

CITY OF APPLETON 2018 BUDGET

VALLEY TRANSIT

General Manager: Ron C. McDonald

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Administrative Services Manager: Debra Ebben

CITY OF APPLETON 2018 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 2017 EVENTS

Ridership

Following national transit ridership trends, Valley Transit ridership is slightly down (2.5%) in the first six months of 2017. When gas prices are lower, as they have been in 2017, transit ridership tends to dip.

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 a stable source 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 reforms and strengthens transportation programs and provides long-term certainty and more flexibility for State and local governments. The FAST Act increases dedicated bus funding, provides both stable formula funding and a competitive grant program to address bus and bus facility needs and provides flexibility for recipients in the use of federal funds to maintain facilities and equipment in a state of good repair.

Although the FAST Act has provided more stable funding for Valley Transit, the new legislation, along with Valley Transit's reclassification to a large system and as a direct recipient of Federal Transit Authority (FTA) funds, has increased the amount of administrative time needed to meet our obligations to the FTA. Reporting requirements have increased from annual reports to quarterly reports and new reporting requirements have been developed along with a higher level of scrutiny from the FTA.

State Budget – After State funding for transit operations was cut by 10% in 2012, funding has remained at a consistent level.

RTA – Valley Transit's Strategic Plan maintains that the best long-term solution for stable and adequate funding is establishing a Regional Transit Authority (RTA) in the Fox Cities. Valley Transit remains committed to pursuing enabling legislation at the State level.

Audits

Single Financial Audit

Valley Transit received no findings in the 2016 financial audit conducted in early 2017.

Federal Funds (5310)

"5310" funding provides assistance to programs serving the elderly and persons with disabilities. When the population of the Fox Valley reached 200,000 with the 2010 census, Valley Transit became a direct recipient of this funding. The grant allows 45% of the funds to go to fixed route providers, such as Valley Transit, for senior/disabled services in excess of ADA paratransit requirements and requires a minimum of 55% of the funds to be distributed to non-profit organizations that provide transportation services to senior and disabled populations. Valley Transit and the East Central Wisconsin Regional Planning Commission (ECWRPC) reached an agreement that designates Valley Transit as the recipient of 5310 funds and ECWRPC as the lead on the process to distribute the 55% funds to non-profit organizations. The 2018 proposed budget reflects an award of funds to a non-profit organization.

CITY OF APPLETON 2018 BUDGET VALLEY TRANSIT

MAJOR 2018 OBJECTIVES

Valley Transit's Strategic Plan was completed in early 2015. The plan includes recommendations for near-term, three, five and ten years. A near-term action plan and schedule has been developed and is being implemented. The focus of the near-term plan is to make sure the existing services function as efficiently and effectively as possible before adding additional services. Valley Transit has performance measures and tracking mechanisms in place which build on existing strengths of the system and address weaknesses. Improving on-time-performance will continue to be a major focus in 2018, 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.

Valley Transit will continue to focus on strengthening the partnership with advocacy groups in the Fox Cities and increasing communication with Valley Transit stakeholders. Staff will continue to refine and improve the communication tools used to give potential riders information on how to use the system. As part of the effort to increase ridership, Valley Transit will be working on partnerships with area businesses to increase ridership by their employees.

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

Valley Transit is required to complete a Transit Development Plan (TDP) every five years. The 2017 Budget included an expense of \$100,000 for the TDP. Transit system development plans refine and detail the recommendations for transit services set forth in the regional transportation plan. The TDP got a late start in 2017 due to timing of availability of State funding. During 2018, the plan will be finished and reviewed to determine the feasibility of recommendations with an implementation plan to follow.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	Change *
Program Revenues		\$ 8,605,129	\$ 8,677,130	\$ 9,344,520	\$ 10,492,912	\$ 9,837,695	5.28%
Program Expenses							
5810	Administration	1,375,746	1,488,595	1,376,132	1,377,552	1,375,847	-0.02%
5820	Vehicle Maint.	708,179	616,015	667,840	2,023,442	754,963	13.05%
5830	Facilities Maint.	132,553	148,138	170,945	247,005	505,345	195.62%
5840	Operations	3,500,639	3,509,144	3,870,436	3,872,078	3,943,407	1.89%
5850	ADA Paratransit	1,726,318	1,765,067	1,904,192	1,904,192	1,871,109	-1.74%
5860	Ancillary Paratransit	1,666,199	1,662,953	1,817,878	1,817,878	1,941,479	6.80%
TOTAL		\$ 9,109,634	\$ 9,189,912	\$ 9,807,423	\$ 11,242,147	\$ 10,392,150	5.96%
Expenses Comprised Of:							
	Personnel	3,744,587	4,056,684	3,943,006	3,946,068	4,028,395	2.17%
	Administrative Expense	874,096	831,213	814,684	814,684	883,583	8.46%
	Supplies & Materials	717,316	544,859	928,997	928,997	950,156	2.28%
	Purchased Services	3,442,334	3,437,400	3,761,739	3,761,739	3,827,340	1.74%
	Utilities	100,396	99,428	133,500	133,500	133,500	0.00%
	Repair & Maintenance	214,061	220,328	208,497	208,497	224,176	7.52%
	Capital Expenditures	16,844	-	17,000	1,448,662	345,000	1929.41%
Full Time Equivalent Staff:							
	Personnel allocated to programs	54.35	54.35	54.95	56.20	56.20	

* % change from prior year adopted budget
Valley Transit.xls

**CITY OF APPLETON 2018 BUDGET
VALLEY TRANSIT**

Administration

Business Unit 5810

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: "Prompt delivery of 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 successes through stories and testimonials."

