615	3,869	9,000	9,000	9,000
632200 Gas Purchases	422,149	397,530	577,500	577,500	567,500
632602 Tires	31,895	29,069	41,500	41,500	41,500
632603 Lubricants	16,167	18,692	25,000	25,000	25,000
632700 Miscellaneous Equipment	17,215	3,070	6,900	6,900	6,900
632800 Signs	5,195	18,781	2,000	2,000	2,000
640800 Contractor Fees	13,635	42,253	45,000	45,000	45,000
641800 Equip Repairs & Maint	-	807	-	-	-
643000 Health Services	7,635	12,230	6,460	6,460	6,460
645100 Laundry Services	57	-	-	-	-
650100 Insurance	-	-	46,712	46,712	46,587
659900 Other Contracts/Obligation	-	7,702	600	100,600	600
	<u>\$ 3,647,557</u>	<u>\$ 3,559,989</u>	<u>\$ 4,130,761</u>	<u>\$ 4,630,761</u>	<u>\$ 4,205,800</u>

DETAILED SUMMARY OF 2021 PROPOSED EXPENDITURES > \$15,000

Gas Purchases *

Non-diesel fuel 11,000 gal. @ \$2.50/gal	\$ 27,500
Diesel fuel 180,000 gal. @ \$3.00/gal	540,000
	<u>\$ 567,500</u>

Vehicle & Equipment Parts

Tire leasing program	32,000
Staff vehicle tires	9,500
	<u>\$ 41,500</u>

Contractor Fees

Transit Center security	<u>\$ 45,000</u>
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* Valley Transit does not pay federal or State fuel taxes and attains bulk purchasing rates. Budgeted fuel cost shown here is based on DOT allowable rates.

CITY OF APPLETON 2021 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 successes through stories and testimonials".

Objectives:

- To comply with the requirements of the Americans with Disabilities Act (ADA)
- 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 that provide services to seniors and people with disabilities

Major changes in Revenue, Expenditures, or Programs:

ADA ridership increased approximately 11% during 2018 and 2019. During 2020, a national pandemic kept riders home and using the system for essential trips only. A new contract with the service provider began July 1, 2019. While Valley Transit will see a reduction in the contractor fees expense in 2020 due to the COVID-19 pandemic, typical annual ridership and expense is being budgeted for 2021.

The increase in payroll expense beginning in 2019 in this program is due to an increased allocation of the Paratransit Coordinator position and an allocation of the Mobility Manager and Travel Trainer positions to this business unit. As fixed route management positions are fully staffed, the Paratransit Coordinator is able to spend more time providing oversight of ADA contracts and to conduct ADA passenger certifications.

PERFORMANCE INDICATORS

	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Projected 2020</u>	<u>Target 2021</u>
Client Benefits/Impacts					
Safe, reliable, convenient mobility					
% on-time performance	98.0%	38.0%	98.0%	98.0%	98.0%
# customer complaints as a percentage of trips provided	0.07%	0.07%	0.05%	0.08%	0.05%
Strategic Outcomes					
Cost effective service delivery					
Cost per trip	\$ 18.56	\$ 19.38	\$ 19.99	\$ 19.09	\$ 22.18
Cost per mile	\$ 3.80	\$ 3.70	\$ 4.15	\$ 3.64	\$ 4.23
Trips per hour	4.0	3.6	4.0	3.6	3.6
Work Process Outputs					
Service Provided					
Hours of service/yr	26,176	29,797	28,771	21,861	32,128
Miles of service/yr	512,723	558,877	553,292	410,026	602,594
Trips taken/yr	105,061	106,657	115,000	78,250	115,000

