

CITY OF APPLETON 2023 BUDGET

VALLEY TRANSIT

General Manager: Ron C. McDonald

Assistant General Manager: Amy L. Erickson

Administrative Services Manager: Debra A. Ebben

CITY OF APPLETON 2023 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 2022 EVENTS

Ridership

Valley Transit ridership is up (21%) in the first six months of 2022 when compared to 2021. 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 new program.

The American Rescue Plan Act of 2021 (ARPA), which President Biden 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.

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 2021 financial audit conducted in early 2022.

CITY OF APPLETON 2023 BUDGET VALLEY TRANSIT

MAJOR 2023 OBJECTIVES

Valley Transit's ridership significantly decreased during the pandemic. As businesses and schools reopened and workers returned to work, Valley Transit spent all of 2021 and 2022 attempting to regain the ridership lost during 2020. During 2023, as part of the continuing effort to regain ridership, Valley Transit will 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. We hope to release a construction bid document in 2022, with renovation being completed in 2023. The renovation includes a building addition, implementing ADA compliance, HVAC upgrades, electrical upgrades, plumbing upgrades, office expansion, and all related site work.

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. In 2022, Valley Transit hired a consultant to reassess and revise the recommendations of the TDP to prepare for transit service in 2022 and moving forward. During 2023, Valley Transit will continue to evaluate the recommendations of the new report and develop an implementation plan for the feasible recommendations.

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 2023, 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.

During 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. During 2023, Valley Transit will finalize this project so that the needs analysis and master plan can be the basis used to obtain federal funding for a new joint development Transit Center.

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	2020	2021	Adopted 2022	Amended 2022	2023	Change *
Program Revenues		\$ 10,441,165	\$ 11,051,873	\$ 19,289,409	\$ 19,695,904	\$ 10,985,494	-43.05%
Program Expenses							
58071000	Administration	1,578,346	1,531,528	2,045,518	2,083,574	2,182,504	6.70%
58072000	Vehicle Maint.	792,807	882,024	865,736	3,387,131	915,701	5.77%
58073000	Facilities Maint.	180,569	145,343	8,696,528	8,861,925	201,990	-97.68%
58074000	Operations	3,764,019	3,935,737	4,482,734	4,697,883	5,041,663	12.47%
58075000	ADA Paratransit	1,117,835	1,410,639	2,316,706	2,316,706	2,398,535	3.53%
58076000	Ancillary Paratransit	1,177,582	1,291,028	1,876,615	1,876,615	1,278,507	-31.87%
TOTAL		\$ 8,611,158	\$ 9,196,299	\$ 20,283,837	\$ 23,223,834	\$ 12,018,900	-40.75%
Expenses Comprised Of:							
Personnel		3,996,712	3,956,539	4,701,438	4,701,438	4,892,226	4.06%
Training & Travel		16,712	23,123	31,400	31,400	34,480	9.81%
Supplies & Materials		807,093	824,484	953,111	1,168,260	1,427,360	49.76%
Purchased Services		2,939,672	3,414,110	4,817,354	4,817,354	4,323,076	-10.26%
Miscellaneous Expense		821,340	1,008,462	1,230,534	1,230,534	1,291,758	4.98%
Capital Expenditures		29,629	(30,419)	8,550,000	11,274,848	50,000	-99.42%
Full Time Equivalent Staff:							
Personnel allocated to programs		58.85	60.10	60.10	60.10	61.10	

**CITY OF APPLETON 2023 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, 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 57% of eligible expenses in 2023.

The increase in Employee Recruitment is due to the current difficulty Valley Transit is experiencing with hiring qualified candidates. We anticipate higher recruitment costs during 2023.

The Contractor Fees are increased due to higher marketing costs associated with employee recruitment efforts and ongoing promotions to increase ridership.

The increase in depreciation expense is related to new buses and equipment purchased in 2022.

