

**CITY OF APPLETON 2022 BUDGET**

**VALLEY TRANSIT**

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# CITY OF APPLETON 2022 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 2021 EVENTS

### Ridership

Valley Transit ridership is down (21%) in the first six months of 2021 when compared to 2020. In March 2020, the President of the United States declared an emergency due to a pandemic. The Governor of Wisconsin ordered the schools to close and, in subsequent days, a ban on mass gatherings along with a "safer at home" order was put into place. While Valley Transit provided uninterrupted essential travel through the pandemic, most people chose to travel only when it was deemed essential. Many businesses were closed to the public or offered reduced services. As the vaccine was introduced into society in early 2021, people are beginning to travel more often, are returning to work and businesses are reopening. Valley Transit has experienced small increases in ridership since March, 2021.

### Legislative Issues

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

Federal Funding— During 2015, congress passed the FAST Act (Fixing America's Surface Transportation) to improve the nation's surface transportation infrastructure. The five-year legislation reformed and strengthened transportation programs and provided long-term certainty and more flexibility for State and local governments. The FAST Act was set to expire in 2020, but a one-year extension was enacted as part of the Continuing Appropriations Act, 2021. Congress will most certainly enact legislation beyond the FAST Act and Valley Transit will work through the Wisconsin Public Transportation Association and American Public Transportation Association to challenge legislators for improved funding opportunities.

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

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

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

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

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

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

### Audits

#### Single Financial Audit

As a non-Federal entity that expends \$750,000 or more a year in Federal awards, Valley Transit is required to have a single audit conducted in accordance with CFR (Code of Federal Regulations) 200.501. The independent auditor reports on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with Government Auditing Standards. Valley Transit received no findings in the 2020 financial audit conducted in early 2021.

# CITY OF APPLETON 2022 BUDGET VALLEY TRANSIT

## MAJOR 2022 OBJECTIVES

Valley Transit's ridership significantly decreased during the pandemic. As businesses and schools reopen and workers return to work, Valley Transit will spend all of 2021 and 2022 attempting to regain the ridership lost during 2020. As part of the effort to increase ridership, Valley Transit will continue to work on partnerships with area businesses to increase ridership by their employees. Valley Transit will continue to focus on strengthening the partnership with advocacy groups in the Fox Cities and increasing communication with Valley Transit stakeholders.

Valley Transit staff will continue to refine and improve the communication tools used to give potential riders information on how to use the system. Implementation of a bus tracking application for smart phones to provide real-time bus schedules to passengers was completed in 2018. The Valley Transit app is nearing 10,000 downloads. During 2022, Valley Transit will continue to market the app, encouraging customers to utilize the software.

During 2021, Valley Transit began a facility-wide renovation of the Valley Transit Whitman Avenue Facility in accordance with all Federal Transit Administration Guidelines and the Valley Transit Whitman Avenue Master Plan. The project follows the fully adopted facility master plan that was completed in 2020. The renovation includes a building addition, implementing ADA compliance, HVAC upgrades, electrical upgrades, plumbing upgrades, office expansion, and all related site work. The project will be completed during 2022.

Valley Transit's Strategic Plan was finished in early 2015 and updated in 2019. The plan includes recommendations for near-term, three, five and ten years. A near-term action plan and schedule has been developed and is being implemented. The focus of the near-term plan is to make sure the existing services function as efficiently and effectively as possible before adding additional services. Valley Transit has performance measures and tracking mechanisms in place which build on existing strengths of the system and address weaknesses. Improving on-time performance will continue to be a major focus in 2022, as will be 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 good state of repair.

Valley Transit is required to complete a Transit Development Plan (TDP) every five years. Transit system development plans refine and detail the recommendations for transit services set forth in the regional transportation plan. The most recent TDP got a late start in 2017 due to the timing of State funding. The plan was completed in early 2020. Valley Transit will continue to review ridership post-pandemic to determine which recommendations remain relevant and will develop an implementation plan for the recommendations.

