



# City of Appleton

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

## Meeting Agenda - Final Fox Cities Transit Commission

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Tuesday, January 23, 2024

2:50 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

4. Approval of minutes from previous meeting

[24-0067](#) Approval of minutes from previous meeting

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

5. **Public Hearing/Apearances**

[24-0068](#) Public Participation on Agenda Items

6. **Action Items**

[24-0069](#) Approval of Payments

**Attachments:** [November 2023 Payments.pdf](#)

[December 2023 Payments.pdf](#)

[24-0070](#) Access Control Contract - Whitman Construction Project

**Attachments:** [Authorization to Purchase Access Control from Faith Technologies 01.17.2024.pdf](#)

7. **Information Items**

[24-0071](#) Financial Report

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

[24-0072](#) Ridership Report

**Attachments:** [November 2023 Ridership.pdf](#)

[December 2023 Ridership.pdf](#)

[24-0073](#) 2023 4th Quarter KPI

Attachments: [2023 Quarterly KPI - QTR4.pdf](#)

[24-0074](#) Request for Future Agenda Items

**8. Next Meeting Date & Time**

**- February 13, 2024, 2:50 PM - Cancelled**

**- February 27, 2023, 2:50 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  
Appleton, WI 54911-4799  
www.appleton.org

## Meeting Minutes - Final Fox Cities Transit Commission

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Tuesday, December 12, 2023

2:50 PM

Council Chambers, 6th Floor

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1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership

**In person attendees:** Chairperson Dearborn, Wurdinger, Brown, Patza, Torrance, Dexter, Holzschuh, Detienne, Firkus, Jones

**Virtual attendees:** Kasimor

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

**Excused:** 1 - VandeHey

4. Approval of minutes from previous meeting

[23-1440](#)

Approval of minutes from previous meeting

**Attachments:** [MeetingMinutes 24-Oct-2023.pdf](#)

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

5. **Public Hearing/Appearances**

[23-1452](#)

Public Participation on Agenda Items

*No public participation on agenda items.*

6. **Action Items**

[23-1441](#)

Approval of Payments

**Attachments:** [October 2023 Payments.pdf](#)

Commissioner Jones moved, seconded by Commissioner Patza, that the payments be approved. Voice Vote. Motion Carried.

[23-1442](#)

Approve the Intermunicipal Agreement with Outagamie County for Specialized Transportation Services for 2024 Contingent on Outagamie County Approval

**Attachments:** [2024 Outagaime Contract.pdf](#)

Commissioner Detienne moved, seconded by Commissioner Brown, that the agreement be recommended for approval. Voice Vote. Motion Carried.

[23-1443](#)

Approve the Intermunicipal Agreement with Winnebago County for Specialized Transportation Services for 2024 Contingent on Winnebago County Approval

**Attachments:** [2024 Winnebago Contract.pdf](#)

Commissioner Dexter moved, seconded by Commissioner Jones, that the agreement be recommended for approval. Voice Vote. Motion Carried.

[23-1444](#)

Approve the Intermunicipal Agreement with Calumet County for Specialized Transportation Services for 2024 Contingent on Calumet County Approval

**Attachments:** [2024 Calumet Contract.pdf](#)

Commissioner Patza moved, seconded by Commissioner Brown, that the agreement be recommended for approval. Voice Vote. Motion Carried.

[23-1445](#)

Approve the Intermunicipal Agreement with the City of Neenah for the Northern Winnebago Dial-A-Ride Service for 2024 Contingent on City of Neenah Approval

**Attachments:** [2024 NW Dial-A-Ride Neenah.pdf](#)

Commissioner Jones moved, seconded by Commissioner Wurdinger, that the agreement be recommended for approval. Voice Vote. Motion Carried.

[23-1446](#)

Approve the Intermunicipal Agreement with the Village of Fox Crossing for the Northern Winnebago Dial-A-Ride Service for 2024 Contingent on the Village of Fox Crossing Approval

**Attachments:** [2024 NW Dial-A-Ride Fox Crossings.pdf](#)

Commissioner Torrance moved, seconded by Commissioner Jones, that the agreement be recommended for approval. Voice Vote. Motion Carried.

[23-1447](#)

Approve 2024 - 2025 Federal Section 5310 Sub-recipient Contract

**Attachments:** [2024 - 2025 5310 GRANT AGREEMENT LSS.pdf](#)

Commissioner Detienne moved, seconded by Commissioner Patza, that the contract be recommended for approval. Voice Vote. Motion Carried.

[23-1448](#) Certify Valley Transit Public Transportation Agency Safety Plan (PTASP)

**Attachments:** [PTASP Appendices.pdf](#)

Commissioner Brown moved, seconded by Commissioner Jones, that the Public Transportation Agency Safety Plan be recommended for approval. Voice Vote. Motion Carried.

**7. Information Items**

[23-1449](#) Financial Report

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

The Financial Report was presented.

[23-1450](#) Ridership Report

**Attachments:** [October 2023 Ridership.pdf](#)

The Ridership Report was presented.

[23-1451](#) Request for Future Agenda Items

The report item was discussed.

**8. Next Meeting Date & Time**

- December 26, 2023, 2:50 PM - Cancelled
- January 9, 2024, 2:50 PM - Cancelled
- January 23, 2024, 2:50 PM

**9. Adjournment**

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/11 TO 2023/11	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
58071000			VT 5307	Admin					
58071000	620100			Training/Conferences					
003256	ST. PAUL ELDER SERV	112917	0	2023 11	INV	P	75.00	111523	561728 Outagamie Caregiver
999990	TSI	113611	0	2023 11	INV	P	65.00	pcard	Transportation Safe
999990	TSI	113612	0	2023 11	INV	P	90.00	pcard	Transportation Safe
999990	TSI	113613	0	2023 11	INV	P	80.00	pcard	Transportation Safe
							235.00		
				ACCOUNT TOTAL			310.00		
58071000	620500			Employee Recruitment					
002158	CAREERBUILDER	112918	0	2023 11	INV	P	258.57	122023	562101 October 2023 Postin
002694	RNS COMMUNICATIONS I	112335	0	2023 11	INV	P	600.00	110823	561611 November advertisin
				ACCOUNT TOTAL			858.57		
58071000	630100			Office Supplies					
001983	AMAZON	113294	0	2023 11	INV	P	52.50	pcard	Office supplies
001983	AMAZON	113633	0	2023 11	INV	P	24.82	pcard	Office supplies
							77.32		
999990	QUILL CORPORATION	113296	0	2023 11	INV	P	58.91	pcard	office supplies
999990	QUILL CORPORATION	113595	0	2023 11	INV	P	108.87	pcard	Office supplies
							167.78		
				ACCOUNT TOTAL			245.10		
58071000	630200			Subscriptions					
001517	GANNETT WISCONSIN	113295	0	2023 11	INV	P	43.00	pcard	Monthly subscriptio
				ACCOUNT TOTAL			43.00		
58071000	630400			Postage / Freight					
001583	UNITED STATES POSTAL	113356	0	2023 11	INV	P	15.84	pcard	Postage - partners
				ACCOUNT TOTAL			15.84		
58071000	631603			Other Misc. Supplies					
001198	SAM'S CLUB	113380	0	2023 11	INV	P	110.80	pcard	Supplies
001607	GRAINGER, INC.	113292	0	2023 11	INV	P	22.64	pcard	Misc supplies
001983	AMAZON	113293	0	2023 11	INV	P	15.99	pcard	Misc supplies
001983	AMAZON	113350	0	2023 11	INV	P	9.99	pcard	Misc supplies
							25.98		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/11 TO 2023/11									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
									ACCOUNT TOTAL
									159.42
58071000 632002									Outside Printing
001121 QUICK PRINT CENTER,	113353	0	2023 11	INV	P				531.00 pcard
									Envelopes
									ACCOUNT TOTAL
									531.00
58071000 632300									Safety Supplies
000274 CINTAS CORPORATION	113354	0	2023 11	INV	P				79.55 pcard
									Safety supplies and
999990 MYRON CORP	113351	0	2023 11	INV	P				366.43 pcard
									Safety supplies
									ACCOUNT TOTAL
									445.98
58071000 632700									Miscellaneous Equipment
000219 BUILDING SERVICE, IN	113471	230719	2023 11	INV	P				1,584.70 112923
									561837 Transit Center Furn
									ACCOUNT TOTAL
									1,584.70
58071000 640300									Bank Service Fees
000814 LOOMIS ARMORED US, L	112946	0	2023 11	INV	P				170.64 111523
									561699 OCTOBER ARMORED CAR
									ACCOUNT TOTAL
									170.64
58071000 640800									Contractor Fees
001771 RED SHOES PR, INC.	112340	0	2023 11	INV	P				5,046.26 110823
									561608 october marketing s
003012 LANGUAGE LINE	113035	0	2023 11	INV	P				45.36 112223
									561784 Translation service
									ACCOUNT TOTAL
									5,091.62
58071000 641200									Advertising
001517 GANNETT WISCONSIN	112343	0	2023 11	INV	P				173.84 110823
									561571 Advertisement
001517 GANNETT WISCONSIN	112344	0	2023 11	INV	P				89.89 110823
									561572 Advertising
									263.73
001771 RED SHOES PR, INC.	112341	0	2023 11	INV	P				5,000.00 110823
									561608 November digital ad
									ACCOUNT TOTAL
									5,263.73
58071000 641301									Electric
001575 WE ENERGIES	562	0	2023 11	INV	P				3,697.00 110123
									561526 ELEC 707600246-0000
001575 WE ENERGIES	563	0	2023 11	INV	P				4,196.30 112923
									561885 ELEC 707600246-0000
									7,893.30
									ACCOUNT TOTAL
									7,893.30
58071000 641302									Gas
001575 WE ENERGIES	562	0	2023 11	INV	P				169.50 110123
									561526 GAS 707600246-00001
001575 WE ENERGIES	563	0	2023 11	INV	P				819.89 112923
									561885 GAS 707600246-00001

