

CITY OF APPLETON 2024 BUDGET

VALLEY TRANSIT

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CITY OF APPLETON 2024 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 2023 EVENTS

Ridership

Valley Transit ridership is up (7%) in the first six months of 2023 when compared to 2022. 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), 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 2022 financial audit conducted in early 2023.

CITY OF APPLETON 2024 BUDGET VALLEY TRANSIT

MAJOR 2024 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, 2022 and 2023 attempting to regain the ridership lost during 2020. During 2024, 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. During 2023, Valley Transit completed the Request for Bid process and hired a contractor for renovations of the facility. Work began in 2023 and will be complete by early 2024. 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 2023 and moving forward. During 2024, 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 2024, 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	2021	2022	Adopted 2023	Amended 2023	2024	Change *
Program Revenues		\$ 11,051,873	\$ 11,377,816	\$ 10,985,494	\$ 10,985,494	\$ 12,213,370	11.18%
Program Expenses							
58071000	Administration	1,531,528	2,146,668	2,182,504	2,178,854	2,389,857	9.50%
58072000	Vehicle Maint.	882,024	900,930	915,701	921,398	1,126,287	23.00%
58073000	Facilities Maint.	145,343	151,056	201,990	8,842,164	891,600	341.41%
58074000	Operations	3,935,737	4,123,290	5,041,663	5,191,981	4,982,449	-1.17%
58075000	ADA Paratransit	1,410,639	1,233,483	2,398,535	2,398,535	2,826,893	17.86%
58076000	Ancillary Paratransit	1,291,028	887,368	1,278,507	1,278,507	1,382,133	8.11%
TOTAL		\$ 9,196,299	\$ 9,442,795	\$ 12,018,900	\$ 20,811,439	\$ 13,599,219	13.15%
Expenses Comprised Of:							
Personnel		3,956,539	4,017,326	4,892,226	4,892,226	5,163,873	5.55%
Training & Travel		23,123	30,460	34,480	30,880	34,480	0.00%
Supplies & Materials		824,484	991,157	1,427,360	1,577,678	1,246,090	-12.70%
Purchased Services		3,414,110	2,933,517	4,323,076	4,323,026	4,645,902	7.47%
Miscellaneous Expense		1,008,462	1,465,735	1,291,758	1,291,758	1,423,874	10.23%
Capital Expenditures		(30,419)	4,600	50,000	8,695,871	1,085,000	2070.00%
Full Time Equivalent Staff:							
Personnel allocated to programs		60.10	60.10	61.10	61.10	61.10	

**CITY OF APPLETON 2024 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 2024.

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 2023.

