

## **CITY OF APPLETON 2025 BUDGET**

### **VALLEY TRANSIT**

**General Manager: Ron C. McDonald**

**Assistant General Manager: Amy L. Erickson**

**Administrative Services Manager: Debra A. Ebben**

# CITY OF APPLETON 2025 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 2024 EVENTS

### Ridership

Valley Transit ridership is up (3%) in the first five months of 2024 when compared to 2023. Ridership fell in March 2020 when the President of the United States declared an emergency due to a pandemic. During the pandemic, Valley Transit provided uninterrupted essential service to customers who continued to need to travel. A vaccine was introduced into society in early 2021, allowing people to begin returning to work and school. Valley Transit has experienced continued 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 extended for one year and expired in 2021. On November 15, 2021, the Bipartisan Infrastructure Investment and Jobs Act was signed into law. The law is the largest long-term investment in the nation's infrastructure and economy in history. It provides funding over fiscal years 2022 through 2026.

Although the FAST Act and the new Bipartisan Infrastructure Law have provided more stable funding for Valley Transit, the new legislation, along with Valley Transit's classification as a large system and as a direct recipient of Federal Transit Administration (FTA) funds, continues to require a large amount of administrative time to meet our obligations to the FTA. Reporting requirements include quarterly financial and operational reports along with the fairly new asset reporting requirement (Transit Asset Management Plan – TAM) and new safety reporting requirements: Public Transportation Agency Safety Plan (PTASP) and Safety Management System (SMS).

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

The American Rescue Plan Act of 2021 (ARPA), was signed on March 11, 2021 and included \$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, but lags behind previous funding levels.

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

A non-Federal entity that expends \$750,000 or more a year in Federal awards is required to have a single financial 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 2023 financial audit conducted in early 2024.

# CITY OF APPLETON 2025 BUDGET

## VALLEY TRANSIT

### MAJOR 2025 OBJECTIVES

The COVID pandemic brought about a significant decrease in Valley Transit's ridership during 2020. When businesses and schools reopened and workers returned to work, Valley Transit began its efforts to regain the ridership lost. During 2025, as part of the continuing effort to regain ridership, Valley Transit will continue to work on partnerships with area businesses to increase ridership by their employees. Valley Transit will also focus on strengthening its partnerships with advocacy groups in the Fox Cities and increasing communication with Valley Transit stakeholders.

During 2021, Valley Transit completed a site assessment and master plan for the Valley Transit Whitman Avenue Facility. It was followed with architectural and engineering work completed in 2022. Following an unsuccessful grant submittal to the Federal Transit Administration, Valley Transit obligated the use of CARES Act funds to start Phase 1 construction of the Administrative Office. Valley Transit completed the Request for Bid process in 2023 and hired a contractor for renovations of the facility. Phase 1 work began in 2023 and will be complete in 2024. The renovation includes a building addition, implementing ADA compliance, HVAC upgrades, electrical upgrades, plumbing upgrades, office expansion, and all related site work. Valley Transit will begin Phase 2, including renovation of the maintenance and bus storage when Phase 1 is completed. Valley Transit was awarded a Federal Transit Administration Bus & Bus Facilities grant during 2024 for Phase 2 of the project.

In 2022, Valley Transit contracted with a design engineer to perform a needs assessment and create a master plan for the downtown Transit Center facility. As the population in the Fox Cities and beyond expand, the need for accessible, reliable transportation is essential. The current community needs have exceeded the capacity of the existing Transit Center. Valley Transit was awarded \$25,000,000 in Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant funds in 2024 for a Downtown Regional Transit Multimodal Hub project. The City of Appleton is also contributing \$1,800,000 in American Rescue Plan Act (ARPA) funds toward the project.

In 2019, Valley Transit and East Central Wisconsin Regional Planning Commission (ECWRPC) undertook a strategic transit service planning process that resulted in a Transit Development Plan (TDP) for Valley Transit. The TDP is a short-term transit plan with recommendations for service improvements over a 5-year horizon. The final TDP was adopted by the Fox Cities Transit Commission on February 25, 2020. The COVID pandemic emerged a few months after the TDP was adopted. After COVID, all efforts to implement the TDP were suspended as Valley Transit's focus became following public health guidelines and ensuring service for essential trips. During this same period, Valley Transit's driver shortage worsened and resulted in the suspension of peak service beginning on August 30, 2021. The market and assumptions that shaped the recent TDP have changed significantly. Valley Transit and East Central Wisconsin Regional Planning Commission expect to conduct a new TDP in 2025.

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 2025, as will monitoring subcontractor performance to deal with performance issues. The asset management plan will continue to be fine-tuned for vehicles, facilities and equipment and will identify funding requirements for vehicle and equipment replacements and to maintain facilities in a state of good repair.

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.