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

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

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			% Change *
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	
<b>Program Revenues</b>		\$ 13,034,258	\$ 10,441,165	\$ 13,119,155	\$ 13,119,155	\$ 19,289,409	47.03%
<b>Program Expenses</b>							
58071000	Administration	1,807,358	1,578,346	1,830,038	1,830,038	2,045,518	11.77%
58072000	Vehicle Maint.	922,368	792,807	3,385,288	5,962,953	865,736	-74.43%
58073000	Facilities Maint.	188,941	180,569	178,289	513,903	8,696,528	4777.77%
58074000	Operations	3,559,989	3,764,019	4,205,800	4,205,800	4,482,734	6.58%
58075000	ADA Paratransit	2,066,551	1,117,835	2,300,691	2,505,192	2,316,706	0.70%
58076000	Ancillary Paratransit	1,624,389	1,177,582	2,029,361	2,029,361	1,876,615	-7.53%
<b>TOTAL</b>		\$ 10,169,596	\$ 8,611,158	\$ 13,929,467	\$ 17,047,247	\$ 20,283,837	45.62%
<b>Expenses Comprised Of:</b>							
Personnel		4,192,206	3,996,712	4,500,160	4,500,160	4,701,438	4.47%
Training & Travel		22,833	16,712	31,400	31,400	31,400	0.00%
Supplies & Materials		827,226	807,093	943,632	1,134,730	953,111	1.00%
Purchased Services		4,241,562	2,939,672	4,861,949	4,861,949	4,817,354	-0.92%
Miscellaneous Expense		816,671	821,340	992,326	992,326	1,230,534	24.01%
Capital Expenditures		69,098	29,629	2,600,000	5,526,682	8,550,000	228.85%
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		56.85	58.85	60.10	60.10	60.10	

\* % change from prior year adopted budget

**CITY OF APPLETON 2022 BUDGET  
VALLEY TRANSIT**

**Administration**

**Business Unit 58071000**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- 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 2022.

The increase in software support is related to the first year of maintenance for the TransTrack software. TransTrack is a cloud-based system that combines financial and operations information housed in 15 to 20 different software programs and spreadsheets to produce data in the format needed for State and federal regulatory reports.

The increase in depreciation expense is related to new buses and equipment purchased in 2021 and expected bus purchases in 2022.

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

**CITY OF APPLETON 2022 BUDGET  
VALLEY TRANSIT**

**Administration**

**Business Unit 58071000**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
421000 Federal Grants	\$ 6,137,447	\$ 1,938,727	\$ 3,096,105	\$ 3,096,105	\$ 11,483,560
422400 Miscellaneous State Aids	2,821,197	5,270,298	5,521,905	5,521,905	2,846,167
423000 Misc Local Govt Aids	451,054	429,789	491,429	491,429	509,207
471000 Interest on Investments	83,004	72,072	12,500	12,500	12,500
487700 Advertising/Promo Fees	69,325	43,415	65,000	65,000	65,000
500100 Fees & Commissions	18,628	4,139	8,000	8,000	8,000
500400 Sale of City Property	6,627	-	-	-	-
500600 Gain (Loss) on Assets	-	(13,411)	-	-	-
501000 Miscellaneous Revenue	1	1	-	-	-
502000 Donations	10	-	-	-	-
503500 Other Reimbursements	25,539	7,622	-	-	-
592100 Transfer In - General Fund	627,894	580,838	691,610	691,610	709,073
<b>Total Revenue</b>	<b>\$ 10,240,726</b>	<b>\$ 8,333,490</b>	<b>\$ 9,886,549</b>	<b>\$ 9,886,549</b>	<b>\$ 15,633,507</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 219,581	\$ 237,095	\$ 290,823	\$ 290,823	\$ 236,839
615000 Fringes	300,645	91,201	85,933	85,933	71,206
620100 Training/Conferences	8,626	6,456	15,239	15,239	15,328
620400 Tuition Reimbursement	606	2,702	2,200	2,200	2,200
620500 Employee Recruitment	4,772	3,757	4,200	4,200	4,200
620600 Parking Permits	15	-	-	-	-
630100 Office Supplies	4,128	2,989	4,114	4,114	4,139
630200 Subscriptions	615	2,150	3,800	3,800	3,925
630300 Memberships & Licenses	10,001	10,686	13,884	13,884	15,340
630400 Postage\Freight	2,194	1,238	2,819	2,819	2,836
630500 Awards & Recognition	986	450	930	930	930
630700 Food & Provisions	1,758	1,467	1,240	1,240	1,240
631603 Other Misc. Supplies	1,172	812	1,225	1,225	1,225
632001 City Copy Charges	3,605	3,258	2,741	2,741	2,759
632002 Outside Printing	12,185	14,509	17,885	17,885	17,987
632300 Safety Supplies	-	155	500	500	500
632700 Miscellaneous Equipment	8,586	13,523	4,500	4,500	4,500
632800 Signs	-	1,700	10,000	10,000	10,000
640100 Accounting/Audit Fees	6,292	8,738	7,892	7,892	7,892
640300 Bank Service Fees	2,952	3,948	3,000	3,000	6,500
640400 Consulting Services	35	4,404	-	-	-
640800 Contractor Fees	74,749	57,329	50,000	50,000	51,222
641100 Temporary Help	21,400	-	5,000	5,000	-
641200 Advertising	14,643	14,436	42,000	42,000	42,000
641300 Utilities	79,155	81,012	77,862	77,862	78,276
641800 Equip Repairs & Maint	159	-	228	228	230
642400 Software Support	37,346	6,763	52,017	52,017	96,380
643000 Health Services	1,290	384	2,015	2,015	2,015
650100 Insurance	172,591	185,414	135,315	135,315	135,315
659900 Other Contracts/Obligation	600	430	350	350	-
660100 Depreciation Expense	816,671	821,340	992,326	992,326	1,230,534
<b>Total Expense</b>	<b>\$ 1,807,358</b>	<b>\$ 1,578,346</b>	<b>\$ 1,830,038</b>	<b>\$ 1,830,038</b>	<b>\$ 2,045,518</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