**CITY OF APPLETON 2024 BUDGET
VALLEY TRANSIT**

Administration

Business Unit 58071000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
421000 Federal Grants	\$ 2,442,566	\$ 2,953,461	\$ 3,470,641	\$ 3,470,641	\$ 4,392,145
422400 Miscellaneous State Aids	5,440,104	5,303,099	2,985,726	2,985,726	3,161,996
423000 Misc Local Govt Aids	418,254	506,442	537,860	537,860	541,341
471000 Interest on Investments	(25,996)	(43,032)	12,500	12,500	12,500
487700 Advertising/Promo Fees	80,870	93,876	65,000	65,000	65,000
500100 Fees & Commissions	1,512	5,316	8,000	8,000	8,000
500400 Sale of City Property	1,497	-	-	-	-
500600 Gain (Loss) on Assets	3,469	18,710	-	-	-
501000 Miscellaneous Revenue	1	-	-	-	-
502000 Donations	500	-	-	-	-
503500 Other Reimbursements	6,353	2,008	-	-	-
592100 Transfer In - General Fund	563,536	677,585	709,339	709,339	734,787
Total Revenue	\$ 8,932,666	\$ 9,517,465	\$ 7,789,066	\$ 7,789,066	\$ 8,915,769
Expenses					
610100 Regular Salaries	\$ 237,080	\$ 261,747	\$ 246,096	\$ 246,096	\$ 252,620
615000 Fringes	(234,934)	(221,833)	73,312	73,312	67,318
620100 Training/Conferences	3,412	5,770	14,160	14,160	14,151
620400 Tuition Reimbursement	4,429	8,692	2,200	2,200	2,200
620500 Employee Recruitment	13,461	13,882	7,280	3,680	7,280
630100 Office Supplies	4,052	3,904	4,363	4,363	4,361
630200 Subscriptions	1,614	908	1,020	1,020	1,020
630300 Memberships & Licenses	12,784	11,552	14,802	14,802	14,536
630400 Postage/Freight	2,833	1,090	2,990	2,990	2,988
630500 Awards & Recognition	2,405	759	930	930	930
630700 Food & Provisions	893	2,011	1,240	1,240	1,240
631603 Other Misc. Supplies	479	1,968	1,225	1,225	1,225
632001 City Copy Charges	4,212	3,916	3,587	3,587	3,585
632002 Outside Printing	6,079	4,618	18,963	18,963	18,953
632300 Safety Supplies	343	938	500	500	500
632700 Miscellaneous Equipment	717	1,489	6,700	6,700	6,700
632800 Signs	5,190	6,040	10,000	10,000	10,000
640100 Accounting/Audit Fees	10,678	14,352	8,080	8,080	12,113
640300 Bank Service Fees	4,260	4,619	6,680	6,680	6,680
640400 Consulting Services	2,503	24,974	-	-	-
640800 Contractor Fees	63,058	94,189	103,200	103,150	103,200
641200 Advertising	23,025	41,536	42,000	42,000	42,000
641300 Utilities	82,271	90,452	90,059	90,059	91,952
641800 Equipment Repairs & Maint.	-	765	242	242	300
642400 Software Support	70,001	97,965	93,787	93,787	117,051
643000 Health Services	923	416	2,015	2,015	1,015
650100 Insurance	200,398	199,258	135,315	135,315	182,065
659900 Other Contracts/Obligation	900	356	-	-	-
660100 Depreciation Expense	1,008,462	1,465,735	1,291,758	1,291,758	1,423,874
680401 Machinery & Equipment	-	4,600	-	-	-
Total Expense	\$ 1,531,528	\$ 2,146,668	\$ 2,182,504	\$ 2,178,854	\$ 2,389,857

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

<u>Outside Printing</u>		<u>Software Support</u>	
Fare material	\$ 6,849	Fire Pixel, MSDS, Yodeck, Zoom	\$ 4,434
Rider's guides & maps	5,256	Transtrack	55,119
Public information materials	5,878	Optibus	23,713
Forms	970	GMV/Syncromatics	33,785
	<u>\$ 18,953</u>		<u>\$ 117,051</u>
<u>Advertising</u>		<u>Contractor Fees</u>	
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 2024 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.