**CITY OF APPLETON 2023 BUDGET
VALLEY TRANSIT**

Administration

Business Unit 58071000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
421000 Federal Grants	\$ 1,938,727	\$ 2,442,566	\$ 11,483,560	\$ 11,998,957	\$ 3,470,641
422400 Miscellaneous State Aids	5,270,298	5,440,104	2,846,167	2,846,167	2,985,726
423000 Misc Local Govt Aids	429,789	418,254	509,207	509,207	537,860
471000 Interest on Investments	72,072	(25,996)	12,500	12,500	12,500
487700 Advertising/Promo Fees	43,415	80,870	65,000	65,000	65,000
500100 Fees & Commissions	4,139	1,512	8,000	8,000	8,000
500400 Sale of City Property	-	1,497	-	-	-
500600 Gain (Loss) on Assets	(13,411)	3,469	-	-	-
501000 Miscellaneous Revenue	1	1	-	-	-
502000 Donations	-	500	-	-	-
503500 Other Reimbursements	7,622	6,353	-	-	-
592100 Transfer In - General Fund	580,838	563,536	709,073	709,073	709,339
Total Revenue	\$ 8,333,490	\$ 8,932,666	\$ 15,633,507	\$ 16,148,904	\$ 7,789,066
Expenses					
610100 Regular Salaries	\$ 237,095	\$ 237,080	\$ 236,839	\$ 236,839	\$ 246,096
615000 Fringes	91,201	(234,934)	71,206	71,206	73,312
620100 Training/Conferences	6,456	3,412	15,328	15,328	14,160
620400 Tuition Reimbursement	2,702	4,429	2,200	2,200	2,200
620500 Employee Recruitment	3,757	13,461	4,200	4,200	7,280
630100 Office Supplies	2,989	4,052	4,139	4,139	4,363
630200 Subscriptions	2,150	1,614	3,925	3,925	1,020
630300 Memberships & Licenses	10,686	12,784	15,340	15,340	14,802
630400 Postage/Freight	1,238	2,833	2,836	2,836	2,990
630500 Awards & Recognition	450	2,405	930	930	930
630700 Food & Provisions	1,467	893	1,240	1,240	1,240
631603 Other Misc. Supplies	812	479	1,225	1,225	1,225
632001 City Copy Charges	3,258	4,212	2,759	2,759	3,587
632002 Outside Printing	14,509	6,079	17,987	17,987	18,963
632300 Safety Supplies	155	343	500	500	500
632700 Miscellaneous Equipment	13,523	717	4,500	4,500	6,700
632800 Signs	1,700	5,190	10,000	10,000	10,000
640100 Accounting/Audit Fees	8,738	10,678	7,892	7,892	8,080
640300 Bank Service Fees	3,948	4,260	6,500	6,500	6,680
640400 Consulting Services	4,404	2,503	-	-	-
640800 Contractor Fees	57,329	63,058	51,222	51,222	103,200
641200 Advertising	14,436	23,025	42,000	42,000	42,000
641300 Utilities	81,012	82,271	78,276	78,276	90,059
641800 Equipment Repairs & Maint.	-	-	230	230	242
642400 Software Support	6,763	70,001	96,380	96,380	93,787
643000 Health Services	384	923	2,015	2,015	2,015
650100 Insurance	185,414	200,398	135,315	135,315	135,315
659900 Other Contracts/Obligation	430	900	-	-	-
660100 Depreciation Expense	821,340	1,008,462	1,230,534	1,230,534	1,291,758
680401 Machinery & Equipment	-	-	-	38,056	-
Total Expense	\$ 1,578,346	\$ 1,531,528	\$ 2,045,518	\$ 2,083,574	\$ 2,182,504

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Outside Printing		Software Support	
Fare material	\$ 6,868	Fire Pixel, MSDS, Zoom	\$ 3,899
Rider's guides & maps	5,252	DoubleMap	34,234
Public information materials	5,873	Transtrack	55,119
Forms	970	Moodle, Yodeck	535
	<u>\$ 18,963</u>		<u>\$ 93,787</u>
Advertising		Contractor Fees	
Community/rider promotions	\$ 12,309	Shredding	\$ 1,200
Prospective rider promotions	10,000	Marketing	102,000
Employer outreach	5,000		<u>\$ 103,200</u>
Bus driver ads	1,500		
Rider survey	9,591		
Legal notices & translation services	3,600		
	<u>\$ 42,000</u>		

**CITY OF APPLETON 2023 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 2023 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.