Objectives:

- To provide administrative support to ensure that local funding from the municipalities and counties is equitable
- To monitor all services to ensure cost effectiveness and efficiency and to avoid duplication of services
- To reach out to riders and non-riders alike to demonstrate that Valley Transit provides low cost, safe, reliable, friendly public transportation that directly improves the quality of life for everyone
- To continue to be a fiscally responsible organization that is accessible and supports a high quality of life in the Fox Cities
- To fund Valley Transit in a manner that promotes stability and resilience and is flexible to accommodate a growing region

Major changes in Revenue, Expenditures, or Programs:

- Combined State and federal operating assistance is estimated at 57% of eligible expenses in 2018.
- The increase in depreciation expense is related to new buses purchased in 2017.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Regional transit service					
Municipalities and County government	13	13	13	13	13
units served					
Strategic Outcomes					
Regulatory compliance					
Expense per revenue hour	\$ 84.78	\$ 84.61	\$ 85.02	\$ 85.02	\$ 85.86
Expense per revenue mile	\$ 4.77	\$ 4.76	\$ 4.75	\$ 4.75	\$ 4.87
Work Process Outputs					
Contract negotiating & monitoring					
# employee grievances filed	5	10	0	6	0

**CITY OF APPLETON 2018 BUDGET
VALLEY TRANSIT**

Administration

Business Unit 5810

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4210 Federal Grants	\$ 2,413,009	\$ 2,560,663	\$ 2,535,591	\$ 3,682,452	\$ 2,904,386
4224 Miscellaneous State Aids	2,599,326	2,491,999	2,730,141	2,731,672	2,736,001
4230 Miscellaneous Local Aids	454,669	443,258	477,408	477,408	479,388
4710 Interest on Investments	3,024	(9,161)	12,500	12,500	12,500
4877 Advertising/Promotional	70,294	55,455	55,000	55,000	55,000
5001 Fees & Commissions	15,783	10,454	-	-	8,000
5005 Sale of City Prop - Tax	3,176	339	-	-	-
5010 Misc Revenue - Nontax	14	3	-	-	-
5020 Donations & Memorials	-	1,000	-	-	-
5035 Other Reimbursements	3,902	2,842	-	-	-
5921 Trans In - General Fund	585,506	627,179	673,297	673,297	642,744
Total Revenue	\$ 6,148,703	\$ 6,184,031	\$ 6,483,937	\$ 7,632,329	\$ 6,838,019
Expenses					
6101 Regular Salaries	\$ 239,425	\$ 191,773	\$ 234,188	\$ 235,424	\$ 214,202
6108 Part Time	11,469	6,228	-	-	-
6150 Fringes	45,108	241,172	74,270	74,454	76,892
6201 Training/Conferences	20,589	6,720	3,941	3,941	16,792
6204 Tuition Reimbursement	-	-	-	-	2,000
6205 Employee Recruitment	11,115	18,505	3,200	3,200	3,200
6206 Parking	2	176	360	360	360
6301 Office Supplies	3,281	6,035	3,547	3,547	3,958
6302 Subscriptions	950	959	495	495	1,555
6303 Memberships & Licenses	3,757	4,401	4,514	4,514	4,708
6304 Postage & Freight	2,344	2,828	3,389	3,389	3,404
6305 Awards & Recognition	372	1,187	810	810	878
6307 Food & Provisions	2,649	2,142	1,080	1,080	1,170
6316 Miscellaneous Supplies	977	872	375	375	375
6320 Printing & Reproduction	11,244	16,567	24,430	24,430	21,483
6323 Safety Supplies	16	603	500	500	500
6327 Miscellaneous Equipment	7,157	3,374	3,200	3,200	2,000
6401 Accounting/Audit	9,216	9,584	9,000	9,000	9,000
6403 Bank Services	2,669	3,048	3,000	3,000	3,000
6404 Consulting	4,611	162	100,000	100,000	45,000
6408 Contractor Fees	315	165	3,580	3,580	1,080
6411 Temporary Help	8,571	25,543	3,000	3,000	5,000
6412 Advertising	39,797	42,398	42,000	42,000	42,000
6413 Utilities	83,942	82,537	109,496	109,496	109,889
6418 Equip Repairs & Maint	-	130	400	400	317
6424 Software Support	45,716	48,002	50,600	50,600	56,000
6430 Health Services	1,015	1,141	2,100	2,100	2,100
6501 Insurance	169,940	174,963	127,776	127,776	138,816
6599 Other Contracts/Obligations	6	214	-	-	350
6601 Depreciation Expense	641,396	597,166	566,881	566,881	606,818
6804 Equipment	8,097	-	-	-	-
Total Expense	\$ 1,375,746	\$ 1,488,595	\$ 1,376,132	\$ 1,377,552	\$ 1,372,847