**CITY OF APPLETON 2024 BUDGET
VALLEY TRANSIT**

Vehicle Maintenance

Business Unit 58072000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
503000 Damage to City Property	\$ 47,981	\$ 7,521	\$ -	\$ -	\$ -
Total Revenue	<u>\$ 47,981</u>	<u>\$ 7,521</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
610100 Regular Salaries	\$ 396,614	\$ 361,647	\$ 438,041	\$ 438,041	\$ 443,390
610500 Overtime Wages	8,992	39,070	8,374	8,374	8,717
615000 Fringes	124,323	126,384	134,372	134,372	160,957
620100 Training/Conferences	972	566	5,000	5,000	5,000
630901 Shop Supplies	40,858	32,866	43,450	43,450	43,450
630902 Tools & Instruments	8,332	10,294	10,000	10,000	10,000
631603 Other Misc. Supplies	305	304	400	400	400
632101 Uniforms	-	63	220	220	220
632200 Gas Purchases	3,888	5,014	11,000	11,000	9,000
632601 Repair Parts	242,775	229,815	139,000	139,000	255,800
632700 Miscellaneous Equipment	6,364	9,534	10,000	10,000	10,000
641700 Vehicle Repairs & Maint.	14,362	25,639	10,050	10,050	10,050
641800 Equipment Repairs & Maint.	7,536	4,993	9,350	9,350	9,350
642400 Software Support	23,424	18,906	18,810	18,810	18,810
643000 Health Services	1,345	1,340	725	725	725
645100 Laundry Services	1,564	2,231	1,560	1,560	1,560
650100 Insurance	-	29,402	25,349	25,349	38,858
659900 Other Contracts/Obligation	370	2,862	-	-	-
680401 Machinery & Equipment	-	-	-	(44,303)	100,000
680403 Vehicles	-	-	50,000	100,000	-
Total Expense	<u>\$ 882,024</u>	<u>\$ 900,930</u>	<u>\$ 915,701</u>	<u>\$ 921,398</u>	<u>\$ 1,126,287</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Shop Supplies

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

Software Support

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

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
	<u>\$ 255,800</u>

Machinery & Equipment

Fareboxes/payment technology	\$ 100,000
	<u>\$ 100,000</u>

**CITY OF APPLETON 2024 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 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 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 was budgeted in the Administration budget in 2022 to cover 100% of the cost. The project was carried forward to 2023 and planned for completion in 2024.

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.

Additional amounts budgeted in the Buildings line item are to purchase replacement bus shelters (also approved in 2023 for purchase in 2024) and a contribution of Federal funds to relocate the Neenah Transit Center.

Funds budgeted in the Land account 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.

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. The Rental of City Property revenue line item has been reduced to \$0.

Snow Removal Services has been increased to reflect the amount Valley Transit is currently spending on these services.

**CITY OF APPLETON 2024 BUDGET
VALLEY TRANSIT**

Facilities Maintenance

Business Unit 58073000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
501500 Rental of City Property	\$ 6,000	\$ 5,500	\$ 6,000	\$ 6,000	\$ -
Total Revenue	<u>\$ 6,000</u>	<u>\$ 5,500</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ -</u>
Expenses					
630899 Other Landscape Supplies	\$ 711	\$ 803	\$ 1,500	\$ 1,500	\$ 1,500
632508 Ice Control Materials	8,532	8,650	9,000	9,000	9,000
640700 Waste/Recycling Pickup	3,817	3,718	5,430	5,430	5,753
641600 Building Repairs & Maint.	1,200	1,991	-	-	-
642000 Facilities Charges	123,668	98,331	124,258	124,258	110,807
644000 Snow Removal Services	11,975	19,450	22,992	22,992	40,000
645100 Laundry Services	10,818	7,246	13,780	13,780	13,780
645400 Grounds Repair & Maint.	1,668	731	-	-	-
650100 Insurance	-	-	14,590	14,590	15,320
659900 Other Contracts/Obligation	10,780	10,136	10,440	10,440	10,440
680100 Land	-	-	-	-	175,000
680300 Buildings	(27,826)	-	-	8,615,174	160,000
680401 Machinery & Equipment	-	-	-	-	100,000
680402 Furniture & Fixtures	-	-	-	25,000	250,000
Total Expense	<u>\$ 145,343</u>	<u>\$ 151,056</u>	<u>\$ 201,990</u>	<u>\$ 8,842,164</u>	<u>\$ 891,600</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Snow Removal Services

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

Buildings

Bus Shelters	\$ 60,000
Neenah Transit Center	\$ 100,000
	<u>\$ 160,000</u>

Machinery & Equipment

Whitman construction AV equipment	\$ 100,000
	<u>\$ 100,000</u>

Furniture & Fixtures

Whitman construction furniture & fixtures	\$ 250,000
	<u>\$ 250,000</u>

Land

Land purchase (Transit Center)	\$ 175,000
	<u>\$ 175,000</u>

**CITY OF APPLETON 2024 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 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:

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 2023.