**CITY OF APPLETON 2023 BUDGET
VALLEY TRANSIT**

Vehicle Maintenance

Business Unit 58072000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
503000 Damage to City Property	\$ 18,579	\$ 47,981	\$ -	\$ -	\$ -
Total Revenue	\$ 18,579	\$ 47,981	\$ -	\$ -	\$ -
Expenses					
610100 Regular Salaries	\$ 348,931	\$ 396,614	\$ 393,535	\$ 393,535	\$ 438,041
610500 Overtime Wages	14,652	8,992	8,037	8,037	8,374
615000 Fringes	112,429	124,323	128,085	128,085	134,372
620100 Training/Conferences	149	972	5,000	5,000	5,000
630901 Shop Supplies	46,681	40,858	43,450	43,450	43,450
630902 Tools & Instruments	79,504	8,332	10,000	10,000	10,000
631603 Other Misc. Supplies	265	305	400	400	400
632101 Uniforms	381	-	220	220	220
632200 Gas Purchases	2,240	3,888	5,000	5,000	11,000
632601 Repair Parts	78,469	242,775	139,000	139,000	139,000
632700 Miscellaneous Equipment	32,763	6,364	12,700	12,700	10,000
641700 Vehicle Repairs & Maint.	21,129	14,362	10,050	10,050	10,050
641800 Equipment Repairs & Maint.	6,722	7,536	13,375	13,375	9,350
642400 Software Support	17,452	23,424	18,810	18,810	18,810
643000 Health Services	637	1,345	725	725	725
645100 Laundry Services	1,582	1,564	2,000	2,000	1,560
650100 Insurance	6,229	-	25,349	25,349	25,349
659900 Other Contracts/Obligation	445	370	-	-	-
680401 Machinery & Equipment	22,147	-	-	-	-
680403 Vehicles	-	-	50,000	2,571,395	50,000
Total Expense	\$ 792,807	\$ 882,024	\$ 865,736	\$ 3,387,131	\$ 915,701

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Shop Supplies

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

Software Support

GFI Maintenance agreement	\$ 14,000
StarTran - Fleet Maintenance	2,110
Noregon, SOI, Transp Ref	2,700
Total	\$ 18,810

Vehicle & Equipment Parts

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

Vehicles

Operations support vehicle - replacement	\$ 50,000
Total	\$ 50,000

**CITY OF APPLETON 2023 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:

Provide clean, safe shelters for passengers waiting to board the bus

Provide a clean, 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 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. The project will be completed in 2023.

**CITY OF APPLETON 2023 BUDGET
VALLEY TRANSIT**

Facilities Maintenance

Business Unit 58073000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
501500 Rental of City Property	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
Total Revenue	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
Expenses					
630899 Other Landscape Supplies	\$ 798	\$ 711	\$ 1,500	\$ 1,500	\$ 1,500
632508 Ice Control Materials	8,127	8,532	9,000	9,000	9,000
632700 Miscellaneous Equipment	-	-	1,000	1,000	-
640700 Waste/Recycling Pickup	3,467	3,817	5,060	5,060	5,430
641600 Building Repairs & Maint.	7,550	1,200	-	-	-
642000 Facilities Charges	113,067	123,668	124,258	124,258	124,258
644000 Snow Removal Services	11,613	11,975	22,992	22,992	22,992
645100 Laundry Services	8,623	10,818	8,000	8,000	13,780
645400 Grounds Repair & Maint.	2,140	1,668	-	-	-
650100 Insurance	-	-	14,590	14,590	14,590
659900 Other Contracts/Obligation	17,702	10,780	10,128	10,128	10,440
680300 Buildings	7,482	(27,826)	8,500,000	8,640,397	-
680402 Furniture & Fixtures	-	-	-	25,000	-
Total Expense	\$ 180,569	\$ 145,343	\$ 8,696,528	\$ 8,861,925	\$ 201,990

