

**CITY OF APPLETON 2019 BUDGET**

**VALLEY TRANSIT**

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# CITY OF APPLETON 2019 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 2018 EVENTS

### Ridership

Following national transit ridership trends, Valley Transit ridership is slightly down (2%) in the first six months of 2018. When gas prices are lower, as they have been in 2018, transit ridership tends to dip.

### 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 source 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.

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.

State Budget – State funding for transit operations has remained at a consistent level, but remains at the 2011 level.

RTA – Valley Transit's Strategic Plan maintains that the best long-term solution for stable and adequate funding is establishing a Regional Transit Authority (RTA) in the Fox Cities. Valley Transit remains committed to pursuing enabling legislation at the State level.

### Audits

#### Single Financial Audit

Valley Transit received no findings in the 2017 financial audit conducted in early 2018.

### 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 2019 BUDGET VALLEY TRANSIT

### MAJOR 2019 OBJECTIVES

Valley Transit's Strategic Plan was completed in early 2015. 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 2019, 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 will be completed in 2018. As part of the effort to increase ridership, Valley Transit will be working on partnerships with area businesses to increase ridership by their employees.

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 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 timing of availability of State funding. During 2018, we will continue to work on the plan with completion expected for 2019. In 2019, the plan will be reviewed to determine the feasibility of recommendations with an implementation plan to follow.

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
		2016	2017	Adopted 2018	Amended 2018	2019	
Unit	Title						
<b>Program Revenues</b>		\$ 8,677,130	\$ 10,250,785	\$ 9,837,695	\$ 9,837,695	\$ 10,271,508	4.41%
<b>Program Expenses</b>							
5810	Administration	1,488,595	1,563,609	1,372,847	1,389,211	1,449,101	5.55%
5820	Vehicle Maint.	616,015	767,091	757,963	2,963,095	840,171	10.85%
5830	Facilities Maint.	148,138	154,200	505,345	688,630	204,159	-59.60%
5840	Operations	3,509,144	3,563,119	3,943,407	3,943,407	4,170,719	5.76%
5850	ADA Paratransit	1,765,067	1,750,443	1,871,109	1,871,109	2,432,566	30.01%
5860	Ancillary Paratransit	1,662,953	1,806,614	1,941,479	1,941,479	1,781,599	-8.23%
<b>TOTAL</b>		<b>\$ 9,189,912</b>	<b>\$ 9,605,076</b>	<b>\$ 10,392,150</b>	<b>\$ 12,796,931</b>	<b>\$ 10,878,315</b>	<b>4.68%</b>
<b>Expenses Comprised Of:</b>							
Personnel		4,056,684	4,138,026	4,028,395	4,028,395	4,325,995	7.39%
Administrative Expense		831,213	884,215	883,583	883,583	947,227	7.20%
Supplies & Materials		544,859	703,138	950,156	950,156	974,936	2.61%
Purchased Services		3,437,400	3,545,966	3,827,340	3,843,704	3,939,456	2.93%
Utilities		99,428	92,727	133,500	133,500	109,975	-17.62%
Repair & Maintenance		220,328	243,464	224,176	224,176	235,726	5.15%
Capital Expenditures		-	(2,460)	345,000	2,733,417	345,000	0.00%
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		54.35	54.95	56.20	56.85	58.85	

**CITY OF APPLETON 2019 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 passengers, employees, and participating governmental units.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements Key Strategies #1: "Prompt delivery of 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 2019.

The increase in contractor fees is due to Valley Transit out-sourcing marketing efforts, rather than filling a vacant marketing position. The marketing position remains on the table of organization. This program also includes the addition of a full time Mobility Coordinator to work in partnership with the Aging and Disability Resource Center of Outagamie County to improve access to transportation by older adults and persons with disabilities. This position and the Travel Trainer position in the Operations program are both funded entirely by federal grants and Outagamie County local support.

The increase in depreciation expense is related to new buses and equipment purchased in 2017 and 2018.

**PERFORMANCE INDICATORS**

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
<b>Client Benefits/Impacts</b>					
Regional transit service					
Municipalities and County government units served	14	13	13	13	13
<b>Strategic Outcomes</b>					
Regulatory compliance					
Expense per revenue hour	\$ 84.61	\$ 90.14	\$ 85.86	\$ 87.25	\$ 91.77
Expense per revenue mile	\$ 4.76	\$ 5.06	\$ 4.87	\$ 4.95	\$ 5.27
<b>Work Process Outputs</b>					
Contract negotiating & monitoring					
# employee grievances filed	10	16	0	2	0