The increase in Other Contract/Obligations includes Valley Transit's expenses related to the driver incentive program.

**CITY OF APPLETON 2024 BUDGET
VALLEY TRANSIT**

Operations

Business Unit 58074000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
480100 Federal Grants	\$ 29,171	\$ -	\$ -	\$ -	\$ -
487500 Farebox Revenue	530,063	585,823	820,000	820,000	820,000
487600 Special Transit Revenues	38,103	43,709	38,843	38,843	38,843
508500 Cash Short or Over	201	321	-	-	-
Total Revenue	\$ 597,538	\$ 629,853	\$ 858,843	\$ 858,843	\$ 858,843
Expenses					
610100 Regular Salaries	\$ 2,061,069	\$ 2,063,276	\$ 2,550,569	\$ 2,550,569	\$ 2,675,150
610500 Overtime Wages	356,614	319,469	67,757	67,757	71,045
615000 Fringes	896,865	947,482	1,117,020	1,117,020	1,211,031
620100 Training/Conferences	255	654	-	-	-
630300 Memberships & Licenses	1,538	1,348	-	-	-
631603 Other Misc. Supplies	-	-	-	156,469	-
632002 Outside Printing	40	31,030	-	-	-
632101 Uniforms	7,696	2,569	9,070	9,070	9,070
632200 Gas Purchases	349,137	536,869	1,039,500	1,039,500	743,750
632300 Safety Supplies	7,742	1,899	-	-	-
632602 Tires	40,358	42,265	41,500	35,349	41,500
632603 Lubricants	18,432	22,987	25,000	25,000	25,000
632700 Miscellaneous Equipment	1,394	4,616	8,400	8,400	8,400
632800 Signs	34,527	180	2,000	2,000	2,000
640800 Contractor Fees	136,420	127,882	127,200	127,200	127,200
641800 Equip Repairs & Maint	-	374	-	-	-
643000 Health Services	9,295	10,282	6,460	6,460	7,460
650100 Insurance	-	-	46,587	46,587	49,843
659900 Other Contracts/Obligation	14,355	10,108	600	600	11,000
Total Expense	\$ 3,935,737	\$ 4,123,290	\$ 5,041,663	\$ 5,191,981	\$ 4,982,449

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Gas Purchases *

Diesel fuel 175,000 gal. @ \$4.25/gal	743,750
	<u>\$ 743,750</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	\$ 37,000
Support vehicle tires	4,500
	<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 2024 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 FY 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. An increase in the cost per ride is budgeted for 2024 as the current contract for services will expire on June 30, 2024.

Miscellaneous Local Government Aids have increased due to several changes within the ADA Paratransit budget. The current contract for services will expire during 2024 and Valley Transit has budgeted for an increase in costs. These costs have been offset somewhat by a budgeted decrease in the number of rides, but less rides also decreases expected farebox revenue. The increase is also a result of the additional local share needed to purchase the scheduling software below.

ADA rides budgeted for 2024 have decreased by 15,000 to reflect current ridership. A reduction in rides reduces the budget for Farebox Revenue.

The contract with the existing ADA scheduling software expires in 2024. Valley Transit has increased Machinery & Equipment to update the software in 2024. The project will be paid by a combination of federal grant dollars (80% of cost) and local share match (20% of cost).