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Snow Removal Services

Snow removal contractor	\$ 22,992
	<u>\$ 22,992</u>

**CITY OF APPLETON 2023 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 fuel reflects the significant increase per gallon realized during 2022.

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 2023 BUDGET
VALLEY TRANSIT**

Operations

Business Unit 58074000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
480100 Federal Grants	\$ 308,813	\$ 29,171	\$ 300,000	\$ 191,098	\$ -
487500 Farebox Revenue	523,381	530,063	820,000	820,000	820,000
487600 Special Transit Revenues	25,957	38,103	38,843	38,843	38,843
508500 Cash Short or Over	411	201	-	-	-
Total Revenue	\$ 858,562	\$ 597,538	\$ 1,158,843	\$ 1,049,941	\$ 858,843
Expenses					
610100 Regular Salaries	\$ 2,125,337	\$ 2,061,069	\$ 2,525,788	\$ 2,525,788	\$ 2,550,569
610500 Overtime Wages	198,566	356,614	68,116	68,116	67,757
615000 Fringes	767,071	896,865	1,097,023	1,097,023	1,117,020
620100 Training/Conferences	2,505	255	-	-	-
630100 Office Supplies	37	-	-	-	-
630300 Memberships & Licenses	2,159	1,538	-	-	-
630901 Shop Supplies & Tools	220	-	-	-	-
631603 Other Misc. Supplies	5,104	-	-	191,098	-
632002 Outside Printing	486	40	-	-	-
632101 Uniforms	22,497	7,696	9,060	9,060	9,070
632200 Gas Purchases	231,387	349,137	567,500	587,625	1,039,500
632300 Safety Supplies	176,615	7,742	-	-	-
632602 Tires	40,379	40,358	41,500	45,426	41,500
632603 Lubricants	3,651	18,432	25,000	25,000	25,000
632700 Miscellaneous Equipment	1,184	1,394	6,900	6,900	8,400
632800 Signs	14,774	34,527	2,000	2,000	2,000
640800 Contractor Fees	152,911	136,420	86,200	86,200	127,200
643000 Health Services	7,979	9,295	6,460	6,460	6,460
650100 Insurance	-	-	46,587	46,587	46,587
659900 Other Contracts/Obligation	11,157	14,355	600	600	600
Total Expense	\$ 3,764,019	\$ 3,935,737	\$ 4,482,734	\$ 4,697,883	\$ 5,041,663

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Gas Purchases *

Non-diesel fuel 11,000 gal. @ \$5.50/gal	\$ 60,500
Diesel fuel 178,000 gal. @ \$5.50/gal	979,000
	<u>\$ 1,039,500</u>

Lubricants

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

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

**CITY OF APPLETON 2023 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 2020 and 2021, the national pandemic kept ADA riders home and only using the system for essential trips. While Valley Transit will see a reduction in the contractor fees expense in 2022 due to the decreased ridership resulting from the COVID-19 pandemic, typical annual ridership and expense is being budgeted for 2023.