<u>Outside Printing</u>		<u>Software Support</u>	
Fare material	\$ 6,514	Asana, Fire Pixel, MSDS	\$ 4,915
Riders guides & maps	4,981	DoubleMap	34,234
Public information materials	5,572	Transtrack	53,514
Forms	920	Moodle, WebAura, Velocity	3,717
	<u>\$ 17,987</u>		<u>\$ 96,380</u>
<u>Memberships &amp; Licenses</u>		<u>Advertising</u>	
APTA	\$ 8,029	Community/rider promotions	\$ 12,309
WURTA/WIPTA	2,755	Prospective rider promotions	10,600
Community Transportation	975	Employer outreach	5,000
Transportation Development	250	Bus driver ads	1,500
100 Bus Coalition	275	Rider survey	9,591
Chemical fees (Whopers)	251	Legal notices & translation services	3,000
Drivers License & CDLs	1,620		<u>\$ 42,000</u>
Mobility Management memberships	960	<u>Contractor Fees</u>	
Theda Care Pool membership	225	Shredding	\$ 1,222
	<u>\$ 15,340</u>	Marketing	\$ 50,000
			<u>\$ 51,222</u>

**CITY OF APPLETON 2022 BUDGET  
VALLEY TRANSIT**

**Vehicle Maintenance**

**Business Unit 58072000**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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 Capital expense for 2022 consists of replacing a support vehicle (\$50,000). The support vehicle is used to transport drivers to and from the transit center and to ferry passengers to destinations when transfers are missed due to a Valley Transit problem or weather issues. The vehicle is also used by the operations supervisors to respond to accidents, manage detours, perform ride checks and travel between the Administration building and the Transit Center. Capital funding has been budgeted to cover 80% of the cost of the project, with the remaining 20% to be funded from the depreciation reserve.

The increase in software support is to correct the budget placement of the GFI software maintenance fee from the Administration budget to the Vehicle Maintenance budget.

**CITY OF APPLETON 2022 BUDGET  
VALLEY TRANSIT**

**Vehicle Maintenance**

**Business Unit 58072000**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
503000 Damage to City Property	\$ 1,502	\$ 18,579	\$ -	\$ -	\$ -
	<u>\$ 1,502</u>	<u>\$ 18,579</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ 363,729	\$ 348,931	\$ 373,315	\$ 373,315	\$ 393,535
610500 Overtime Wages	18,470	14,652	7,428	7,428	8,037
615000 Fringes	122,286	112,429	131,076	131,076	128,085
620100 Training/Conferences	6,400	149	5,000	5,000	5,000
630901 Shop Supplies	47,025	46,681	43,450	43,450	43,450
630902 Tools & Instruments	6,439	79,504	10,000	10,000	10,000
631603 Other Misc. Supplies	780	265	400	400	400
632101 Uniforms	900	381	220	220	220
632200 Gas Purchases	2,200	2,240	5,000	5,000	5,000
632601 Repair Parts	227,591	78,469	139,000	139,000	139,000
632700 Miscellaneous Equipment	3,498	32,763	12,700	12,700	12,700
641700 Vehicle Repairs & Maint	7,562	21,129	10,050	10,050	10,050
641800 Equip Repairs & Maint	39,236	6,722	13,375	13,375	13,375
642400 Software Support	13,178	17,452	4,200	4,200	18,810
642501 CEA Operations/Maint.	-	-	2,000	2,000	-
643000 Health Services	1,092	637	725	725	725
645100 Laundry Services	1,798	1,582	2,000	2,000	2,000
650100 Insurance	8,535	6,229	25,349	25,349	25,349
659900 Other Contracts/Obligation	119	445	-	-	-
680401 Machinery & Equipment	38,485	22,147	50,000	64,208	-
680403 Vehicles	13,045	-	2,550,000	5,113,457	50,000
	<u>\$ 922,368</u>	<u>\$ 792,807</u>	<u>\$ 3,385,288</u>	<u>\$ 5,962,953</u>	<u>\$ 865,736</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