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
<b>Program Revenues</b>		\$ 11,377,816	\$ 11,671,264	\$ 12,213,370	\$ 12,213,370	\$ 11,454,485	-6.21%
<b>Program Expenses</b>							
58071000	Administration	2,146,668	3,023,423	2,389,857	2,389,857	2,680,741	12.17%
58072000	Vehicle Maint.	900,930	846,244	1,126,287	1,126,287	1,096,030	-2.69%
58073000	Facilities Maint.	151,056	183,934	891,600	891,600	190,821	-78.60%
58074000	Operations	4,123,290	4,136,576	4,982,449	4,982,449	4,395,499	-11.78%
58075000	ADA Paratransit	1,233,483	1,305,794	2,826,893	2,826,893	2,990,558	5.79%
58076000	Ancillary Paratransit	887,368	939,213	1,382,133	1,382,133	1,318,227	-4.62%
<b>TOTAL</b>		\$ 9,442,795	\$ 10,435,184	\$ 13,599,219	\$ 13,599,219	\$ 12,671,876	-6.82%
<b>Expenses Comprised Of:</b>							
Personnel		4,017,326	4,608,013	5,163,873	5,163,873	4,975,516	-3.65%
Training & Travel		30,460	29,151	34,480	34,480	32,280	-6.38%
Supplies & Materials		991,157	940,914	1,246,090	1,246,090	1,065,763	-14.47%
Purchased Services		2,933,517	3,338,182	4,645,902	4,645,902	5,076,574	9.27%
Miscellaneous Expense		1,465,735	1,487,955	1,423,874	1,423,874	1,521,743	6.87%
Capital Expenditures		4,600	30,969	1,085,000	1,085,000	-	-100.00%
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		60.10	60.10	61.10	61.10	61.10	

# CITY OF APPLETON 2025 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:

Provide administrative support to ensure that local funding from the municipalities and counties is equitable.

Monitor all services to ensure cost effectiveness and efficiency and to avoid duplication of services.

Reach out to riders and non-riders alike to demonstrate that Valley Transit provides low-cost, safe, reliable, and friendly public transportation that directly improves the quality of life for everyone.

Continue to be a fiscally responsible organization that is accessible and supports a high quality of life in the Fox Cities.

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 58% of eligible expenses in 2025.

The Employee Recruitment line item remains at the current level because Valley Transit continues to have difficulties filling vacant positions.

The increase in depreciation expense is related to new buses and equipment purchased in 2024.

Increased salaries and benefits include an over hire for Valley Transit's current Administrative Services Manager position who has projected a retirement date in early 2026.

Consulting services line item expense is related to the Transit Development Plan (TDP) that Valley Transit is required to complete every five years.

# CITY OF APPLETON 2025 BUDGET

## VALLEY TRANSIT

**Administration**

**Business Unit 58071000**

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2022	2023	Adopted 2024	Amended 2024	2025
<b>Revenues</b>					
421000 Federal Grants	\$ 2,953,461	\$ 5,225,271	\$ 4,392,145	\$ 4,392,145	\$ 3,491,411
422400 Miscellaneous State Aids	5,303,099	2,671,281	3,161,996	3,161,996	3,179,335
423000 Misc Local Govt Aids	506,442	769,849	541,341	541,341	548,002
471000 Interest on Investments	(43,032)	181,272	12,500	12,500	12,500
487700 Advertising/Promo Fees	93,876	74,344	65,000	65,000	65,000
500100 Fees & Commissions	5,316	5,982	8,000	8,000	8,000
500400 Sale of City Property	-	2,669	-	-	-
500600 Gain (Loss) on Assets	18,710	-	-	-	-
503500 Other Reimbursements	2,008	1,953	-	-	-
592100 Transfer In - General Fund	677,585	702,314	734,787	734,787	746,101
Total Revenue	<u>\$ 9,517,465</u>	<u>\$ 9,634,935</u>	<u>\$ 8,915,769</u>	<u>\$ 8,915,769</u>	<u>\$ 8,050,349</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ 261,747	\$ 323,090	\$ 252,620	\$ 252,620	\$ 346,623
615000 Fringes	(221,833)	331,132	67,318	67,318	100,465
620100 Training/Conferences	5,770	8,634	14,151	14,151	13,508
620400 Tuition Reimbursement	8,692	3,331	2,200	2,200	-
620500 Employee Recruitment	13,882	10,928	7,280	7,280	7,280
620600 Parking Permits	-	1,421	-	-	-
630100 Office Supplies	3,904	5,539	4,361	4,361	4,187
630200 Subscriptions	908	1,411	1,020	1,020	1,413
630300 Memberships & Licenses	11,552	11,519	14,536	14,536	12,383
630400 Postage/Freight	1,090	2,659	2,988	2,988	2,869
630500 Awards & Recognition	759	996	930	930	930
630700 Food & Provisions	2,011	2,098	1,240	1,240	1,240
631603 Other Misc. Supplies	1,968	2,407	1,225	1,225	1,225
632001 City Copy Charges	3,916	4,863	3,585	3,585	4,652
632002 Outside Printing	4,618	4,875	18,953	18,953	18,199
632300 Safety Supplies	938	1,401	500	500	1,500
632700 Miscellaneous Equipment	1,489	6,023	6,700	6,700	6,700
632800 Signs	6,040	8,588	10,000	10,000	10,000
640100 Accounting/Audit Fees	14,352	12,573	12,113	12,113	11,631
640300 Bank Service Fees	4,619	4,859	6,680	6,680	6,680
640400 Consulting Services	24,974	-	-	-	40,000
640800 Contractor Fees	94,189	225,511	103,200	103,200	103,200
641200 Advertising	41,536	72,330	42,000	42,000	40,309
641300 Utilities	90,452	100,650	91,952	91,952	91,369
641800 Equipment Repairs & Maint.	765	1,217	300	300	300
642400 Software Support	97,965	117,913	117,051	117,051	120,273
643000 Health Services	416	595	1,015	1,015	1,015
650100 Insurance	199,258	238,133	182,065	182,065	211,047
659900 Other Contracts/Obligation	356	220	-	-	-
660100 Depreciation Expense	1,465,735	1,487,955	1,423,874	1,423,874	1,521,743
680401 Machinery & Equipment	4,600	30,552	-	-	-
Total Expense	<u>\$ 2,146,668</u>	<u>\$ 3,023,423</u>	<u>\$ 2,389,857</u>	<u>\$ 2,389,857</u>	<u>\$ 2,680,741</u>

### DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

<u>Outside Printing</u>		<u>Software Support</u>	
Fare material	\$ 6,591	Fire Pixel, MSDS, Yodeck, Zoom	\$ 5,345
Rider's guides & maps	5,040	Transtrack	57,430
Public information materials	5,638	Optibus	23,713
Forms	930	GMV/Syncromatics	33,785
	<u>\$ 18,199</u>		<u>\$ 120,273</u>
<u>Advertising</u>		<u>Contractor Fees</u>	
Community/rider promotions	\$ 11,609	Shredding	\$ 1,200
Prospective rider promotions	10,000	Marketing	102,000
Employer outreach	5,000		<u>\$ 103,200</u>
Bus driver ads	1,500	<u>Consulting Services</u>	
Rider survey	9,590	Transit Development Plan (TDP)	
Legal notices & translation services	2,610		\$ 40,000
	<u>\$ 40,309</u>		<u>\$ 40,000</u>

**CITY OF APPLETON 2025 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:**

Maintain the vehicle fleet in a manner that will ensure that all service requirements are met.

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.

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 2024 consists of purchasing and implementing a cashless fare system. 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. In the event that the project is not complete by the end of 2024, funds will be carried over to 2025.

# CITY OF APPLETON 2025 BUDGET

## VALLEY TRANSIT

**Vehicle Maintenance**

**Business Unit 58072000**

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2022	2023	Adopted 2024	Amended 2024	2025
<b>Revenues</b>					
503000 Damage to City Property	\$ 7,521	\$ 9,388	\$ -	\$ -	\$ -
503500 Other Reimbursements	-	1,601	-	-	-
<b>Total Revenue</b>	<b>\$ 7,521</b>	<b>\$ 10,989</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 361,647	\$ 291,886	\$ 443,390	\$ 443,390	\$ 494,684
610500 Overtime Wages	39,070	41,137	9,032	9,032	8,467
615000 Fringes	126,384	112,626	160,642	160,642	171,351
620100 Training/Conferences	566	296	5,000	5,000	5,000
630901 Shop Supplies	32,866	27,006	43,450	43,450	43,450
630902 Tools & Instruments	10,294	2,579	10,000	10,000	10,000
631603 Other Misc. Supplies	304	-	400	400	400
632101 Uniforms	63	-	220	220	220
632200 Gas Purchases	5,014	4,086	9,000	9,000	9,000
632601 Repair Parts	229,815	229,859	255,800	255,800	255,800
632700 Miscellaneous Equipment	9,534	52,153	10,000	10,000	10,000
641700 Vehicle Repairs & Maint.	25,639	21,596	10,050	10,050	10,050
641800 Equipment Repairs & Maint.	4,993	9,676	9,350	9,350	9,350
642400 Software Support	18,906	26,516	18,810	18,810	22,637
643000 Health Services	1,340	1,194	725	725	725
645100 Laundry Services	2,231	1,550	1,560	1,560	1,560
650100 Insurance	29,402	22,643	38,858	38,858	43,336
659900 Other Contracts/Obligation	2,862	1,441	-	-	-
680401 Machinery & Equipment	-	-	100,000	100,000	-
<b>Total Expense</b>	<b>\$ 900,930</b>	<b>\$ 846,244</b>	<b>\$ 1,126,287</b>	<b>\$ 1,126,287</b>	<b>\$ 1,096,030</b>

### DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

#### Shop Supplies

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

#### Software Support

GFI Maintenance agreement	\$ 14,080
StarTran - Fleet Maintenance	5,500
Noregon, SOI, Transp Ref	3,057
<b>Total</b>	<b>\$ 22,637</b>

#### Vehicle & Equipment Parts

Misc parts (doors, windows, etc.)	\$ 33,000
Brake system parts	45,000
Electrical system parts	17,600
Wheelchair ramp parts	8,800
Heating/cooling system parts	34,000
Transmission parts	34,000
Engine parts	34,000
PM's and oil changes	49,400
<b>Total</b>	<b>\$ 255,800</b>

# CITY OF APPLETON 2025 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 successes and failures".

#### Objectives:

Provide clean and safe shelters for passengers waiting to board the bus.

Provide a clean and safe working environment for employees.