**CITY OF APPLETON 2021 BUDGET
VALLEY TRANSIT**

ADA Paratransit

Business Unit 58075000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2018	2019	Adopted 2020	Amended 2020	2021
Revenues					
423000 Misc Local Govt Aids	\$ 452,068	\$ 636,902	\$ 665,161	\$ 665,161	\$ 737,624
487500 Farebox Revenue	503,646	464,686	460,000	460,000	460,000
	<u>\$ 955,714</u>	<u>\$ 1,101,588</u>	<u>\$ 1,125,161</u>	<u>\$ 1,125,161</u>	<u>\$ 1,197,624</u>
Expenses					
610100 Regular Salaries	\$ 72,850	\$ 101,816	\$ 103,385	\$ 103,385	\$ 112,966
615000 Fringes	30,252	41,594	49,384	49,384	43,366
620100 Training/Conferences	2,625	2,204	4,453	4,453	4,761
630100 Office Supplies	911	1,055	1,113	1,113	1,286
630200 Subscriptions	-	-	349	349	-
630300 Memberships & Licenses	1,425	2,555	4,057	4,057	4,338
630400 Postage\Freight	737	561	957	957	881
630899 Other Landscape Supplies	213	139	-	-	-
631603 Other Misc. Supplies	110	15	375	375	375
632001 City Copy Charges	987	921	816	816	859
632002 Outside Printing	4,614	7,267	5,226	5,226	5,585
632200 Gas Purchases	826	562	-	-	-
640100 Accounting/Audit Fees	1,687	1,608	2,500	2,500	2,038
640800 Contractor Fees	1,759,163	1,830,413	2,052,750	2,052,750	2,052,750
641100 Temporary Help	3,218	5,468	-	-	-
641200 Advertising	5,520	4,240	8,309	8,309	8,309
641300 Utilities	21,333	26,975	27,675	27,675	29,270
641800 Equip Repairs & Maint	39	40	89	89	71
642000 Facilities Charges	16,458	13,407	18,245	18,245	18,245
642400 Software Support	20,736	16,021	7,500	7,500	7,500
643000 Health Services	-	-	115	115	-
644000 Snow Removal Services	5,799	7,691	6,680	6,680	7,142
645400 Grounds Repair & Maint	332	1,977	-	-	-
650100 Insurance	-	-	4,681	4,681	949
680401 Machinery & Equipment	-	22	-	47,018	-
	<u>\$ 1,949,835</u>	<u>\$ 2,066,551</u>	<u>\$ 2,298,659</u>	<u>\$ 2,345,677</u>	<u>\$ 2,300,691</u>

DETAILED SUMMARY OF 2021 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Purchased transportation:
Valley Transit II - Disabled,
115,000 trips

\$ 2,052,750

CITY OF APPLETON 2021 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 successes through stories and testimonials."

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
- To 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 2021 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.

This budget includes \$250,000 in contractor fees for the 1st year of a commuter service for the Appleton to Oshkosh corridor. The project has been in discussion for several years and is anticipated to receive a State operating grant of \$107,067. The balance of the funding will be from customary State and federal operating grants.

PERFORMANCE INDICATORS

	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Projected 2020</u>	<u>Target 2021</u>
Client Benefits/Impacts					
Safe, reliable, convenient mobility					
Trips taken/yr	76,830	66,066	73,680	33,033	73,680
Strategic Outcomes					
Cost effective Service Delivery					
Cost per trip	\$ 21.47	\$ 24.59	\$ 24.17	\$ 35.04	\$ 24.15
Efficient Service Delivery					
Trips per hour	3.6	3.2	3.3	3.2	3.2
Work Process Outputs					
Service provided					
Hours of service/yr	21,093	20,739	21,395	10,370	23,129
Miles of service/yr	465,301	443,488	464,860	221,744	494,599

**CITY OF APPLETON 2021 BUDGET
VALLEY TRANSIT**

Ancillary Paratransit

Business Unit 58076000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2018	2019	Adopted 2020	Amended 2020	2021
Revenues					
421000 Federal Grants	\$ 83,621	\$ 63,395	\$ 89,750	\$ 89,750	\$ 89,750
422400 Miscellaneous State Aids	-	-	-	-	107,067
423000 Misc Local Govt Aids	534,214	524,037	593,769	593,769	652,735
487500 Farebox Revenue	227,472	229,779	245,830	245,830	242,530
502000 Donations & Memorials	63,808	63,985	62,317	62,317	62,308
592100 Transfer In - General Fund	14,599	12,305	15,812	15,812	15,749
	<u>\$ 923,714</u>	<u>\$ 893,501</u>	<u>\$ 1,007,478</u>	<u>\$ 1,007,478</u>	<u>\$ 1,170,139</u>
Expenses					
632002 Outside Printing	\$ 118	\$ -	\$ -	\$ -	\$ -
640800 Contractor Fees	1,565,840	1,560,994	1,690,763	1,690,763	1,939,611
659900 Other Contracts/Obligation	83,621	63,395	89,750	89,750	89,750
	<u>\$ 1,649,579</u>	<u>\$ 1,624,389</u>	<u>\$ 1,780,513</u>	<u>\$ 1,780,513</u>	<u>\$ 2,029,361</u>

DETAILED SUMMARY OF 2021 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Purchased transportation:

Valley Transit II - elderly purchased transportation - optional	\$ 80,330
Specialized employment transportation - VP	564,054
Outagamie County - demand response - rural	272,303
Outagamie County - children & family transportation	11,900
Village of Fox Crossing - Dial-a-Ride	28,000
Neenah - Dial-A-Ride	112,000
Heritage	10,920
Calumet County - rural service	26,100
Connector late evening service	412,000
Connector service beyond current fixed route service boundaries	141,625
Trolley service - downtown	30,379
Pilot - commuter service, Appleton to Oshkosh corridor	250,000
	<u>\$ 1,939,611</u>

Other Contracts/Obligations

FTA Section 5310 sub-recipient	<u>\$ 89,750</u>
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**CITY OF APPLETON 2021 BUDGET
VALLEY TRANSIT**

