



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
www.appleton.org

## Meeting Agenda - Final Fox Cities Transit Commission

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Tuesday, September 12, 2023

2:50 PM

Council Chambers, 6th Floor

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1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership
4. Approval of minutes from previous meeting  
[23-1070](#) Approval of minutes from previous meeting  
**Attachments:** [Meeting Minutes 25-July-2023.pdf](#)
5. **Public Hearing/Apearances**  
[23-0278](#) Public Participation on Agenda Items
6. **Action Items**  
[23-1071](#) Approval of Payments  
**Attachments:** [July 2023 Payments.pdf](#)  
[23-1072](#) Authorization to Purchase Office Furniture  
**Attachments:** [Whitman Office Furniture Purchase.pdf](#)
7. **Information Items**  
[23-1073](#) Financial Report  
**Attachments:** [July 2023 Income Statement.pdf](#)  
[23-1074](#) Ridership Report  
**Attachments:** [July 2023 Ridership.pdf](#)  
[23-1075](#) Bus Tracking System Update  
[23-1076](#) Whitman Renovation Update

[23-1077](#) Transit Center Update

[23-1078](#) Request for Future Agenda Items

**8. Next Meeting Date & Time**

**- September 26, 2023 - 2:50 PM - Cancelled**

**- October 10, 2023 - 2:50 PM - Cancelled**

**- October 24, 2023 - 2:50 PM**

**9. Adjournment**

*Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.*

*Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.*



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
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## Meeting Minutes - Final Fox Cities Transit Commission

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Tuesday, July 25, 2023

2:50 PM

Council Chambers, 6th Floor

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1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership

**All member attendance in person.**

**Present:** 10 - Kasimor, Dexter, VandeHey, Chairperson Dearborn, Wurdinger, Detienne, Patza, Torrance, Firkus and Holzschuh

**Excused:** 2 - Jones and Brown

4. Approval of minutes from previous meeting

[23-0885](#)

Approval of minutes from previous meeting

**Attachments:** [Meeting Minutes 27-Jun-2023.pdf](#)

Commissioner Wurdinger moved, seconded by Commissioner Torrance, that the Minutes be approved. Voice Vote. Motion Carried.

5. Public Hearing/Appearances

[23-0278](#)

Public Participation on Agenda Items

*No public participation on agenda items.*

6. Action Items

7. Information Items

[23-0886](#)

Approval of Payments

**Attachments:** [June 2023 Payments.pdf](#)

*This action item was moved to information items.*

Commissioner Wurdinger moved, seconded by Commissioner Detienne, that the Report Action Item be approved. Voice Vote. Motion Carried.

[23-0887](#)

2022 Audit presentation

**Attachments:** [Valley Transit 2022 Audit.pdf](#)  
[Audit Presentation.pdf](#)

*Presented by Leah Lasecki, CliftonLarsonAllen LLP*

**This Presentation was presented.**

[23-0888](#)

Financial Report

**Attachments:** [June 2023 Income Statement.pdf](#)

**This Presentation was presented.**

[23-0889](#)

Ridership Report

**Attachments:** [June Ridership.pdf](#)

**This Presentation was presented.**

[23-0890](#)

2nd Quarter KPI

**Attachments:** [FR 2nd qtr KPI.pdf](#)  
[DR 2nd qtr KPI.pdf](#)

**This Presentation was presented.**

[23-0891](#)

Request for Future Agenda Items

8. **Next Meeting Date & Time**
  - August 8, 2023 - 2:50 PM - Cancelled
  - August 22, 2023 - 2:50 PM

9. Adjournment

A motion was made by Commissioner Detienne, seconded by Commissioner Torrance, that this meeting was adjourned.. The motion carried unanimously.

INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2023/7 TO 2023/7 | ACCOUNT/VENDOR | DOCUMENT             | PO      | YEAR/PR              | TYP  | S             | CHECK RUN  | CHECK  | DESCRIPTION                |
|-------------------------------|----------------|----------------------|---------|----------------------|------|---------------|------------|--------|----------------------------|
| 58071000                      |                |                      | VT 5307 | Admin                |      |               |            |        |                            |
| 58071000                      | 423000         |                      |         | Miscellaneous Local  |      | Govt Aids     |            |        |                            |
|                               | 000278         | CITY OF KAUKAUNA     | 105128  | 0                    | 2023 | 7 INV P       | 39,664.00  | 072623 | 559999 Kaukauna 1st & 2nd  |
|                               | 000280         | CITY OF MENASHA      | 105132  | 0                    | 2023 | 7 INV P       | 67,514.00  | 072623 | 560000 Menasha 1st & 2nd Q |
|                               | 000281         | CITY OF NEENAH       | 105134  | 0                    | 2023 | 7 INV P       | 139,254.00 | 072623 | 560001 Neenah 1st & 2nd Qu |
|                               | 001363         | TOWN OF BUCHANAN     | 105126  | 0                    | 2023 | 7 INV P       | 22,442.00  | 072623 | 560081 Buchanan 1st & 2nd  |
|                               | 001366         | TOWN OF GRAND CHUTE  | 105127  | 0                    | 2023 | 7 INV P       | 219,272.00 | 072623 | 560083 Grand Chute 1st & 2 |
|                               | 001446         | VILLAGE OF KIMBERLY  | 105129  | 0                    | 2023 | 7 INV P       | 27,394.00  | 072623 | 560094 Kimberly 1st & 2nd  |
|                               | 001447         | VILLAGE OF LITTLE CH | 105130  | 0                    | 2023 | 7 INV P       | 28,898.00  | 072623 | 560095 Little Chute 1st &  |
|                               | 001577         | VILLAGE OF FOX CROSS | 105133  | 0                    | 2023 | 7 INV P       | 82,030.00  | 072623 | 560093 Fox Crossing 1st &  |
|                               |                |                      |         |                      |      | ACCOUNT TOTAL | 626,468.00 |        |                            |
| 58071000                      | 620100         |                      |         | Training/Conferences |      |               |            |        |                            |
|                               | 000062         | AMERICAN PUBLIC TRAN | 106286  | 0                    | 2023 | 7 INV P       | 75.00      | pcard  | Training                   |
|                               | 000512         | FOX CITIES CHAMBER O | 104130  | 0                    | 2023 | 7 INV P       | 60.00      | pcard  | Conference                 |
|                               | 999990         | FOX VALLEY SHRM      | 105556  | 0                    | 2023 | 7 INV P       | 40.00      | pcard  | Conference                 |
|                               | 999990         | 62031 - 330 KILBOURN | 106202  | 0                    | 2023 | 7 INV P       | 6.00       | pcard  | Parking at training        |
|                               | 999990         | PAYPAL *CASAHISPANA  | 106795  | 0                    | 2023 | 7 INV P       | 75.00      | pcard  | Training                   |
|                               |                |                      |         |                      |      |               | 121.00     |        |                            |
|                               |                |                      |         |                      |      | ACCOUNT TOTAL | 256.00     |        |                            |
| 58071000                      | 620500         |                      |         | Employee Recruitment |      |               |            |        |                            |
|                               | 002158         | CAREERBUILDER        | 104036  | 0                    | 2023 | 7 INV P       | 155.14     | 071223 | 559760 June Postings       |
|                               | 002694         | RNS COMMUNICATIONS I | 104041  | 0                    | 2023 | 7 INV P       | 600.00     | 071223 | 559829 Digital employment  |
|                               |                |                      |         |                      |      | ACCOUNT TOTAL | 755.14     |        |                            |
| 58071000                      | 630100         |                      |         | Office supplies      |      |               |            |        |                            |
|                               | 001573         | 4IMPRINT, INC.       | 106168  | 0                    | 2023 | 7 INV P       | 741.48     | pcard  | Marketing supplies         |
|                               | 001983         | AMAZON               | 106898  | 0                    | 2023 | 7 INV P       | 37.99      | pcard  | office supplies            |
|                               | 999990         | JACKSON HIRSH INC    | 106897  | 0                    | 2023 | 7 INV P       | 76.47      | pcard  | Laminating supplies        |
|                               | 999990         | QUILL CORPORATION    | 106899  | 0                    | 2023 | 7 INV P       | 92.24      | pcard  | Office supplies            |
|                               |                |                      |         |                      |      |               | 168.71     |        |                            |
|                               |                |                      |         |                      |      | ACCOUNT TOTAL | 948.18     |        |                            |

INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2023/7 TO 2023/7 | ACCOUNT/VENDOR       | DOCUMENT | PO | YEAR/PR | TYP S                   | CHECK RUN     | CHECK  | DESCRIPTION                |
|-------------------------------|----------------------|----------|----|---------|-------------------------|---------------|--------|----------------------------|
| 58071000 630200               |                      |          |    |         | Subscriptions           |               |        |                            |
| 000999                        | NORTHERN MUSICAST, I | 105538   | 0  | 2023 7  | INV P                   | 135.00        | pcard  | Subscription               |
| 999990                        | GAN*WINEWSPAPERCIRC  | 104863   | 0  | 2023 7  | INV P                   | 43.00         | pcard  | Subscription               |
| 999990                        | ZOOM.US 888-799-9666 | 104952   | 0  | 2023 7  | INV P                   | 10.00         | pcard  | Monthly teleconfere        |
| 999990                        | MOODLE               | 105557   | 0  | 2023 7  | INV P                   | 357.31        | pcard  | Annual subscription        |
|                               |                      |          |    |         |                         | <b>410.31</b> |        |                            |
|                               |                      |          |    |         | ACCOUNT TOTAL           | 545.31        |        |                            |
| 58071000 630400               |                      |          |    |         | Postage / Freight       |               |        |                            |
| 000561                        | GENFARE, DIVISION OF | 105103   | 0  | 2023 7  | INV P                   | 102.00        | 072623 | 560024 Freight for vault r |
| 001583                        | UNITED STATES POSTAL | 105537   | 0  | 2023 7  | INV P                   | 14.55         | pcard  | FCTC postage               |
| 001583                        | UNITED STATES POSTAL | 106821   | 0  | 2023 7  | INV P                   | 83.90         | pcard  | FCTC postage               |
|                               |                      |          |    |         |                         | <b>98.45</b>  |        |                            |
|                               |                      |          |    |         | ACCOUNT TOTAL           | 200.45        |        |                            |
| 58071000 631603               |                      |          |    |         | Other Misc. Supplies    |               |        |                            |
| 001198                        | SAM'S CLUB           | 106310   | 0  | 2023 7  | INV P                   | 115.78        | pcard  | Supplies                   |
|                               |                      |          |    |         | ACCOUNT TOTAL           | 115.78        |        |                            |
| 58071000 632001               |                      |          |    |         | City Copy Charges       |               |        |                            |
| 001164                        | RICOH USA, INC.      | 105030   | 0  | 2023 7  | INV P                   | 320.02        | 071923 | 559936                     |
|                               |                      |          |    |         | ACCOUNT TOTAL           | 320.02        |        |                            |
| 58071000 632002               |                      |          |    |         | Outside Printing        |               |        |                            |
| 001121                        | QUICK PRINT CENTER,  | 104862   | 0  | 2023 7  | INV P                   | 53.35         | pcard  | Business cards             |
|                               |                      |          |    |         | ACCOUNT TOTAL           | 53.35         |        |                            |
| 58071000 632300               |                      |          |    |         | Safety Supplies         |               |        |                            |
| 000274                        | CINTAS CORPORATION   | 104864   | 0  | 2023 7  | INV P                   | 41.62         | pcard  | Safety supplies & m        |
|                               |                      |          |    |         | ACCOUNT TOTAL           | 41.62         |        |                            |
| 58071000 632700               |                      |          |    |         | Miscellaneous Equipment |               |        |                            |
| 001607                        | GRAINGER, INC.       | 106284   | 0  | 2023 7  | INV P                   | 238.80        | pcard  | Supplies for ground        |
|                               |                      |          |    |         | ACCOUNT TOTAL           | 238.80        |        |                            |
| 58071000 632800               |                      |          |    |         | Signs                   |               |        |                            |
| 000362                        | DELL MARKETING L.P.  | 105020   | 0  | 2023 7  | INV P                   | 70.29         | 072623 | 560003 Power Adapter       |
|                               |                      |          |    |         | ACCOUNT TOTAL           | 70.29         |        |                            |
| 58071000 640800               |                      |          |    |         | Contractor Fees         |               |        |                            |

INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2023/7 TO 2023/7 |          |    |         |     |   |            |        |                            |  |
|-------------------------------|----------|----|---------|-----|---|------------|--------|----------------------------|--|
| ACCOUNT/VENDOR                | DOCUMENT | PO | YEAR/PR | TYP | S | CHECK RUN  | CHECK  | DESCRIPTION                |  |
| 001237 SHRED-IT USA           | 106174   | 0  | 2023 7  | INV | P | 55.99      | pcard  | Shredding services         |  |
| 001771 RED SHOES PR, INC.     | 104043   | 0  | 2023 7  | INV | P | 6,095.75   | 071223 | 559826 June marketing effo |  |
| ACCOUNT TOTAL                 |          |    |         |     |   | 6,151.74   |        |                            |  |
| Advertising                   |          |    |         |     |   |            |        |                            |  |
| 58071000 641200               |          |    |         |     |   |            |        |                            |  |
| 001495 WFRV-TV                | 104391   | 0  | 2023 7  | INV | P | 2,375.00   | 071923 | 559964 Advertisements      |  |
| 001495 WFRV-TV                | 104392   | 0  | 2023 7  | INV | P | 800.00     | 071923 | 559965 Advertisements      |  |
|                               |          |    |         |     |   | 3,175.00   |        |                            |  |
| 001771 RED SHOES PR, INC.     | 104042   | 0  | 2023 7  | INV | P | 5,000.00   | 071223 | 559826 Digital Advertising |  |
| ACCOUNT TOTAL                 |          |    |         |     |   | 8,175.00   |        |                            |  |
| Electric                      |          |    |         |     |   |            |        |                            |  |
| 58071000 641301               |          |    |         |     |   |            |        |                            |  |
| 001575 WE ENERGIES            | 558      | 0  | 2023 7  | INV | P | 546.12     | 071223 | 559854 717876464-00001     |  |
| ACCOUNT TOTAL                 |          |    |         |     |   | 546.12     |        |                            |  |
| Gas                           |          |    |         |     |   |            |        |                            |  |
| 58071000 641302               |          |    |         |     |   |            |        |                            |  |
| 001575 WE ENERGIES            | 558      | 0  | 2023 7  | INV | P | 80.91      | 071223 | 559854 719043822-00001     |  |
| ACCOUNT TOTAL                 |          |    |         |     |   | 80.91      |        |                            |  |
| Cellular Phones               |          |    |         |     |   |            |        |                            |  |
| 58071000 641308               |          |    |         |     |   |            |        |                            |  |
| 000250 CELLCOM APPLETON PCS   | 105539   | 0  | 2023 7  | INV | P | 1,232.50   | pcard  | Cell phones and dat        |  |
| ACCOUNT TOTAL                 |          |    |         |     |   | 1,232.50   |        |                            |  |
| Equip Repairs & Maint         |          |    |         |     |   |            |        |                            |  |
| 58071000 641800               |          |    |         |     |   |            |        |                            |  |
| 999990 HOWIE VOIGT'S APPLIA   | 106172   | 0  | 2023 7  | INV | P | 452.93     | pcard  | Appliance repair           |  |
| ACCOUNT TOTAL                 |          |    |         |     |   | 452.93     |        |                            |  |
| Software Support              |          |    |         |     |   |            |        |                            |  |
| 58071000 642400               |          |    |         |     |   |            |        |                            |  |
| 999990 ACCESSIBE.COM          | 106822   | 0  | 2023 7  | INV | P | 490.00     | pcard  | Software license           |  |
| ACCOUNT TOTAL                 |          |    |         |     |   | 490.00     |        |                            |  |
| Health Services               |          |    |         |     |   |            |        |                            |  |
| 58071000 643000               |          |    |         |     |   |            |        |                            |  |
| 001588 THEDACARE, INC.        | 104390   | 0  | 2023 7  | INV | P | 83.30      | 071923 | 559951 DOT Physicals       |  |
| ACCOUNT TOTAL                 |          |    |         |     |   | 83.30      |        |                            |  |
| ORG 58071000 TOTAL            |          |    |         |     |   | 647,225.44 |        |                            |  |
| VT 5307 vehicle Maintenance   |          |    |         |     |   |            |        |                            |  |
| Shop Supplies                 |          |    |         |     |   |            |        |                            |  |
| 58072000                      |          |    |         |     |   |            |        |                            |  |
| 58072000 630901               |          |    |         |     |   |            |        |                            |  |
| 000035 AIRGAS USA, LLC        | 104051   | 0  | 2023 7  | INV | P | 57.30      | 071223 | 559748 Shop supplies       |  |
| 000035 AIRGAS USA, LLC        | 104178   | 0  | 2023 7  | INV | P | 55.90      | 071223 | 559748 Shop supplies       |  |

INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2023/7 TO 2023/7 |                             |    |         |     |   |           |       |                     |                           |
|-------------------------------|-----------------------------|----|---------|-----|---|-----------|-------|---------------------|---------------------------|
| ACCOUNT/VENDOR                | DOCUMENT                    | PO | YEAR/PR | TYP | S | CHECK RUN | CHECK | DESCRIPTION         |                           |
|                               |                             |    |         |     |   |           |       |                     | 113.20                    |
| 001655                        | AUTOMOTIVE SUPPLY CO 104055 | 0  | 2023 7  | INV | P |           |       | 614.71 071223       | 559756 Parts and supplies |
| 001983                        | AMAZON 106169               | 0  | 2023 7  | INV | P |           |       | 101.99 pcard        | Shop supplies             |
| 001983                        | AMAZON 106170               | 0  | 2023 7  | INV | P |           |       | 21.90 pcard         | Shop supplies             |
|                               |                             |    |         |     |   |           |       |                     | 123.89                    |
|                               |                             |    |         |     |   |           |       | ACCOUNT TOTAL       | 851.80                    |
| 58072000                      | 630902                      |    |         |     |   |           |       | Tools & Instruments |                           |
| 001003                        | NORTHSIDE HARDWARE, 106173  | 0  | 2023 7  | INV | P |           |       | 21.99 pcard         | Tool                      |
| 001607                        | GRAINGER, INC. 104133       | 0  | 2023 7  | INV | P |           |       | 18.79 pcard         | Tools                     |
| 001607                        | GRAINGER, INC. 104134       | 0  | 2023 7  | INV | P |           |       | 35.96 pcard         | Tools                     |
| 001607                        | GRAINGER, INC. 106193       | 0  | 2023 7  | INV | P |           |       | 230.14 pcard        | Tools                     |
|                               |                             |    |         |     |   |           |       |                     | 284.89                    |
|                               |                             |    |         |     |   |           |       | ACCOUNT TOTAL       | 306.88                    |
| 58072000                      | 632200                      |    |         |     |   |           |       | Gas Purchases       |                           |
| 000763                        | KWIK TRIP, INC 104372       | 0  | 2023 7  | INV | P |           |       | 534.31 071923       | 559903 Staff fuel         |
|                               |                             |    |         |     |   |           |       | ACCOUNT TOTAL       | 534.31                    |
| 58072000                      | 632601                      |    |         |     |   |           |       | Repair Parts        |                           |
| 000089                        | NEW FLYER OF AMERICA 104045 | 0  | 2023 7  | INV | P |           |       | 203.63 071223       | 559813 Parts              |
| 000089                        | NEW FLYER OF AMERICA 104046 | 0  | 2023 7  | INV | P |           |       | 337.10 071223       | 559813 Parts              |
| 000089                        | NEW FLYER OF AMERICA 104047 | 0  | 2023 7  | INV | P |           |       | 372.48 071223       | 559813 Parts              |
| 000089                        | NEW FLYER OF AMERICA 104190 | 0  | 2023 7  | INV | P |           |       | 15.00 071223        | 559813 Parts              |
| 000089                        | NEW FLYER OF AMERICA 104192 | 0  | 2023 7  | INV | P |           |       | 186.24 071223       | 559813 Parts              |
| 000089                        | NEW FLYER OF AMERICA 105165 | 0  | 2023 7  | INV | P |           |       | 114.66 072623       | 560061 Parts              |
| 000089                        | NEW FLYER OF AMERICA 105166 | 0  | 2023 7  | INV | P |           |       | 216.04 072623       | 560061 Parts              |
| 000089                        | NEW FLYER OF AMERICA 105167 | 0  | 2023 7  | CRM | P |           |       | -1,121.14 072623    | 560061 Returned parts     |
| 000089                        | NEW FLYER OF AMERICA 105169 | 0  | 2023 7  | INV | P |           |       | 1,959.45 072623     | 560061 Parts              |
| 000089                        | NEW FLYER OF AMERICA 105170 | 0  | 2023 7  | INV | P |           |       | 1,680.75 072623     | 560061 Parts              |
|                               |                             |    |         |     |   |           |       |                     | 3,964.21                  |
| 000569                        | GILLIG LLC 104049           | 0  | 2023 7  | INV | P |           |       | 1,074.60 071223     | 559781 Parts              |
| 000569                        | GILLIG LLC 104050           | 0  | 2023 7  | INV | P |           |       | 2,275.80 071223     | 559781 Parts              |
|                               |                             |    |         |     |   |           |       |                     | 3,350.40                  |
| 001607                        | GRAINGER, INC. 104132       | 0  | 2023 7  | INV | P |           |       | 295.38 pcard        | Parts                     |
| 001655                        | AUTOMOTIVE SUPPLY CO 104055 | 0  | 2023 7  | INV | P |           |       | 2,349.70 071223     | 559756 Parts and supplies |
|                               |                             |    |         |     |   |           |       | ACCOUNT TOTAL       | 9,959.69                  |

INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2023/7 TO 2023/7   |                  |        |                  |                |           |       |  |                  |  |
|---|------------------|--------|------------------|----------------|-----------|-------|--|------------------|--|
| ACCOUNT/VENDOR  | DOCUMENT         | PO     | YEAR/PR          | TYP S          | CHECK RUN | CHECK | DESCRIPTION  |                  |  |
| 58072000 632700<br>001983 AMAZON  | 106171           | 0      | 2023 7           | INV P          |           |       | Miscellaneous Equipment                                  | 775.00           | pcard Shop equipment                                 |
|   |                  |        |                  |                |           |       | ACCOUNT TOTAL  | 775.00           |  |
| 58072000 641700<br>001597 NOLTE'S TOWING<br>001597 NOLTE'S TOWING         | 105173<br>105175 | 0<br>0 | 2023 7<br>2023 7 | INV P<br>INV P |           |       | Vehicle Repairs & Maint                                  | 267.60<br>441.01 | 072623 560063 Tow 1932<br>072623 560063 Tow 1932     |
|   |                  |        |                  |                |           |       |  | 708.61           |  |
|   |                  |        |                  |                |           |       | ACCOUNT TOTAL  | 708.61           |  |
| 58072000 643000<br>001588 THEDACARE, INC.                                 | 104039           | 0      | 2023 7           | INV P          |           |       | Health Services  | 83.30            | 071223 559844 DOT Physicals                          |
|   |                  |        |                  |                |           |       | ACCOUNT TOTAL  | 83.30            |  |
| 58072000 645100<br>000274 CINTAS CORPORATION                              | 104865           | 0      | 2023 7           | INV P          |           |       | Laundry Services   | 118.10           | pcard Uniforms and mats                              |
|   |                  |        |                  |                |           |       | ACCOUNT TOTAL  | 118.10           |  |
|   |                  |        |                  |                |           |       | ORG 58072000 TOTAL                                       | 13,337.69        |  |
| 58073000<br>58073000 630899<br>002121 HONEYMOON ACRES GREE                | 104296           |        |                  |                |           |       | VT 5307 Building Maintenance<br>Other Landscape Supplies |                  |  |
|   |                  |        | 230051           | 2023 7         | INV P     |       |  | 853.00           | 071223 559792 2023 Flower order                      |
|   |                  |        |                  |                |           |       | ACCOUNT TOTAL  | 853.00           |  |
| 58073000 641600<br>001108 PROTANIC, INC.                                  | 104044           | 0      | 2023 7           | INV P          |           |       | Build Repairs & Maint                                    | 1,010.00         | 071223 559825 Annual Testing                         |
|   |                  |        |                  |                |           |       | ACCOUNT TOTAL  | 1,010.00         |  |
| 58073000 645100<br>000274 CINTAS CORPORATION<br>000274 CINTAS CORPORATION | 104864<br>104865 | 0<br>0 | 2023 7<br>2023 7 | INV P<br>INV P |           |       | Laundry Services   | 183.95<br>642.20 | pcard Safety supplies & m<br>pcard Uniforms and mats |
|   |                  |        |                  |                |           |       |  | 826.15           |  |
|   |                  |        |                  |                |           |       | ACCOUNT TOTAL  | 826.15           |  |
| 58073000 659900<br>002401 CLEAN POWER, LLC                                | 103986           | 0      | 2023 7           | INV P          |           |       | Other Contracts/Obligation                               | 573.22           | 070523 559696 Janitorial Services                    |
|   |                  |        |                  |                |           |       | ACCOUNT TOTAL  | 573.22           |  |
| 58073000 680300 1800<br>001283 STAFFORD ROSENBAUM,                        | 104261           | 230132 | 2023 7           | INV P          |           |       | Buildings  | 2,413.00         | 071223 559832 Transit Center Mult                    |

INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2023/7 TO 2023/7 |                      |        |         |                      |   |       |     |           |             |                            |
|-------------------------------|----------------------|--------|---------|----------------------|---|-------|-----|-----------|-------------|----------------------------|
| ACCOUNT/VENDOR                | DOCUMENT             | PO     | YEAR/PR | TYP                  | S | CHECK | RUN | CHECK     | DESCRIPTION |                            |
| 999990                        | WWW.FIELDWIRE.COM    | 104947 | 0       | 2023                 | 7 | INV   | P   | 44.00     | pcard       | WWW.FIELDWIRE.COM W        |
| ACCOUNT TOTAL                 |                      |        |         |                      |   |       |     | 2,457.00  |             |                            |
| ORG 58073000 TOTAL            |                      |        |         |                      |   |       |     | 5,719.37  |             |                            |
| 58074000                      | VT 5307 Operations   |        |         |                      |   |       |     |           |             |                            |
| 58074000                      | 620100               |        |         | Training/Conferences |   |       |     |           |             |                            |
| 000062                        | AMERICAN PUBLIC TRAN | 104129 | 0       | 2023                 | 7 | INV   | P   | 75.00     | pcard       | APTA training              |
| 000062                        | AMERICAN PUBLIC TRAN | 104135 | 0       | 2023                 | 7 | INV   | P   | 75.00     | pcard       | APTA training              |
|                               |                      |        |         |                      |   |       |     | 150.00    |             |                            |
| 001611                        | FOX VALLEY TECHNICAL | 104866 | 0       | 2023                 | 7 | INV   | P   | 150.00    | pcard       | CDL testing                |
| ACCOUNT TOTAL                 |                      |        |         |                      |   |       |     | 300.00    |             |                            |
| 58074000                      | 632002               |        |         | Outside Printing     |   |       |     |           |             |                            |
| 002963                        | EDM TECHNOLOGY       | 105176 | 0       | 2023                 | 7 | INV   | P   | 4,750.00  | 072623      | 560006 Fixed Route tickets |
| 002963                        | EDM TECHNOLOGY       | 105177 | 0       | 2023                 | 7 | INV   | P   | 6,800.00  | 072623      | 560006 Fixed Route tickets |
|                               |                      |        |         |                      |   |       |     | 11,550.00 |             |                            |
| ACCOUNT TOTAL                 |                      |        |         |                      |   |       |     | 11,550.00 |             |                            |
| 58074000                      | 632200               |        |         | Gas Purchases        |   |       |     |           |             |                            |
| 001608                        | GARROW OIL CORPORATI | 104279 | 230496  | 2023                 | 7 | INV   | P   | 18,537.43 | 071223      | 559778 #2 Ultra Low Sulfur |
| 001608                        | GARROW OIL CORPORATI | 105226 | 230541  | 2023                 | 7 | INV   | P   | 18,171.92 | 072623      | 560022 #2 Ultra Low Sulfur |
|                               |                      |        |         |                      |   |       |     | 36,709.35 |             |                            |
| ACCOUNT TOTAL                 |                      |        |         |                      |   |       |     | 36,709.35 |             |                            |
| 58074000                      | 632602               |        |         | Tires                |   |       |     |           |             |                            |
| 001926                        | GOODYEAR TIRE AND RU | 104185 | 0       | 2023                 | 7 | INV   | P   | 3,092.89  | 071223      | 559783 Tires - June mileag |
| 001926                        | GOODYEAR TIRE AND RU | 104187 | 0       | 2023                 | 7 | INV   | P   | 322.80    | 071223      | 559783 Tires - Value of 51 |
|                               |                      |        |         |                      |   |       |     | 3,415.69  |             |                            |
| 001996                        | MATTHEWS TIRE, INC.  | 104052 | 0       | 2023                 | 7 | INV   | P   | 500.00    | 071223      | 559805 Tire repair         |
| 001996                        | MATTHEWS TIRE, INC.  | 104053 | 0       | 2023                 | 7 | INV   | P   | 80.00     | 071223      | 559805 Tire repair         |
| 001996                        | MATTHEWS TIRE, INC.  | 104054 | 0       | 2023                 | 7 | CRM   | P   | -128.00   | 071223      | 559805 Credit for labor    |
| 001996                        | MATTHEWS TIRE, INC.  | 104181 | 0       | 2023                 | 7 | INV   | P   | 162.00    | 071223      | 559805 Tire service        |
|                               |                      |        |         |                      |   |       |     | 614.00    |             |                            |
| ACCOUNT TOTAL                 |                      |        |         |                      |   |       |     | 4,029.69  |             |                            |
| 58074000                      | 632603               |        |         | Lubricants           |   |       |     |           |             |                            |
| 000615                        | HARTLAND LUBRICANTS  | 104182 | 0       | 2023                 | 7 | INV   | P   | 1,435.44  | 071223      | 559790 Lubricants          |

INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2023/7 TO 2023/7 |          |    |         |     |                                |       |     |       |  |
|-------------------------------|----------|----|---------|-----|--------------------------------|-------|-----|-------|--|
| ACCOUNT/VENDOR                | DOCUMENT | PO | YEAR/PR | TYP | S                              | CHECK | RUN | CHECK | DESCRIPTION                                  |
|                               |          |    |         |     | ACCOUNT TOTAL                  |       |     |       | 1,435.44                                     |
| 58074000 640800               |          |    |         |     | Contractor Fees                |       |     |       |  |
| 002229 STAR PROTECTION AND    | 104040   | 0  | 2023    | 7   | INV P                          |       |     |       | 8,549.12 071223 559833 June security servi   |
| 002401 CLEAN POWER, LLC       | 104048   | 0  | 2023    | 7   | INV P                          |       |     |       | 3,503.15 071223 559764 Level 1 bus cleanin   |
|                               |          |    |         |     | ACCOUNT TOTAL                  |       |     |       | 12,052.27                                    |
| 58074000 643000               |          |    |         |     | Health Services                |       |     |       |  |
| 001588 THEDACARE, INC.        | 104039   | 0  | 2023    | 7   | INV P                          |       |     |       | 68.85 071223 559844 DOT Physicals            |
| 001588 THEDACARE, INC.        | 104390   | 0  | 2023    | 7   | INV P                          |       |     |       | 355.30 071923 559951 DOT Physicals           |
|                               |          |    |         |     |                                |       |     |       | 424.15                                       |
|                               |          |    |         |     | ACCOUNT TOTAL                  |       |     |       | 424.15                                       |
|                               |          |    |         |     | ORG 58074000 TOTAL             |       |     |       | 66,500.90                                    |
| 58075000                      |          |    |         |     | VT 5307 ADA Paratransit        |       |     |       |  |
| 58075000 423000               |          |    |         |     | Miscellaneous Local Govt Aids  |       |     |       |  |
| 001579 WINNEBAGO COUNTY       | 105137   | 0  | 2023    | 7   | INV P                          |       |     |       | 36,152.00 072623 560104 Winnebago County 1s  |
| 001596 OUTAGAMIE COUNTY       | 105136   | 0  | 2023    | 7   | INV P                          |       |     |       | 104,270.00 072623 560066 Outagamie County 1s |
| 001621 CALUMET COUNTY         | 105138   | 0  | 2023    | 7   | INV P                          |       |     |       | 7,116.00 072623 559993 Calumet County 1st    |
|                               |          |    |         |     | ACCOUNT TOTAL                  |       |     |       | 147,538.00                                   |
| 58075000 640800               |          |    |         |     | Contractor Fees                |       |     |       |  |
| 001186 RUNNING, INC.          | 107108   | 0  | 2023    | 7   | INV A                          |       |     |       | 84,693.90 July VTII, Elderly                 |
|                               |          |    |         |     | ACCOUNT TOTAL                  |       |     |       | 84,693.90                                    |
|                               |          |    |         |     | ORG 58075000 TOTAL             |       |     |       | 232,231.90                                   |
| 58076000                      |          |    |         |     | VT 5307 Ancillary Paratransit  |       |     |       |  |
| 58076000 640800 1806          |          |    |         |     | Contractor Fees                |       |     |       |  |
| 001186 RUNNING, INC.          | 107108   | 0  | 2023    | 7   | INV A                          |       |     |       | 2,589.95 July VTII, Elderly                  |
|                               |          |    |         |     | ACCOUNT TOTAL                  |       |     |       | 2,589.95                                     |
| 58076000 640800 1807          |          |    |         |     | Contractor Fees                |       |     |       |  |
| 001186 RUNNING, INC.          | 107108   | 0  | 2023    | 7   | INV A                          |       |     |       | 123.30 July VTII, Elderly                    |
|                               |          |    |         |     | ACCOUNT TOTAL                  |       |     |       | 123.30                                       |
| 58076000 640800 1809          |          |    |         |     | Contractor Fees OC Demand Resp |       |     |       |  |
| 001186 RUNNING, INC.          | 107107   | 0  | 2023    | 7   | INV A                          |       |     |       | 22,970.25 July Rural service                 |
|                               |          |    |         |     | ACCOUNT TOTAL                  |       |     |       | 22,970.25                                    |

**INVOICE LIST BY GL ACCOUNT**

| YEAR/PERIOD: 2023/7 TO 2023/7                |          |    |         |   |                 |                     |              |  |
|--|----------|----|---------|---|-----------------|---------------------|--------------|--|
| ACCOUNT/VENDOR                               | DOCUMENT | PO | YEAR/PR | TYP S                                   | CHECK RUN CHECK | DESCRIPTION         |              |  |
| 58076000 640800 1813<br>001186 RUNNING, INC. | 107106   | 0  | 2023 7  | Contractor Fees-Neenah DAR<br>INV A     |                 | July NWDAR service  | 4,046.70     |  |
|  |          |    |         | ACCOUNT TOTAL                           |                 |                     | 4,046.70     |  |
| 58076000 640800 1819<br>001186 RUNNING, INC. | 107109   | 0  | 2023 7  | Contractor Fees-Connectr Hours<br>INV A |                 | July Connector serv | 19,000.75    |  |
|  |          |    |         | ACCOUNT TOTAL                           |                 |                     | 19,000.75    |  |
| 58076000 640800 1820<br>001186 RUNNING, INC. | 107109   | 0  | 2023 7  | Contractor Fees-Connector Area<br>INV A |                 | July Connector serv | 2,997.25     |  |
|  |          |    |         | ACCOUNT TOTAL                           |                 |                     | 2,997.25     |  |
|  |          |    |         | ORG 58076000 TOTAL                      |                 |                     | 51,728.20    |  |
| FUND 580 Valley Transit                      |          |    |         | TOTAL:                                  |                 |                     | 1,016,743.50 |  |

\*\* END OF REPORT - Generated by Debra Ebben \*\*



## Memorandum

**TO:** Fox Cities Transit Commission

**FROM:** Ron McDonald, General Manager

**DATE:** September 01, 2023

**RE:** Authorization to purchase office furniture per VT Specification 119147

Valley Transit broke ground for the Whitman Ave. rehabilitation and construction in early August. New furniture is necessary for this project. Office furniture lead-times are extensive. By placing an order well in advance of when it is needed, allows the manufacturer to enter the order into their build schedule. That allows for a greater expectation the furniture will be delivered when it is needed.