Maintain facilities that enhance the beauty of the community.

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

The Administration/Maintenance Building capital project budgeted in 2022 consisted of 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 2021. 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 was budgeted in the Administration budget in 2022 to cover 100% of the cost of Phase 1 of a two phase project. Phase 1 of the project was carried forward to 2023 and planned for completion in 2024. Valley Transit was awarded a Federal Transit Administration Bus & Bus Facilities grant in 2024 for Phase 2 of the project which will begin upon completion of Phase 1. Phase 2 is expected to be complete during 2026.

Amounts budgeted in Machinery & Equipment and Furniture & Fixtures have been approved by the governing boards in 2023 for purchase in 2024 and are associated with the on-going construction project.

Funds budgeted in the Land account in 2024 are for the acquisition of the vacant lot north of the Appleton Transit Center. Prior to purchasing the land, Valley Transit will obtain authorization from the Federal Transit Administration, the Fox Cities Transit Commission and Appleton Common Council.

In 2022, Valley Transit contracted with a design engineer to perform a needs assessment and create a master plan for the downtown Transit Center facility. As the population in the Fox Cities and beyond expand, the need for accessible, reliable transportation is essential. The current community needs have exceeded the capacity of the existing Transit Center. Valley Transit was awarded \$25,000,000 in Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant funds in 2024 for a Downtown Regional Transit Multimodal Hub project. The City of Appleton is also contributing \$1,800,000 in American Rescue Plan Act (ARPA) funds toward the project.

Due to ongoing construction at the Whitman Facility, some of the displaced Valley Transit Administration staff have moved into the back area of the Transit Center. Valley Transit has previously rented this space to Greyhound and Lamers.



# CITY OF APPLETON 2025 BUDGET

## VALLEY TRANSIT

**Facilities Maintenance**

**Business Unit 58073000**

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2022	2023	Adopted 2024	Amended 2024	2025
<b>Revenues</b>					
501500 Rental of City Property	\$ 5,500	\$ -	\$ -	\$ -	\$ -
Total Revenue	<u>\$ 5,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Expenses</b>					
630899 Other Landscape Supplies	\$ 803	\$ 1,216	\$ 1,500	\$ 1,500	\$ 1,500
632508 Ice Control Materials	8,650	9,370	9,000	9,000	9,000
632700 Miscellaneous Equipment	-	850	-	-	-
640700 Waste/Recycling Pickup	3,718	4,131	5,753	5,753	6,161
641600 Building Repairs & Maint.	1,991	2,648	-	-	-
642000 Facilities Charges	98,331	108,317	110,807	110,807	109,940
644000 Snow Removal Services	19,450	41,062	40,000	40,000	40,000
645100 Laundry Services	7,246	8,763	13,780	13,780	13,780
645400 Grounds Repair & Maint.	731	855	-	-	-
650100 Insurance	-	-	15,320	15,320	-
659900 Other Contracts/Obligation	10,136	6,305	10,440	10,440	10,440
680100 Land	-	-	175,000	175,000	-
680300 Buildings	-	417	160,000	160,000	-
680402 Furniture & Fixtures	-	-	350,000	350,000	-
Total Expense	<u>\$ 151,056</u>	<u>\$ 183,934</u>	<u>\$ 891,600</u>	<u>\$ 891,600</u>	<u>\$ 190,821</u>

### DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

#### Snow Removal Services

Snow removal contractor	<u>\$ 40,000</u>
	<u>\$ 40,000</u>

# CITY OF APPLETON 2025 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. The organization will continuously monitor and exceed customer expectations.

To have transit services in the Fox Cities be 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:

The decrease in salaries and fringes represents three vacant driver positions that will not be filled during 2025.

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 decrease in fuel reflects an updated price per gallon realized during 2024 and a reduction in annual gallons purchased.

The decrease in Other Contract/Obligations reflects the discontinued driver incentive program.

# CITY OF APPLETON 2025 BUDGET

## VALLEY TRANSIT

**Operations**

**Business Unit 58074000**

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2022	2023	Adopted 2024	Amended 2024	2025
<b>Revenues</b>					
487500 Farebox Revenue	\$ 585,823	\$ 640,085	\$ 820,000	\$ 820,000	\$ 700,000
487600 Special Transit Revenues	43,709	46,946	38,843	38,843	40,000
508500 Cash Short or Over	321	221	-	-	-
Total Revenue	<u>\$ 629,853</u>	<u>\$ 687,252</u>	<u>\$ 858,843</u>	<u>\$ 858,843</u>	<u>\$ 740,000</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ 2,063,276	\$ 2,123,558	\$ 2,675,150	\$ 2,675,150	\$ 2,530,712
610500 Overtime Wages	319,469	357,442	71,045	71,045	68,891
615000 Fringes	947,482	892,096	1,211,031	1,211,031	953,194
620100 Training/Conferences	654	3,156	-	-	-
630300 Memberships & Licenses	1,348	74	-	-	-
632002 Outside Printing	31,030	11,550	-	-	-
632101 Uniforms	2,569	3,393	9,070	9,070	9,070
632200 Gas Purchases	536,869	461,459	743,750	743,750	562,500
632300 Safety Supplies	1,899	-	-	-	-
632602 Tires	42,265	41,771	41,500	41,500	41,500
632603 Lubricants	22,987	33,010	25,000	25,000	25,000
632700 Miscellaneous Equipment	4,616	-	8,400	8,400	8,400
632800 Signs	180	1,695	2,000	2,000	2,000
640800 Contractor Fees	127,882	155,831	127,200	127,200	127,200
641800 Equip Repairs & Maint.	374	-	-	-	-
643000 Health Services	10,282	11,107	7,460	7,460	7,460
650100 Insurance	-	27,200	49,843	49,843	59,572
659900 Other Contracts/Obligation	10,108	13,234	11,000	11,000	-
Total Expense	<u>\$ 4,123,290</u>	<u>\$ 4,136,576</u>	<u>\$ 4,982,449</u>	<u>\$ 4,982,449</u>	<u>\$ 4,395,499</u>

### DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

#### Gas Purchases \*

Diesel fuel 150,000 gal. @ \$3.75/gal	\$ 562,500
	<u>\$ 562,500</u>

#### Tires

Tire leasing program	\$ 36,000
Support vehicle tires	5,500
	<u>\$ 41,500</u>

#### Contractor Fees

Transit Center security	\$ 96,000
Bus cleaning/sanitizing	31,200
	<u>\$ 127,200</u>

#### Lubricants

Diesel Exhaust Fluid	\$ 8,500
Oil	13,000
Gear Lube	1,400
Automatic Transmission Fluid	2,100
	<u>\$ 25,000</u>

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

# CITY OF APPLETON 2025 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:

Comply with the requirements of the Americans with Disabilities Act (ADA).

Provide safe, reliable, convenient, and friendly specialized transportation.

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 2022 and 2023, Valley Transit saw a steady increase in ridership since the national pandemic that kept ADA riders home and only using the system for essential trips. During the first five months of 2024 we continued to see increases in ridership. An increase in the cost per ride is budgeted for 2025 as the current contract for services expired on June 30, 2024.

Miscellaneous Local Government Aids have increased due to an expected increase in the cost per ride for services. The current contract for services expired during 2024 and Valley Transit has budgeted for an increase in costs based on the new contract with the service provider.

# CITY OF APPLETON 2025 BUDGET

## VALLEY TRANSIT

**ADA Paratransit**

**Business Unit 58075000**

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2022	2023	Adopted 2024	Amended 2024	2025
<b>Revenues</b>					
423000 Misc Local Govt Aids	\$ 512,474	\$ 576,528	\$ 1,081,508	\$ 1,081,508	\$ 1,257,529
487500 Farebox Revenue	236,948	245,644	400,000	400,000	400,000
<b>Total Revenue</b>	<b>\$ 749,422</b>	<b>\$ 822,172</b>	<b>\$ 1,481,508</b>	<b>\$ 1,481,508</b>	<b>\$ 1,657,529</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 84,877	\$ 97,883	\$ 191,755	\$ 191,755	\$ 214,713
615000 Fringes	35,207	37,163	81,890	81,890	86,416
620100 Training/Conferences	896	1,385	5,849	5,849	6,492
630100 Office Supplies	606	794	1,039	1,039	1,213
630300 Memberships & Licenses	1,795	1,651	3,464	3,464	3,587
630400 Postage/Freight	169	381	712	712	831
630899 Other Landscape Supplies	125	114	-	-	-
631603 Other Misc. Supplies	188	-	375	375	375
632001 City Copy Charges	608	697	855	855	1,348
632002 Outside Printing	2,104	4,241	4,517	4,517	5,271
632200 Gas Purchases	779	586	-	-	-
632700 Miscellaneous Equipment	4,484	-	-	-	-
640100 Accounting/Audit Fees	2,230	1,802	2,887	2,887	3,369
640800 Contractor Fees	1,057,970	1,084,977	2,142,500	2,142,500	2,550,000
641200 Advertising	6,453	10,368	8,309	8,309	10,000
641300 Utilities	22,527	21,633	40,157	40,157	43,472
641800 Equipment Repairs & Maint.	119	175	-	-	-
642000 Facilities Charges	9,210	10,035	27,126	27,126	27,993
642400 Software Support	-	25,900	7,500	7,500	27,520
644000 Snow Removal Services	3,022	5,886	7,008	7,008	7,008
645400 Grounds Repair & Maint.	114	123	-	-	-
650100 Insurance	-	-	950	950	950
680401 Machinery & Equipment	-	-	300,000	300,000	-
<b>Total Expense</b>	<b>\$ 1,233,483</b>	<b>\$ 1,305,794</b>	<b>\$ 2,826,893</b>	<b>\$ 2,826,893</b>	<b>\$ 2,990,558</b>

### DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

#### Contractor Fees

Purchased transportation:

Valley Transit II - Disabled,  
100,000 trips

\$ 2,550,000  
\$ 2,550,000

#### Software Support

Ecolane Software maintenance

\$ 27,520  
\$ 27,520

# CITY OF APPLETON 2025 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:

Provide a transportation alternative to older adults for whom fixed route bus service is difficult.

Provide employment transportation and limited Sunday service to people with disabilities.