	2018 <u>ACTUAL</u>	2019 <u>ACTUAL</u>	2020 <u>YTD ACTUAL</u>	2020 <u>ORIG BUD</u>	2020 <u>REVISED BUD</u>	2021 <u>BUDGET</u>
Program Revenues						
421000 Federal Grants	3,406,383	6,200,842	1,876,914	3,388,748	4,045,952	3,185,855
422400 Miscellaneous State Aids	2,686,456	2,821,197	820,372	2,926,385	2,926,385	5,628,972
423000 Miscellaneous Local Govt Aids	1,449,747	1,611,992	1,495,632	1,750,335	1,750,335	1,881,788
471000 Interest on Investments	42,600	83,004	70,749	12,500	12,500	12,500
487500 Farebox Revenue	1,491,771	1,441,214	545,809	1,610,205	1,610,205	1,522,530
487600 Special Transit Revenues	41,306	43,991	25,939	38,843	38,843	38,843
487700 Advertising/Promotional Fees	77,824	69,325	33,815	65,000	65,000	65,000
500100 Fees & Commissions	10,215	18,628	4,007	8,000	8,000	8,000
500400 Sale of City Property	918	6,627	-	-	-	-
500600 Gain (Loss) on Asset Disposal	(164,247)	-	-	-	-	-
501000 Miscellaneous Revenue	45	1	-	-	-	-
501500 Rental of City Property	6,317	6,000	3,500	6,000	6,000	6,000
502000 Donations & Memorials	63,808	63,995	34,624	62,317	62,317	62,308
503000 Damage to City Property	4,536	1,502	10,928	-	-	-
503500 Other Reimbursements	6,337	25,540	4,736	-	-	-
508500 Cash Short or Over	131	201	23	-	-	-
592100 Transfer In - General Fund	674,022	640,199	1,066,336	707,389	707,389	707,359
TOTAL PROGRAM REVENUES	9,798,169	13,034,258	5,993,384	10,575,722	11,232,926	13,119,155
Personnel						
610100 Regular Salaries	2,103,177	2,190,209	1,535,357	2,862,014	2,974,014	3,162,117
610200 Labor Pool Allocations	155,532	116,850	50,282	194,455	194,455	-
610500 Overtime Wages	308,591	347,021	91,462	72,879	72,879	72,908
610900 Incentive Pay	3,580	(1,130)	-	1,335	1,335	1,335
611000 Other Compensation	1,950	1,908	924	-	-	-
611400 Sick Pay	113,728	66,305	17,926	-	-	-
611500 Vacation Pay	168,197	195,895	114,719	-	-	-
611600 Holiday Pay	90,627	51,565	7,367	-	-	-
615000 Fringes	1,051,819	979,939	664,608	1,246,877	1,290,877	1,263,800
615500 Unemployment Compensation	6,774	3,928	8,769	-	-	-
617000 Pension Expense	64,218	243,978	-	-	-	-
617100 OPEB Expense	4,436	(4,262)	-	-	-	-
TOTAL PERSONNEL	4,072,629	4,192,206	2,491,414	4,377,560	4,533,560	4,500,160
Training~Travel						
620100 Training/Conferences	16,536	17,440	9,378	25,000	25,000	25,000
620400 Tuition Reimbursement	-	606	2,150	-	-	2,200
620500 Employee Recruitment	3,460	4,772	2,658	4,200	4,200	4,200
620600 Parking Permits	65	15	-	-	-	-
TOTAL TRAINING / TRAVEL	20,061	22,833	14,186	29,200	29,200	31,400
Supplies						
630100 Office Supplies	3,884	5,183	1,921	5,000	5,000	5,400
630200 Subscriptions	895	615	2,015	964	964	3,800
630300 Memberships & Licenses	7,667	14,247	12,456	18,220	18,220	18,222
630400 Postage\Freight	3,141	2,755	1,099	4,300	4,300	3,700
630500 Awards & Recognition	434	986	108	930	930	930
630600 Building Maint./Janitorial	(213)	-	-	-	-	-
630700 Food & Provisions	1,482	1,758	1,191	1,240	1,240	1,240
630899 Other Landscape Supplies	(15,338)	685	916	3,000	3,000	3,000
630901 Shop Supplies	48,553	47,025	28,224	40,450	40,450	43,450
630902 Tools & Instruments	5,976	6,439	2,118	12,000	12,000	10,000
631603 Other Misc. Supplies	2,422	1,967	6,155	750	244,750	2,000
632001 City Copy Charges	4,208	4,526	2,331	3,666	3,666	3,600
632002 Outside Printing	14,874	19,452	16,465	23,470	23,470	23,470
632101 Uniforms	6,615	4,770	7,751	9,220	9,220	9,220
632200 Gas Purchases	425,673	400,292	170,836	582,500	582,500	572,500
632300 Safety Supplies	555	-	100,347	500	500	500
632508 Ice Control Materials	1,034	7,240	1,134	-	-	-
632601 Repair Parts	334,301	227,591	110,632	178,000	178,000	139,000
632602 Tires	31,895	29,069	48,075	41,500	41,500	41,500
632603 Lubricants	16,167	18,692	3,651	25,000	25,000	25,000
632700 Miscellaneous Equipment	26,374	15,154	15,641	26,600	26,600	25,100
632800 Signs	5,195	18,780	2,895	12,000	12,000	12,000
TOTAL SUPPLIES	925,794	827,226	535,961	989,310	1,233,310	943,632
Purchased Services						
640100 Accounting/Audit Fees	7,194	7,900	8,200	10,500	10,500	9,930