**CITY OF APPLETON 2019 BUDGET  
VALLEY TRANSIT**

**Administration**

**Business Unit 5810**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
<b>Revenues</b>					
4210 Federal Grants	\$ 2,560,663	\$ 3,665,953	\$ 2,904,386	\$ 2,904,386	\$ 3,208,329
4224 Miscellaneous State Aids	2,491,999	2,627,353	2,736,001	2,736,001	2,840,530
4230 Miscellaneous Local Aids	443,258	472,236	479,388	479,388	513,513
4710 Interest on Investments	(9,161)	7,759	12,500	12,500	12,500
4877 Advertising/Promotional	55,455	68,509	55,000	55,000	55,000
5001 Fees & Commissions	10,454	10,708	8,000	8,000	8,000
5005 Sale of City Prop - Tax	339	1,621	-	-	-
5010 Misc Revenue - Nontax	3	25	-	-	-
5020 Donations & Memorials	1,000	-	-	-	-
5035 Other Reimbursements	2,842	7,884	-	-	-
5921 Trans In - General Fund	627,179	676,739	642,744	642,744	674,158
<b>Total Revenue</b>	<b>\$ 6,184,031</b>	<b>\$ 7,538,787</b>	<b>\$ 6,838,019</b>	<b>\$ 6,838,019</b>	<b>\$ 7,312,030</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 191,773	\$ 192,895	\$ 214,202	\$ 214,202	\$ 233,285
6105 Overtime	-	1,534	-	-	-
6108 Part Time	6,228	-	-	-	-
6150 Fringes	241,172	278,055	76,892	76,892	82,087
6201 Training/Conferences	6,720	2,590	16,792	16,792	15,471
6204 Tuition Reimbursement	-	-	2,000	2,000	-
6205 Employee Recruitment	18,505	6,873	3,200	3,200	4,200
6206 Parking	176	150	360	360	150
6301 Office Supplies	6,035	3,826	3,958	3,958	3,868
6302 Subscriptions	959	1,901	1,555	1,555	1,386
6303 Memberships & Licenses	4,401	4,672	4,708	4,708	4,233
6304 Postage & Freight	2,828	2,277	3,404	3,404	3,326
6305 Awards & Recognition	1,187	526	878	878	900
6307 Food & Provisions	2,142	1,513	1,170	1,170	1,200
6316 Miscellaneous Supplies	872	2,250	375	375	375
6320 Printing & Reproduction	16,567	9,017	21,483	21,483	20,991
6323 Safety Supplies	603	-	500	500	500
6326 Vehicle & Equipment Parts	-	4,380	-	-	-
6327 Miscellaneous Equipment	3,374	15,279	2,000	2,000	16,000
6401 Accounting/Audit	9,584	7,855	9,000	9,000	7,790
6403 Bank Services	3,048	3,226	3,000	3,000	3,000
6404 Consulting	162	12,869	45,000	61,364	-
6408 Contractor Fees	165	11,025	1,080	1,080	51,080
6411 Temporary Help	25,543	13,963	5,000	5,000	5,000
6412 Advertising	42,398	23,294	42,000	42,000	42,000
6413 Utilities	82,537	77,061	109,889	109,889	84,239
6418 Equip Repairs & Maint	130	399	317	317	309
6424 Software Support	48,002	61,097	56,000	56,000	49,600
6430 Health Services	1,141	2,171	2,100	2,100	2,100
6501 Insurance	174,963	200,159	138,816	138,816	143,397
6599 Other Contracts/Obligations	214	400	350	350	350
6601 Depreciation Expense	597,166	622,352	606,818	606,818	672,264
<b>Total Expense</b>	<b>\$ 1,488,595</b>	<b>\$ 1,563,609</b>	<b>\$ 1,372,847</b>	<b>\$ 1,389,211</b>	<b>\$ 1,449,101</b>

**DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000**

<b>Printing</b>		<b>Advertising</b>	
Fare material	\$ 6,889	Events	\$ 12,309
Riders guides & maps	5,000	Print	8,000
Public information materials	5,000	Broadcast	8,000
Forms	1,200	Bus driver ads	1,500
City copy charges	2,902	Rider survey	9,591
	<u>\$ 20,991</u>	Legal notices	2,000
<b>Contractor Fees</b>		Trudigital electronic signs	600
FCTC camera operator	\$ 1,080		<u>\$ 42,000</u>
Marketing	50,000	<b>Software Support</b>	
	<u>\$ 51,080</u>	GFI maintenance agreement	14,000
<b>Miscellaneous Equipment</b>		Info Transit & Doublemap	35,600
Office equipment	\$ 2,000		<u>\$ 49,600</u>
Replace office computers (20)	14,000		
	<u>\$ 16,000</u>		

**CITY OF APPLETON 2019 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: "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 higher level of expense in the vehicle maintenance program reflects the aging of our bus fleet and the more frequent need to replace transmissions and engines, along with routine repairs.

Capital projects for 2019 include replacing one 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 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. Capital funding has been budgeted to cover 80% of the cost (\$40,000), with the remaining 20% to be funded from the depreciation reserve.

**PERFORMANCE INDICATORS**

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
<b>Customer Benefits/Impacts</b>					
Safe, reliable service					
Miles between road calls	26,203	15,679	20,000	17,000	20,000
<b>Strategic Outcomes</b>					
Vehicles that meet service obligations					
Avg. vehicle age for active fleet - years	13.98	12.18	13.00	11.72	11.39
Avg. vehicle mileage for active fleet	561,492	458,044	460,000	474,235	475,134
Maintenance cost/mile	\$0.73	\$0.90	\$0.88	\$0.89	\$0.91
Spare ratio	22%	22%	32%	32%	32%
Inventory turnover *	0.21	0.79	1.00	0.72	1.00
<b>Work Process Outputs</b>					
Preventive maintenance					
# vehicles maintained	27	30	31	31	33
Miles operated	938,269	941,888	943,198	938,611	938,611
# inspections completed	167	170	170	170	170
Clean buses					
# exterior cleanings	5,364	5,376	5,080	5,380	5,355
# interior cleanings	5,364	5,376	5,080	5,380	5,355
* Excluding fluids.					