Coordinate transportation services to maximize the effectiveness of each local dollar spent.

Provide micro-transit service during extended hours that the fixed route is not operating.

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

The local share of all ancillary paratransit services other than the Connector is paid by the three counties 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 support from the local municipalities that participate in the fixed route system.

The 2025 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 2025 BUDGET

## VALLEY TRANSIT

**Ancillary Paratransit**

**Business Unit 58076000**

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2022	2023	Adopted 2024	Amended 2024	2025
<b>Revenues</b>					
421000 Federal Grants	\$ 68,577	\$ 48,445	\$ 89,750	\$ 89,750	\$ 179,750
422400 Miscellaneous State Aids	97,159	99,119	97,159	97,159	97,159
423000 Misc. Local Govt Aids	98,095	128,903	433,798	433,798	554,316
487500 Farebox Revenue	154,018	181,069	255,230	255,230	157,410
502000 Donations & Memorials	50,206	60,157	66,326	66,326	-
592100 Transfer In - General Fund	-	(1,777)	14,987	14,987	17,972
<b>Total Revenue</b>	<b>\$ 468,055</b>	<b>\$ 515,916</b>	<b>\$ 957,250</b>	<b>\$ 957,250</b>	<b>\$ 1,006,607</b>
<b>Expenses</b>					
640800 Contractor Fees	\$ 818,791	\$ 890,768	\$ 1,292,383	\$ 1,292,383	\$ 1,228,477
659900 Other Contracts/Obligation	68,577	48,445	89,750	89,750	89,750
<b>Total Expense</b>	<b>\$ 887,368</b>	<b>\$ 939,213</b>	<b>\$ 1,382,133</b>	<b>\$ 1,382,133</b>	<b>\$ 1,318,227</b>

### DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

#### Contractor Fees

Purchased transportation:

Valley Transit II - elderly purchased transportation - optional	\$ 89,250
Outagamie County - demand response - rural	462,600
Outagamie County - children & family transportation	1,150
Village of Fox Crossing - Dial-A-Ride	18,570
Neenah - Dial-A-Ride	92,850
Heritage	9,285
Calumet County - rural service	37,620
Connector service	476,352
Trolley service - downtown	40,800
	<u>\$ 1,228,477</u>