**CITY OF APPLETON 2024 BUDGET
VALLEY TRANSIT**

ADA Paratransit

Business Unit 58075000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
423000 Misc Local Govt Aids	\$ 482,596	\$ 512,474	\$ 978,840	\$ 978,840	\$ 1,081,508
487500 Farebox Revenue	279,896	236,948	460,000	460,000	400,000
Total Revenue	\$ 762,492	\$ 749,422	\$ 1,438,840	\$ 1,438,840	\$ 1,481,508
Expenses					
610100 Regular Salaries	\$ 78,747	\$ 84,877	\$ 186,152	\$ 186,152	\$ 191,755
615000 Fringes	31,172	35,207	70,533	70,533	81,890
620100 Training/Conferences	593	896	5,840	5,840	5,849
630100 Office Supplies	704	606	1,037	1,037	1,039
630300 Memberships & Licenses	2,220	1,795	3,518	3,518	3,464
630400 Postage/Freight	492	169	710	710	712
630899 Other Landscape Supplies	123	125	-	-	-
631603 Other Misc. Supplies	-	188	375	375	375
632001 City Copy Charges	732	608	853	853	855
632002 Outside Printing	5,305	2,104	4,507	4,507	4,517
632200 Gas Purchases	675	779	-	-	-
632700 Miscellaneous Equipment	-	4,484	-	-	-
640100 Accounting/Audit Fees	1,854	2,230	1,920	1,920	2,887
640800 Contractor Fees	1,249,161	1,057,970	2,052,750	2,052,750	2,142,500
641200 Advertising	3,998	6,453	8,309	8,309	8,309
641300 Utilities	22,632	22,527	28,271	28,271	40,157
641800 Equipment Repairs & Maint.	-	119	58	58	-
642000 Facilities Charges	9,734	9,210	18,245	18,245	27,126
642400 Software Support	-	-	7,500	7,500	7,500
644000 Snow Removal Services	2,080	3,022	7,008	7,008	7,008
645400 Grounds Repair & Maint.	290	114	-	-	-
650100 Insurance	-	-	949	949	950
659900 Other Contracts/Obligations	2,720	-	-	-	-
680401 Machinery & Equipment	(2,593)	-	-	-	300,000
Total Expense	\$ 1,410,639	\$ 1,233,483	\$ 2,398,535	\$ 2,398,535	\$ 2,826,893

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Purchased transportation: Valley Transit II - Disabled, 100,000 trips	\$ 2,142,500
	<u>\$ 2,142,500</u>

Machinery & Equipment

ADA database replacement	\$ 300,000
	<u>\$ 300,000</u>

**CITY OF APPLETON 2024 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 2024 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 2024 BUDGET
VALLEY TRANSIT**

Ancillary Paratransit

Business Unit 58076000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
421000 Federal Grants	\$ -	\$ 68,577	\$ 89,750	\$ 89,750	\$ 89,750
422400 Miscellaneous State Aids	133,738	97,159	97,159	97,159	97,159
423000 Misc. Local Govt Aids	340,189	98,095	382,799	382,799	433,798
487500 Farebox Revenue	181,269	154,018	244,430	244,430	255,230
502000 Donations & Memorials	50,000	50,206	63,136	63,136	66,326
592100 Transfer In - General Fund	-	-	15,471	15,471	14,987
Total Revenue	\$ 705,196	\$ 468,055	\$ 892,745	\$ 892,745	\$ 957,250
Expenses					
640800 Contractor Fees	\$ 1,219,680	\$ 818,791	\$ 1,188,757	\$ 1,188,757	\$ 1,292,383
659900 Other Contracts/Obligation	71,348	68,577	89,750	89,750	89,750
Total Expense	\$ 1,291,028	\$ 887,368	\$ 1,278,507	\$ 1,278,507	\$ 1,382,133

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Purchased transportation:

Valley Transit II - elderly purchased transportation - optional	\$ 81,415
Outagamie County - demand response - rural	385,500
Outagamie County - children & family transportation	9,820
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	40,800
	<u>\$ 1,292,383</u>