**CITY OF APPLETON 2019 BUDGET  
VALLEY TRANSIT**

**Vehicle Maintenance**

**Business Unit 5820**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
<b>Revenues</b>					
5020 Donations & Memorials	\$ 20	\$ -	\$ -	\$ -	\$ -
5030 Damage to City Property	16,540	1,134	-	-	-
	<u>\$ 16,560</u>	<u>\$ 1,134</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Expenses</b>					
6101 Regular Salaries	\$ 298,499	\$ 333,233	\$ 342,774	\$ 342,774	\$ 353,398
6105 Overtime	21,316	12,528	7,147	7,147	7,080
6150 Fringes	114,832	131,170	135,140	135,140	133,575
6201 Training/Conferences	300	20,048	3,000	3,000	5,000
6309 Shop Supplies & Tools	39,872	37,940	50,970	50,970	52,450
6316 Miscellaneous Supplies	307	31	-	-	-
6321 Clothing	55	-	220	220	220
6322 Gas Purchases	2,336	2,235	5,000	5,000	5,000
6326 Vehicle & Equipment Parts	106,314	188,896	161,500	161,500	178,000
6327 Miscellaneous Equipment	434	75	8,200	8,200	2,700
6417 Vehicle Repairs & Maint	8,461	17,349	12,000	12,000	17,450
6418 Equip Repairs & Maint	8,807	7,826	8,550	8,550	12,850
6424 Software Support	1,550	2,134	1,000	1,000	2,200
6425 CEA Equipment Rental	-	-	2,000	2,000	2,000
6430 Health Services	1,441	1,003	525	525	525
6451 Laundry Services	1,766	1,752	3,050	3,050	1,560
6501 Insurance	9,725	9,542	16,887	16,887	16,163
6599 Other Contracts/Obligations	-	1,329	-	-	-
6804 Equipment	-	-	-	2,205,132	50,000
	<u>\$ 616,015</u>	<u>\$ 767,091</u>	<u>\$ 757,963</u>	<u>\$ 2,963,095</u>	<u>\$ 840,171</u>

**DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000**

**Shop Supplies & Tools**

Janitorial supplies	\$ 7,200
Cleaning supplies & chemicals	4,250
Grease and liquid gases	29,000
Tools and instruments	12,000
	<u>\$ 52,450</u>

**Vehicle & Equipment Parts**

Misc parts (doors, windows, etc.)	\$ 10,000
Brake system parts	29,000
Electrical system parts	8,000
Wheelchair ramp parts	9,000
Heating/cooling system parts	20,000
Transmission parts	30,000
Engine parts	50,000
PM's and oil changes	22,000
	<u>\$ 178,000</u>

**Equipment**

Operations staff vehicle	50,000
	<u>\$ 50,000</u>

**CITY OF APPLETON 2019 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 passengers, employees, and the general public.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements Key Strategies #1: "Prompt delivery of 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:**

Capital projects for 2019 include purchasing bus shelters and replacing deteriorating furniture at the Transit Center. Capital funding has been budgeted to cover 80% of the cost (\$36,000). The remaining 20% will be funded from the depreciation reserve.

**PERFORMANCE INDICATORS**

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
<b>Customer Benefits/Impacts</b>					
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
<b>Strategic Outcomes</b>					
Buildings that enhance beauty of community					
# customer complaints	0	0	0	0	0
<b>Work Process Outputs</b>					
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 2019 BUDGET  
VALLEY TRANSIT**

**Facilities Maintenance**

**Business Unit 5830**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
<b>Revenues</b>					
5015 Facility Rent	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>
<b>Expenses</b>					
6306 Building Maint./Janitorial	\$ -	\$ -	\$ -	\$ -	\$ -
6308 Landscape Supplies	1,603	3,748	3,000	3,000	3,000
6325 Ice Control Materials	2,008	-	-	-	-
6327 Miscellaneous Equipment	610	3,555	1,000	1,000	1,000
6407 Collection Services	4,180	3,124	4,600	4,600	4,600
6408 Contractor Fees	-	1,653	-	-	-
6416 Building Repairs & Maint	3,669	9,761	-	-	-
6420 Facilities charges	111,975	106,099	113,519	113,519	111,672
6440 Snow Removal Services	11,086	13,956	15,000	15,000	11,603
6451 Laundry Services	2,644	4,170	3,050	3,050	5,356
6454 Grounds Repair & Maint.	3,806	3,985	-	-	-
6501 Insurance	(816)	-	13,126	13,126	13,696
6599 Other Contracts/Obligations	7,373	6,609	7,050	7,050	8,232
6803 Buildings	-	(2,460)	345,000	528,285	45,000
	<u>\$ 148,138</u>	<u>\$ 154,200</u>	<u>\$ 505,345</u>	<u>\$ 688,630</u>	<u>\$ 204,159</u>

**DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000**

<b><u>Buildings</u></b>	
Shelters	\$ 20,000
Furniture at Transit Center	25,000
	<u>\$ 45,000</u>

**CITY OF APPLETON 2019 BUDGET  
VALLEY TRANSIT**

**Operations**

**Business Unit 5840**

**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. During 2017, Valley Transit changed the table of organization to allow hiring of additional drivers with various scheduling options to control overtime expense.

The 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. Valley Transit is in the process of implementing a real time bus tracker application with reporting software, which will help improve on-time performance.