<u>Shop Supplies</u>		<u>Software Support</u>	
Janitorial supplies	\$ 12,450	GFI Maintenance agreement	\$ 14,000
Liquid gases	4,000	StarTran - Fleet Maintenance	2,110
Shop supplies (grease,tools)	27,000	Noregon, SOI, Transp Ref	2,700
	<u>\$ 43,450</u>		<u>\$ 18,810</u>
<u>Vehicle &amp; Equipment Parts</u>			
Misc parts (doors, windows, etc.)	\$ 15,000		
Brake system parts	25,000		
Electrical system parts	8,000		
Wheelchair ramp parts	4,000		
Heating/cooling system parts	20,000		
Transmission parts	20,000		
Engine parts	20,000		
Engine rebuilds	27,000		
	<u>\$ 139,000</u>		
<u>Vehicles</u>			
Operations support vehicle - replacement	\$ 50,000		
	<u>\$ 50,000</u>		

**CITY OF APPLETON 2022 BUDGET  
VALLEY TRANSIT**

**Facilities Maintenance**

**Business Unit 58073000**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

**Major changes in Revenue, Expenditures, or Programs:**

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



**CITY OF APPLETON 2022 BUDGET  
VALLEY TRANSIT**

**Facilities Maintenance**

**Business Unit 58073000**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
501500 Rental of City Property	\$ 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>					
630899 Other Landscape Supplies	\$ 546	\$ 798	\$ 3,000	\$ 3,000	\$ 1,500
632508 Ice Control Materials	7,240	8,127	-	-	9,000
632700 Miscellaneous Equipment	-	-	1,000	1,000	1,000
640700 Waste/Recycling Pickup	2,746	3,467	4,600	4,600	5,060
641600 Build Repairs & Maint	1,895	7,550	-	-	-
642000 Facilities Charges	107,319	113,067	124,258	124,258	124,258
644000 Snow Removal Services	30,103	11,613	22,841	22,841	22,992
645100 Laundry Services	7,173	8,623	8,000	8,000	8,000
645400 Grounds Repair & Maint	7,736	2,140	-	-	-
650100 Insurance	-	-	14,590	14,590	14,590
659900 Other Contracts/Obligation	6,638	17,702	-	-	10,128
680300 Buildings	17,545	7,482	-	310,614	8,500,000
680402 Furniture & Fixtures	-	-	-	25,000	-
	<u>\$ 188,941</u>	<u>\$ 180,569</u>	<u>\$ 178,289</u>	<u>\$ 513,903</u>	<u>\$ 8,696,528</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Buildings

Admin/Maint building renovation	<u>\$ 8,500,000</u>
	<u>\$ 8,500,000</u>

**CITY OF APPLETON 2022 BUDGET  
VALLEY TRANSIT**

**Operations**

**Business Unit 58074000**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

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

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

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

**Major changes in Revenue, Expenditures, or Programs:**

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

The increase in contractor fees reflects an increase in the number of hours that security services are provided at the Transit Center. Prior to COVID-19 and the Presidential Executive Order for Mask Mandates, security was provided 40 hours per week. Security services are currently provided during all hours of operation which is 93 hours per week.

**CITY OF APPLETON 2022 BUDGET  
VALLEY TRANSIT**

**Operations**

**Business Unit 58074000**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
480100 Federal Grants	\$ -	\$ 308,813	\$ -	\$ -	\$ 300,000
487500 Farebox Revenue	746,749	523,381	820,000	820,000	820,000
487600 Special Transit Revenues	43,991	25,957	38,843	38,843	38,843
508500 Cash Short or Over	201	411	-	-	-
	<u>\$ 790,941</u>	<u>\$ 858,562</u>	<u>\$ 858,843</u>	<u>\$ 858,843</u>	<u>\$ 1,158,843</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ 1,942,834	\$ 2,125,337	\$ 2,386,348	\$ 2,386,348	\$ 2,525,788
610500 Overtime Wages	322,193	198,566	65,480	65,480	68,116
615000 Fringes	759,058	767,071	1,003,425	1,003,425	1,097,023
620100 Training/Conferences	210	2,505	-	-	-
630100 Office Supplies	-	37	-	-	-
630300 Memberships & Licenses	1,691	2,159	-	-	-
630901 Shop Supplies & Tools	-	220	-	-	-
631603 Other Misc. Supplies	-	5,104	-	-	-
632002 Outside Printing	-	486	-	-	-
632101 Uniforms	3,869	22,497	9,000	9,000	9,060
632200 Gas Purchases	397,530	231,387	567,500	567,500	567,500
632300 Safety Supplies	-	176,615	-	-	-
632602 Tires	29,069	40,379	41,500	41,500	41,500
632603 Lubricants	18,692	3,651	25,000	25,000	25,000
632700 Miscellaneous Equipment	3,070	1,184	6,900	6,900	6,900
632800 Signs	18,781	14,774	2,000	2,000	2,000
640800 Contractor Fees	42,253	152,911	45,000	45,000	86,200
641800 Equip Repairs & Maint	807	-	-	-	-
643000 Health Services	12,230	7,979	6,460	6,460	6,460
650100 Insurance	-	-	46,587	46,587	46,587
659900 Other Contracts/Obligation	7,702	11,157	600	600	600
	<u>\$ 3,559,989</u>	<u>\$ 3,764,019</u>	<u>\$ 4,205,800</u>	<u>\$ 4,205,800</u>	<u>\$ 4,482,734</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Gas Purchases \*