Other Contracts/Obligations

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

**CITY OF APPLETON 2024 BUDGET
VALLEY TRANSIT**

	2021 <u>ACTUAL</u>	2022 <u>ACTUAL</u>	2023 <u>YTD ACTUAL</u>	2023 <u>ORIG BUD</u>	2023 <u>REVISED BUD</u>	2024 <u>BUDGET</u>
Program Revenues						
421000 Federal Grants	2,471,737	3,022,038	-	3,560,391	3,560,391	4,481,895
422400 Miscellaneous State Aids	5,573,843	5,400,258	-	3,082,885	3,082,855	3,259,155
423000 Miscellaneous Local Govt Aids	1,241,042	1,117,011	1,530,586	1,899,499	1,899,499	2,056,647
471000 Interest on Investments	(26,010)	(43,032)	4,211	12,500	12,500	12,500
487500 Farebox Revenue	991,231	976,789	276,422	1,524,430	1,524,430	1,475,230
487600 Special Transit Revenues	38,103	43,709	26,319	38,843	38,843	38,843
487700 Advertising/Promotional Fees	80,871	93,876	28,878	65,000	65,000	65,000
500100 Fees & Commissions	1,513	5,316	1,315	8,000	8,000	8,000
500400 Sale of City Property	1,498	-	637	-	-	-
500600 Gain (Loss) on Asset Disposal	3,470	18,710	-	-	-	-
501000 Miscellaneous Revenue	1	-	-	-	-	-
501500 Rental of City Property	6,000	5,500	-	6,000	6,000	-
502000 Donations & Memorials	50,500	50,206	26,821	63,136	63,136	66,326
503000 Damage to City Property	47,981	7,521	2,000	-	-	-
503500 Other Reimbursements	6,354	2,008	2,006	-	-	-
508500 Cash Short or Over	202	321	43	-	-	-
592100 Transfer In - General Fund	563,537	677,585	1,623,400	724,810	724,810	749,774
TOTAL PROGRAM REVENUES	11,051,873	11,377,816	3,522,638	10,985,494	10,985,464	12,213,370
Personnel						
610100 Regular Salaries	2,326,809	2,385,297	885,933	3,199,445	3,199,445	3,334,602
610200 Labor Pool Allocations	68,339	70,695	29,959	220,078	220,078	226,978
610500 Overtime Wages	365,606	358,539	120,752	76,131	76,131	80,077
610900 Incentive Pay	1,830	920	-	1,335	1,335	1,335
611000 Other Compensation	2,415	1,925	1,914	-	-	-
611400 Sick Pay	96,095	51,140	10,867	-	-	-
611500 Vacation Pay	250,048	242,972	62,162	-	-	-
611600 Holiday Pay	27,973	18,598	3,503	-	-	-
615000 Fringes	1,086,959	1,179,723	400,823	1,395,237	1,395,237	1,520,881
615500 Unemployment Compensation	32,463	3,301	-	-	-	-
617000 Pension Expense	(322,168)	(301,465)	-	-	-	-
617100 OPEB Expense	20,170	5,681	-	-	-	-
TOTAL PERSONNEL	3,956,539	4,017,326	1,515,913	4,892,226	4,892,226	5,163,873
Training~Travel						
620100 Training/Conferences	5,233	7,886	9,729	25,000	25,000	25,000
620400 Tuition Reimbursement	4,429	8,692	3,331	2,200	2,200	2,200
620500 Employee Recruitment	13,461	13,882	5,262	7,280	3,680	7,280
TOTAL TRAINING / TRAVEL	23,123	30,460	18,322	34,480	30,880	34,480
Supplies						
630100 Office Supplies	4,756	4,510	1,930	5,400	5,400	5,400
630200 Subscriptions	1,614	908	390	1,020	1,020	1,020
630300 Memberships & Licenses	16,543	14,695	8,617	18,320	18,320	18,000
630400 Postage/Freight	3,325	1,259	715	3,700	3,700	3,700
630500 Awards & Recognition	2,405	759	91	930	930	930
630700 Food & Provisions	893	2,011	425	1,240	1,240	1,240
630899 Other Landscape Supplies	834	928	632	1,500	1,500	1,500
630901 Shop Supplies	40,858	32,866	10,936	43,450	43,450	43,450
630902 Tools & Instruments	8,332	10,294	1,025	10,000	10,000	10,000
631603 Other Misc. Supplies	784	2,460	91	2,000	158,469	2,000
632001 City Copy Charges	4,944	4,524	1,178	4,440	4,440	4,440
632002 Outside Printing	11,425	37,752	2,149	23,470	23,470	23,470
632101 Uniforms	7,696	2,632	1,715	9,290	9,290	9,290
632200 Gas Purchases	353,699	542,662	191,903	1,050,500	1,050,500	752,750
632300 Safety Supplies	8,086	2,837	408	500	500	500
632508 Ice Control Materials	8,532	8,650	1,097	9,000	9,000	9,000
632601 Repair Parts	242,775	230,242	80,757	139,000	139,000	255,800
632602 Tires	40,358	42,265	10,010	41,500	35,349	41,500
632603 Lubricants	18,432	22,987	9,604	25,000	25,000	25,000
632700 Miscellaneous Equipment	8,476	19,696	5,057	25,100	25,100	25,100
632800 Signs	39,717	6,220	5,240	12,000	12,000	12,000
TOTAL SUPPLIES	824,484	991,157	333,970	1,427,360	1,577,678	1,246,090