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

<u>Training / Conferences</u>		<u>Advertising</u>	
On-site Trapeze training	\$ 15,000	Events	\$ 12,309
Conferences & seminars	1,792	Print	10,000
	<u>\$ 16,792</u>	Broadcast	6,000
<u>Printing</u>		Bus Driver ads	1,500
Fare material	\$ 7,381	Rider Survey	9,591
Riders guides & maps	5,000	Legal Notices	2,000
Public Information materials	5,000	Trudigital Electronic Signs	600
Forms	1,200		<u>\$ 42,000</u>
City copy charges	2,902	<u>Software Support</u>	
	<u>\$ 21,483</u>	ITS software maintenance fee	\$ 56,000
<u>Consulting</u>			<u>\$ 56,000</u>
Fuel tank analysis	\$ 45,000		
	<u>\$ 45,000</u>		

CITY OF APPLETON 2018 BUDGET

VALLEY TRANSIT

Vehicle Maintenance

Business Unit 5820

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 successes through stories and testimonials."

Objectives:

- To maintain the vehicle fleet in a manner that will ensure that all service requirements are met
- To maintain the vehicle fleet in a manner that minimizes the number of road calls that require a replacement bus or cause a trip to be significantly delayed or missed
- To maintain the vehicle fleet in a manner that ensures that there are no vehicle accidents due to mechanical failure

Major changes in Revenue, Expenditures, or Programs:

The higher level of expense in the vehicle maintenance budget reflect the aging of our bus fleet and the more frequent need to replace transmissions and engines, along with routine repairs. Included in the 2018 budget is expense related to tools for the four new buses received in 2017.

The higher expense in regular salaries is due to the Maintenance Supervisor position being fully allocated to the Vehicle Maintenance business unit. In prior years, the salary and fringes were divided between the Vehicle Maintenance and Operations business units.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Customer Benefits/Impacts					
Safe, reliable service					
Miles between road calls	19,567	26,203	20,000	20,000	20,000
Strategic Outcomes					
Vehicles that meet service obligations					
Avg. vehicle age for active fleet - years	12.98	13.98	14.98	14.98	13.00
Avg. vehicle mileage for active fleet	547,867	561,492	641,463	580,000	460,000
Maintenance cost/mile	\$0.83	\$0.71	\$0.79	\$0.79	\$0.88
Spare ratio	22%	22%	22%	22%	32%
Inventory turnover *	1.13	0.21	1.00	1.00	1.00
Work Process Outputs					
Preventive maintenance					
# vehicles maintained	27	27	27	27	31
Miles operated	939,354	938,269	943,198	943,198	943,198
# inspections completed	172	167	188	188	170
Clean buses					
# exterior cleanings	6,140	5,364	6,400	5,080	5,080
# interior cleanings	6,140	5,364	6,400	5,080	5,080
* Excluding fluids					

**CITY OF APPLETON 2018 BUDGET
VALLEY TRANSIT**

Vehicle Maintenance

Business Unit 5820

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
5011 Misc Revenue - Tax	\$ 180	\$ -	\$ -	\$ -	\$ -
5020 Donations & Memorials	-	20	-	-	-
5030 Damage to City Property	7,132	16,540	-	-	-
	<u>\$ 7,312</u>	<u>\$ 16,560</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 296,415	\$ 298,499	\$ 295,043	\$ 295,043	\$ 342,774
6105 Overtime	11,057	21,316	7,000	7,000	7,147
6150 Fringes	108,968	114,832	112,805	112,805	135,140
6201 Training/Conferences	416	300	5,000	5,000	3,000
6309 Shop Supplies & Tools	35,711	39,872	40,270	40,270	50,970
6316 Miscellaneous Supplies	-	307	-	-	-
6321 Clothing	257	55	275	275	220
6322 Gas Purchases	2,736	2,336	5,000	5,000	5,000
6326 Vehicle & Equipment Parts	204,377	106,314	160,400	160,400	161,500
6327 Miscellaneous Equipment	1,726	434	-	-	8,200
6417 Vehicle Repairs & Maint	10,263	8,461	10,000	10,000	12,000
6418 Equip Repairs & Maint	7,955	8,807	8,000	8,000	8,550
6424 Software Support	3,800	1,550	1,000	1,000	1,000
6425 CEA Equipment Rental	2,240	-	2,355	2,355	2,000
6430 Health Services	1,596	1,441	525	525	525
6451 Laundry Services	1,783	1,766	3,050	3,050	3,050
6501 Insurance	10,132	9,725	17,117	17,117	16,887
6804 Equipment	8,747	-	-	1,355,602	-
	<u>\$ 708,179</u>	<u>\$ 616,015</u>	<u>\$ 667,840</u>	<u>\$ 2,023,442</u>	<u>\$ 757,963</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Shop Supplies & Tools

Janitorial supplies	\$ 7,200
Cleaning supplies & chemicals	4,250
Grease and liquid gases	26,520
Tools and instruments	13,000
	<u>\$ 50,970</u>

Vehicle & Equipment Parts

Misc parts (doors, windows, etc.)	\$ 10,000
Brake system parts	22,000
Electrical system parts	7,000
Wheelchair ramp parts	5,000
Heating/cooling system parts	20,000
Transmission parts	30,000
Engine parts	50,000
PM's and oil changes	17,500
	<u>\$ 161,500</u>

**CITY OF APPLETON 2018 BUDGET
VALLEY TRANSIT**

Facilities Maintenance

Business Unit 5830

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 benefits our passengers, employees, and the general public.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Prompt delivery of excellent services"; #4: "Continually assess trends affecting the community and proactively respond"; and #6: "Create opportunities and learn from successes and failures".