Non-diesel fuel 11,167 gal. @ \$3.00/gal	\$ 33,500
Diesel fuel 178,000 gal. @ \$3.00/gal	534,000
	<u>\$ 567,500</u>

Tires

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

Contractor Fees

Transit Center security	\$ 86,200
	<u>\$ 86,200</u>

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

**CITY OF APPLETON 2022 BUDGET  
VALLEY TRANSIT**

**ADA Paratransit**

**Business Unit 58075000**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- To comply with the requirements of the Americans with Disabilities Act (ADA)
- To provide safe, reliable, convenient, and friendly specialized transportation
- To meet the needs of the transit dependent population, including outreach efforts to agencies and companies that provide services to seniors and people with disabilities

**Major changes in Revenue, Expenditures, or Programs:**

During 2020 and 2021, a national pandemic kept ADA riders home and using the system for essential trips only. While Valley Transit will see a reduction in the contractor fees expense in 2021 due to the COVID-19 pandemic, typical annual ridership and expense is being budgeted for 2022.

**CITY OF APPLETON 2022 BUDGET  
VALLEY TRANSIT**

**ADA Paratransit**

**Business Unit 58075000**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
423000 Misc Local Govt Aids	\$ 636,902	\$ 418,174	\$ 737,624	\$ 737,624	\$ 792,579
487500 Farebox Revenue	464,686	218,220	460,000	460,000	460,000
	<u>\$ 1,101,588</u>	<u>\$ 636,394</u>	<u>\$ 1,197,624</u>	<u>\$ 1,197,624</u>	<u>\$ 1,252,579</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ 101,816	\$ 76,283	\$ 112,966	\$ 112,966	\$ 133,994
615000 Fringes	41,594	25,146	43,366	43,366	38,815
620100 Training/Conferences	2,204	1,143	4,761	4,761	4,672
630100 Office Supplies	1,055	444	1,286	1,286	1,261
630300 Memberships & Licenses	2,555	1,590	4,338	4,338	4,676
630400 Postage\Freight	561	184	881	881	864
630899 Other Landscape Supplies	139	118	-	-	-
631603 Other Misc. Supplies	15	15	375	191,473	375
632001 City Copy Charges	921	485	859	859	841
632002 Outside Printing	7,267	3,265	5,585	5,585	5,483
632200 Gas Purchases	562	333	-	-	-
640100 Accounting/Audit Fees	1,608	1,300	2,038	2,038	2,038
640800 Contractor Fees	1,830,413	973,807	2,052,750	2,052,750	2,052,750
641100 Temporary Help	5,468	-	-	-	-
641200 Advertising	4,240	2,147	8,309	8,309	8,309
641300 Utilities	26,975	19,843	29,270	29,270	28,856
641800 Equip Repairs & Maint	40	-	71	71	70
642000 Facilities Charges	13,407	9,687	18,245	18,245	18,245
642400 Software Support	16,021	-	7,500	7,500	7,500
644000 Snow Removal Services	7,691	1,727	7,142	7,142	7,008
645400 Grounds Repair & Maint	1,977	318	-	-	-
650100 Insurance	-	-	949	949	949
680401 Machinery & Equipment	22	-	-	13,403	-
	<u>\$ 2,066,551</u>	<u>\$ 1,117,835</u>	<u>\$ 2,300,691</u>	<u>\$ 2,505,192</u>	<u>\$ 2,316,706</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

**Contractor Fees**

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

\$ 2,052,750  
\$ 2,052,750

**CITY OF APPLETON 2022 BUDGET  
VALLEY TRANSIT**

**Ancillary Paratransit**

**Business Unit 58076000**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- To provide a transportation alternative to older adults for whom fixed route bus service is difficult
- To provide employment transportation and limited Sunday service to people with disabilities
- To coordinate transportation services to maximize the effectiveness of each local dollar spent
- To provide employment transportation for 2nd and 3rd shift workers and those who need to travel to jobs outside the fixed route service area

**Major changes in Revenue, Expenditures, or Programs:**

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

The 2022 Budget continues to show an expense in Other Contracts/Obligations and a revenue in Federal Grant revenue for administration of the FTA Section 5310 grant funds. The Section 5310 program is a discretionary program designed to improve transportation for seniors and customers with disabilities. Valley Transit is the direct recipient of the funds and uses 45% of the total to support Valley Transit's services. The remaining 55% is awarded to a non-profit organization(s) through an application process conducted in partnership with East Central Wisconsin Regional Planning Commission.