**CITY OF APPLETON 2024 BUDGET
VALLEY TRANSIT**

	2021 <u>ACTUAL</u>	2022 <u>ACTUAL</u>	2023 <u>YTD ACTUAL</u>	2023 <u>ORIG BUD</u>	2023 <u>REVISED BUD</u>	2024 <u>BUDGET</u>
Purchased Services						
640100 Accounting/Audit Fees	12,532	16,582	-	10,000	10,000	15,000
640300 Bank Service Fees	4,260	4,619	687	6,680	6,680	6,680
640400 Consulting Services	2,503	24,974	-	-	-	-
640700 Solid Waste/Recycling Pickup	3,817	3,718	1,346	5,430	5,430	5,753
640800 Contractor Fees	2,668,319	2,098,832	664,677	3,471,907	3,471,857	3,665,283
641200 Advertising	27,023	47,989	32,933	50,309	50,309	50,309
641301 Electric	50,833	52,359	19,667	55,620	55,620	56,732
641302 Gas	17,177	24,356	16,411	23,000	23,000	23,920
641303 Water	7,199	7,525	2,081	7,850	7,850	7,850
641304 Sewer	3,297	3,738	1,082	4,160	4,160	4,451
641306 Stormwater	10,571	10,513	2,742	10,000	10,000	10,000
641307 Telephone	3,556	2,509	417	5,600	5,600	5,600
641308 Cellular Phones	12,270	11,979	5,966	12,100	12,100	23,556
641600 Building Repairs & Maint.	1,200	1,991	-	-	-	-
641700 Vehicle Repairs & Maint.	14,362	25,639	2,686	10,050	10,050	10,050
641800 Equipment Repairs & Maint.	7,536	6,251	5,382	9,650	9,650	9,650
642000 Facilities Charges	133,402	107,541	16,629	142,503	142,503	137,933
642400 Software Support	93,424	116,871	83,154	120,097	120,097	143,361
643000 Health Services	11,562	12,038	4,227	9,200	9,200	9,200
644000 Snow Removal Services	14,055	22,472	41,173	30,000	30,000	47,008
645100 Laundry Services	12,382	9,477	3,056	15,340	15,340	15,340
645400 Grounds Repair & Maintenance	1,958	845	-	-	-	-
650100 Insurance	200,398	228,660	206,620	222,790	222,790	287,036
659900 Other Contracts/Obligation	100,474	92,039	7,592	100,790	100,790	111,190
TOTAL PURCHASED SVCS	<u>3,414,110</u>	<u>2,933,517</u>	<u>1,118,528</u>	<u>4,323,076</u>	<u>4,323,026</u>	<u>4,645,902</u>
Miscellaneous Expense						
660100 Depreciation Expense	1,008,462	1,465,735	538,233	1,291,758	1,291,758	1,423,874
TOTAL MISCELLANEOUS EXP	<u>1,008,462</u>	<u>1,465,735</u>	<u>538,233</u>	<u>1,291,758</u>	<u>1,291,758</u>	<u>1,423,874</u>
Capital Outlay						
680100 Land	-	-	-	-	-	175,000
680300 Buildings	(27,826)	-	130,801	-	8,615,174	160,000
680401 Machinery & Equipment	(2,593)	4,600	75,940	-	(44,303)	400,000
680402 Furniture & Fixtures	-	-	-	-	25,000	350,000
680403 Vehicles	-	-	-	50,000	100,000	-
TOTAL CAPITAL OUTLAY	<u>(30,419)</u>	<u>4,600</u>	<u>206,741</u>	<u>50,000</u>	<u>8,695,871</u>	<u>1,085,000</u>
TOTAL EXPENSE	<u>9,196,299</u>	<u>9,442,795</u>	<u>3,731,707</u>	<u>12,018,900</u>	<u>20,811,439</u>	<u>13,599,219</u>