**CITY OF APPLETON 2021 BUDGET
VALLEY TRANSIT**

	2018 <u>ACTUAL</u>	2019 <u>ACTUAL</u>	2020 <u>YTD ACTUAL</u>	2020 <u>ORIG BUD</u>	2020 <u>REVISED BUD</u>	2021 <u>BUDGET</u>
640300 Bank Service Fees	2,809	2,952	1,580	3,000	3,000	3,000
640400 Consulting Services	11,960	35	4,404	10,000	10,000	-
640700 Solid Waste/Recycling Pickup	3,742	2,746	2,052	4,600	4,600	4,600
640800 Contractor Fees	3,396,297	3,508,410	1,420,631	3,839,593	3,839,593	4,087,361
641100 Temporary Help	13,725	26,868	-	5,000	5,000	5,000
641200 Advertising	17,542	18,883	10,056	50,309	50,309	50,309
641301 Electric	48,635	50,239	36,036	50,225	50,225	51,481
641302 Gas	17,206	17,250	11,206	17,500	17,500	17,500
641303 Water	7,498	7,805	4,826	7,850	7,850	7,850
641304 Sewer	2,787	2,925	1,871	3,200	3,200	3,200
641306 Stormwater	9,163	10,364	5,944	9,401	9,401	9,401
641307 Telephone	5,681	6,989	3,372	5,600	5,600	5,600
641308 Cellular Phones	6,827	10,557	5,475	12,100	12,100	12,100
641600 Build Repairs & Maint	12,728	1,895	3,519	-	-	-
641700 Vehicle Repairs & Maint	33,834	7,562	12,966	14,950	14,950	10,050
641800 Equip Repairs & Maint	21,684	40,242	18,883	13,250	26,566	13,674
642000 Facilities Charges	137,157	120,726	71,764	137,397	137,397	142,503
642400 Software Support	38,820	66,545	17,507	57,800	57,800	63,717
642501 CEA Operations/Maint.	-	-	-	2,000	2,000	2,000
643000 Health Services	8,815	14,612	4,878	9,200	9,200	9,200
644000 Snow Removal Services	30,198	37,794	10,057	30,000	30,000	29,983
645100 Laundry Services	6,511	8,970	6,026	8,871	8,871	10,000
645400 Grounds Repair & Maintenance	1,748	9,713	1,677	-	-	-
650100 Insurance	163,672	181,126	127,762	228,024	228,024	222,790
659900 Other Contracts/Obligation	97,130	78,454	29,047	100,990	200,990	90,700
TOTAL PURCHASED SVCS	<u>4,103,363</u>	<u>4,241,562</u>	<u>1,819,739</u>	<u>4,631,360</u>	<u>4,744,676</u>	<u>4,861,949</u>
Miscellaneous Expense						
660100 Depreciation Expense	<u>632,835</u>	<u>816,671</u>	<u>575,880</u>	<u>882,507</u>	<u>882,507</u>	<u>992,326</u>
TOTAL MISCELLANEOUS EXP	<u>632,835</u>	<u>816,671</u>	<u>575,880</u>	<u>882,507</u>	<u>882,507</u>	<u>992,326</u>
Capital Outlay						
680300 Buildings	22,838	17,546	27,759	350,000	357,483	-
680401 Machinery & Equipment	7,625	38,507	125,413	75,000	260,947	-
680402 Furniture & Fixtures	-	-	-	-	25,000	50,000
680403 Vehicles	-	13,045	4,926,868	40,000	2,451,340	2,550,000
TOTAL CAPITAL OUTLAY	<u>30,463</u>	<u>69,098</u>	<u>5,080,040</u>	<u>465,000</u>	<u>3,094,770</u>	<u>2,600,000</u>
TOTAL EXPENSE	<u>9,785,145</u>	<u>10,169,596</u>	<u>10,517,220</u>	<u>11,374,937</u>	<u>14,518,023</u>	<u>13,929,467</u>