**CITY OF APPLETON 2023 BUDGET
VALLEY TRANSIT**

ADA Paratransit

Business Unit 58075000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
423000 Misc Local Govt Aids	\$ 418,174	\$ 482,596	\$ 792,579	\$ 792,579	\$ 978,840
487500 Farebox Revenue	218,220	279,896	460,000	460,000	460,000
Total Revenue	\$ 636,394	\$ 762,492	\$ 1,252,579	\$ 1,252,579	\$ 1,438,840
Expenses					
610100 Regular Salaries	\$ 76,283	\$ 78,747	\$ 133,994	\$ 133,994	\$ 186,152
615000 Fringes	25,146	31,172	38,815	38,815	70,533
620100 Training/Conferences	1,143	593	4,672	4,672	5,840
630100 Office Supplies	444	704	1,261	1,261	1,037
630300 Memberships & Licenses	1,590	2,220	4,676	4,676	3,518
630400 Postage/Freight	184	492	864	864	710
630899 Other Landscape Supplies	118	123	-	-	-
631603 Other Misc. Supplies	15	-	375	375	375
632001 City Copy Charges	485	732	841	841	853
632002 Outside Printing	3,265	5,305	5,483	5,483	4,507
632200 Gas Purchases	333	675	-	-	-
640100 Accounting/Audit Fees	1,300	1,854	2,038	2,038	1,920
640800 Contractor Fees	973,807	1,249,161	2,052,750	2,052,750	2,052,750
641200 Advertising	2,147	3,998	8,309	8,309	8,309
641300 Utilities	19,843	22,632	28,856	28,856	28,271
641800 Equipment Repairs & Maint.	-	-	70	70	58
642000 Facilities Charges	9,687	9,734	18,245	18,245	18,245
642400 Software Support	-	-	7,500	7,500	7,500
644000 Snow Removal Services	1,727	2,080	7,008	7,008	7,008
645400 Grounds Repair & Maint.	318	290	-	-	-
650100 Insurance	-	-	949	949	949
659900 Other Contracts/Obligations	-	2,720	-	-	-
680401 Machinery & Equipment	-	(2,593)	-	-	-
Total Expense	\$ 1,117,835	\$ 1,410,639	\$ 2,316,706	\$ 2,316,706	\$ 2,398,535

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Purchased transportation:

Valley Transit II - Disabled,

115,000 trips

\$ 2,052,750

\$ 2,052,750

**CITY OF APPLETON 2023 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 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 2023 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 2023 BUDGET
VALLEY TRANSIT**

Ancillary Paratransit

Business Unit 58076000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
421000 Federal Grants	\$ 42,857	\$ -	\$ 89,750	\$ 89,750	\$ 89,750
422400 Miscellaneous State Aids	-	133,738	113,000	113,000	97,159
423000 Misc. Local Govt Aids	332,813	340,189	713,124	713,124	382,799
487500 Farebox Revenue	160,546	181,269	242,530	242,530	244,430
502000 Donations & Memorials	51,353	50,000	63,386	63,386	63,136
592100 Transfer In - General Fund	571	-	16,690	16,690	15,471
Total Revenue	\$ 588,140	\$ 705,196	\$ 1,238,480	\$ 1,238,480	\$ 892,745
Expenses					
640800 Contractor Fees	\$ 1,134,725	\$ 1,219,680	\$ 1,786,865	\$ 1,786,865	\$ 1,188,757
659900 Other Contracts/Obligation	42,857	71,348	89,750	89,750	89,750
Total Expense	\$ 1,177,582	\$ 1,291,028	\$ 1,876,615	\$ 1,876,615	\$ 1,278,507

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Purchased transportation:

Valley Transit II - elderly purchased transportation - optional	\$ 80,330
Outagamie County - demand response - rural	289,125
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	28,800
Connector late evening service	412,000
Connector service beyond current fixed route service boundaries	141,625
Trolley service - downtown	32,554
	<u>\$ 1,188,757</u>