CITY OF APPLETON 2024 BUDGET
VALLEY TRANSIT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget
Charges for Services	\$ 1,029,333	\$ 1,020,500	\$ 1,636,273	\$ 1,636,273	\$ 1,587,073
Miscellaneous	144,920	114,544	69,136	69,136	66,326
Total Revenues	<u>1,174,253</u>	<u>1,135,044</u>	<u>1,705,409</u>	<u>1,705,409</u>	<u>1,653,399</u>
Expenses					
Operating Expenses	8,187,838	7,977,055	10,677,142	10,823,810	11,265,345
Depreciation	1,008,462	1,223,909	1,291,758	1,291,758	1,423,874
Total Expenses	<u>9,196,300</u>	<u>9,200,964</u>	<u>11,968,900</u>	<u>12,115,568</u>	<u>12,689,219</u>
Revenues over (under) Expenses	(8,022,047)	(8,065,920)	(10,263,491)	(10,410,159)	(11,035,820)
Non-Operating Revenues (Expenses)					
Investment Income	(25,996)	(43,030)	12,500	12,500	12,500
Gain (Loss) on Sale of Capital Assets	3,470	18,710	-	-	-
Operating Subsidies	6,553,151	6,889,328	8,502,775	8,502,775	9,069,697
Total Non-Operating	<u>6,530,625</u>	<u>6,865,008</u>	<u>8,515,275</u>	<u>8,515,275</u>	<u>9,082,197</u>
Income (Loss) Before Contributions and Transfers	(1,491,422)	(1,200,912)	(1,748,216)	(1,894,884)	(1,953,623)
Contributions and Transfers In (Out)					
Transfer In - General Fund	563,537	677,585	724,810	724,810	749,774
Transfer Out - General Fund	-	(241,827)	-	-	-
Capital Contributions	2,783,471	2,700,188	40,000	6,956,697	728,000
Change in Net Assets	<u>1,855,586</u>	<u>1,935,034</u>	<u>(983,406)</u>	<u>5,786,623</u>	<u>(475,849)</u>
Total Net Assets - Beginning	<u>10,327,391</u>	<u>12,182,977</u>	<u>14,118,011</u>	<u>14,118,011</u>	<u>19,904,634</u>
Total Net Assets - Ending	<u>\$ 12,182,977</u>	<u>\$ 14,118,011</u>	<u>\$ 13,134,605</u>	<u>\$ 19,904,634</u>	<u>\$ 19,428,785</u>

SCHEDULE OF CASH FLOWS

Working Cash - Beginning	\$ 762,272	\$ 883,956
+ Change in Net Assets	5,786,623	(475,849)
+ Depreciation	1,291,758	1,423,874
- Fixed Assets	(8,695,871)	(910,000)
+ F/A Funded by Restricted Cash	1,739,174	182,000
Working Cash - End of Year	<u>\$ 883,956</u>	<u>\$ 1,103,981</u>