CITY OF APPLETON 2021 BUDGET
VALLEY TRANSIT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2018 Actual	2019 Actual	2020 Budget	2020 Projected	2021 Budget
Revenues					
Charges for Services	\$ 1,533,078	\$ 1,485,205	\$ 1,722,048	\$ 1,722,048	\$ 1,634,373
Miscellaneous	106,323	127,834	68,317	68,317	68,308
Total Revenues	<u>1,639,401</u>	<u>1,613,039</u>	<u>1,790,365</u>	<u>1,790,365</u>	<u>1,702,681</u>
Expenses					
Operating Expenses	9,152,309	9,352,928	10,027,430	10,027,430	10,337,141
Depreciation	632,834	816,670	882,507	882,507	992,326
Total Expenses	<u>9,785,143</u>	<u>10,169,598</u>	<u>10,909,937</u>	<u>10,909,937</u>	<u>11,329,467</u>
Revenues over (under) Expenses	(8,145,742)	(8,556,559)	(9,119,572)	(9,119,572)	(9,626,786)
Non-Operating Revenues (Expenses)					
Investment Income	42,600	83,005	12,500	12,500	12,500
Gain (Loss) on Sale of Capital Assets	(164,247)	-	-	-	-
Operating Subsidies	7,041,102	7,162,224	7,693,468	7,693,468	8,116,615
Total Non-Operating	<u>6,919,455</u>	<u>7,245,229</u>	<u>7,705,968</u>	<u>7,705,968</u>	<u>8,129,115</u>
Income (Loss) Before Contributions and Transfers	(1,226,287)	(1,311,330)	(1,413,604)	(1,413,604)	(1,497,671)
Contributions and Transfers In (Out)					
Transfer In - General Fund	674,022	640,199	707,389	707,389	707,359
Capital Contributions	<u>565,291</u>	<u>3,535,793</u>	<u>372,000</u>	<u>2,516,401</u>	<u>2,580,000</u>
Change in Net Assets	13,026	2,864,662	(334,215)	1,810,186	1,789,688
Total Net Assets - Beginning	<u>5,616,070</u> *	<u>5,629,096</u>	<u>8,493,758</u>	<u>8,493,758</u>	<u>10,303,944</u>
Total Net Assets - Ending	<u>\$ 5,629,096</u>	<u>\$ 8,493,758</u>	<u>\$ 8,159,543</u>	<u>\$ 10,303,944</u>	<u>\$ 12,093,632</u>

* as restated

SCHEDULE OF CASH FLOWS

Working Cash - Beginning	\$ 549,638	\$ 725,930
+ Change in Net Assets	1,810,186	1,789,688
+ Depreciation	882,507	992,326
- Fixed Assets	(2,556,848)	(2,600,000)
+ F/A Funded by Restricted Cash	40,447	20,000
Working Cash - End of Year	<u>\$ 725,930</u>	<u>\$ 927,944</u>

CITY OF APPLETON 2021 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Vehicle Purchase

PROJECT DESCRIPTION

Justification:

Valley Transit Capital projects for 2021 include purchasing a replacement staff vehicle for fixed route operations. This vehicle is used to transport drivers to and from the transit center and ferrying passengers to destinations when transfers are missed due to a Valley Transit problem or weather related. The vehicle will also be used by the operations supervisors to respond to accidents, manage detours, perform ride checks and travel between the Administration building and the Transit Center. Capital funding has been budgeted to cover 80% of the cost (\$40,000), with the remaining 20% funded from the depreciation reserve.

Discussion of operating cost impact:

New new vehicle will incur the same routine maintenance costs as the older vehicle it replaces.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2021	2022	2023	2024	2025	Total
Valley Transit Vehicle purchase	50,000	-	-	-	-	\$ 50,000
Total -Valley Transit Capital Projects	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

COST ANALYSIS

Estimated Cash Flows

Components	2021	2022	2023	2024	2025	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	50,000	-	-	-	-	\$ 50,000
Total	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Operating Cost Impact	-	-	-	-	-	\$ -

CITY OF APPLETON 2021 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Purchase 5 fixed route buses

PROJECT DESCRIPTION

Justification:

Valley Transit Capital projects for 2021 include purchasing five replacement fixed route buses. Buses that are being replaced are beyond their useful life and fully depreciated. Capital funding has been budgeted to cover 100% of the cost (\$2,500,000) using funding from the Volkswagen Transit Capital Grant. 20% of the total will be paid back over a 10-year period through a reduction in State shared revenue reimbursement. Valley Transit will reimburse the General Fund.

Discussion of operating cost impact:

New buses will incur the same routine maintenance costs as the older buses they replace.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2021	2022	2023	2024	2025	Total
Valley Transit Fixed Route Bus Purchase (5)	2,500,000	-	-	-	-	\$ 2,500,000
Total -Valley Transit Capital Projects	\$ 2,500,000	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000

COST ANALYSIS

Estimated Cash Flows

Components	2021	2022	2023	2024	2025	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	2,500,000	-	-	-	-	\$ 2,500,000
Total	\$ 2,500,000	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2021 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Bus stop sign replacement

PROJECT DESCRIPTION

Justification:

Valley Transit Capital projects for 2021 include replacing an old outdated bus stop signs. Capital funding has been budgeted to cover 80% of the cost (\$40,000) with the remaining 20% funded from the depreciation reserve.