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/11 TO 2023/11	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
							989.39
					ACCOUNT TOTAL		989.39
58071000 642400	999990 ZOOM.US 888-799-9666	113349	0	2023 11	Software Support INV P	10.00 pcard	Monthly teleconfere
					ACCOUNT TOTAL		10.00
					ORG 58071000 TOTAL		23,612.29
58072000					VT 5307 vehicle Maintenance		
58072000 630901					Shop Supplies		
000035 AIRGAS USA, LLC		113030	0	2023 11	INV P	69.90 112223	561750 Shop supplies
000035 AIRGAS USA, LLC		113433	0	2023 11	INV P	68.38 112923	561830 Shop supplies
							138.28
000176 BELSON COMPANY		112333	0	2023 11	INV P	134.22 110823	561547 msb supplies
000866 MENARDS		113636	0	2023 11	INV P	163.88 pcard	Shop supplies
001333 TARTAN SUPPLY CO., I		114399	0	2023 11	INV P	102.85 pcard	TARTAN SUPPLY CO LL
001610 GARROW PROPANE CORPO		113432	0	2023 11	INV P	268.15 112923	561850 LP - Shop supplies
001655 AUTOMOTIVE SUPPLY CO		112922	0	2023 11	INV P	1,001.47 111523	561656 Parts & supplies
001655 AUTOMOTIVE SUPPLY CO		113031	0	2023 11	INV P	35.04 112223	561756 Shop supplies
							1,036.51
					ACCOUNT TOTAL		1,843.89
58072000 632200	000763 KWIK TRIP, INC	112328	0	2023 11	Gas Purchases INV P	431.12 110823	561589 October staff vehic
					ACCOUNT TOTAL		431.12
58072000 632601					Repair Parts		
000089 NEW FLYER OF AMERICA		112928	0	2023 11	INV P	2,976.86 111523	561711 Parts
000089 NEW FLYER OF AMERICA		113016	0	2023 11	INV P	67.96 112223	561793 Parts
							3,044.82
001595 JX TRUCK CENTER		113017	0	2023 11	INV P	645.80 112223	561781 Parts
001595 JX TRUCK CENTER		113018	0	2023 11	CRM P	-59.98 112223	561781 Core credit
001595 JX TRUCK CENTER		113020	0	2023 11	CRM P	-79.40 112223	561781 Parts return
001595 JX TRUCK CENTER		113027	0	2023 11	CRM P	-270.00 112223	561781 Core credit
001595 JX TRUCK CENTER		113028	0	2023 11	CRM P	-72.99 112223	561781 Part return
							163.43

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/11 TO 2023/11	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
	001655 AUTOMOTIVE SUPPLY CO	112922	0	2023 11	INV P	40.99	111523	561656 Parts & supplies
					ACCOUNT TOTAL	3,249.24		
58072000 632700	001791 RADIO ENGINEERING IN	112401	230790	2023 11	INV P	1,562.00	110823	Miscellaneous Equipment 561607 Cameras and Equipme
					ACCOUNT TOTAL	1,562.00		
58072000 641800	000615 HARTLAND LUBRICANTS	112926	0	2023 11	INV P	127.90	111523	Equip Repairs & Maint 561688 Oil analysis
	001392 U.S. VENTURE, INC	113032	0	2023 11	INV P	405.50	112223	561814 Equipment maintenanc
					ACCOUNT TOTAL	533.40		
58072000 642400	002735 NOREGON SYSTEMS, INC	113346	0	2023 11	INV P	360.00	pcard	Software Support Allison subscript r
					ACCOUNT TOTAL	360.00		
58072000 643000	001588 THEDACARE, INC.	113430	0	2023 11	INV P	105.00	112923	Health Services 561870 DOT Physical
					ACCOUNT TOTAL	105.00		
58072000 645100	000274 CINTAS CORPORATION	113355	0	2023 11	INV P	134.10	pcard	Laundry Services Uniforms and mats
					ACCOUNT TOTAL	134.10		
					ORG 58072000 TOTAL	8,218.75		
58073000				VT 5307	Building Maintenance			
58073000 632700	000982 NORDON BUSINESS	112927	0	2023 11	INV P	850.00	111523	Miscellaneous Equipment 561713 TC admin workspace
					ACCOUNT TOTAL	850.00		
58073000 640700	002545 GFL ENVIRONMENTAL	114367	0	2023 11	INV P	255.75	pcard	Solid waste/Recycling Pickup GFL ENVIRONMENTAL T GFL ENVIRONMENTAL R
	002545 GFL ENVIRONMENTAL	114368	0	2023 11	INV P	104.00	pcard	
						359.75		
					ACCOUNT TOTAL	359.75		
58073000 644000	003022 BOB & DAVE'S	112923	0	2023 11	INV P	1,105.00	111523	Snow Removal Services 561659 Snow removal TC
					ACCOUNT TOTAL	1,105.00		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/11 TO 2023/11									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
58073000 645100									Laundry Services
000274 CINTAS CORPORATION	113354	0	2023 11	INV	P	110.37			
000274 CINTAS CORPORATION	113355	0	2023 11	INV	P	416.31			Safety supplies and Uniforms and mats
						526.68			
						ACCOUNT TOTAL			526.68
58073000 659900									Other Contracts/Obligation
002401 CLEAN POWER, LLC	112385	0	2023 11	INV	P	573.22	111523		561665 Janitorial Services
						ACCOUNT TOTAL			573.22
58073000 680300 1800									Buildings
001021 WESTWOOD INFRASTRUCT	112331	0	2023 11	INV	P	813.75	110823		561635 whitman project pro
001021 WESTWOOD INFRASTRUCT	112929	0	2023 11	INV	P	1,318.00	111523		561746 Professional servic
						2,131.75			
002560 KUENY ARCHITECTS	113427	0	2023 11	INV	P	26,134.69	112923		561855 Engineering service
003202 SMA CONSTRUCTION	113434	0	2023 11	INV	P	413,854.96	112923		561867 VT whitman Facility
003239 IMEG	112329	0	2023 11	INV	P	2,839.95	110823		561580 whitman project pro
999990 WWW.FIELDWIRE.COM	113281	0	2023 11	INV	P	44.00		pcard	WWW.FIELDWIRE.COM W
						ACCOUNT TOTAL			445,005.35
						ORG 58073000 TOTAL			448,420.00
58074000									VT 5307 Operations
58074000 632200									Gas Purchases
001608 GARROW OIL CORPORATI	112982	230792	2023 11	INV	P	22,064.88	111523		561682 #2 Ultra Low Sulfur
						ACCOUNT TOTAL			22,064.88
58074000 632602									Tires
001926 GOODYEAR TIRE AND RU	112925	0	2023 11	INV	P	2,650.35	111523		561684 Tire lease program
003165 BRIDGESTONE	112979	230542	2023 11	INV	P	602.10	111523		561660 Tire program
003165 BRIDGESTONE	113111	230542	2023 11	INV	P	374.94	112223		561761 Tire program
						977.04			
						ACCOUNT TOTAL			3,627.39
58074000 640800									Contractor Fees
002229 STAR PROTECTION AND	112339	0	2023 11	INV	P	10,275.00	110823		561615 october 2023 securi
002229 STAR PROTECTION AND	113033	0	2023 11	INV	P	9,731.25	112223		561807 September security

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/11 TO 2023/11									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
									20,006.25
002401 CLEAN POWER, LLC	112337	0	2023 11	INV	P			Level 1 bus cleanin	4,413.15 110823 561551
								ACCOUNT TOTAL	24,419.40
58074000 643000								Health Services	
001588 THEDACARE, INC.	112332	0	2023 11	INV	P			DOT Physicals	83.30 110823 561617
001588 THEDACARE, INC.	113429	0	2023 11	INV	P			DOT Physical	83.30 112923 561869
001588 THEDACARE, INC.	113430	0	2023 11	INV	P			DOT Physical	105.00 112923 561870
								ACCOUNT TOTAL	271.60
58074000 659900								Other Contracts/Obligation	
999990 BHN*GIFTCARDS.COM	113297	0	2023 11	INV	P			pcard Driver incentive pr	2,068.25 2,068.25
								ACCOUNT TOTAL	2,068.25
								ORG 58074000 TOTAL	52,451.52
58075000								VT 5307 ADA Paratransit	
58075000 640800								Contractor Fees	
001186 RUNNING, INC.	113810	0	2023 11	INV	P			November VTII, Elde	89,942.40 121323 562052
								ACCOUNT TOTAL	89,942.40
58075000 641308								Cellular Phones	
001442 VERIZON WIRELESS SER	113594	0	2023 11	INV	P			Data plan	700.70 700.70
								ACCOUNT TOTAL	700.70
								ORG 58075000 TOTAL	90,643.10
58076000								VT 5307 Ancillary Paratransit	
58076000 640800 1806								Contractor Fees	
001186 RUNNING, INC.	113810	0	2023 11	INV	P			November VTII, Elde	2,880.80 121323 562052
								ACCOUNT TOTAL	2,880.80
58076000 640800 1807								Contractor Fees	
001186 RUNNING, INC.	113810	0	2023 11	INV	P			November VTII, Elde	137.00 121323 562052
								ACCOUNT TOTAL	137.00
58076000 640800 1809								Contractor Fees OC Demand Resp	
001186 RUNNING, INC.	113806	0	2023 11	INV	P			November rural serv	29,733.75 121323 562052
								ACCOUNT TOTAL	29,733.75