A decrease in the price and usage of tires is reflected in the Vehicle & Equipment Parts account. In 2018, Valley Transit entered into a contract with Goodyear Tire to lease bus tires, which is projected to reduce tire expense by approximately 29%, though that savings is offset by an increase in the cost of lubricants used in the buses. The miscellaneous equipment budget includes an on-going program of camera replacement on the buses, as the cameras have exceeded their useful lives and do not provide the quality of image required.

This program includes the addition of a full time Travel Trainer to work with the Mobility Coordinator to improve access to transportation by older adults and persons with disabilities.

**PERFORMANCE INDICATORS**

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
<b>Client Benefits/Impacts</b>					
Safe, reliable, convenient service					
Accidents per 100,000 mi	1.00	2.40	0.00	3.00	0.00
On-time performance percentage	83.0%	82.0%	95.0%	84.0%	95.0%
# customer complaints as a percentage of trips provided	0.02%	0.02%	0.05%	0.02%	0.02%
<b>Strategic Outcomes</b>					
Cost effective service delivery					
Expense per passenger trip	\$ 5.62	\$ 6.24	\$ 5.82	\$ 6.38	\$ 6.45
Efficient service delivery					
Passengers per revenue hour	16.7	16.3	17.5	16.3	16.6
Passengers per revenue mile	1.11	1.08	1.15	1.08	1.10
Farebox recovery	14.7%	13.0%	15.2%	14.0%	14.6%
<b>Work Process Outputs</b>					
Service Provided					
Hours of service	59,532	59,512	60,111	60,111	60,111
Miles of service	902,748	900,996	910,802	910,802	910,802
Trips taken	1,006,035	969,379	1,050,000	980,000	1,000,000

**CITY OF APPLETON 2019 BUDGET  
VALLEY TRANSIT**

**Operations**

**Business Unit 5840**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
<b>Revenues</b>					
4875 Farebox Revenue	\$ 809,469	\$ 744,399	\$ 904,375	\$ 904,375	\$ 904,375
4876 Special Transit Revenues	37,613	43,910	38,843	38,843	38,843
5085 Cash Short or Over	339	172	-	-	-
	<u>\$ 847,421</u>	<u>\$ 788,481</u>	<u>\$ 943,218</u>	<u>\$ 943,218</u>	<u>\$ 943,218</u>
<b>Expenses</b>					
6101 Regular Salaries	\$ 2,032,867	\$ 1,952,860	\$ 2,187,139	\$ 2,187,139	\$ 2,334,016
6105 Overtime	170,315	256,076	61,375	61,375	64,633
6150 Fringes	918,792	890,441	927,383	927,383	1,009,949
6201 Training/Conferences	-	4,200	-	-	-
6303 Memberships & Licenses	-	319	-	-	-
6321 Clothing	2,512	3,855	4,780	4,780	4,780
6322 Gas Purchases	290,511	339,896	600,000	600,000	600,000
6326 Vehicle & Equipment Parts	67,990	76,875	76,200	76,200	74,500
6327 Miscellaneous Equipment	980	9,745	6,900	6,900	6,900
6328 Signs	222	-	2,000	2,000	2,000
6408 Contractor Fees	13,490	13,640	17,000	17,000	17,000
6412 Advertising	392	-	-	-	-
6418 Equip Repairs & Maint	931	1,760	-	-	-
6430 Health Services	9,153	12,215	6,460	6,460	6,460
6451 Laundry Services	49	21	-	-	-
6501 Insurance	-	-	53,630	53,630	49,341
6599 Other Contracts/Obligations	940	1,216	540	540	1,140
	<u>\$ 3,509,144</u>	<u>\$ 3,563,119</u>	<u>\$ 3,943,407</u>	<u>\$ 3,943,407</u>	<u>\$ 4,170,719</u>

**DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000**

<b><u>Gas Purchases *</u></b>	
Non-diesel fuel 15,000 gal. @ \$2.50/gal	\$ 37,500
Diesel fuel 187,500 gal. @ \$3.00/gal	562,500
	<u>\$ 600,000</u>
<b><u>Vehicle &amp; Equipment Parts</u></b>	
Lubricants	\$ 25,000
Tire leasing program	40,000
Staff vehicle tires	9,500
	<u>\$ 74,500</u>
<b><u>Contractor Fees</u></b>	
Transit Center security	\$ 17,000
	<u>\$ 17,000</u>

\* 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 2019 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: "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
- 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 saw a small decrease in 2017 while we continue to see a steady use of ADA paratransit services for the first half of 2018.

The increase in payroll expense in 2019 in this program is due to an increased allocation of the Paratransit Coordinator position. 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.

The contract with the current service provider ends July 1, 2019. The increase in contractor fees is an estimate of the possible costs related to a new contract. The Miscellaneous Local Aids also reflects the possible increase resulting from a new service contract.

Capital expense includes the procurement of Mobile Data Terminals for dispatching and scheduling ADA paratransit services. This equipment will be 80% funded by a federal capital grant, with the remaining 20% funded by local share.