Discussion of operating cost impact:

Replacement of bus stop signs is not expected to incur any additional maintenance cost.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2021	2022	2023	2024	2025	Total
Valley Transit Bus stop signs	50,000	-	-	-	-	\$ 50,000
Total -Valley Transit Capital Projects	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

COST ANALYSIS

Estimated Cash Flows

Components	2021	2022	2023	2024	2025	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	50,000	-	-	-	-	\$ 50,000
Total	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Operating Cost Impact	-	-	-	-	-	\$ -

City of Appleton
VALLEY TRANSIT INCOME STATEMENT
For Eight Months Ending August 31, 2020

Description	Month of August Actual	Prior Year August	YTD As of August Actual	Prior YTD August	2020 Amended Budget	2020 % of Total Budget
REVENUES						
Bus Fare Revenue	52,473	54,308	360,772	498,248	943,218	38.25%
Paratransit Fare Revenue	28,217	52,097	256,325	476,810	705,830	<u>36.32%</u>
Total Fare Revenue	80,690	106,405	617,097	975,058	1,649,048	37.42%
Other Charges for Service	5,400	-	33,815	40,887	65,000	52.02%
Other Revenues	1,515	2,943	24,709	44,342	14,000	<u>176.49%</u>
TOTAL REVENUES	<u>87,605</u>	<u>109,348</u>	<u>675,621</u>	<u>1,060,287</u>	<u>1,728,048</u>	<u>39.10%</u>
EXPENSES BY LINE ITEM						
Regular Salaries & Labor pool alloc	207,614	193,202	1,725,651	1,628,050	3,212,469	53.72%
Call Time	-	-	-	-	-	0.00%
Overtime	20,494	35,257	91,462	218,784	72,879	125.50%
Incentive Pay	-	-	-	(2,590)	1,335	0.00%
Other Compensation	-	191	924	1,241	-	-
Fringes	83,773	80,462	664,607	664,828	1,246,877	53.30%
Unemployment Compensation	(10,092)	-	460	2,143	-	-
Salaries & Fringe Benefits	301,789	309,112	2,483,104	2,512,456	4,533,560	54.77%
Training & Conferences	1,001	770	11,528	9,896	25,000	46.11%
Employee Recruitment	287	143	2,658	2,671	4,200	63.29%
Parking Permits	-	15	-	15	-	0.00%
Office Supplies	765	174	1,921	2,769	5,000	38.42%
Subscriptions	225	-	2,015	480	964	209.02%
Memberships & Licenses	373	165	12,829	6,878	18,220	70.41%
Postage & Freight	105	57	220	1,616	4,300	5.12%
Awards & Recognition	-	-	108	880	930	11.61%
Food & Provisions	-	-	1,191	943	1,240	96.05%
Insurance	15,970	15,094	179,515	179,278	228,024	56.03%
Insurance dividend & return of surplus	-	-	(51,753)	(58,528)	-	0.00%
Depreciation Expense	71,985	56,022	575,880	448,176	882,507	<u>65.26%</u>
Administrative Expenses	90,711	72,440	736,112	595,074	1,170,385	62.89%
Landscape Supplies	-	-	916	685	3,000	30.53%
Shop Supplies & Tools (& misc)	7,515	3,638	38,563	29,945	53,200	72.49%
Printing & Reproduction	994	55	19,134	19,237	27,136	70.51%
Uniforms	271	246	7,751	3,777	9,220	84.07%
Gas Purchases	348	16,123	151,981	256,117	582,500	26.09%
Safety Supplies	1,390	-	16,657	-	500	3331.40%
Vehicle & Equipment Parts	6,303	17,128	144,008	128,229	244,500	58.90%
Miscellaneous Equipment	5,186	-	15,641	4,737	26,600	58.80%
Signs	-	-	2,895	17,510	12,000	<u>24.13%</u>
Supplies & Materials	22,007	37,190	397,546	460,237	958,656	41.47%
Accounting/Audit	-	-	8,200	-	10,500	78.10%
Bank Services	259	99	1,839	1,334	3,000	61.30%
Consulting Services	-	-	4,404	-	10,000	44.04%
Collection Services	-	48	1,769	1,331	4,600	38.46%
Contractor Fees	194,707	280,115	1,541,539	2,321,295	3,845,837	40.08%
Temp Help	-	2,252	-	26,868	5,000	0.00%