**INVOICE LIST BY GL ACCOUNT**

YEAR/PERIOD: 2023/11 TO 2023/11									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION		
58076000 640800 1813 001186 RUNNING, INC.	113808	0	2023 11	INV P	3,644.90	121323	562052 November NWDAR serv		
				Contractor Fees-Neenah DAR					
				ACCOUNT TOTAL	3,644.90				
58076000 640800 1819 001186 RUNNING, INC.	113809	0	2023 11	INV P	24,943.50	121323	562052 November Connector		
				Contractor Fees-Connectr Hours					
				ACCOUNT TOTAL	24,943.50				
58076000 640800 1820 001186 RUNNING, INC.	113809	0	2023 11	INV P	3,931.00	121323	562052 November Connector		
				Contractor Fees-Connector Area					
				ACCOUNT TOTAL	3,931.00				
58076000 659900 001600 LUTHERAN SOCIAL SERV	113036	0	2023 11	INV P	13,112.00	112223	561787 2023 3rd Quarter MM		
				Other Contracts/Obligation					
				ACCOUNT TOTAL	13,112.00				
				ORG 58076000 TOTAL	78,382.95				
FUND 580 Valley Transit			TOTAL:		701,728.61				

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/12 TO 2023/12									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION		
58071000		VT 5307 Admin							
58071000 620500				Employee Recruitment					
002158 CAREERBUILDER	114598	0	2023 12	INV P	155.14	122023	562101	November 2023 Posti	
002158 CAREERBUILDER	115283	0	2023 12	INV P	133.16	011024	562361	December 2023 Posti	
					<b>288.30</b>				
002694 RNS COMMUNICATIONS I	113668	0	2023 12	INV P	600.00	120623	561962	Employee recruitmen	
				ACCOUNT TOTAL	888.30				
58071000 630100				Office Supplies					
001983 AMAZON	115145	0	2023 12	INV P	36.98	pcard		Office supplies	
999990 QUILL CORPORATION	115144	0	2023 12	INV P	-17.97	pcard		Return office suppl	
999990 QUILL CORPORATION	115146	0	2023 12	INV P	67.54	pcard		Office supplies	
999990 QUILL CORPORATION	115147	0	2023 12	INV P	31.06	pcard		office supplies	
					<b>80.63</b>				
				ACCOUNT TOTAL	117.61				
58071000 630200				Subscriptions					
999990 GAN*WINEWSPAPERCIRC	113971	0	2023 12	INV P	42.34	pcard		Post Crescent subsc	
				ACCOUNT TOTAL	42.34				
58071000 630400				Postage / Freight					
001583 UNITED STATES POSTAL	114530	0	2023 12	INV P	45.00	pcard		FCTC postage	
				ACCOUNT TOTAL	45.00				
58071000 630500				Awards & Recognition					
001573 4IMPRINT, INC.	115142	0	2023 12	INV P	771.01	pcard		Employee apprciatio	
				ACCOUNT TOTAL	771.01				
58071000 631603				Other Misc. Supplies					
002002 ACE HARDWARE OF APPL	115143	0	2023 12	INV P	31.11	pcard		ACE HDWE APPLETON	
				ACCOUNT TOTAL	31.11				
58071000 632001				City Copy Charges					
001164 RICOH USA, INC.	114048	0	2023 12	INV P	414.19	121323	562048		
001164 RICOH USA, INC.	114049	0	2023 12	INV P	359.31	121323	562048		
001164 RICOH USA, INC.	114051	0	2023 12	INV P	621.08	121323	562048		
					<b>1,394.58</b>				
				ACCOUNT TOTAL	1,394.58				
58071000 632300				Safety Supplies					

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/12 TO 2023/12										
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION	
000274 CINTAS CORPORATION	114528	0	2023 12	INV	P	148.64		pcard	Safety supplies and	
ACCOUNT TOTAL						148.64				
58071000 632700			Miscellaneous Equipment							
001983 AMAZON	113970	0	2023 12	INV	P	112.33		pcard	Misc Equipment	
003060 GMV SYNCROMATICS	114119	0	2023 12	INV	P	780.00	122023	562123	Misc equipment	
ACCOUNT TOTAL						892.33				
58071000 640300			Bank Service Fees							
000814 LOOMIS ARMORED US, L	114018	0	2023 12	INV	P	252.63	121323	562022	ARMORED CAR SERVICE	
000814 LOOMIS ARMORED US, L	116117	0	2023 12	INV	P	83.11	011724	562545	ARMORED CAR SERVICE	
000814 LOOMIS ARMORED US, L	116124	0	2023 12	INV	P	83.11	011724	562545	ARMORED CAR SERVICE	
						418.85				
ACCOUNT TOTAL						418.85				
58071000 640800			Contractor Fees							
001237 SHRED-IT USA	115166	0	2023 12	INV	P	59.11		pcard	Shredding	
001771 RED SHOES PR, INC.	113682	0	2023 12	INV	P	4,181.25	120623	561959	November marketing	
003012 LANGUAGE LINE	113689	0	2023 12	INV	P	162.72	120623	561938	Translation service	
ACCOUNT TOTAL						4,403.08				
58071000 641200			Advertising							
000979 NL PRESS STAR/MULTI	113764	0	2023 12	INV	P	530.00	121323	562034	Advertising	
001495 WFRV-TV	114120	0	2023 12	INV	P	749.92	122023	562202	Advertising	
001495 WFRV-TV	114122	0	2023 12	INV	P	5,700.00	122023	562201	Advertising	
						6,449.92				
001771 RED SHOES PR, INC.	113681	0	2023 12	INV	P	5,000.00	120623	561959	December digital ad	
ACCOUNT TOTAL						11,979.92				
58071000 641301			Electric							
001575 WE ENERGIES	564	0	2023 12	INV	P	4,967.62	010324	562343	ELEC 707600246-0000	
ACCOUNT TOTAL						4,967.62				
58071000 641302			Gas							
001575 WE ENERGIES	564	0	2023 12	INV	P	2,596.03	010324	562343	GAS 707600246-00001	
ACCOUNT TOTAL						2,596.03				
58071000 641308			Cellular Phones							

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/12 TO 2023/12		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
000250	CELLCOM APPLETON PCS	113972		0	2023 12	INV P	1,271.50	pcard	Data plan and cell
ACCOUNT TOTAL							1,271.50		
58071000	641800					Equip Repairs & Maint			
999990	FSC CORP	114531		0	2023 12	INV P	204.99	pcard	Office machine repa
ACCOUNT TOTAL							204.99		
58071000	642400					Software Support			
002593	TRANSTRACK	113760		0	2023 12	INV P	10,420.00	121323	562064 Software maintenanc
002593	TRANSTRACK	113761		0	2023 12	INV P	3,890.00	121323	562064 Software maintenanc
							14,310.00		
999990	WWW.FIELDWIRE.COM	114511		0	2023 12	INV P	44.00	pcard	PRO USERS
999990	ZOOM.US 888-799-9666	114524		0	2023 12	INV P	10.00	pcard	Monthly teleconfere
							54.00		
ACCOUNT TOTAL							14,364.00		
58071000	659900					Other Contracts/Obligation			
001142	RECYCLE THATSTUFF.CO	114543		0	2023 12	INV P	20.00	pcard	Monitors recycling
ACCOUNT TOTAL							20.00		
ORG 58071000 TOTAL							44,556.91		
58072000						VT 5307 Vehicle Maintenance			
58072000	630901					Shop Supplies			
000035	AIRGAS USA, LLC	115054		0	2023 12	INV P	68.38	122723	562206 Shop supplies
000176	BELSON COMPANY	115062		0	2023 12	INV P	121.15	122923	562276 MSB SUPPLIES - LINE
001194	SAFETY-KLEEN	113671		0	2023 12	INV P	137.53	120623	561964 Shop supplies
001194	SAFETY-KLEEN	113763		0	2023 12	INV P	504.27	121323	562053 Shop supplies
001194	SAFETY-KLEEN	113767		0	2023 12	INV P	345.54	121323	562053 Shop supplies
							987.34		
001333	TARTAN SUPPLY CO., I	116353		0	2023 12	INV P	43.26	pcard	Tartan Dec janitori
001655	AUTOMOTIVE SUPPLY CO	115056		0	2023 12	INV P	596.73	122723	562213 Parts & shops suppl
ACCOUNT TOTAL							1,816.86		
58072000	630902					Tools & Instruments			
001261	SNAP-ON INDUSTRIAL	114526		0	2023 12	INV P	485.69	pcard	Tools
001261	SNAP-ON INDUSTRIAL	115165		0	2023 12	INV P	59.48	pcard	Tools
							545.17		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/12 TO 2023/12									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
					ACCOUNT TOTAL		545.17		
58072000 632200					Gas Purchases				
000763 KWIK TRIP, INC	113691	0	2023 12	INV	P	264.74	120623		561935 Fuel for staff vehi
					ACCOUNT TOTAL		264.74		
58072000 632601					Repair Parts				
000569 GILLIG LLC	115042	0	2023 12	INV	P	1,206.50	122723		562232 Parts
000569 GILLIG LLC	115043	0	2023 12	INV	P	3,190.86	122723		562232 Parts
000569 GILLIG LLC	115044	0	2023 12	INV	P	2,240.40	122723		562232 Parts
000569 GILLIG LLC	115045	0	2023 12	INV	P	4,226.10	122723		562232 Parts
000569 GILLIG LLC	115047	0	2023 12	INV	P	241.30	122723		562232 Parts
000569 GILLIG LLC	115048	0	2023 12	INV	P	1,322.88	122723		562232 Parts
000569 GILLIG LLC	115049	0	2023 12	INV	P	162.72	122723		562232 Parts
						12,590.76			
000691 INTERSTATE POWER SYS	115055	0	2023 12	INV	P	3,033.25	122723		562237 Parts
000913 MOHAWK MANUFACTURING	113669	0	2023 12	INV	P	915.70	120623		561951 Parts
001595 JX TRUCK CENTER	115051	0	2023 12	INV	P	175.80	122723		562238 Parts
001595 JX TRUCK CENTER	115053	0	2023 12	INV	P	1,309.52	122723		562238 Parts
001595 JX TRUCK CENTER	115092	0	2023 12	CRM	P	-435.99	010324		562316 Parts return credit
001595 JX TRUCK CENTER	115093	0	2023 12	INV	P	1,781.32	010324		562316 Parts
001595 JX TRUCK CENTER	115094	0	2023 12	INV	P	2,041.48	010324		562316 Parts
001595 JX TRUCK CENTER	115096	0	2023 12	INV	P	1,683.37	010324		562316 Parts
001595 JX TRUCK CENTER	115105	0	2023 12	INV	P	1,829.65	010324		562316 Parts
						8,385.15			
001655 AUTOMOTIVE SUPPLY CO	115056	0	2023 12	INV	P	1,508.58	122723		562213 Parts & shops suppl
001655 AUTOMOTIVE SUPPLY CO	115108	0	2023 12	INV	P	42.48	010324		562293 Parts
						1,551.06			
					ACCOUNT TOTAL		26,475.92		
58072000 641700					Vehicle Repairs & Maint				
001595 JX TRUCK CENTER	115106	0	2023 12	INV	P	386.25	010324		562316 Vehicle maintenance
001595 JX TRUCK CENTER	115107	0	2023 12	INV	P	386.25	010324		562316 Vehicle maintenance
						772.50			
					ACCOUNT TOTAL		772.50		
58072000 641800					Equip Repairs & Maint				
000172 BAYCOM, INC.	113670	0	2023 12	INV	P	1,721.25	120623		561901 Radio repairs and s
					ACCOUNT TOTAL		1,721.25		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/12 TO 2023/12									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
58072000 643000			Health Services						
001588 THEDACARE, INC.	113675	0	2023 12	INV	P	83.30	120623	561970	DOT Physical
			ACCOUNT TOTAL			83.30			
58072000 645100			Laundry Services						
000274 CINTAS CORPORATION	114529	0	2023 12	INV	P	94.48	pcard		Mats and uniform cl
			ACCOUNT TOTAL			94.48			
			ORG 58072000 TOTAL			31,774.22			
58073000		VT 5307	Building Maintenance						
58073000 641600			Build Repairs & Maint						
000446 FAITH TECHNOLOGIES,	114117	0	2023 12	INV	P	363.29	122023	562116	Whitman remodel pro
000758 KUETTEL'S SEPTIC SER	115109	0	2023 12	INV	P	425.00	010324	562317	Pump floor pits
			ACCOUNT TOTAL			788.29			
58073000 644000			Snow Removal Services						
003022 BOB & DAVE'S	114112	0	2023 12	INV	P	1,405.00	122023	562098	Snow removal - TC
003022 BOB & DAVE'S	114113	0	2023 12	INV	P	2,160.00	122023	562098	Snow removal - TC
						3,565.00			
			ACCOUNT TOTAL			3,565.00			
58073000 645100			Laundry Services						
000274 CINTAS CORPORATION	114528	0	2023 12	INV	P	147.16	pcard		Safety supplies and
000274 CINTAS CORPORATION	114529	0	2023 12	INV	P	555.08	pcard		Mats and uniform cl
						702.24			
			ACCOUNT TOTAL			702.24			
58073000 680300			Buildings						
001021 WESTWOOD INFRASTRUCT	115041	0	2023 12	INV	P	4,726.75	122723	562273	Professional servic
003239 IMEG	115039	0	2023 12	INV	P	2,269.93	122723	562236	Professional Servic
			ACCOUNT TOTAL			6,996.68			
58073000 680300 1800			Buildings						
001021 WESTWOOD INFRASTRUCT	113683	0	2023 12	INV	P	2,027.00	120623	561980	Prof services 10-1
001283 STAFFORD ROSENBAUM,	115074	230132	2023 12	INV	P	341.00	122723	562259	Transit Center Mult
003170 BRASCO INTERNATIONAL	114671	230563	2023 12	INV	P	68,250.00	122023	562099	Aluminum shelters w
003202 SMA CONSTRUCTION	114616	0	2023 12	INV	P	406,011.00	122023	562174	VT whitman Facility