#### Other Contracts/Obligations

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

# CITY OF APPLETON 2025 BUDGET VALLEY TRANSIT

	2022 ACTUAL	2023 ACTUAL	2024 YTD ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2025 BUDGET
<b>Program Revenues</b>						
421000 Federal Grants	3,022,038	5,273,716	-	4,481,895	4,481,895	3,671,161
422400 Miscellaneous State Aids	5,400,258	2,770,400	-	3,259,155	3,259,155	3,276,494
423000 Miscellaneous Local Govt Aids	1,117,011	1,475,280	1,578,110	2,056,647	2,056,647	2,359,847
471000 Interest on Investments	(43,032)	181,272	4,929	12,500	12,500	12,500
487500 Farebox Revenue	976,789	1,066,798	277,573	1,475,230	1,475,230	1,257,410
487600 Special Transit Revenues	43,709	46,946	28,769	38,843	38,843	40,000
487700 Advertising/Promotional Fees	93,876	74,344	17,214	65,000	65,000	65,000
500100 Fees & Commissions	5,316	5,982	1,633	8,000	8,000	8,000
500400 Sale of City Property	-	2,669	-	-	-	-
500600 Gain (Loss) on Asset Disposal	18,710	-	-	-	-	-
501500 Rental of City Property	5,500	-	-	-	-	-
502000 Donations & Memorials	50,206	60,157	8,388	66,326	66,326	-
503000 Damage to City Property	7,521	9,388	2,355	-	-	-
503500 Other Reimbursements	2,008	3,554	1,757	-	-	-
508500 Cash Short or Over	321	221	(12)	-	-	-
592100 Transfer In - General Fund	677,585	700,537	-	749,774	749,774	764,073
<b>TOTAL PROGRAM REVENUES</b>	<b>11,377,816</b>	<b>11,671,264</b>	<b>1,920,716</b>	<b>12,213,370</b>	<b>12,213,370</b>	<b>11,454,485</b>
<b>Personnel</b>						
610100 Regular Salaries	2,385,297	2,468,253	729,250	3,334,602	3,334,602	3,355,189
610200 Labor Pool Allocations	70,695	73,930	27,804	226,978	226,978	230,208
610500 Overtime Wages	358,539	398,579	198,553	80,077	80,077	77,358
610900 Incentive Pay	920	-	1,480	1,335	1,335	1,335
611000 Other Compensation	1,925	1,954	-	-	-	-
611400 Sick Pay	51,140	27,439	66,962	-	-	-
611500 Vacation Pay	242,972	244,991	93,845	-	-	-
611600 Holiday Pay	18,598	19,850	2,774	-	-	-
615000 Fringes	1,179,723	1,124,435	337,366	1,520,881	1,520,881	1,311,426
615500 Unemployment Compensation	3,301	8,033	(38,972)	-	-	-
617000 Pension Expense	(301,465)	236,746	-	-	-	-
617100 OPEB Expense	5,681	3,803	-	-	-	-
<b>TOTAL PERSONNEL</b>	<b>4,017,326</b>	<b>4,608,013</b>	<b>1,419,062</b>	<b>5,163,873</b>	<b>5,163,873</b>	<b>4,975,516</b>
<b>Training~Travel</b>						
620100 Training/Conferences	7,886	13,471	6,992	25,000	25,000	25,000
620400 Tuition Reimbursement	8,692	3,331	-	2,200	2,200	-
620500 Employee Recruitment	13,882	10,928	2,160	7,280	7,280	7,280
620600 Parking Permits	-	1,421	1,680	-	-	-
<b>TOTAL TRAINING / TRAVEL</b>	<b>30,460</b>	<b>29,151</b>	<b>10,832</b>	<b>34,480</b>	<b>34,480</b>	<b>32,280</b>
<b>Supplies</b>						
630100 Office Supplies	4,510	6,333	1,332	5,400	5,400	5,400
630200 Subscriptions	908	1,411	399	1,020	1,020	1,413
630300 Memberships & Licenses	14,695	13,244	9,230	18,000	18,000	15,970
630400 Postage/Freight	1,259	3,040	887	3,700	3,700	3,700
630500 Awards & Recognition	759	996	843	930	930	930
630600 Building Maint./Janitorial	-	425	-	-	-	-
630700 Food & Provisions	2,011	2,098	-	1,240	1,240	1,240
630899 Other Landscape Supplies	928	905	-	1,500	1,500	1,500
630901 Shop Supplies	32,866	27,006	14,045	43,450	43,450	43,450
630902 Tools & Instruments	10,294	2,579	2,173	10,000	10,000	10,000
631603 Other Misc. Supplies	2,460	2,407	161	2,000	2,000	2,000
632001 City Copy Charges	4,524	5,560	932	4,440	4,440	6,000
632002 Outside Printing	37,752	20,666	1,046	23,470	23,470	23,470
632101 Uniforms	2,632	3,393	1,074	9,290	9,290	9,290
632200 Gas Purchases	542,662	466,131	143,000	752,750	752,750	571,500
632300 Safety Supplies	2,837	1,401	718	500	500	1,500
632508 Ice Control Materials	8,650	9,370	-	9,000	9,000	9,000
632601 Repair Parts	230,242	228,552	58,705	255,800	255,800	255,800
632602 Tires	42,265	41,771	9,161	41,500	41,500	41,500
632603 Lubricants	22,987	33,010	882	25,000	25,000	25,000
632700 Miscellaneous Equipment	19,696	60,333	2,884	25,100	25,100	25,100
632800 Signs	6,220	10,283	2,332	12,000	12,000	12,000
<b>TOTAL SUPPLIES</b>	<b>991,157</b>	<b>940,914</b>	<b>249,804</b>	<b>1,246,090</b>	<b>1,246,090</b>	<b>1,065,763</b>



# CITY OF APPLETON 2025 BUDGET VALLEY TRANSIT

	2022 ACTUAL	2023 ACTUAL	2024 YTD ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2025 BUDGET
Purchased Services						
640100 Accounting/Audit Fees	16,582	14,375	-	15,000	15,000	15,000
640300 Bank Service Fees	4,619	4,859	588	6,680	6,680	6,680
640400 Consulting Services	24,974	-	-	-	-	40,000
640700 Solid Waste/Recycling Pickup	3,718	4,131	1,476	5,753	5,753	6,161
640800 Contractor Fees	2,098,832	2,357,087	565,765	3,665,283	3,665,283	4,008,877
641200 Advertising	47,989	82,698	32,033	50,309	50,309	50,309
641301 Electric	52,359	53,156	15,007	56,732	56,732	58,434
641302 Gas	24,356	20,814	10,114	23,920	23,920	24,638
641303 Water	7,525	8,051	2,301	7,850	7,850	7,850
641304 Sewer	3,738	4,308	1,304	4,451	4,451	4,763
641306 Stormwater	10,513	10,622	2,569	10,000	10,000	10,000
641307 Telephone	2,509	1,687	1,277	5,600	5,600	5,600
641308 Cellular Phones	11,979	23,645	3,244	23,556	23,556	23,556
641600 Building Repairs & Maint.	1,991	2,648	425	-	-	-
641700 Vehicle Repairs & Maint.	25,639	21,596	15,874	10,050	10,050	10,050
641800 Equipment Repairs & Maint.	6,251	11,068	4,830	9,650	9,650	9,650
642000 Facilities Charges	107,541	118,352	26,497	137,933	137,933	137,933
642400 Software Support	116,871	170,329	98,147	143,361	143,361	170,430
643000 Health Services	12,038	12,896	3,905	9,200	9,200	9,200
644000 Snow Removal Services	22,472	46,948	33,315	47,008	47,008	47,008
645100 Laundry Services	9,477	10,313	1,920	15,340	15,340	15,340
645400 Grounds Repair & Maintenance	845	978	-	-	-	-
650100 Insurance	228,660	287,976	193,295	287,036	287,036	314,905
659900 Other Contracts/Obligation	92,039	69,645	5,245	111,190	111,190	100,190
TOTAL PURCHASED SVCS	2,933,517	3,338,182	1,019,131	4,645,902	4,645,902	5,076,574
Miscellaneous Expense						
660100 Depreciation Expense	1,465,735	1,487,955	-	1,423,874	1,423,874	1,521,743
TOTAL MISCELLANEOUS EXP	1,465,735	1,487,955	-	1,423,874	1,423,874	1,521,743
Capital Outlay						
680100 Land	-	-	-	175,000	175,000	-
680300 Buildings	-	417	784,267	160,000	160,000	-
680401 Machinery & Equipment	4,600	30,552	-	400,000	400,000	-
680402 Furniture & Fixtures	-	-	-	350,000	350,000	-
680403 Vehicles	-	-	-	-	-	-
TOTAL CAPITAL OUTLAY	4,600	30,969	784,267	1,085,000	1,085,000	-
TOTAL EXPENSE	9,442,795	10,435,184	3,483,096	13,599,219	13,599,219	12,671,876