Other Contracts/Obligations

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

**CITY OF APPLETON 2023 BUDGET
VALLEY TRANSIT**

	2020 <u>ACTUAL</u>	2021 <u>ACTUAL</u>	2022 <u>YTD ACTUAL</u>	2022 <u>ORIG BUD</u>	2022 <u>REVISED BUD</u>	2023 <u>BUDGET</u>
Program Revenues						
421000 Federal Grants	2,290,397	2,471,737	-	11,873,310	12,279,805	3,560,391
422400 Miscellaneous State Aids	5,270,298	5,573,843	2,471,395	2,959,167	2,959,167	3,082,885
423000 Miscellaneous Local Govt Aids	1,180,775	1,241,042	1,615,518	2,014,910	2,014,910	1,899,499
471000 Interest on Investments	72,072	(26,010)	-	12,500	12,500	12,500
487500 Farebox Revenue	902,147	991,231	325,882	1,522,530	1,522,530	1,524,430
487600 Special Transit Revenues	25,957	38,103	24,839	38,843	38,843	38,843
487700 Advertising/Promotional Fees	43,415	80,871	40,570	65,000	65,000	65,000
500100 Fees & Commissions	4,139	1,513	1,193	8,000	8,000	8,000
500400 Sale of City Property	-	1,498	1,679	-	-	-
500600 Gain (Loss) on Asset Disposal	(13,411)	3,470	-	-	-	-
501000 Miscellaneous Revenue	1	1	-	-	-	-
501500 Rental of City Property	6,000	6,000	500	6,000	6,000	6,000
502000 Donations & Memorials	51,353	50,500	16,815	63,386	63,386	63,136
503000 Damage to City Property	18,578	47,981	20,089	-	-	-
503500 Other Reimbursements	7,624	6,354	379	-	-	-
508500 Cash Short or Over	411	202	(105)	-	-	-
592100 Transfer In - General Fund	581,409	563,537	1,376,150	725,763	725,763	724,810
TOTAL PROGRAM REVENUES	10,441,165	11,051,873	5,894,904	19,289,409	19,695,904	10,985,494
Personnel						
610100 Regular Salaries	2,408,972	2,326,809	814,166	3,075,211	3,075,211	3,199,445
610200 Labor Pool Allocations	76,728	68,339	21,265	213,610	213,610	220,078
610500 Overtime Wages	213,218	365,606	103,456	76,153	76,153	76,131
610900 Incentive Pay	2,090	1,830	-	1,335	1,335	1,335
611000 Other Compensation	1,650	2,415	1,925	-	-	-
611400 Sick Pay	15,386	96,095	62,110	-	-	-
611500 Vacation Pay	252,169	250,048	63,962	-	-	-
611600 Holiday Pay	30,652	27,973	-	-	-	-
615000 Fringes	957,783	1,086,959	370,903	1,335,129	1,335,129	1,395,237
615500 Unemployment Compensation	3,724	32,463	165	-	-	-
617000 Pension Expense	22,586	(322,168)	-	-	-	-
617100 OPEB Expense	11,754	20,170	-	-	-	-
TOTAL PERSONNEL	3,996,712	3,956,539	1,437,952	4,701,438	4,701,438	4,892,226
Training~Travel						
620100 Training/Conferences	10,253	5,233	1,015	25,000	25,000	25,000
620400 Tuition Reimbursement	2,702	4,429	833	2,200	2,200	2,200
620500 Employee Recruitment	3,757	13,461	7,507	4,200	4,200	7,280
620600 Parking Permits	-	-	-	-	-	-
TOTAL TRAINING / TRAVEL	16,712	23,123	9,355	31,400	31,400	34,480
Supplies						
630100 Office Supplies	3,470	4,756	1,211	5,400	5,400	5,400
630200 Subscriptions	2,149	1,614	318	3,925	3,925	1,020
630300 Memberships & Licenses	14,435	16,543	8,975	20,016	20,016	18,320
630400 Postage/Freight	1,421	3,325	273	3,700	3,700	3,700
630500 Awards & Recognition	450	2,405	759	930	930	930
630700 Food & Provisions	1,467	893	160	1,240	1,240	1,240
630899 Other Landscape Supplies	916	834	928	1,500	1,500	1,500
630901 Shop Supplies	46,901	40,858	11,593	43,450	43,450	43,450
630902 Tools & Instruments	79,504	8,332	4,996	10,000	10,000	10,000
631603 Other Misc. Supplies	6,196	784	1,091	2,000	193,098	2,000
632001 City Copy Charges	3,743	4,944	1,042	3,600	3,600	4,440
632002 Outside Printing	18,261	11,425	1,334	23,470	23,470	23,470
632101 Uniforms	22,878	7,696	190	9,280	9,280	9,290
632200 Gas Purchases	233,961	353,699	187,952	572,500	592,625	1,050,500
632300 Safety Supplies	176,770	8,086	2,170	500	500	500
632508 Ice Control Materials	8,127	8,532	1,247	9,000	9,000	9,000
632601 Repair Parts	78,469	242,775	77,398	139,000	139,000	139,000
632602 Tires	40,379	40,358	43,538	41,500	45,426	41,500
632603 Lubricants	3,651	18,432	5,825	25,000	25,000	25,000
632700 Miscellaneous Equipment	47,471	8,476	809	25,100	25,100	25,100
632800 Signs	16,474	39,717	2,770	12,000	12,000	12,000
TOTAL SUPPLIES	807,093	824,484	354,579	953,111	1,168,260	1,427,360