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/12 TO 2023/12		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
ACCOUNT TOTAL									476,629.00
ORG 58073000 TOTAL									488,681.21
58074000	VT 5307 operations								
58074000	632101	Uniforms							
000316	COONEY'S EMBROIDERY	113673	0	2023	12	INV P	158.00	120623	561910 Uniforms
ACCOUNT TOTAL									158.00
58074000	632200	Gas Purchases							
001608	GARROW OIL CORPORATI	113738	230843	2023	12	INV P	23,967.45	120623	561922 #1 Ultra Low sulfur
001608	GARROW OIL CORPORATI	115079	230879	2023	12	INV P	21,506.24	122723	562231 #1 Ultra Low sulfur
									45,473.69
ACCOUNT TOTAL									45,473.69
58074000	632602	Tires							
001926	GOODYEAR TIRE AND RU	114114	0	2023	12	INV P	2,050.13	122023	562124 Tire contract
001996	MATTHEWS TIRE, INC.	113676	0	2023	12	CRM P	-32.00	120623	561942 Dismount refund
001996	MATTHEWS TIRE, INC.	113677	0	2023	12	INV P	870.00	120623	561942 Tire labor, service
001996	MATTHEWS TIRE, INC.	113678	0	2023	12	INV P	168.00	120623	561942 Tire repair
001996	MATTHEWS TIRE, INC.	113679	0	2023	12	INV P	110.00	120623	561942 Tire dismount
001996	MATTHEWS TIRE, INC.	113680	0	2023	12	INV P	130.00	120623	561942 Tire dismount
001996	MATTHEWS TIRE, INC.	115111	0	2023	12	INV P	100.00	010324	562321 Tire labor
001996	MATTHEWS TIRE, INC.	115112	0	2023	12	INV P	10.00	010324	562321 Tire labor
001996	MATTHEWS TIRE, INC.	115113	0	2023	12	INV P	40.00	010324	562321 Tire labor
									1,396.00
003165	BRIDGESTONE	114678	230542	2023	12	INV P	915.48	122023	562100 Tire program
ACCOUNT TOTAL									4,361.61
58074000	632603	Lubricants							
000615	HARTLAND LUBRICANTS	113672	0	2023	12	INV P	1,297.70	120623	561927 DEF
000615	HARTLAND LUBRICANTS	115090	0	2023	12	INV P	1,441.94	010324	562311 DEF
000615	HARTLAND LUBRICANTS	115091	0	2023	12	INV P	4,784.30	010324	562311 15w40 oil
									7,523.94
ACCOUNT TOTAL									7,523.94
58074000	640800	Contractor Fees							
002229	STAR PROTECTION AND	113769	0	2023	12	INV P	9,900.00	121323	562058 November security s
002401	CLEAN POWER, LLC	114118	0	2023	12	INV P	4,200.70	122023	562103 Level 1 Bus cleanin
ACCOUNT TOTAL									14,100.70

**INVOICE LIST BY GL ACCOUNT**

YEAR/PERIOD: 2023/12 TO 2023/12										
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION	
58074000 643000				Health Services						
001588 THEDACARE, INC.	113674	0	2023 12	INV	P	83.30	120623	561969	DOT Physical	
001588 THEDACARE, INC.	113762	0	2023 12	INV	P	260.95	121323	562062	DOT Physical	
001588 THEDACARE, INC.	114115	0	2023 12	INV	P	235.45	122023	562180	DOT Physical	
001588 THEDACARE, INC.	114116	0	2023 12	INV	P	83.30	122023	562181	DOT Physical	
						<b>663.00</b>				
				ACCOUNT TOTAL		663.00				
				ORG 58074000 TOTAL		72,280.94				
FUND 580 Valley Transit						TOTAL:		637,293.28		

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



## Memorandum

**TO:** Fox Cities Transit Commission  
**FROM:** Ron McDonald, General Manager  
**DATE:** January 17, 2024  
**RE:** Authorization to purchase & install Access Control from Faith Technologies

Valley Transit broke ground for the Whitman Ave. rehabilitation and construction in early August. New access control is necessary for this project. Access Control lead-times are extensive. By placing an order well in advance of when it is needed, allows the manufacturer to enter the order into their build schedule. That allows for a greater expectation the access control will be delivered when it is needed.

### ANALYSIS

Safety and Security are of paramount importance for Valley Transit staff and customers. As a recipient of Federal Transit Administration funds, Valley Transit is mandated to spend sufficient dollars on safety & security. All City of Appleton and Valley Transit facilities use access control points within facilities. Faith Technologies is the vendor used solely by the City of Appleton for this purpose.

Valley Transit staff completed a sole source justification and cost reasonableness analysis of the proposal received by Faith Technologies.

### FISCAL IMPACT

Faith Technologies proposal is \$62,715.00, including delivery and installation. Valley Transit has grant funds and has budgeted sufficiently to purchase this Access Control.

### RECOMMENDATION

Staff recommends issuing a purchase order to Faith Technologies equal to \$62,715.00 plus contingency (10%). The project maximum should not exceed \$68,987.



January 10, 2024

**RE: City of Appleton – Valley Transit Access Control**

Steven J. Schrage:

We would like to thank you for the opportunity to propose a solution for your technology needs. We are pleased to offer the following *T&M NTE* price to provide material and labor to perform the following work at the Valley Transit Facility. Our design criteria is based upon information provided in RFP Documents. We acknowledge receipt of Addendum #1, #2 and #3.

**Valley Transit Alt Bid Number A7: Security**

Provide material and labor to:

- Pathways as follows
  - J Hooks as needed to properly support the new network cabling
  - Conduit stubs at doors by EC – Conduit labeling by EC
- Access Control System
  - Faith to install necessary wiring to support the access control devices at the door
  - Installation of the following devices
    - [16] HID Signo standard card readers
    - [16] Door Contracts
    - [16] REXs
    - [20] Hirsch MELM2 input boards
    - [2] MX-8-N3 Hirsch 8 door controller
    - [1] Hirsch AEB8 8input
    - [1] RREB Hirsch 8output
    - [1] RREB Hirsch expansion board
    - [2] Altronix 8 door power supply
    - [4] Altronix backup battery
    - Initial Programming of system included
  - Connection to door strikes as provided by Div 8 vendor
  - Existing devices at the gates to remain – Faith will rewire them to the new network closet
  - Wiring and devices for W. Washington Temp office is included.