**CITY OF APPLETON 2022 BUDGET  
VALLEY TRANSIT**

**Ancillary Paratransit**

**Business Unit 58076000**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
421000 Federal Grants	\$ 63,395	\$ 42,857	\$ 89,750	\$ 89,750	\$ 89,750
422400 Miscellaneous State Aids	-	-	107,067	107,067	113,000
423000 Misc Local Govt Aids	524,037	332,813	652,735	652,735	713,124
487500 Farebox Revenue	229,779	160,546	242,530	242,530	242,530
502000 Donations & Memorials	63,985	51,353	62,308	62,308	63,386
592100 Transfer In - General Fund	12,305	571	15,749	15,749	16,690
	<u>\$ 893,501</u>	<u>\$ 588,140</u>	<u>\$ 1,170,139</u>	<u>\$ 1,170,139</u>	<u>\$ 1,238,480</u>
<b>Expenses</b>					
640800 Contractor Fees	\$ 1,560,994	\$ 1,134,725	\$ 1,939,611	\$ 1,939,611	\$ 1,786,865
659900 Other Contracts/Obligation	63,395	42,857	89,750	89,750	89,750
	<u>\$ 1,624,389</u>	<u>\$ 1,177,582</u>	<u>\$ 2,029,361</u>	<u>\$ 2,029,361</u>	<u>\$ 1,876,615</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

**Contractor Fees**

Purchased transportation:	
Valley Transit II - elderly purchased transportation - optional	\$ 80,330
Specialized employment transportation - VP	613,360
Outagamie County - demand response - rural	275,007
Outagamie County - children & family transportation	11,900
Village of Fox Crossing - Dial-a-Ride	35,700
Neenah - Dial-A-Ride	142,800
Heritage	13,923
Calumet County - rural service	27,666
Connector late evening service	412,000
Connector service beyond current fixed route service boundaries	141,625
Trolley service - downtown	32,554
	<u>\$ 1,786,865</u>