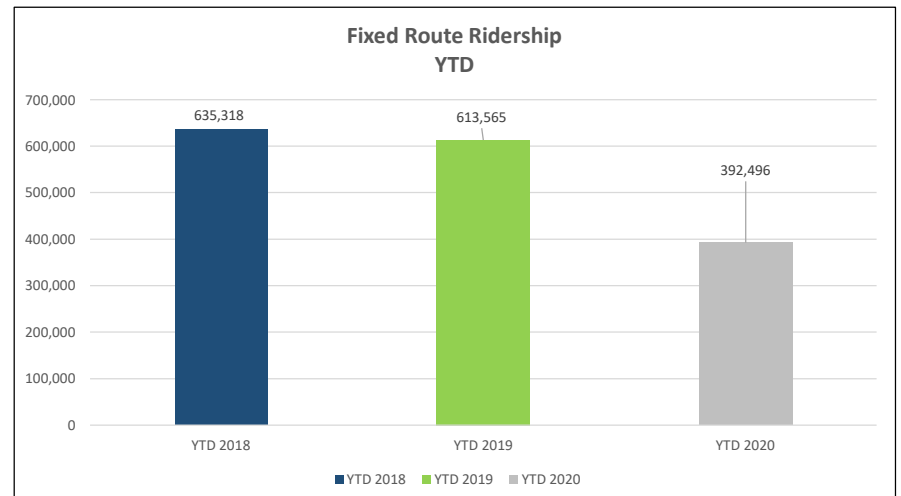
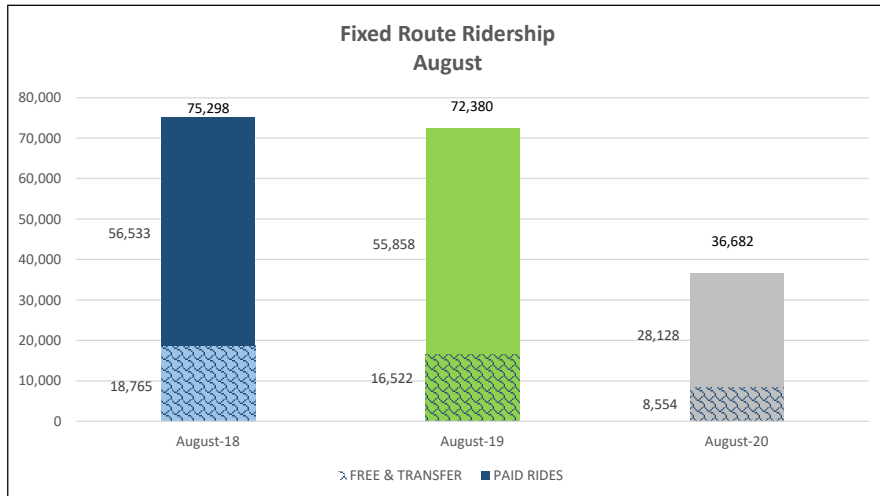
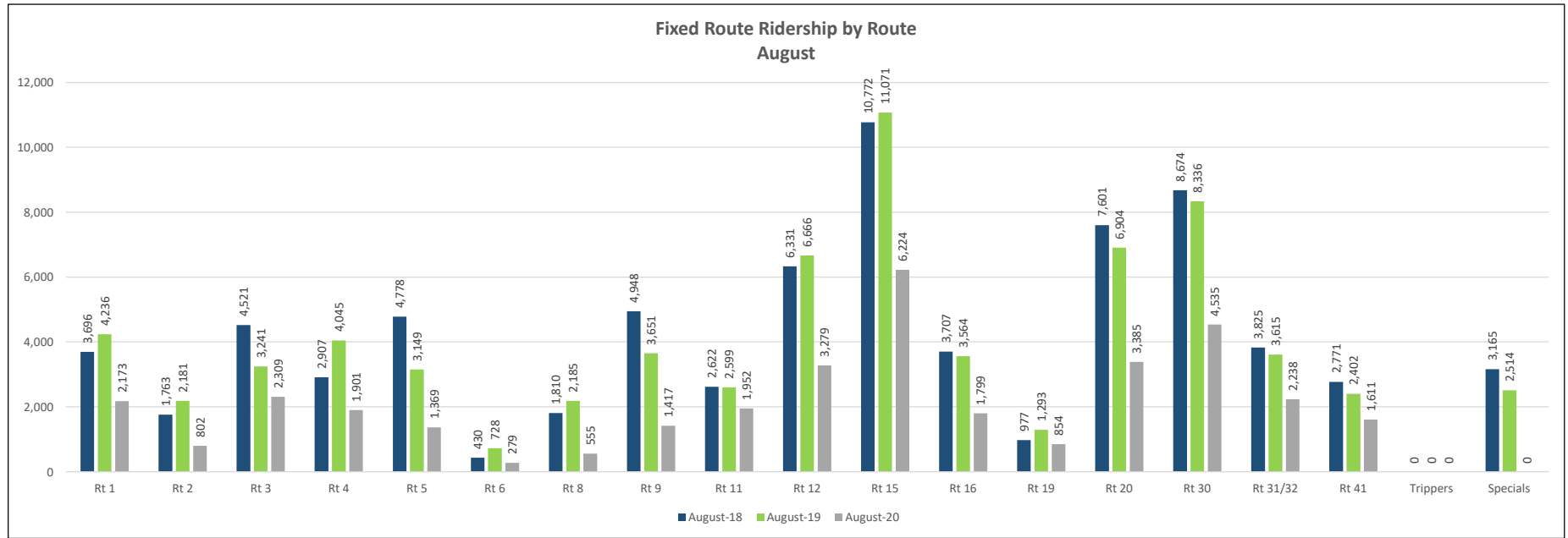
City of Appleton
VALLEY TRANSIT INCOME STATEMENT
For Eight Months Ending August 31, 2020