Objectives:

To provide clean, safe shelter for passengers waiting to board the bus

To provide a clean, safe working environment for employees

To maintain facilities that enhance the beauty of the community

Major changes in Revenue, Expenditures, or Programs:

Increases in the Facilities Maintenance budget is due to several capital projects. Valley Transit needs to replace the existing generator at the Whitman facility (\$145,000) that provides a minimum amount of power during outages. Also budgeted is much needed maintenance/repair to an existing floor pit and hoist in the maintenance garage (\$100,000). Valley Transit's fuel tank and diesel fueling station are budgeted for repair or replacement (\$100,000). Capital funding has been budgeted to cover 80% of the cost (\$276,000). The remaining 20% will be funded from the depreciation reserve.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Customer Benefits/Impacts					
Clean, safe protection from the elements					
# claims related to facilities	0	0	0	0	0
Clean, safe working environment for employees					
# workplace injuries	1	0	0	0	0
Strategic Outcomes					
Buildings that enhance beauty of community					
# customer complaints	0	0	0	0	0
Work Process Outputs					
Facilities maintained					
# major facilities	2	2	2	2	2
# minor facilities	41	41	41	41	41
Maintenance schedule					
# cleanings major facilities	565	565	565	565	565
# inspections	12	12	12	12	12

**CITY OF APPLETON 2018 BUDGET
VALLEY TRANSIT**

Facilities Maintenance

Business Unit 5830

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
5015 Facility Rent	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>
Expenses					
6306 Building Maint./Janitorial	\$ 476	\$ -	\$ -	\$ -	\$ -
6308 Landscape Supplies	4,201	1,603	3,000	3,000	3,000
6325 Ice Control Materials	-	2,008	-	-	-
6327 Miscellaneous Equipment	450	610	1,000	1,000	1,000
6407 Collection Services	3,948	4,180	4,450	4,450	4,600
6416 Building Repairs & Maint	1,669	3,669	-	-	-
6420 Facilities charges	102,481	111,975	103,059	103,059	113,519
6440 Snow Removal Services	1,361	11,086	15,000	15,000	15,000
6451 Laundry Services	2,782	2,644	3,050	3,050	3,050
6454 Grounds Repair & Maint.	8,168	3,806	5,000	5,000	-
6501 Insurance	-	(816)	12,336	12,336	13,126
6599 Other Contracts/Obligations	7,017	7,373	7,050	7,050	7,050
6803 Buildings	-	-	-	76,060	345,000
6809 Infrastructure Construction	-	-	17,000	17,000	-
	<u>\$ 132,553</u>	<u>\$ 148,138</u>	<u>\$ 170,945</u>	<u>\$ 247,005</u>	<u>\$ 505,345</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Buildings

Generator	\$ 145,000
Diesel Fueling Station	100,000
Maintenance pit and hoist	100,000
	<u>\$ 345,000</u>

**CITY OF APPLETON 2018 BUDGET
VALLEY TRANSIT**

Operations

Business Unit 5840

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 successes 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 add buses for detours around street construction sites and to the need to cover drivers' shifts for absences due to illness and FMLA leave. During 2017, Valley Transit changed the table of organization to allow hiring of additional drivers with various scheduling options to control overtime expense.

Contractor fees include Valley Transit's \$17,000 contribution to the cost of security patrol services for the Transit Center and surrounding areas. Valley Transit partners with Appleton Downtown Inc., the Appleton Public Library and Department of Public Works, and downtown employers Theda Care, Pfefferle, and Thrivent Financial to pay for a neighborhood monitor who is a presence in the Washington Square area to discourage nuisance behaviors.

The high level of customer complaints shown below is the result of inconsistent on-time performance, which results in missed connections, appointments, etc. On-time performance is in turn due to a variety of factors such as detours due to street construction, less experienced drivers (due to retirements of long-time employees) pressing to meet schedules and not focusing on customer service as much as we would like, etc. We are working to address bus on-time performance and are counseling drivers on customer service.