**Project Cost NTE:           \$62,715.00**

**General Notes:**

- There are current lead times on some of the needed materials, lead times will be provided upon ordering of materials per manufacturer standards.
- No tax has been included in pricing

We appreciate the opportunity to submit our proposal and hope to work with you on this project! If you have any questions, concerns, or would like additional information regarding this proposal, please do not hesitate to contact me at 920-785-7949. Sincerely,

**FAITH TECHNOLOGIES, INC.**  
***"Specialty Systems Division"***

Rich Lembcke  
Assistant Project Manager  
**General Conditions:**

Chris Schwanke  
Project Manager



**City of Appleton**  
**VALLEY TRANSIT INCOME STATEMENT**  
**For Eleven Months Ending November 30, 2023**

Description	Month of November Actual	Prior Year November	YTD As of November Actual	Prior YTD November	2023 Amended Budget	2023 % of Total Budget
<b>REVENUES</b>						
Bus Fare Revenue	33,938	45,089	609,168	521,516	858,843	70.93%
Paratransit Fare Revenue	35,063	30,908	390,941	331,629	704,430	55.50%
Total Fare Revenue	69,001	75,997	1,000,109	853,145	1,563,273	63.98%
Other Charges for Service	4,643	7,393	69,701	83,670	65,000	107.23%
Other Revenues	7,204	2,235	19,815	33,204	14,000	141.54%
TOTAL REVENUES	80,848	85,625	1,089,625	970,019	1,642,273	66.35%
<b>EXPENSES BY LINE ITEM</b>						
Regular Salaries & Labor pool alloc	215,663	216,437	2,532,313	2,250,630	3,419,523	74.05%
Overtime	39,526	17,078	339,145	279,662	76,131	445.48%
Incentive Pay	-	-	-	-	1,335	0.00%
Other Compensation	-	-	1,954	1,925	-	-
Fringes	90,626	86,483	1,010,413	870,279	1,395,237	72.42%
Unemployment Compensation	-	-	-	3,301	-	-
Salaries & Fringe Benefits	345,815	319,998	3,883,825	3,405,797	4,892,226	79.39%
Training & Conferences	338	387	16,498	11,302	27,200	60.65%
Employee Recruitment	859	270	10,040	11,818	5,480	183.21%
Office Supplies	245	1,308	7,625	3,849	5,400	141.20%
Subscriptions	43	175	1,325	788	1,020	129.90%
Memberships & Licenses	-	31	13,244	14,525	18,320	72.29%
Postage & Freight	16	20	2,995	1,186	3,700	80.95%
Awards & Recognition	-	-	225	759	930	24.19%
Food & Provisions	-	356	2,098	1,574	1,240	169.19%
Insurance	11,439	10,031	304,518	243,311	222,790	124.12%
Insurance dividend & return of surplus	-	-	(27,981)	(34,713)	-	-
Depreciation Expense	107,647	102,544	1,184,112	1,025,445	1,291,758	91.67%
Administrative Expenses	120,587	115,122	1,514,699	1,279,844	1,577,838	96.00%
Landscape Supplies	-	-	853	928	1,500	56.87%
Shop Supplies & Tools (& misc)	2,003	3,483	28,860	35,708	211,919	13.62%
Printing & Reproduction	531	3,182	23,450	20,261	27,910	84.02%
Uniforms	-	-	2,900	2,191	9,290	31.22%
Gas Purchases	22,496	33,917	428,989	463,446	1,050,500	40.84%
Safety Supplies	446	53	1,191	2,715	500	238.20%
Vehicle & Equipment Parts	1,728	8,530	306,471	238,456	202,559	151.30%
Miscellaneous Equipment	3,997	7,767	14,053	14,673	25,100	55.99%
Signs	-	-	8,895	6,220	12,000	74.13%
Supplies & Materials	31,201	56,932	815,662	784,598	1,541,278	52.92%
Accounting/Audit	-	-	14,375	-	10,000	143.75%
Bank Services	251	415	3,630	3,543	6,680	54.34%
Consulting Services	-	729	-	20,835	-	0.00%
Solid Waste/Recycling	360	304	3,771	3,045	5,430	69.45%
Contractor Fees	195,255	154,017	2,013,206	1,728,338	3,471,877	57.99%
Advertising	5,264	6,812	70,169	26,570	50,309	139.48%
Health Services	377	1,339	11,313	9,692	9,200	122.97%
Snow Removal Services	1,105	-	51,648	10,701	39,000	132.43%
Laundry Services	661	515	8,322	7,889	15,340	54.25%
Other Contracts/Obligations	15,753	37,386	54,095	77,625	100,790	53.67%
Purchased Services	219,026	201,517	2,230,529	1,888,238	3,708,626	60.14%
Electric	7,893	3,995	48,188	39,479	55,620	86.64%
Gas	989	135	18,218	18,166	23,000	79.21%

**City of Appleton**  
**VALLEY TRANSIT INCOME STATEMENT**  
**For Eleven Months Ending November 30, 2023**

Description	Month of November Actual	Prior Year November	YTD As of November Actual	Prior YTD November	2023 Amended Budget	2023 % of Total Budget
Water	369	-	6,545	5,661	7,850	83.38%
Sewer	228	-	3,536	2,808	4,160	85.00%
Stormwater	654	-	8,563	7,901	10,000	85.63%
Telephone	847	2,489	19,974	12,616	17,700	112.85%
Utilities	10,980	6,619	105,024	86,631	118,330	88.76%
Building/Grounds Repair & Maintenance	-	51	3,263	2,334	-	0.00%
Vehicle Repair & Maintenance	-	860	20,518	13,428	10,050	204.16%
Equipment Repair & Maintenance	533	-	9,142	6,020	9,650	94.74%
FMD Charges & Material	-	7,270	100,872	89,964	142,503	70.79%
Software Support	370	1,399	126,432	115,268	120,097	105.27%
Repairs & Maintenance	903	9,580	260,227	227,014	282,300	92.18%
Total Operating Expenses	728,512	709,768	8,809,966	7,672,122	12,120,598	72.69%
OPERATING INCOME (LOSS)	(647,664)	(624,143)	(7,720,341)	(6,702,103)	(10,478,325)	
<b>NON-OPERATING REVENUES</b>						
Federal Support	-	-	3,367,958	1,606,318	3,560,391	94.60%
State Support	-	-	2,770,400	5,400,258	3,082,885	89.86%
Appleton Support	324,680	275,230	1,827,604	1,669,016	724,810	252.15%
Other Local Support	232,089	551,442	2,622,040	2,574,716	1,899,499	138.04%
Investment Income	-	(3,404)	85,036	(80,618)	12,500	680.29%
Donations	4,167	4,167	55,990	41,873	63,386	88.33%
TOTAL NON-OPERATING REVENUE	560,936	827,435	10,729,028	11,211,563	9,343,471	114.83%
Buildings	445,005	57,976	1,120,749	142,850	8,615,174	13.01%
Machinery & Equipment	-	-	474,535	38,615	-	0.00%
Furniture & Fixtures	-	-	-	-	25,000	0.00%
Vehicles	-	-	-	2,471,395	100,000	0.00%
Capital Expenditures	445,005	57,976	1,595,284	2,652,860	8,740,174	18.25%
NET INCOME (LOSS)	(531,733)	145,316	1,413,403	1,856,600	(9,875,028)	

**City of Appleton**  
**VALLEY TRANSIT INCOME STATEMENT**  
**For Eleven Months Ending November 30, 2023**

Description	Month of November Actual	Prior Year November	YTD As of November Actual	Prior YTD November	2023 Amended Budget	2023 % of Total Budget
<b>PURCHASED TRANSPORTATION EXPENSE</b>						
VTII - Disabled	92,534	84,645	1,000,689	894,749	2,052,750	48.75%
VTII - Elderly	3,713	2,303	42,808	24,687	62,480	68.51%
PT - Optional (Sunday)	357	571	3,656	5,284	17,850	20.48%
Outagamie County Demand Response Rural	29,734	28,103	330,462	280,104	289,125	114.30%
Outagamie County Human Services Transportation	-	-	119	2,907	11,900	1.00%
Neenah Dial - A - Ride	4,534	4,944	51,140	41,840	192,423	26.58%
Calumet County Van Service	-	-	24,001	8,093	28,800	83.34%
Connector - Extended Service Hours	30,128	21,836	267,671	243,466	412,000	64.97%
Connector - Extended Service Area	4,223	4,120	54,719	53,045	141,625	38.64%
Downtown Trolley	-	-	47,238	10,369	32,554	145.11%
Total Purchased Transportation	165,223	146,522	1,822,503	1,564,544	3,241,507	56.22%