**PERFORMANCE INDICATORS**

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
<b>Client Benefits/Impacts</b>					
Safe, reliable, convenient mobility					
% on-time performance	98.3%	98.0%	98.0%	98.0%	98.0%
# customer complaints as a percentage of trips provided	0.17%	0.05%	0.05%	0.06%	0.05%
<b>Strategic Outcomes</b>					
Cost effective service delivery					
Cost per trip	\$ 18.40	\$ 18.45	\$ 18.36	\$ 18.90	\$ 21.40
Cost per mile	\$ 3.80	\$ 3.80	\$ 3.90	\$ 3.98	\$ 4.55
Trips per hour	4.0	4.2	3.9	4.0	3.9
<b>Work Process Outputs</b>					
Service Provided					
Hours of service/yr	24,046	22,774	26,000	25,000	26,000
Miles of service/yr	463,933	460,717	480,000	470,000	480,000
Trips taken/yr	95,943	94,868	102,000	99,000	102,000

**CITY OF APPLETON 2019 BUDGET  
VALLEY TRANSIT**

**ADA Paratransit**

**Business Unit 5850**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
<b>Revenues</b>					
4230 Miscellaneous Local Aids	\$ 243,737	\$ 398,775	\$ 413,752	\$ 413,752	\$ 528,674
4875 Farebox Revenue	466,222	461,386	489,600	489,600	491,640
	<u>\$ 709,959</u>	<u>\$ 860,161</u>	<u>\$ 903,352</u>	<u>\$ 903,352</u>	<u>\$ 1,020,314</u>
<b>Expenses</b>					
6101 Regular Salaries	\$ 42,407	\$ 60,817	\$ 54,047	\$ 54,047	\$ 75,998
6150 Fringes	18,483	28,416	22,296	22,296	31,974
6201 Training & Conferences	3,018	803	5,208	5,208	4,529
6301 Office Supplies	1,443	875	1,042	1,042	1,132
6302 Subscriptions	-	-	349	349	349
6303 Memberships & Licenses	1,002	1,069	1,239	1,239	1,239
6304 Postage\Freight	643	521	896	896	974
6308 Landscape Supplies	365	857	-	-	-
6316 Miscellaneous Supplies	-	55	375	375	375
6320 Printing & Reproduction	6,487	3,937	5,653	5,653	6,145
6322 Gas Purchases	532	511	-	-	-
6327 Miscellaneous Equipment	190	-	-	-	-
6401 Accounting/Audit	2,181	1,797	2,500	2,500	2,500
6408 Contractor Fees	1,585,813	1,590,347	1,710,132	1,710,132	1,975,740
6411 Temporary Help	-	3,195	-	-	-
6412 Advertising	9,656	5,330	8,309	8,309	8,309
6413 Utilities	16,892	15,666	23,611	23,611	25,736
6418 Equip Repairs & Maint	30	385	83	83	91
6420 Facilities Charges	13,815	12,011	15,707	15,707	17,554
6424 Software Support	18,285	19,746	15,000	15,000	22,000
6430 Health Services	-	-	115	115	115
6440 Snow Removal Services	2,523	3,193	-	-	3,397
6454 Grounds Repair & Maint.	866	912	-	-	-
6501 Insurance	816	-	4,547	4,547	4,409
6599 Other Contracts/Obligations	39,620	-	-	-	-
6804 Equipment	-	-	-	-	250,000
	<u>\$ 1,765,067</u>	<u>\$ 1,750,443</u>	<u>\$ 1,871,109</u>	<u>\$ 1,871,109</u>	<u>\$ 2,432,566</u>

**DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000**

**Contractor Fees**

Purchased transportation:

Valley Transit II - Disabled,  
102,000 trips

\$ 1,975,740  
\$ 1,975,740

**Software Support**

Trapeze ride scheduling program

\$ 22,000  
\$ 22,000

**Equipment**

Mobile Data Terminals

250,000  
\$ 250,000

**CITY OF APPLETON 2019 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: "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 Crossings, 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 decrease in contractor fees is due to the discontinuation of the New Hope program, which is off-set by a projected increase in contractor costs for the other programs.

The 2019 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.

**PERFORMANCE INDICATORS**

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
<b>Client Benefits/Impacts</b>					
Safe, reliable, convenient mobility					
Trips taken/yr	89,783	90,370	100,080	87,080	76,080
<b>Strategic Outcomes</b>					
Cost effective Service Delivery					
Cost per trip	\$ 18.52	\$ 19.99	\$ 18.50	\$ 21.26	\$ 23.42
Efficient Service Delivery					
Trips per hour	3.9	3.7	3.2	3.0	2.8
<b>Work Process Outputs</b>					
Service provided					
Hours of service/yr	23,158	24,276	31,275	29,200	27,400
Miles of service/yr	525,120	538,181	680,000	635,000	585,000



**CITY OF APPLETON 2019 BUDGET  
VALLEY TRANSIT**

**Ancillary Paratransit**

**Business Unit 5860**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
<b>Revenues</b>					
4210 Federal Grants	\$ 42,414	\$ 121,872	\$ 89,750	\$ 89,750	\$ 89,750
4230 Miscellaneous Local Aids	582,630	627,957	716,863	716,863	560,724
4875 Farebox Revenue	205,963	226,762	259,730	259,730	259,730
5020 Donations & Memorials	77,645	65,414	62,678	62,678	62,335
5921 Trans In - General Fund	4,507	14,217	18,085	18,085	17,407
	<u>\$ 913,159</u>	<u>\$ 1,056,222</u>	<u>\$ 1,147,106</u>	<u>\$ 1,147,106</u>	<u>\$ 989,946</u>
<b>Expenses</b>					
6320 Printing & Reproduction	\$ 114	\$ -	\$ -	\$ -	\$ -
6408 Contractor Fees	1,620,425	1,684,741	1,851,729	1,851,729	1,691,849
6599 Other Contracts/Obligations	42,414	121,873	89,750	89,750	89,750
	<u>\$ 1,662,953</u>	<u>\$ 1,806,614</u>	<u>\$ 1,941,479</u>	<u>\$ 1,941,479</u>	<u>\$ 1,781,599</u>

**DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000**

**Contractor Fees**

Purchased transportation:	
Valley Transit II - elderly purchased transportation - optional	\$ 86,104
Specialized employment transportation - VP	547,625
Outagamie County - demand response - rural	225,406
Outagamie County - children & family transportation	12,824
Village of Fox Crossing - Dial-a-Ride	28,000
Neenah - Dial-A-Ride	112,000
Heritage	10,920
Calumet County - rural service	34,650
Connector late evening service	487,808
Connector service beyond current fixed route service boundaries	116,133
Trolley service - downtown	30,379
	<u>\$ 1,691,849</u>

**Other Contracts/Obligations**

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

City of Appleton  
2019 Budget  
Revenue and Expense Summary

Description	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
<b>REVENUES</b>							
Intergovernmental Revenues	6,364,701	7,914,146	3,985,225	7,340,140	9,083,366	7,637,863	7,741,520
Interest Income	9,161	7,759	13,324	12,500	12,500	12,500	12,500
Charges for Services	1,519,267	1,476,456	1,063,644	1,692,548	1,692,548	1,694,588	1,694,588
Other Revenues	170,637	161,468	101,951	131,678	131,678	131,335	131,335
Transfers In	631,686	690,956	2,372,337	660,829	660,829	701,737	691,565
<b>TOTAL REVENUES</b>	<b>8,677,130</b>	<b>10,250,785</b>	<b>7,536,481</b>	<b>9,837,695</b>	<b>11,580,921</b>	<b>10,178,023</b>	<b>10,271,508</b>
<b>EXPENSES BY LINE ITEM</b>							
Regular Salaries	2,049,588	1,982,748	1,466,358	2,797,847	2,797,847	2,716,832	2,804,858
Labor Pool Allocations	148,794	165,949	118,569	0	0	190,504	190,504
Overtime	191,631	270,137	223,957	68,522	68,522	71,713	71,713
Part-Time	6,228	0	0	0	0	0	0
Incentive Pay	1,410	1,410	0	315	315	1,335	1,335
Other Compensation	29,996	1,962	1,950	0	0	0	0
Sick Pay	96,100	127,526	79,940	0	0	0	0
Vacation Pay	160,688	182,126	125,739	0	0	0	0
Holiday Pay	78,970	78,085	58,278	0	0	0	0
Fringes	1,102,457	1,114,431	730,829	1,161,711	1,161,711	1,230,713	1,257,585
Unemployment Compensation	6,660	12,164	5,571	0	0	0	0
Pension Expenses / Revenue	184,162	201,488	0	0	0	0	0
<b>Salaries &amp; Fringe Benefits</b>	<b>4,056,684</b>	<b>4,138,026</b>	<b>2,811,191</b>	<b>4,028,395</b>	<b>4,028,395</b>	<b>4,211,097</b>	<b>4,325,995</b>
Training & Conferences	10,038	27,641	12,617	25,000	25,000	25,000	25,000
Tuition Fees	0	0	0	2,000	2,000	0	0
Employee Recruitment	18,505	6,873	2,757	3,200	3,200	4,200	4,200
Parking Permits	176	150	65	360	360	150	150
Office Supplies	7,478	4,700	1,703	5,000	5,000	5,000	5,000
Subscriptions	959	1,901	760	1,904	1,904	1,735	1,735
Memberships & Licenses	5,403	6,060	6,409	5,947	5,947	5,472	5,472
Postage & Freight	3,471	2,798	1,107	4,300	4,300	4,300	4,300
Awards & Recognition	1,187	526	378	878	878	900	900
Food & Provisions	2,142	1,513	917	1,170	1,170	1,200	1,200
Insurance	184,688	209,701	140,771	227,006	227,006	227,006	227,006
Depreciation Expense	597,166	622,352	455,113	606,818	606,818	672,264	672,264
<b>Administrative Expense</b>	<b>831,213</b>	<b>884,215</b>	<b>622,597</b>	<b>883,583</b>	<b>883,583</b>	<b>947,227</b>	<b>947,227</b>
Landscape Supplies	1,968	4,605	907	3,000	3,000	3,000	3,000
Shop Supplies & Tools	39,872	37,940	26,889	50,970	50,970	52,450	52,450
Miscellaneous Supplies	1,179	2,336	2,021	750	750	750	750
Printing & Reproduction	23,168	12,955	13,799	27,136	27,136	27,136	27,136
Clothing	2,567	3,855	2,116	5,000	5,000	5,000	5,000
Gas Purchases	293,379	342,641	298,959	605,000	605,000	605,000	605,000
Safety Supplies	604	0	555	500	500	500	500
Construction Materials	2,008	0	0	0	0	0	0
Vehicle & Equipment Parts	174,304	270,151	177,790	237,700	237,700	252,500	252,500
Miscellaneous Equipment	5,588	28,655	22,714	18,100	18,100	26,600	26,600
Signs	222	0	0	2,000	2,000	2,000	2,000
<b>Supplies &amp; Materials</b>	<b>544,859</b>	<b>703,138</b>	<b>545,750</b>	<b>950,156</b>	<b>950,156</b>	<b>974,936</b>	<b>974,936</b>
Accounting/Audit	11,765	9,652	0	11,500	11,500	11,500	10,290
Bank Services	3,048	3,226	1,623	3,000	3,000	3,000	3,000
Consulting Services	162	12,869	0	45,000	61,364	0	0
Collection Services	4,180	3,124	2,231	4,600	4,600	4,600	4,600
Contractor Fees	3,219,894	3,301,406	2,270,306	3,579,941	3,579,941	3,735,669	3,735,669
Temporary Help	25,543	17,158	543	5,000	5,000	5,000	5,000
Advertising	52,447	28,624	5,495	50,309	50,309	50,309	50,309
Health Services	11,734	15,388	5,017	9,200	9,200	9,200	9,200
Snow Removal Services	13,609	17,150	18,419	15,000	15,000	15,000	15,000
Laundry Services	4,458	5,943	3,860	6,100	6,100	6,916	6,916
Other Contracts/Obligations	90,560	131,426	39,408	97,690	97,690	99,472	99,472
<b>Purchased Services</b>	<b>3,437,400</b>	<b>3,545,966</b>	<b>2,346,902</b>	<b>3,827,340</b>	<b>3,843,704</b>	<b>3,940,666</b>	<b>3,939,456</b>
Electric	52,060	45,372	37,393	61,900	61,900	61,900	55,000