An increase in the price and usage of tires is reflected in the Vehicle & Equipment Parts budget. Those impacts were underestimated in the 2016 budget. The miscellaneous equipment budget includes an on-going program of camera replacement on the buses, as the cameras have exceeded their useful lives and do not provide the quality of image required.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Safe, reliable, convenient service					
Accidents per 100,000 mi	1.34	1.00	0.00	2.00	0.00
On-time performance percentage	83.0%	83.0%	95.0%	87.0%	95.0%
# customer complaints as a percentage of trips provided	0.03%	0.02%	0.05%	0.02%	0.05%
Strategic Outcomes					
Cost effective service delivery					
Expense per passenger trip	\$ 5.41	\$ 5.62	\$ 5.82	\$ 5.82	\$ 5.82
Efficient service delivery					
Passengers per revenue hour	17.8	16.7	17.5	17.5	17.5
Passengers per revenue mile	1.17	1.10	1.15	1.15	1.15
Farebox recovery	14.3%	14.7%	14.9%	14.9%	15.2%
Work Process Outputs					
Service Provided					
Hours of service	59,319	59,532	60,111	60,111	60,111
Miles of service	898,637	902,748	910,802	910,802	910,802
Trips taken	1,055,544	1,006,035	1,050,000	1,050,000	1,050,000

**CITY OF APPLETON 2018 BUDGET
VALLEY TRANSIT**

Operations

Business Unit 5840

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4875 Farebox Revenue	\$ 809,055	\$ 809,469	\$ 904,375	\$ 904,375	\$ 904,375
4876 Special Transit Revenues	4,268	37,613	38,843	38,843	38,843
5085 Cash Short or Over	703	339	-	-	-
	<u>\$ 814,026</u>	<u>\$ 847,421</u>	<u>\$ 943,218</u>	<u>\$ 943,218</u>	<u>\$ 943,218</u>
Expenses					
6101 Regular Salaries	\$ 2,056,651	\$ 2,032,867	\$ 2,136,801	\$ 2,138,231	\$ 2,187,139
6105 Overtime	118,770	170,315	61,411	61,411	61,375
6150 Fringes	807,922	918,792	903,510	903,722	927,383
6201 Training/Conferences	150	-	-	-	-
6303 Memberships & Licenses	118	-	-	-	-
6321 Clothing	3,029	2,512	4,300	4,300	4,780
6322 Gas Purchases	364,556	290,511	600,000	600,000	600,000
6326 Vehicle & Equipment Parts	67,853	67,990	73,202	73,202	76,200
6327 Miscellaneous Equipment	251	980	6,900	6,900	6,900
6328 Signs	4,082	222	2,000	2,000	2,000
6408 Contractor Fees	68,324	13,490	20,000	20,000	17,000
6411 Temporary Help	1,602	-	-	-	-
6412 Advertising	588	392	-	-	-
6418 Equip Repairs & Maint	912	931	-	-	-
6430 Health Services	5,217	9,153	6,460	6,460	6,460
6451 Laundry Services	74	49	-	-	-
6501 Insurance	-	-	55,312	55,312	53,630
6599 Other Contracts/Obligations	540	940	540	540	540
	<u>\$ 3,500,639</u>	<u>\$ 3,509,144</u>	<u>\$ 3,870,436</u>	<u>\$ 3,872,078</u>	<u>\$ 3,943,407</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Gas Purchases *

Non-diesel fuel 15,000 gal. @ \$2.50/gal	\$ 37,500
Diesel fuel 187,500 gal. @ \$3.00/gal	562,500
	<u>\$ 600,000</u>

Vehicle & Equipment Parts

Lubricants	\$ 15,000
New tires, retreads and tire repairs	61,200
	<u>\$ 76,200</u>

Contractor Fees

Transit Center security	\$ 17,000
	<u>\$ 17,000</u>

* Valley Transit does not pay federal or State fuel taxes and attains bulk purchasing rates. Budgeted fuel cost shown here is based on DOT allowable rates.

CITY OF APPLETON 2018 BUDGET

VALLEY TRANSIT

ADA Paratransit

Business Unit 5850

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 successes through stories and testimonials".

Objectives:

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

Major changes in Revenue, Expenditures, or Programs:

ADA ridership remained relatively flat in 2016 and we continue to see a steady use of ADA paratransit services for the first half of 2017. There are more people in the region, both seniors and disabled, who qualify for ADA paratransit services, which is why we have projected a slight increase in 2018.

The increase in payroll expense in 2017 in this program was due to an increased allocation of the Paratransit Coordinator and the addition of a .6 FTE Administrative Assistant position. Those changes were made to increase the oversight of ADA contracts and to conduct ADA passenger certification, previously provided by a consultant. As those efforts have progressed in 2017, it has been apparent that the Paratransit Coordinator is able to handle the certifications and contract oversight in the normal course of work so the Administrative Assistant has been budgeted in the Administration program for 2018 to reflect the more general administrative duties of that individual.

The increase in local aids in this program reflects a change in the year-end treatment of agency tickets. Though not required by contract, agency ticket sales have been included in the year-end reconciling calculation of local support due from Valley Transit's municipal partners. This practice has been discontinued, resulting in a larger increase in local support to this program and a smaller increase in local support to be collected from our municipal funding partners for fixed route service.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Safe, reliable, convenient mobility					
% on-time performance	98.3%	98.3%	98.0%	99.2%	98.0%
# customer complaints as a percentage of trips provided	0.26%	0.17%	0.05%	0.09%	0.05%
Strategic Outcomes					
Cost effective service delivery					
Cost per trip	\$ 17.90	\$ 18.40	\$ 18.77	\$ 19.23	\$ 18.36
Cost per mile	\$ 3.71	\$ 3.80	\$ 3.99	\$ 4.00	\$ 3.90
Trips per hour	4.2	4.0	3.9	4.0	3.9
Work Process Outputs					
Service Provided					
Hours of service/yr	23,161	24,046	26,000	25,000	26,000
Miles of service/yr	465,129	463,933	480,000	470,000	480,000
Trips taken/yr	96,437	95,943	102,000	99,000	102,000