**CITY OF APPLETON 2025 BUDGET**  
**VALLEY TRANSIT**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

<b>Revenues</b>	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Charges for Services	\$ 1,020,500	\$ 1,113,745	\$ 1,587,073	\$ 1,587,073	\$ 1,370,410
Miscellaneous	114,544	96,161	66,326	66,326	-
Total Revenues	<u>1,135,044</u>	<u>1,209,906</u>	<u>1,653,399</u>	<u>1,653,399</u>	<u>1,370,410</u>
<b>Expenses</b>					
Operating Expenses	7,977,055	8,947,226	11,090,345	11,090,345	11,150,133
Depreciation	1,223,909	1,342,327	1,423,874	1,423,874	1,521,743
Total Expenses	<u>9,200,964</u>	<u>10,289,553</u>	<u>12,514,219</u>	<u>12,514,219</u>	<u>12,671,876</u>
Revenues over (under) Expenses	(8,065,920)	(9,079,647)	(10,860,820)	(10,860,820)	(11,301,466)
<b>Non-Operating Revenues (Expenses)</b>					
Investment Income	(43,030)	181,272	12,500	12,500	12,500
Gain (Loss) on Sale of Capital Assets	18,710	-	-	-	-
Operating Subsidies	6,889,328	7,261,439	9,637,697	9,637,697	9,307,502
Total Non-Operating	<u>6,865,008</u>	<u>7,442,711</u>	<u>9,650,197</u>	<u>9,650,197</u>	<u>9,320,002</u>
Income (Loss) Before Contributions and Transfers	(1,200,912)	(1,636,936)	(1,210,623)	(1,210,623)	(1,981,464)
<b>Contributions and Transfers In (Out)</b>					
Transfer In - General Fund	677,585	499,111	749,774	749,774	764,073
Transfer Out - General Fund	(241,827)	-	-	-	-
Capital Contributions	<u>2,700,188</u>	<u>2,276,931</u>	<u>160,000</u>	<u>728,000</u>	<u>-</u>
Change in Net Assets	1,935,034	1,139,106	(300,849)	267,151	(1,217,391)
Total Net Assets - Beginning	<u>12,182,977</u>	<u>14,118,011</u>	<u>15,257,117</u>	<u>15,257,117</u>	<u>15,524,268</u>
Total Net Assets - Ending	<u>\$ 14,118,011</u>	<u>\$ 15,257,117</u>	<u>\$ 14,956,268</u>	<u>\$ 15,524,268</u>	<u>\$ 14,306,877</u>

**SCHEDULE OF CASH FLOWS**

Working Cash - Beginning	\$ 1,139,014	\$ 2,102,039
+ Change in Net Assets	267,151	(1,217,391)
+ Depreciation	1,423,874	1,521,743
- Fixed Assets	(910,000)	-
+ F/A Funded by Restricted Cash	182,000	-
Working Cash - End of Year	<u>\$ 2,102,039</u>	<u>\$ 2,406,391</u>

# CITY OF APPLETON 2025 BUDGET PROGRAM ADDITIONS/DELETIONS

IDENTIFICATION	
Title of Request:	Administrative Services Manager overhire
Department:	Valley Transit
Program:	
Priority:	1

FUNDING					
Description	Revenue	Personnel	Supplies & Services	Fixed Assets	Net
Year 2025 Budget Increase	117,341	117,341	-	-	\$ -
Year 2025 Budget Reduction	-	-	-	-	\$ -
Future Years' Net Impact	-	-	-	-	\$ -

DESCRIPTION/JUSTIFICATION	
<p>Valley Transit's current Administrative Services Manager has projected a retirement date in early 2026. Valley Transit is requesting to overhire the position to allow time for adequate training of the new employee.</p>	
<p>Account/subledger: Add (Delete)</p> <p>58071000.610100 \$ 84,000 Regular Salaries</p> <p>58071000.615000 \$ 33,341 Fringes</p> <p>58071000.421000 \$ (34,029) Federal Grant revenue</p> <p>58071000.422400 \$ (34,029) Misc. State Aids revenue</p> <p>58071000.423000 \$ (49,283) Miscellaneous Local Aids revenue</p> <p>\$ -</p>	
<p>Account/subledger: Add (Delete)</p>	