City of Appleton  
2019 Budget  
Revenue and Expense Summary

Description	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
Gas	13,387	15,955	14,841	38,300	38,300	38,300	25,000
Water	9,219	6,792	5,609	7,850	7,850	7,850	7,850
Waste Disposal/Collection	3,555	2,467	2,084	2,975	2,975	3,124	3,124
Stormwater	8,111	8,013	6,753	8,175	8,175	9,401	9,401
Telephone	4,781	5,535	4,184	5,300	5,300	5,600	5,600
Cellular Telephone	8,315	8,593	5,277	9,000	9,000	4,000	4,000
Utilities	99,428	92,727	76,141	133,500	133,500	130,175	109,975
Building Repair & Maintenance	3,669	9,761	3,002	0	0	0	0
Vehicle Repair & Maintenance	8,461	17,349	26,791	12,000	12,000	17,450	17,450
Equipment Repair & Maintenance	9,899	10,370	9,748	8,950	8,950	13,250	13,250
Facilities Charges	125,790	118,110	83,253	129,226	129,226	129,226	129,226
Software Support	67,837	82,977	26,804	72,000	72,000	73,800	73,800
CEA Equipment Rental	0	0	0	2,000	2,000	2,000	2,000
Grounds Repair & Maintenance	4,672	4,897	633	0	0	0	0
Repair & Maintenance	220,328	243,464	150,231	224,176	224,176	235,726	235,726
Buildings	0	2,460	118,576	345,000	528,285	20,000	20,000
Machinery & Equipment	0	0	193,708	0	341,999	250,000	250,000
Furniture & Fixtures	0	0	0	0	0	25,000	25,000
Vehicles	0	0	0	0	1,863,133	50,000	50,000
Capital Expenditures	0	2,460	312,284	345,000	2,733,417	345,000	345,000
<b>TOTAL EXPENSES</b>	<b>9,189,912</b>	<b>9,605,076</b>	<b>6,865,096</b>	<b>10,392,150</b>	<b>12,796,931</b>	<b>10,784,827</b>	<b>10,878,315</b>

**CITY OF APPLETON 2019 BUDGET**  
**VALLEY TRANSIT**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
<b>Revenues</b>					
Charges for Services	\$ 1,519,267	\$ 1,476,457	\$ 1,747,548	\$ 1,597,548	\$ 1,749,588
Miscellaneous	92,992	96,054	76,678	76,678	76,335
Total Revenues	<u>1,612,259</u>	<u>1,572,511</u>	<u>1,824,226</u>	<u>1,674,226</u>	<u>1,825,923</u>
<b>Expenses</b>					
Operating Expenses	8,592,747	8,982,721	9,440,332	9,140,332	9,861,051
Depreciation	597,166	622,352	606,818	606,818	672,264
Total Expenses	<u>9,189,913</u>	<u>9,605,073</u>	<u>10,047,150</u>	<u>9,747,150</u>	<u>10,533,315</u>
Revenues over (under) Expenses	(7,577,654)	(8,032,562)	(8,222,924)	(8,072,924)	(8,707,392)
<b>Non-Operating Revenues (Expenses)</b>					
Investment Income	(9,161)	7,759	12,500	10,000	12,500
Gain (Loss) on Sale of Capital Assets	-	-	-	-	-
Operating Subsidies	6,442,345	6,905,780	7,064,140	7,064,140	7,465,520
Total Non-Operating	<u>6,433,184</u>	<u>6,913,539</u>	<u>7,076,640</u>	<u>7,074,140</u>	<u>7,478,020</u>
Income (Loss) Before Contributions and Transfers	(1,144,470)	(1,119,023)	(1,146,284)	(998,784)	(1,229,372)
<b>Contributions and Transfers In (Out)</b>					
General Fund	631,686	690,956	660,829	660,829	691,565
Capital Contributions	-	1,073,780	276,000	2,186,734	276,000
Change in Net Assets	(512,784)	645,713	(209,455)	1,848,779	(261,807)
Total Net Assets - Beginning	5,754,051 *	5,241,267	5,886,980	5,886,980	7,735,759
Total Net Assets - Ending	<u>\$ 5,241,267</u>	<u>\$ 5,886,980</u>	<u>\$ 5,677,525</u>	<u>\$ 7,735,759</u>	<u>\$ 7,473,952</u>