**CITY OF APPLETON 2018 BUDGET
VALLEY TRANSIT**

ADA Paratransit

Business Unit 5850

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4230 Miscellaneous Local Aids	\$ 236,392	\$ 243,737	\$ 296,950	\$ 296,950	\$ 413,752
4875 Farebox Revenue	456,831	466,222	489,600	489,600	489,600
	<u>\$ 693,223</u>	<u>\$ 709,959</u>	<u>\$ 786,550</u>	<u>\$ 786,550</u>	<u>\$ 903,352</u>
Expenses					
6101 Regular Salaries	\$ 35,015	\$ 42,407	\$ 88,915	\$ 88,915	\$ 54,047
6150 Fringes	13,788	18,483	29,063	29,063	22,296
6201 Training & Conferences	4,365	3,018	1,059	1,059	5,208
6301 Office Supplies	751	1,443	953	953	1,042
6302 Subscriptions	-	-	349	349	349
6303 Memberships & Licenses	796	1,002	1,213	1,213	1,239
6304 Postage\Freight	497	643	911	911	896
6308 Landscape Supplies	891	365	-	-	-
6316 Miscellaneous Supplies	375	-	375	375	375
6320 Printing & Reproduction	5,188	6,487	3,770	3,770	5,653
6322 Gas Purchases	580	532	-	-	-
6327 Miscellaneous Equipment	-	190	-	-	-
6401 Accounting/Audit	1,954	2,181	2,500	2,500	2,500
6408 Contractor Fees	1,567,745	1,585,813	1,710,132	1,710,132	1,710,132
6412 Advertising	8,888	9,656	8,309	8,309	8,309
6413 Utilities	16,453	16,892	24,004	24,004	23,611
6418 Equip Repairs & Maint	-	30	85	85	83
6420 Facilities Charges	11,263	13,815	14,998	14,998	15,707
6424 Software Support	17,862	18,285	13,000	13,000	15,000
6430 Health Services	-	-	115	115	115
6440 Snow Removal Services	289	2,523	-	-	-
6454 Grounds Repair & Maint.	1,732	866	-	-	-
6501 Insurance	-	816	4,441	4,441	4,547
6599 Other Contracts/Obligations	37,886	39,620	-	-	-
	<u>\$ 1,726,318</u>	<u>\$ 1,765,067</u>	<u>\$ 1,904,192</u>	<u>\$ 1,904,192</u>	<u>\$ 1,871,109</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Purchased transportation:
Valley Transit II - Disabled,
102,000 trips

\$ 1,710,132
\$ 1,710,132

Software Support

Trapeze ride scheduling program

\$ 15,000
\$ 15,000

CITY OF APPLETON 2018 BUDGET

VALLEY TRANSIT

Ancillary Paratransit

Business Unit 5860

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 successes through stories and testimonials."

Objectives:

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

Major changes in Revenue, Expenditures, or Programs:

The local share of all ancillary paratransit services other than the Connector and Trolley is paid by the three counties in which Valley Transit operates (Outagamie, Winnebago and Calumet), the cities of Neenah and Menasha, the town of Menasha, 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 increase in contractor fees is mostly due to increased costs for specialized employment transportation services. The cost of the Connector's extended service hour program has also increased due to an increase in ridership.

The 2018 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.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Safe, reliable, convenient mobility					
Trips taken/yr	97,821	89,783	96,080	96,080	100,080
Strategic Outcomes					
Cost effective Service Delivery					
Cost per trip	\$ 17.03	\$ 18.52	\$ 17.63	\$ 17.63	\$ 18.50
Efficient Service Delivery					
Trips per hour	3.9	3.9	3.2	3.2	3.2
Work Process Outputs					
Service provided					
Hours of service/yr	24,970	23,158	31,000	31,000	31,275
Miles of service/yr	547,772	525,120	675,000	675,000	680,000

**CITY OF APPLETON 2018 BUDGET
VALLEY TRANSIT**

Ancillary Paratransit

Business Unit 5860

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4210 Federal Grants	\$ 68,315	\$ 42,414	\$ 163,181	\$ 163,181	\$ 89,750
4230 Miscellaneous Local Aids	581,885	582,630	663,251	663,251	716,863
4875 Farebox Revenue	216,061	205,963	235,730	235,730	259,730
5020 Donations & Memorials	69,604	77,645	62,653	62,653	62,678
5921 Trans In - General Fund	-	4,507	-	-	18,085
	<u>\$ 935,865</u>	<u>\$ 913,159</u>	<u>\$ 1,124,815</u>	<u>\$ 1,124,815</u>	<u>\$ 1,147,106</u>
Expenses					
6320 Printing & Reproduction	\$ 1,657	\$ 114	\$ -	\$ -	\$ -
6408 Contractor Fees	1,596,227	1,620,425	1,728,128	1,728,128	1,851,729
6599 Other Contracts/Obligations	68,315	42,414	89,750	89,750	89,750
	<u>\$ 1,666,199</u>	<u>\$ 1,662,953</u>	<u>\$ 1,817,878</u>	<u>\$ 1,817,878</u>	<u>\$ 1,941,479</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Purchased transportation:

Valley Transit II - elderly purchased transportation - optional	\$ 78,799
Specialized employment transportation - VP	535,991
Outagamie County - demand response - rural	220,906
Outagamie County - children & family transportation	11,418
Village of Fox Crossing - Dial-a-Ride	28,000
Neenah - Dial-A-Ride	112,000
Heritage	10,920
New Hope Center	192,011
Calumet County - rural service	45,310
Connector late evening service	473,600
Connector service beyond current fixed route service boundaries	112,750
Trolley service - downtown	30,024
	<u>\$ 1,851,729</u>

Other Contracts/Obligations

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

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
REVENUES							
Intergovernmental Revenues	6,353,596	6,364,701	6,291,503	6,866,522	8,014,914	7,361,917	7,340,140
Interest Income	3,024	9,161	26,967	12,500	12,500	12,500	12,500
Charges for Services	1,486,215	1,519,267	1,028,222	1,668,548	1,668,548	1,692,548	1,692,548
Other Revenues	176,788	170,637	104,635	123,653	123,653	131,678	131,678
Transfers In	585,506	631,686	1,432,484	673,297	673,297	667,138	660,829
TOTAL REVENUES	8,605,129	8,677,130	8,883,811	9,344,520	10,492,912	9,865,781	9,837,695
EXPENSES BY LINE ITEM							
Regular Salaries	2,138,647	2,049,588	1,409,071	2,754,632	2,757,298	2,797,847	2,797,847
Labor Pool Allocations	134,614	148,794	119,387	0	0	0	0
Overtime	129,827	191,631	176,942	68,411	68,411	68,522	68,522
Part-Time	11,469	6,228	0	0	0	0	0
Incentive Pay	315	1,410	0	315	315	315	315
Other Compensation	5,306	29,996	1,962	0	0	0	0
Sick Pay	85,640	96,100	99,577	0	0	0	0
Vacation Pay	176,095	160,688	121,679	0	0	0	0
Holiday Pay	86,889	78,970	44,335	0	0	0	0
Fringes	991,055	1,102,457	700,235	1,119,648	1,120,044	1,161,711	1,161,711
Unemployment Compensation	3,181	6,660	11,931	0	0	0	0
Pension Expenses / Revenue	18,451	184,162	0	0	0	0	0
Salaries & Fringe Benefits	3,744,587	4,056,684	2,685,119	3,943,006	3,946,068	4,028,395	4,028,395
Training & Conferences	25,520	10,038	5,267	10,000	10,000	25,000	25,000
Tuition Fees	0	0	0	0	0	2,000	2,000
Employee Recruitment	11,115	18,505	3,608	3,200	3,200	3,200	3,200
Parking Permits	2	176	150	360	360	360	360
Office Supplies	4,032	7,478	3,081	4,500	4,500	5,000	5,000
Subscriptions	950	959	1,260	844	844	1,904	1,904
Memberships & Licenses	4,671	5,403	5,626	5,727	5,727	5,947	5,947
Postage & Freight	2,841	3,471	1,136	4,300	4,300	4,300	4,300
Awards & Recognition	372	1,187	217	810	810	878	878
Building Maintenance/Janitor.	476	0	0	0	0	0	0
Food & Provisions	2,649	2,142	1,297	1,080	1,080	1,170	1,170
Insurance	180,072	184,688	157,276	216,982	216,982	227,006	227,006
Depreciation Expense	641,396	597,166	504,950	566,881	566,881	621,104	606,818
Administrative Expense	874,096	831,213	683,868	814,684	814,684	897,869	883,583
Landscape Supplies	5,092	1,968	0	3,000	3,000	3,000	3,000
Shop Supplies & Tools	35,711	39,872	22,294	40,270	40,270	50,970	50,970
Miscellaneous Supplies	1,352	1,179	511	750	750	750	750
Printing & Reproduction	18,089	23,168	7,873	28,200	28,200	27,136	27,136
Clothing	3,286	2,567	3,152	4,575	4,575	5,000	5,000
Gas Purchases	367,872	293,379	172,301	605,000	605,000	605,000	605,000
Safety Supplies	16	604	0	500	500	500	500
Construction Materials	0	2,008	0	0	0	0	0
Vehicle & Equipment Parts	272,231	174,304	134,912	233,602	233,602	237,700	237,700
Miscellaneous Equipment	9,584	5,588	13,226	11,100	11,100	18,100	18,100
Signs	4,083	222	0	2,000	2,000	2,000	2,000
Supplies & Materials	717,316	544,859	354,269	928,997	928,997	950,156	950,156
Accounting/Audit	11,170	11,765	0	11,500	11,500	11,500	11,500
Bank Services	2,669	3,048	1,700	3,000	3,000	3,000	3,000
Consulting Services	4,611	162	880	100,000	100,000	45,000	45,000
Collection Services	3,948	4,180	1,902	4,450	4,450	4,600	4,600
Contractor Fees	3,232,610	3,219,894	2,219,775	3,461,840	3,461,840	3,579,941	3,579,941
Temporary Help	10,173	25,543	434	3,000	3,000	5,000	5,000
Advertising	49,273	52,447	20,578	50,309	50,309	50,309	50,309
Health Services	7,828	11,734	8,251	9,200	9,200	9,200	9,200
Snow Removal Services	1,650	13,609	10,271	15,000	15,000	15,000	15,000
Laundry Services	4,638	4,458	2,691	6,100	6,100	6,100	6,100
Other Contracts/Obligations	113,764	90,560	41,483	97,340	97,340	97,690	97,690
Purchased Services	3,442,334	3,437,400	2,307,097	3,761,739	3,761,739	3,827,340	3,827,340