**CITY OF APPLETON 2023 BUDGET
VALLEY TRANSIT**

	2020 <u>ACTUAL</u>	2021 <u>ACTUAL</u>	2022 <u>YTD ACTUAL</u>	2022 <u>ORIG BUD</u>	2022 <u>REVISED BUD</u>	2023 <u>BUDGET</u>
Purchased Services						
640100 Accounting/Audit Fees	10,038	12,532	-	9,930	9,930	10,000
640300 Bank Service Fees	3,948	4,260	1,017	6,500	6,500	6,680
640400 Consulting Services	4,404	2,503	18,214	-	-	-
640700 Solid Waste/Recycling Pickup	3,467	3,817	1,522	5,060	5,060	5,430
640800 Contractor Fees	2,318,772	2,668,319	709,479	3,977,037	3,977,037	3,471,907
641100 Temporary Help	-	-	-	-	-	-
641200 Advertising	16,583	27,023	5,276	50,309	50,309	50,309
641301 Electric	51,466	50,833	20,419	51,481	51,481	55,620
641302 Gas	13,021	17,177	16,844	17,500	17,500	23,000
641303 Water	8,066	7,199	1,837	7,850	7,850	7,850
641304 Sewer	3,042	3,297	889	3,200	3,200	4,160
641306 Stormwater	10,513	10,571	2,655	9,401	9,401	10,000
641307 Telephone	5,699	3,556	1,072	5,600	5,600	5,600
641308 Cellular Phones	9,047	12,270	3,708	12,100	12,100	12,100
641600 Building Repairs & Maint.	7,550	1,200	400	-	-	-
641700 Vehicle Repairs & Maint.	21,129	14,362	9,972	10,050	10,050	10,050
641800 Equipment Repairs & Maint.	6,722	7,536	1,660	13,675	13,675	9,650
642000 Facilities Charges	122,754	133,402	23,944	142,503	142,503	142,503
642400 Software Support	24,215	93,424	84,295	122,690	122,690	120,097
642501 CEA Operations/Maint.	-	-	-	-	-	-
643000 Health Services	8,999	11,562	3,941	9,200	9,200	9,200
644000 Snow Removal Services	13,340	14,055	8,705	30,000	30,000	30,000
645100 Laundry Services	10,205	12,382	2,481	10,000	10,000	15,340
645400 Grounds Repair & Maintenance	2,458	1,958	36	-	-	-
650100 Insurance	191,643	200,398	159,343	222,790	222,790	222,790
659900 Other Contracts/Obligation	72,591	100,474	12,148	100,478	100,478	100,790
TOTAL PURCHASED SVCS	<u>2,939,672</u>	<u>3,414,110</u>	<u>1,089,857</u>	<u>4,817,354</u>	<u>4,817,354</u>	<u>4,323,076</u>
Miscellaneous Expense						
660100 Depreciation Expense	821,340	1,008,462	512,722	1,230,534	1,230,534	1,291,758
TOTAL MISCELLANEOUS EXP	<u>821,340</u>	<u>1,008,462</u>	<u>512,722</u>	<u>1,230,534</u>	<u>1,230,534</u>	<u>1,291,758</u>
Capital Outlay						
680300 Buildings	7,482	(27,826)	45,842	8,500,000	8,640,397	-
680401 Machinery & Equipment	22,147	(2,593)	76,671	-	38,056	-
680402 Furniture & Fixtures	-	-	-	-	25,000	-
680403 Vehicles	-	-	2,500,509	50,000	2,571,395	50,000
TOTAL CAPITAL OUTLAY	<u>29,629</u>	<u>(30,419)</u>	<u>2,623,022</u>	<u>8,550,000</u>	<u>11,274,848</u>	<u>50,000</u>
TOTAL EXPENSE	<u>8,611,158</u>	<u>9,196,299</u>	<u>6,027,487</u>	<u>20,283,837</u>	<u>23,223,834</u>	<u>12,018,900</u>