\* as restated

**SCHEDULE OF CASH FLOWS**

Working Cash - Beginning	\$ 726,423	\$ 995,286
+ Change in Net Assets	1,848,779	(261,807)
+ Depreciation	606,818	672,264
- Fixed Assets	(2,733,417)	(345,000)
+ F/A Funded by Restricted Cash	546,683	69,000
Working Cash - End of Year	<u>\$ 995,286</u>	<u>\$ 1,129,743</u>

**CITY OF APPLETON  
CAPITAL IMPROVEMENTS PROGRAM 2019 - 2023  
PROJECT REQUEST FORMS**

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Project request forms for those projects to be funded in the 2019 - 2023 Capital Improvements Program are included in this section.

# CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: ADA Intelligent Transportation System Upgrade

## PROJECT DESCRIPTION

**Justification:**

Valley Transit Capital projects for 2019 include upgrading the current scheduling software used by Valley Transit for ADA services (Valley Transit II).

Valley Transit's current paratransit ITS system features software that is used to schedule over 130,000 demand response rides annually and track individual rider's data. The product, called Novus DRM, is provided by a vendor called Trapeze. The current software was last upgraded in 2008 and is hosted on a City of Appleton server. The downside of a local server is the City of Appleton/Valley Transit must maintain physical hardware and staff to host the software. If the server goes down, there is no local redundancy, so we lose access to rider and ride scheduling data. Another downside is software updates or repairs/fixes must be made by the current vendor remotely, which adds wait time to each update or repair session.

Many modern ITS products feature a cloud-based solution, which would be more reliable, effective and efficient for Valley Transit. Another key reason for the replacement is the current system does not utilize or support in-vehicle hardware (mobile data terminal/tablet), which severely limits the data available. Without tablets, Valley Transit does not have computer aided dispatch (CAD) or automatic vehicle location (AVL) features, which are significant elements of a modern demand response transportation system. A replacement system will allow access to more data by Valley Transit and riders, improve overall service efficiency and improve reporting.

Capital funding has been budgeted to cover 80% of the cost (\$200,000) with the remaining 20% funded from the depreciation reserve.

**Discussion of operating cost impact:**

Current software maintenance fees (\$22,000) will be replaced with new software maintenance fees but no overall impact on operating expense is anticipated.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2019	2020	2021	2022	2023	Total
Valley Transit ITS purchase	250,000	-	-	-	-	\$ 250,000
<b>Total -Valley Transit Capital Projects</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250,000</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	250,000	-	-	-	-	\$ 250,000
<b>Total</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250,000</b>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



## CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

### IDENTIFICATION

Project Title: Vehicle Purchase

### PROJECT DESCRIPTION

**Justification:**

Valley Transit Capital projects for 2019 include the replacement of a staff vehicle for fixed route operations. This 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 issue. 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. 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:**

Since this is a replacement for an existing vehicle, it is expected to incur routine maintenance costs with no overall impact on operating expense.

### DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2019	2020	2021	2022	2023	Total
Valley Transit Vehicle purchase	50,000	-	-	-	-	\$ 50,000
<b>Total -Valley Transit Capital Projects Fund</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>

### COST ANALYSIS

#### Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	50,000	-	-	-	-	\$ 50,000
<b>Total</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Bus Shelter Replacement

## PROJECT DESCRIPTION

**Justification:**

Valley Transit Capital projects for 2019 include purchasing bus shelters. Most of Valley Transit's passenger waiting shelters and shelter accessories were purchased and installed between 1986 and 1991. Some have been moved several times to accommodate changing needs. Valley Transit is replacing the current shelters with ADA accessible shelters. Capital funding has been budgeted to cover 80% of the cost (\$16,000) with the remaining 20% funded from the depreciation reserve.

**Discussion of operating cost impact:**

Since these shelters are replacing existing shelters, they are expected to incur routine maintenance costs and have no overall impact on operating expense.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2019	2020	2021	2022	2023	Total
Valley Transit Shelter purchase	20,000	-	-	-	-	\$ 20,000
<b>Total -Valley Transit Capital Projects Fund</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,000</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	20,000	-	-	-	-	\$ 20,000
<b>Total</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,000</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

### IDENTIFICATION

Project Title: Transit Center Furniture Replacement

### PROJECT DESCRIPTION

**Justification:**

Valley Transit Capital projects for 2019 include replacing some of the furniture at the Transit Center. Much of the furniture was purchased in 2008 or earlier, and is deteriorating. Many pieces have been broken and have become unsafe for customers to utilize. Capital funding has been budgeted to cover 80% of the cost (\$20,000) with the remaining 20% funded from the depreciation reserve.

**Discussion of operating cost impact:**

There is no operating cost impact to this purchase.

### DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2019	2020	2021	2022	2023	Total
Valley Transit TC Furniture purchr	25,000	-	-	-	-	\$ 25,000
<b>Total -Valley Transit Capital Projects Fund</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>

### COST ANALYSIS

#### Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	25,000	-	-	-	-	\$ 25,000
<b>Total</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