**Other Contracts/Obligations**

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

**CITY OF APPLETON 2022 BUDGET  
VALLEY TRANSIT**

	2019 ACTUAL	2020 ACTUAL	2021 YTD ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2022 BUDGET
<b>Program Revenues</b>						
421000 Federal Grants	6,200,842	2,290,397	(268,941)	3,185,855	3,185,855	11,873,310
422400 Miscellaneous State Aids	2,821,197	5,270,298	-	5,628,972	5,628,972	2,959,167
423000 Miscellaneous Local Govt Aids	1,611,992	1,180,775	1,478,677	1,881,788	1,881,788	2,014,910
471000 Interest on Investments	83,004	72,072	(843)	12,500	12,500	12,500
487500 Farebox Revenue	1,441,214	902,147	244,696	1,522,530	1,522,530	1,522,530
487600 Special Transit Revenues	43,991	25,957	19,945	38,843	38,843	38,843
487700 Advertising/Promotional Fees	69,325	43,415	17,218	65,000	65,000	65,000
500100 Fees & Commissions	18,628	4,139	89	8,000	8,000	8,000
500400 Sale of City Property	6,627	-	673	-	-	-
500600 Gain (Loss) on Asset Disposal	-	(13,411)	-	-	-	-
501000 Miscellaneous Revenue	1	1	1	-	-	-
501500 Rental of City Property	6,000	6,000	1,500	6,000	6,000	6,000
502000 Donations & Memorials	63,995	51,353	17,164	62,308	62,308	63,386
503000 Damage to City Property	1,502	18,578	-	-	-	-
503500 Other Reimbursements	25,540	7,624	3,177	-	-	-
508500 Cash Short or Over	201	411	(2)	-	-	-
592100 Transfer In - General Fund	640,199	581,409	-	707,359	707,359	725,763
<b>TOTAL PROGRAM REVENUES</b>	<b>13,034,258</b>	<b>10,441,165</b>	<b>1,513,354</b>	<b>13,119,155</b>	<b>13,119,155</b>	<b>19,289,409</b>
<b>Personnel</b>						
610100 Regular Salaries	2,190,209	2,408,972	750,888	3,162,117	3,162,117	3,075,211
610200 Labor Pool Allocations	116,850	76,728	18,030	-	-	213,610
610500 Overtime Wages	347,021	213,218	124,245	72,908	72,908	76,153
610900 Incentive Pay	(1,130)	2,090	-	1,335	1,335	1,335
611000 Other Compensation	1,908	1,650	2,387	-	-	-
611400 Sick Pay	66,305	15,386	50,235	-	-	-
611500 Vacation Pay	195,895	252,169	70,338	-	-	-
611600 Holiday Pay	51,565	30,652	1,035	-	-	-
615000 Fringes	979,939	957,783	344,102	1,263,800	1,263,800	1,335,129
615500 Unemployment Compensation	3,928	3,724	14,526	-	-	-
617000 Pension Expense	243,978	22,586	-	-	-	-
617100 OPEB Expense	(4,262)	11,754	-	-	-	-
<b>TOTAL PERSONNEL</b>	<b>4,192,206</b>	<b>3,996,712</b>	<b>1,375,786</b>	<b>4,500,160</b>	<b>4,500,160</b>	<b>4,701,438</b>
<b>Training~Travel</b>						
620100 Training/Conferences	17,440	10,253	1,153	25,000	25,000	25,000
620400 Tuition Reimbursement	606	2,702	773	2,200	2,200	2,200
620500 Employee Recruitment	4,772	3,757	1,319	4,200	4,200	4,200
620600 Parking Permits	15	-	-	-	-	-
<b>TOTAL TRAINING / TRAVEL</b>	<b>22,833</b>	<b>16,712</b>	<b>3,245</b>	<b>31,400</b>	<b>31,400</b>	<b>31,400</b>
<b>Supplies</b>						
630100 Office Supplies	5,183	3,470	1,637	5,400	5,400	5,400
630200 Subscriptions	615	2,149	851	3,800	3,800	3,925
630300 Memberships & Licenses	14,247	14,435	8,443	18,222	18,222	20,016
630400 Postage\Freight	2,755	1,421	574	3,700	3,700	3,700
630500 Awards & Recognition	986	450	-	930	930	930
630700 Food & Provisions	1,758	1,467	153	1,240	1,240	1,240
630899 Other Landscape Supplies	685	916	802	3,000	3,000	1,500
630901 Shop Supplies	47,025	46,901	14,654	43,450	43,450	43,450
630902 Tools & Instruments	6,439	79,504	7,500	10,000	10,000	10,000
631603 Other Misc. Supplies	1,967	6,196	87	2,000	193,098	2,000
632001 City Copy Charges	4,526	3,743	755	3,600	3,600	3,600
632002 Outside Printing	19,452	18,261	2,496	23,470	23,470	23,470
632101 Uniforms	4,770	22,878	1,746	9,220	9,220	9,280
632200 Gas Purchases	400,292	233,961	128,039	572,500	572,500	572,500
632300 Safety Supplies	-	176,770	1,830	500	500	500
632508 Ice Control Materials	7,240	8,127	1,173	-	-	9,000
632601 Repair Parts	227,591	78,469	41,657	139,000	139,000	139,000
632602 Tires	29,069	40,379	30,314	41,500	41,500	41,500
632603 Lubricants	18,692	3,651	6,184	25,000	25,000	25,000
632700 Miscellaneous Equipment	15,154	47,471	49	25,100	25,100	25,100
632800 Signs	18,780	16,474	8,142	12,000	12,000	12,000
<b>TOTAL SUPPLIES</b>	<b>827,226</b>	<b>807,093</b>	<b>257,086</b>	<b>943,632</b>	<b>1,134,730</b>	<b>953,111</b>