Total Passengers

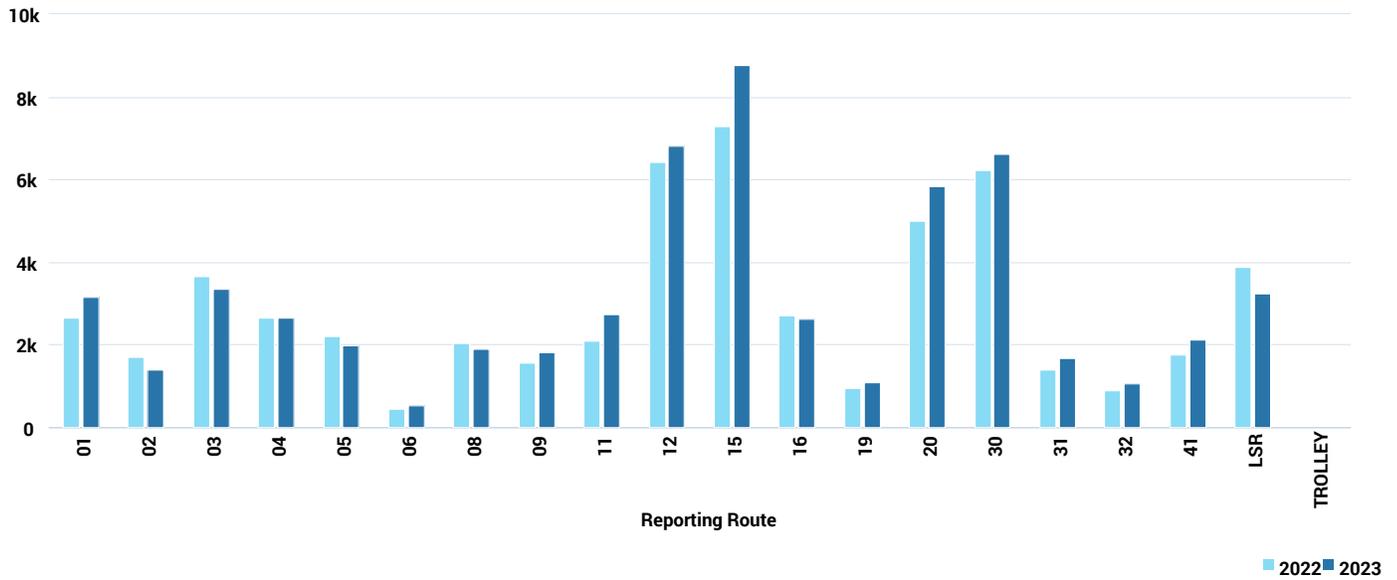
**59,364**

↗ 7% change  
55,538 prev. year

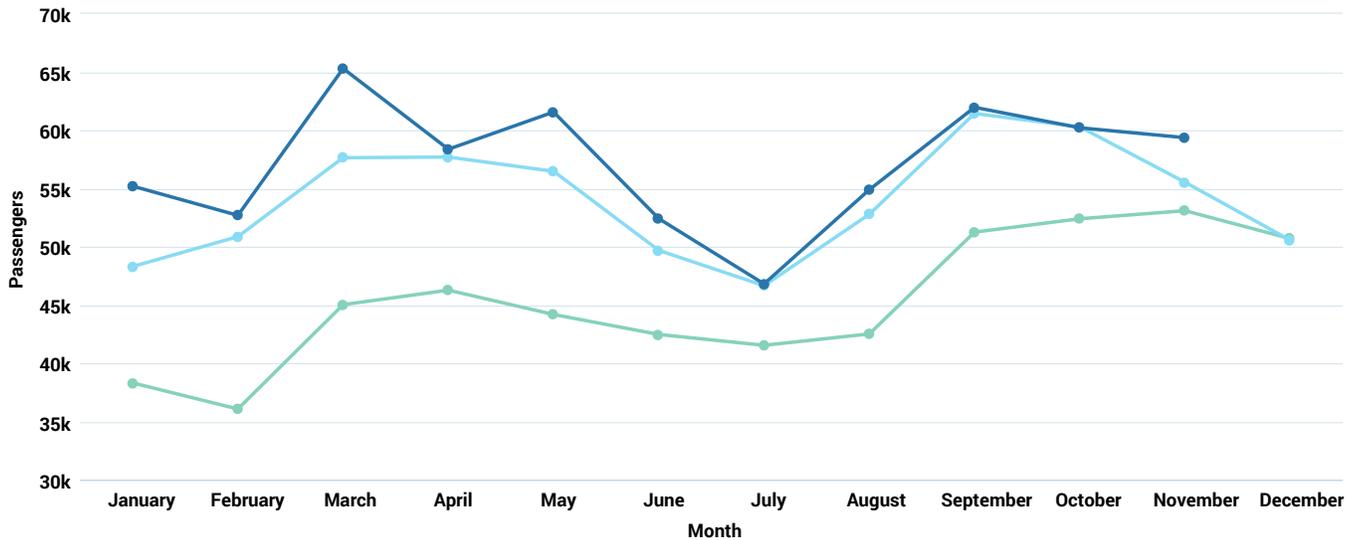
Monthly Fare Group Trend

Fare Group Desc	Prior Year	Current ▼	% Change
Passes & Tickets	23,139	26,314	13.7%
AASD	11,558	9,419	-18.5%
Cash	8,339	9,036	8.4%
Transfers	7,065	8,021	13.5%
FVTC	3,765	4,486	19.2%
Free	1,057	1,166	10.3%
Lawrence University	615	922	49.9%

Ridership by Route



Monthly Ridership Trend by Year



Total Passengers

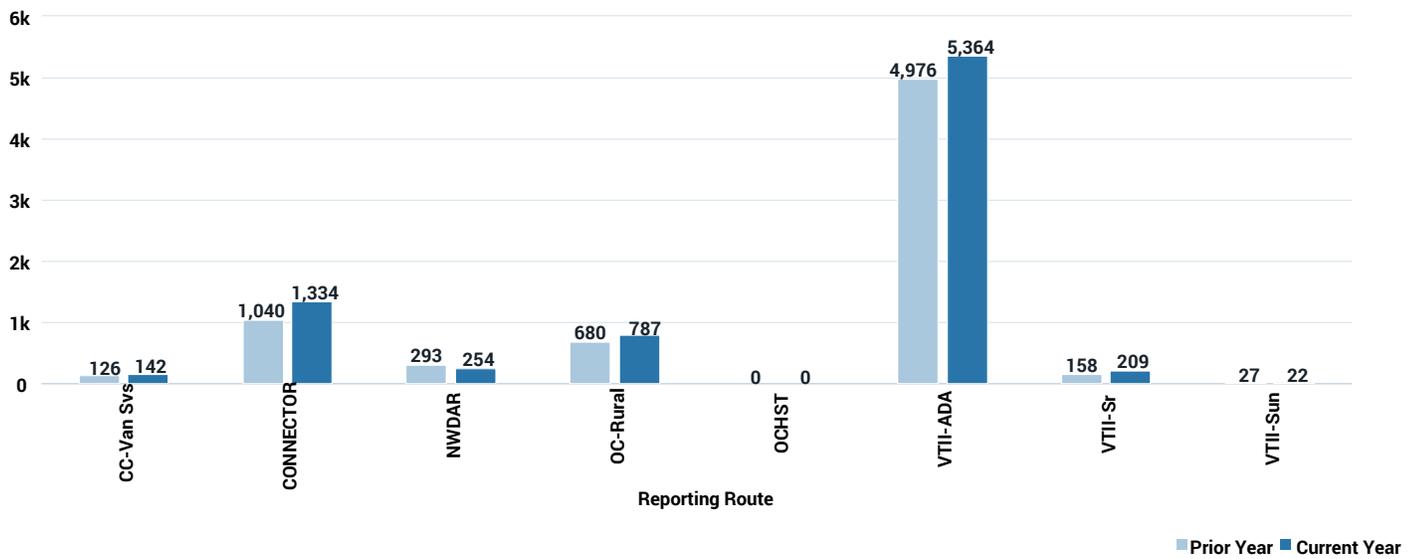
**8,112**

↑ 11% change  
7,300 prev. year

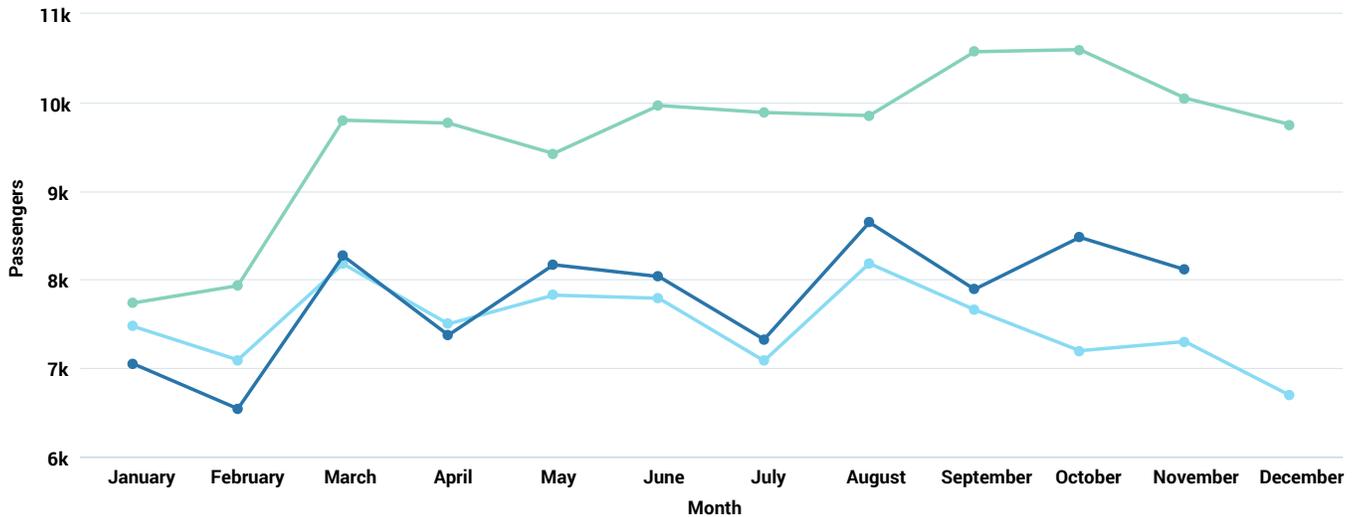
Change in Rides by Program

Reporting Route	Prior Year	Current Year ▼	% Change
VTII-ADA	4,976	5,364	7.80%
CONNECTOR	1,040	1,334	28.27%
OC-Rural	680	787	15.74%
NWDAR	293	254	-13.31%
VTII-Sr	158	209	32.28%
CC-Van Svs	126	142	12.70%
VTII-Sun	27	22	-18.52%
OCHST	0	0	-