CITY OF APPLETON 2023 BUDGET
VALLEY TRANSIT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
Charges for Services	\$ 928,104	\$ 1,029,333	\$ 1,634,373	\$ 1,634,373	\$ 1,636,273
Miscellaneous	83,877	144,920	69,386	69,386	69,136
Total Revenues	<u>1,011,981</u>	<u>1,174,253</u>	<u>1,703,759</u>	<u>1,703,759</u>	<u>1,705,409</u>
Expenses					
Operating Expenses	7,789,554	8,187,838	10,503,303	10,503,303	10,677,142
Depreciation	817,979	1,008,462	1,230,534	1,230,534	1,291,758
Total Expenses	<u>8,607,533</u>	<u>9,196,300</u>	<u>11,733,837</u>	<u>11,733,837</u>	<u>11,968,900</u>
Revenues over (under) Expenses	(7,595,552)	(8,022,047)	(10,030,078)	(10,030,078)	(10,263,491)
Non-Operating Revenues (Expenses)					
Investment Income	72,072	(25,996)	12,500	12,500	12,500
Gain (Loss) on Sale of Capital Assets	(17,119)	3,470	-	-	-
Operating Subsidies	6,247,001	6,553,151	8,307,387	8,307,387	8,502,775
Total Non-Operating	<u>6,301,954</u>	<u>6,530,625</u>	<u>8,319,887</u>	<u>8,319,887</u>	<u>8,515,275</u>
Income (Loss) Before Contributions and Transfers	(1,293,598)	(1,491,422)	(1,710,191)	(1,710,191)	(1,748,216)
Contributions and Transfers In (Out)					
Transfer In - General Fund	581,409	563,537	725,763	725,763	724,810
Capital Contributions	2,545,822	2,783,471	8,540,000	8,540,000	40,000
Change in Net Assets	1,833,633	1,855,586	7,555,572	7,555,572	(983,406)
Total Net Assets - Beginning	<u>8,493,758</u>	<u>10,327,391</u>	<u>12,182,977</u>	<u>12,182,977</u>	<u>19,738,549</u>
Total Net Assets - Ending	<u>\$ 10,327,391</u>	<u>\$ 12,182,977</u>	<u>\$ 19,738,549</u>	<u>\$ 19,738,549</u>	<u>\$ 18,755,143</u>

SCHEDULE OF CASH FLOWS

Working Cash - Beginning	\$ 381,160	\$ 627,266
+ Change in Net Assets	7,555,572	(983,406)
+ Depreciation	1,230,534	1,291,758
- Fixed Assets	(8,550,000)	(50,000)
+ F/A Funded by Restricted Cash	10,000	10,000
Working Cash - End of Year	<u>\$ 627,266</u>	<u>\$ 895,618</u>