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
Electric	52,791	52,060	31,404	61,900	61,900	61,900	61,900
Gas	20,071	13,387	14,309	38,300	38,300	38,300	38,300
Water	6,364	9,219	5,079	7,850	7,850	7,850	7,850
Waste Disposal/Collection	2,275	3,555	1,844	2,975	2,975	2,975	2,975
Stormwater	8,051	8,111	5,939	8,175	8,175	8,175	8,175
Telephone	4,507	4,781	4,255	5,300	5,300	5,300	5,300
Cellular Telephone	6,337	8,315	5,002	9,000	9,000	9,000	9,000
Utilities	100,396	99,428	67,832	133,500	133,500	133,500	133,500
Building Repair & Maintenance	1,669	3,669	6,909	0	0	0	0
Vehicle Repair & Maintenance	10,263	8,461	2,556	10,000	10,000	12,000	12,000
Equipment Repair & Maintenan	8,866	9,899	9,559	8,485	8,485	8,950	8,950
Facilities Charges	113,744	125,790	73,841	118,057	118,057	129,226	129,226
Software Support	67,379	67,837	52,372	64,600	64,600	72,000	72,000
CEA Equipment Rental	2,240	0	0	2,355	2,355	2,000	2,000
Grounds Repair & Maintenance	9,900	4,672	2,582	5,000	5,000	0	0
Repair & Maintenance	214,061	220,328	147,819	208,497	208,497	224,176	224,176
Buildings	0	0	935	0	76,060	0	345,000
Machinery & Equipment	16,844	0	0	0	1,355,602	0	0
Infrastructure Construction	0	0	0	17,000	17,000	0	0
Capital Expenditures	16,844	0	935	17,000	1,448,662	0	345,000
TOTAL EXPENSES	9,109,634	9,189,912	6,246,939	9,807,423	11,242,147	10,061,436	10,392,150

CITY OF APPLETON 2018 BUDGET
VALLEY TRANSIT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Charges for Services	\$ 1,486,214	\$ 1,519,267	\$ 1,723,548	\$ 1,723,548	\$ 1,747,548
Miscellaneous	107,184	92,992	68,653	68,653	76,678
Total Revenues	<u>1,593,398</u>	<u>1,612,259</u>	<u>1,792,201</u>	<u>1,792,201</u>	<u>1,824,226</u>
Expenses					
Operating Expenses	8,468,237	8,592,747	9,223,542	9,181,604	9,440,332
Depreciation	641,396	597,166	566,881	628,429	606,818
Total Expenses	<u>9,109,633</u>	<u>9,189,913</u>	<u>9,790,423</u>	<u>9,810,033</u>	<u>10,047,150</u>
Revenues over (under) Expenses	(7,516,235)	(7,577,654)	(7,998,222)	(8,017,832)	(8,222,924)
Non-Operating Revenues (Expenses)					
Investment Income	3,024	(9,161)	12,500	21,000	12,500
Gain (Loss) on Sale of Capital Assets	-	-	-	-	-
Operating Subsidies	6,423,200	6,442,345	6,802,922	6,809,071	7,064,140
Total Non-Operating	<u>6,426,224</u>	<u>6,433,184</u>	<u>6,815,422</u>	<u>6,830,071</u>	<u>7,076,640</u>
Income (Loss) Before Contributions and Transfers	(1,090,011)	(1,144,470)	(1,182,800)	(1,187,761)	(1,146,284)
Contributions and Transfers In (Out)					
General Fund	585,506	631,686	673,297	682,520	660,829
Capital Contributions	-	-	63,600	1,346,310	276,000
Change in Net Assets	(504,505)	(512,784)	(445,903)	841,069	(209,455)
Total Net Assets - Beginning	<u>6,258,556</u> *	<u>5,754,051</u>	<u>5,241,267</u>	<u>5,241,267</u>	<u>6,082,336</u>
Total Net Assets - Ending	<u>\$ 5,754,051</u>	<u>\$ 5,241,267</u>	<u>\$ 4,795,364</u>	<u>\$ 6,082,336</u>	<u>\$ 5,872,881</u>

* as restated

SCHEDULE OF CASH FLOWS

Working Cash - Beginning	\$ 351,752	\$ 474,940
+ Change in Net Assets	841,069	(209,455)
+ Depreciation	628,429	606,818
- Fixed Assets	(1,682,887)	(345,000)
+ F/A Funded by Restricted Cash	336,577	69,000
Working Cash - End of Year	<u>\$ 474,940</u>	<u>\$ 596,303</u>