Monthly Ridership by Program



Ridership Trend by Year



Total Passengers

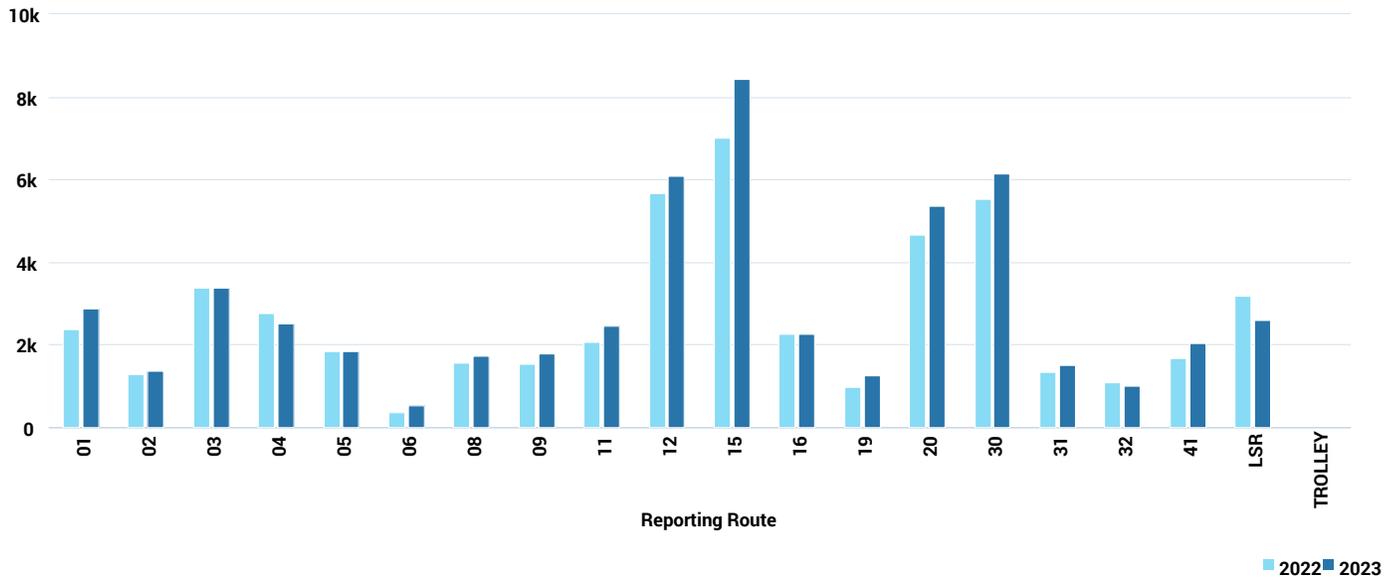
**55,216**

↗ 9% change  
50,558 prev. year

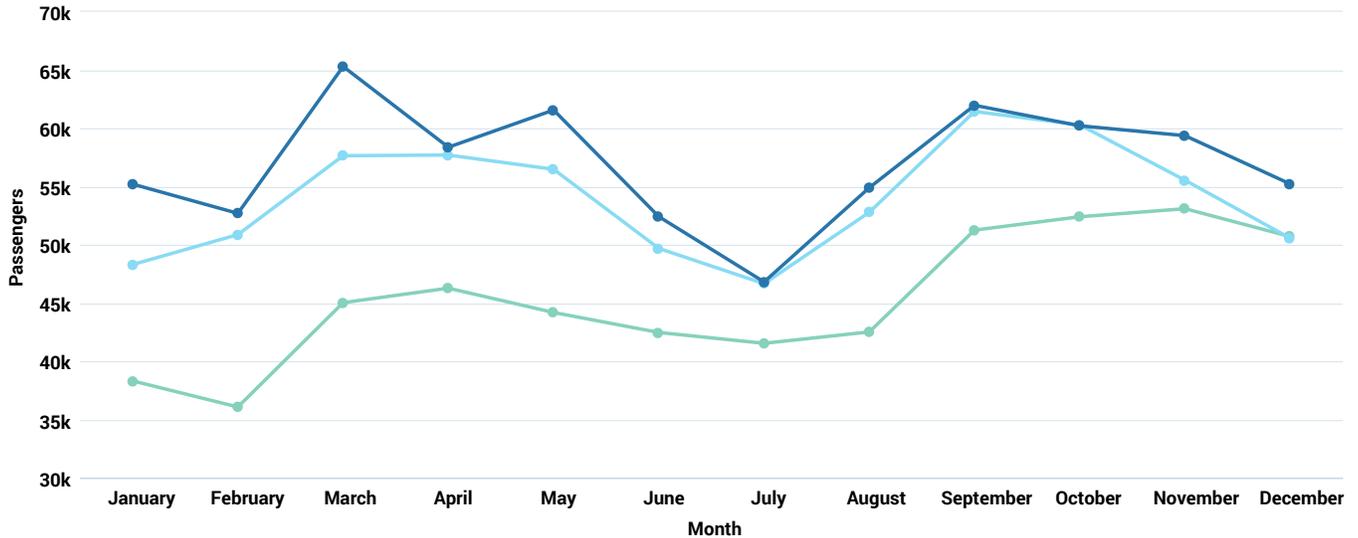
Monthly Fare Group Trend

Fare Group Desc	Prior Year	Current ▼	% Change
Passes & Tickets	21,916	25,731	17.4%
Cash	8,130	8,728	7.4%
AASD	9,366	8,201	-12.4%
Transfers	6,902	7,617	10.4%
FVTC	2,994	3,580	19.6%
Free	887	1,002	13.0%
Lawrence University	363	357	-1.7%

Ridership by Route



Monthly Ridership Trend by Year



Total Passengers

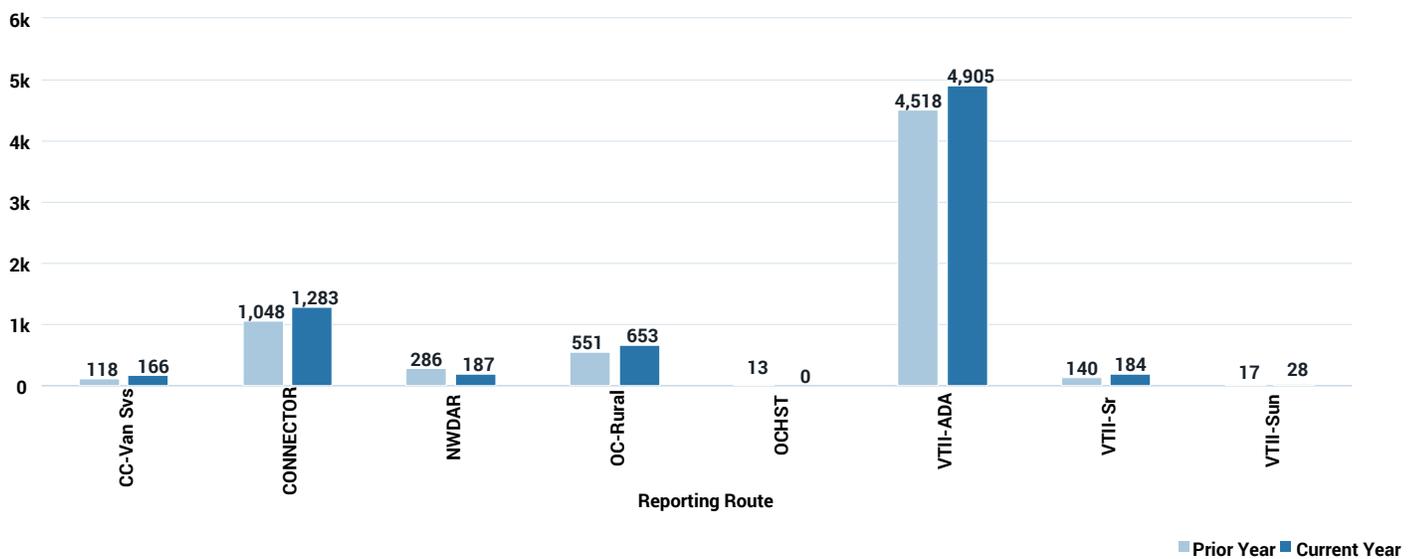
**7,406**

↑ 11% change  
6,691 prev. year

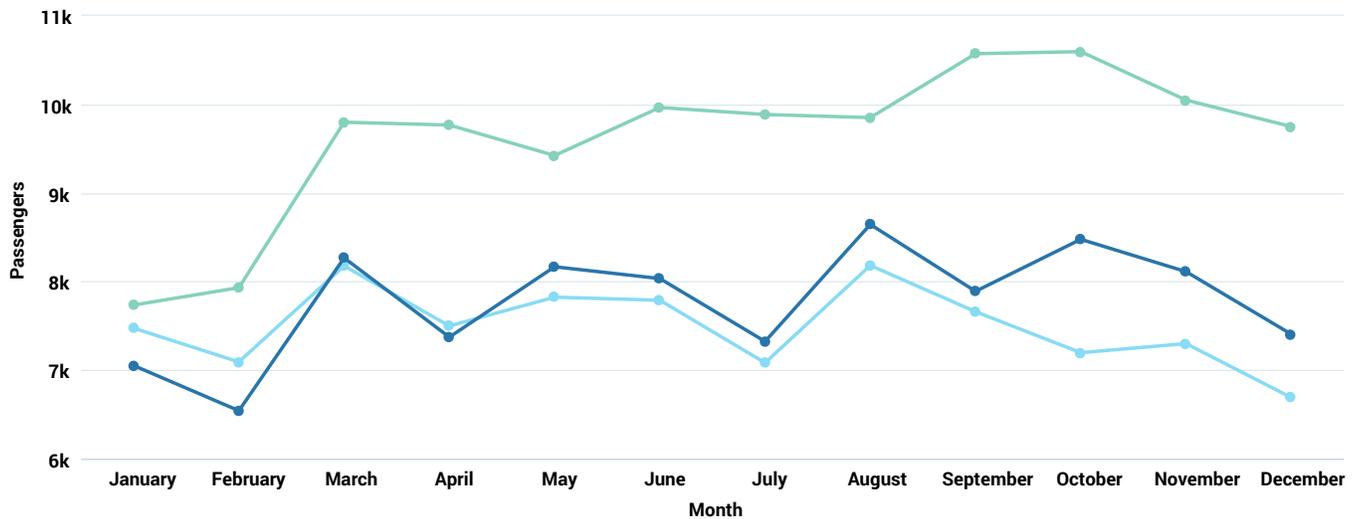
Change in Rides by Program

Reporting Route	Prior Year	Current Year ▼	% Change
VTII-ADA	4,518	4,905	8.57%
CONNECTOR	1,048	1,283	22.42%
OC-Rural	551	653	18.51%
NWDAR	286	187	-34.62%
VTII-Sr	140	184	31.43%
CC-Van Svs	118	166	40.68%
VTII-Sun	17	28	64.71%
OCHST	13	0	-100.00%