**CITY OF APPLETON 2022 BUDGET  
VALLEY TRANSIT**

	2019 ACTUAL	2020 ACTUAL	2021 YTD ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2022 BUDGET
Purchased Services						
640100 Accounting/Audit Fees	7,900	10,038	-	9,930	9,930	9,930
640300 Bank Service Fees	2,952	3,948	533	3,000	3,000	6,500
640400 Consulting Services	35	4,404	2,155	-	-	-
640700 Solid Waste/Recycling Pickup	2,746	3,467	1,132	4,600	4,600	5,060
640800 Contractor Fees	3,508,410	2,318,772	623,115	4,087,361	4,087,361	3,977,037
641100 Temporary Help	26,868	-	-	5,000	5,000	-
641200 Advertising	18,883	16,583	2,327	50,309	50,309	50,309
641301 Electric	50,239	51,466	18,283	51,481	51,481	51,481
641302 Gas	17,250	13,021	9,891	17,500	17,500	17,500
641303 Water	7,805	8,066	1,759	7,850	7,850	7,850
641304 Sewer	2,925	3,042	702	3,200	3,200	3,200
641306 Stormwater	10,364	10,513	2,713	9,401	9,401	9,401
641307 Telephone	6,989	5,699	842	5,600	5,600	5,600
641308 Cellular Phones	10,557	9,047	3,824	12,100	12,100	12,100
641600 Build Repairs & Maint	1,895	7,550	400	-	-	-
641700 Vehicle Repairs & Maint	7,562	21,129	1,150	10,050	10,050	10,050
641800 Equip Repairs & Maint	40,242	6,722	3,669	13,674	13,674	13,675
642000 Facilities Charges	120,726	122,754	27,267	142,503	142,503	142,503
642400 Software Support	66,545	24,215	58,097	63,717	63,717	122,690
642501 CEA Operations/Maint.	-	-	-	2,000	2,000	-
643000 Health Services	14,612	8,999	2,525	9,200	9,200	9,200
644000 Snow Removal Services	37,794	13,340	8,426	29,983	29,983	30,000
645100 Laundry Services	8,970	10,205	3,868	10,000	10,000	10,000
645400 Grounds Repair & Maintenance	9,713	2,458	34	-	-	-
650100 Insurance	181,126	191,643	84,154	222,790	222,790	222,790
659900 Other Contracts/Obligation	78,454	72,591	6,469	90,700	90,700	100,478
TOTAL PURCHASED SVCS	4,241,562	2,939,672	863,335	4,861,949	4,861,949	4,817,354
Miscellaneous Expense						
660100 Depreciation Expense	816,671	821,340	-	992,326	992,326	1,230,534
TOTAL MISCELLANEOUS EXP	816,671	821,340	-	992,326	992,326	1,230,534
Capital Outlay						
680300 Buildings	17,546	7,482	27,206	-	310,614	8,500,000
680401 Machinery & Equipment	38,507	22,147	27,610	50,000	77,611	-
680402 Furniture & Fixtures	-	-	-	-	25,000	-
680403 Vehicles	13,045	-	2,485,405	2,550,000	5,113,457	50,000
TOTAL CAPITAL OUTLAY	69,098	29,629	2,540,221	2,600,000	5,526,682	8,550,000
TOTAL EXPENSE	10,169,596	8,611,158	5,039,673	13,929,467	17,047,247	20,283,837

**CITY OF APPLETON 2022 BUDGET**  
**VALLEY TRANSIT**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget
<b>Revenues</b>					
Charges for Services	\$ 1,485,205	\$ 928,104	\$ 1,634,373	\$ 1,634,373	\$ 1,634,373
Miscellaneous	127,834	83,877	68,308	68,308	69,386
Total Revenues	<u>1,613,039</u>	<u>1,011,981</u>	<u>1,702,681</u>	<u>1,702,681</u>	<u>1,703,759</u>
<b>Expenses</b>					
Operating Expenses	9,352,928	7,789,554	10,337,141	10,528,239	10,503,303
Depreciation	816,670	817,979	992,326	992,326	1,230,534
Total Expenses	<u>10,169,598</u>	<u>8,607,533</u>	<u>11,329,467</u>	<u>11,520,565</u>	<u>11,733,837</u>
Revenues over (under) Expenses	(8,556,559)	(7,595,552)	(9,626,786)	(9,817,884)	(10,030,078)
<b>Non-Operating Revenues (Expenses)</b>					
Investment Income	83,005	72,072	12,500	12,500	12,500
Gain (Loss) on Sale of Capital Assets	-	(17,119)	-	-	-
Operating Subsidies	7,162,224	6,247,001	8,116,615	8,116,615	8,307,387
Total Non-Operating	<u>7,245,229</u>	<u>6,301,954</u>	<u>8,129,115</u>	<u>8,129,115</u>	<u>8,319,887</u>
Income (Loss) Before Contributions and Transfers	(1,311,330)	(1,293,598)	(1,497,671)	(1,688,769)	(1,710,191)
<b>Contributions and Transfers In (Out)</b>					
Transfer In - General Fund	640,199	581,409	707,359	707,359	725,763
Capital Contributions	3,535,793	2,545,822	2,580,000	5,444,037	8,540,000
Change in Net Assets	2,864,662	1,833,633	1,789,688	4,462,627	7,555,572
Total Net Assets - Beginning	<u>5,629,096</u>	<u>8,493,758</u>	<u>10,327,391</u>	<u>10,327,391</u>	<u>14,790,018</u>
Total Net Assets - Ending	<u>\$ 8,493,758</u>	<u>\$ 10,327,391</u>	<u>\$ 12,117,079</u>	<u>\$ 14,790,018</u>	<u>\$ 22,345,590</u>

**SCHEDULE OF CASH FLOWS**

Working Cash - Beginning	\$ 875,748	\$ 886,664
+ Change in Net Assets	4,462,627	7,555,572
+ Depreciation	992,326	1,230,534
- Fixed Assets	(5,526,682)	(8,550,000)
+ F/A Funded by Restricted Cash	82,645	10,000
Working Cash - End of Year	<u>\$ 886,664</u>	<u>\$ 1,132,770</u>