Description	Month of August Actual	Prior Year August	YTD As of August Actual	Prior YTD August	2020 Amended Budget	2020 % of Total Budget
Advertising	755	-	10,811	6,105	50,309	21.49%
Health Services	77	1,022	4,878	6,736	9,200	53.02%
Snow Removal Services	749	-	11,940	33,073	30,000	39.80%
Laundry Services	703	319	6,026	5,301	8,871	67.93%
Other Contracts/Obligations	1,731	16,713	29,047	23,545	100,990	28.76%
Purchased Services	198,981	300,568	1,620,453	2,425,588	4,078,307	39.73%
Electric	4,301	3,734	36,036	35,024	50,225	71.75%
Gas	74	76	11,206	14,700	17,500	64.03%
Water	157	512	4,826	2,944	7,850	61.48%
Waste Disposal/Collection	64	224	1,871	1,165	3,200	58.47%
Stormwater	604	654	5,944	3,794	9,401	63.23%
Telephone	952	652	9,588	10,516	17,700	54.17%
Utilities	6,152	5,852	69,471	68,143	105,876	65.62%
Building/Grounds Repair & Maintenance	400	400	5,617	2,832	-	0.00%
Vehicle Repair & Maintenance	-	-	12,966	4,406	14,950	86.73%
Equipment Repair & Maintenance	-	-	5,567	31,742	26,566	20.96%
FMD Charges & Material	-	100	79,406	69,769	137,397	57.79%
Software Support	-	9,287	17,507	45,078	57,800	30.29%
CEA Equipment Rental	-	-	-	-	2,000	0.00%
Repairs & Maintenance	400	9,787	121,063	153,827	238,713	50.71%
Total Operating Expenses	620,040	734,949	5,427,749	6,215,325	11,085,497	48.96%
OPERATING INCOME (LOSS)	(532,435)	(625,601)	(4,752,128)	(5,155,038)	(9,357,449)	
NON-OPERATING REVENUES						
Federal Support	1,845,850	2,537,811	1,876,914	4,699,491	3,388,748	55.39%
State Support	-	(649,715)	820,372	1,246,760	2,926,385	28.03%
Appleton Support	(941,593)	263,593	1,066,336	2,108,744	707,389	150.74%
Other Local Support	(895,116)	(592,967)	1,518,253	1,869,216	1,750,335	86.74%
Investment Income	1,048	50	71,580	46,724	12,500	572.64%
Donations	4,228	4,215	34,685	34,430	62,317	55.66%
Fund Balance Applied	-	-	-	-	-	0.00%
TOTAL NON-OPERATING REVENUE	14,417	1,562,987	5,388,140	10,005,365	8,847,674	60.90%
Buildings	10,234	-	17,716	-	357,483	4.96%
Machinery & Equipment	-	15,494	92,903	36,385	260,947	35.60%
Furniture & Fixtures	-	-	-	-	25,000	0.00%
Vehicles	2,354,613	1,351,051	2,393,443	4,063,422	2,451,340	102.15%
Capital Expenditures	2,364,847	1,366,545	2,504,062	4,099,807	3,094,770	0.00%
NET INCOME (LOSS)	(2,882,865)	(429,159)	(1,868,050)	750,520	(3,604,545)	

City of Appleton
PURCHASED TRANSPORTATION
For Eight Months Ending August 31, 2020

Description	Month of August Actual	Prior Year August	YTD As of August Actual	Prior YTD August	2020 Amended Budget	2020 % of Total Budget
PURCHASED TRANSPORTATION EXPENSE						
VTII - Disabled	73,703	156,830	669,595	1,324,316	2,052,750	32.62%
VTII - Elderly	1,553	3,927	15,735	31,425	62,480	25.18%
PT - Optional (Sunday)	89	928	1,590	10,155	23,205	6.85%
Family Care Sheltered Workshop	41,515	46,893	247,013	350,909	564,054	43.79%
Outagamie County Demand Response Rural	13,671	23,352	118,360	169,757	259,550	45.60%
Outagamie County Human Services Transportation	-	867	3,468	2,750	11,900	29.14%
Northern Winnebago Dial - A - Ride	6,314	12,082	59,706	92,701	150,920	39.56%
Calumet County Van Service	2,869	-	27,173	19,577	34,650	78.42%
Connector - Extended Service Hours	20,548	28,351	199,083	265,234	412,000	48.32%
Connector - Extended Service Area	8,446	11,047	69,518	85,133	141,625	49.09%
Downtown Trolley	7,974	8,002	16,176	15,966	30,379	53.25%
Total Purchased Transportation	176,682	292,279	1,427,417	2,367,923	3,743,513	38.13%

Valley Transit Ridership Report August 2020



Valley Transit Ridership Report August 2020