Monthly Ridership by Program

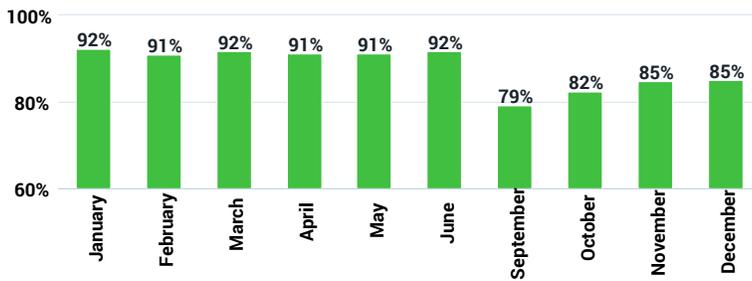


Ridership Trend by Year



Reliability

On Time Performance<sup>1</sup>



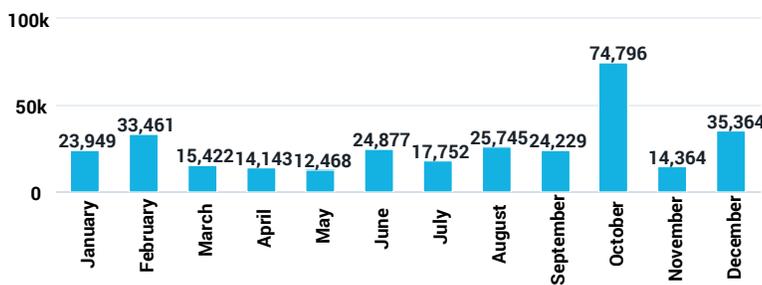
On time performance is a primary measure of service reliability. A bus is on time if it departs a route's scheduled time point between one minute early and five minutes late. This graph shows the monthly percentage of stops on time.

Formula = (on time stops/total stops)

**Monthly Benchmark/Target: >90%**

*\*based on industry data*

Total Miles between Major System Failures



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

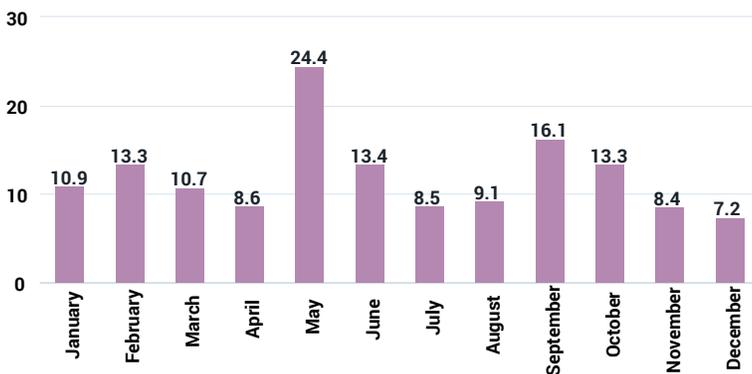
Formula = (total miles/# of failures)

**Monthly Benchmark/Target: >7,500 miles**

*\*based on industry data*

Quality

Complaints per 100K Rides



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

Formula = (complaints/rides)X100,000

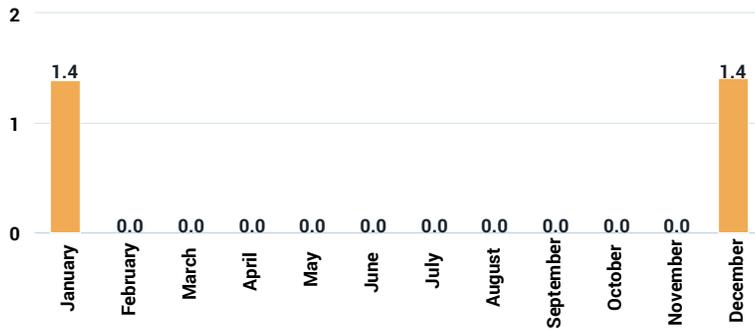
**Monthly Benchmark/Target: <11.1**

*\*based on prior year average*

<sup>1</sup> July-August OTP data was not available during a hardware and software transition to a new automatic vehicle location system vendor in summer 2023. Under the new system, the OTP decreased due to improved data and inclusion of coverage routes. Road construction, weather, traffic and other operational conditions are additional factors that impact system-wide OTP.

## Safety

Reportable Events per 100K Miles



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

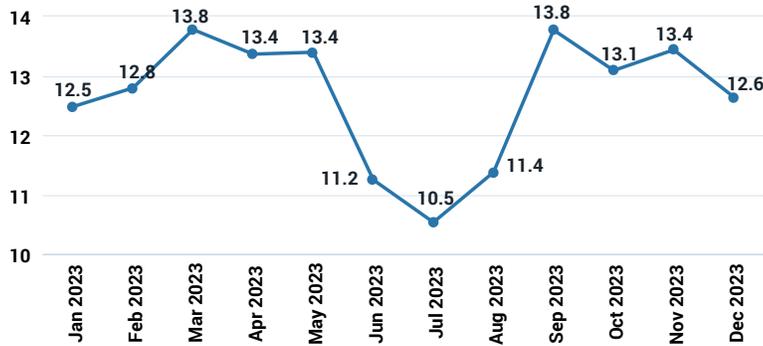
Formula =  $(\text{events}/\text{total miles}) \times 100,000$

**Monthly Benchmark/Target: <1**

*\*based on safety goals*

## Productivity

Passengers per Revenue Hour



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

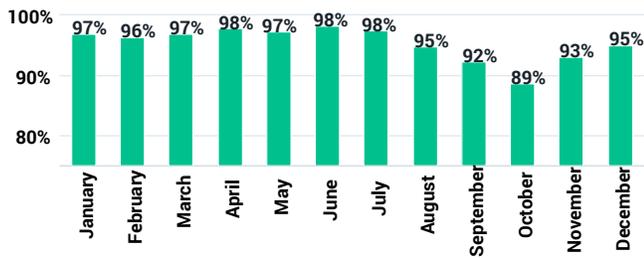
Formula =  $(\text{rides}/\text{revenue hours})$

**Monthly Benchmark/Target: >11.9**

*\*based on prior year average*

## Reliability

On Time Performance



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

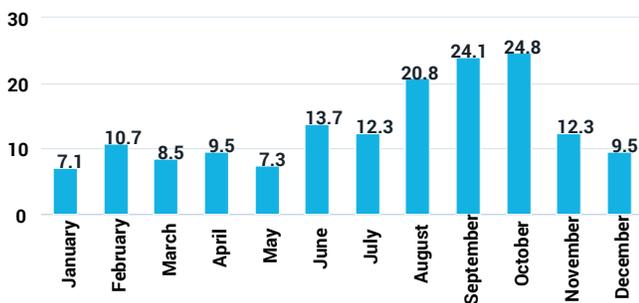
Formula = (on time trips/total trips)

**Monthly Benchmark/Target: >90%**

\*based on industry data

## Quality

Complaints Per 10K Rides



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

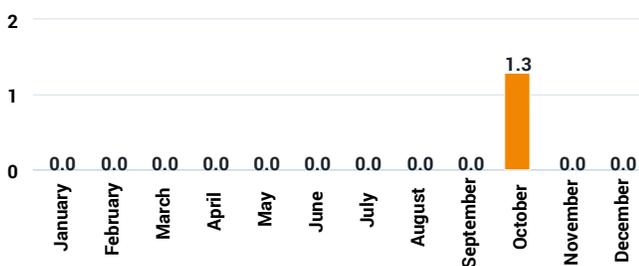
Formula = (complaints/rides)X10,000

**Monthly Benchmark/Target: <27.8**

\*based on prior year average

## Safety

Reportable Events per 100K Miles



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

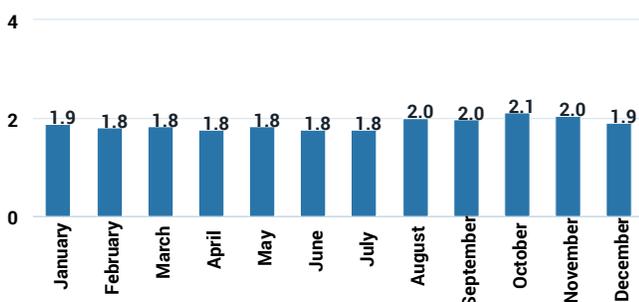
Formula = (events/total miles)X10,000

**Monthly Benchmark/Target: <1**

\*based on safety goals

## Productivity

Passengers per Revenue Hour



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

Formula = (rides/revenue hours)

**Monthly Benchmark/Target: >1.6**

\*based on prior year average