### ANALYSIS

Valley Transit is authorized to purchase office furniture through the State of Wisconsin competitive procurement, 505ENT-M20-OFFURNITUR. Building Service, Inc. is an eligible dealer within the state contract. BSI worked with Valley Transit to assess furniture needs based on the facility renovation. Through extensive effort, BSI provided a final proposal meeting or exceeding the State procurement discounts.

### FISCAL IMPACT

BSI proposed furniture to cost \$236,533.77, including delivery and installation. Valley Transit has grant funds and has budgeted sufficiently to purchase this furniture.

### RECOMMENDATION

Staff recommends issuing a purchase order to BSI for office furniture per VT Specification 119417 as allowed through State of Wisconsin contract 505ENT-M20-OFFURNITUR equal to \$236,533.77 plus contingency (10%) \$23,653.23. The project maximum should not exceed \$259,187.



## Terms and Conditions

Signature of proposal or receipt of customer purchase order binds client to the following terms and conditions.

### Warranty

- All work is warranted by BSI (Building Service, Inc.) to be free from defects in materials or workmanship for a period of twelve (12) months from date of delivery /or substantial completion, or for the length of manufacturers stated warranty (whichever is longest). No agent or representative of BSI is authorized to make any additional representations or warranties unless in writing and made part of these terms and conditions of sale.

### Delays

- If delivery cannot be made as scheduled (due to non-BSI related conditions) buyer will pay any applicable warehousing and redelivery charges. The product will be made available for inspection at the designated storage facility and will be invoiced according to original schedule and payment terms.

### Safety & Storage

- Purchaser agrees to furnish a safe place for storage of BSI supplies and equipment as well as all furnishings and materials, described herein. In addition, supply without cost; necessary light, heat, power, elevator service and a safe environment for BSI and its associates. BSI associates shall be informed by the owner of all hazardous substances which they may come in contact with at the site.
- The site shall be clean, clear and free of debris prior to commencement of work. Adequate facilities for off-loading, staging, moving and handling shall be provided.
- After arrival at site, any loss or damages by weather, fire or other elements, other trades or buyers' personnel shall be the responsibility of the buyer. Purchaser must notify BSI, in writing, of any claim for damages to goods within 3 days of delivery. In the event of damages BSI reserves the right to repair damaged product or replace the item as deemed appropriate by BSI.

### Asbestos/Mold

- In the event it shall be determined or found during the course of BSI's performance of this contract that there is asbestos or mold in the area of the work being so performed, it is understood and agreed that BSI shall discontinue its work until such time as the asbestos or mold is removed by owner and/or general contractor with whom this contract is being made. In the event the asbestos or mold is not so removed or other suitable arrangements are not made, this contract shall then terminate and BSI shall then be paid for the work performed by it up to the time of the termination of its performance. BSI shall not be responsible for the removal, cost of removal or the cost of any construction delays which shall be caused, incurred and/or sustained by reason of the presence of asbestos or mold on the subject premises.
- After asbestos containing materials or mold has been removed by a qualified abatement contractor, the owner shall provide BSI with a written air clearance sample results (as determined by laboratory analysis) that are no greater than 0.01 fibers per cubic centimeter as analyzed by phase contrast microscopy or as accepted by EPA transmission electron microscopy clearance standard.

### Changes

- All change orders or proposals for additional work must be signed before work will commence. No credit allowance shall be made for alterations, unless such credit or allowance has been agreed to by BSI in writing.
- All additions, amendments, or changes of any manner whatsoever, subsequent to this contract, shall be now and at all times subject to the provisions, restrictions, limitations, conditions and remedies provided for in this contract, whether or not such orders, additions, amendments or changes be evidenced by further writings.
- In the event a cancellation must be made after this proposal is approved and submitted by the purchaser to BSI, it is understood and agreed that BSI will be paid for materials ordered, all stock inventory and all work already accomplished on the project to date of cancellation, as well as all manufacturer cancellation/change penalties.

### Escalator Clause

- In the event of significant delay or price increase of material or freight, occurring during the performance of the contract resulting from acts beyond BSI's reasonable control including, without limitation, acts of God, pandemics, epidemics, quarantine, government mandated shutdowns, acts of war or terrorism, shortages of material, labor difficulties, riots, or civil unrest, the contract sum, the time of completion, or contract requirements shall be equitably adjusted by Change Order. A change in price of an item of material or freight will be considered significant when the price of an item increases 20% or more between the date of this Contract and the date of installation. The amount of the increase shall be capped at 50% of the increase in cost of the original budget price for the item. In addition, during periods of excessive inflation on gas prices, a small gas surcharge of ¼ of 1% will be added to all invoices capped at \$750.00 max.

**City of Appleton**  
**VALLEY TRANSIT INCOME STATEMENT**  
**For Seven Months Ending July 31, 2023**

| Description                            | Month of<br>July<br>Actual | Prior<br>Year<br>July | YTD As of<br>July<br>Actual | Prior<br>YTD<br>July | 2023<br>Amended<br>Budget | 2023<br>% of Total<br>Budget |
|--|----------------------------|-----------------------|-----------------------------|----------------------|---------------------------|------------------------------|
| <b>REVENUES</b>                        |                            |                       |                             |                      |                           |                              |
| Bus Fare Revenue                       | 43,996                     | 60,192                | 374,326                     | 339,553              | 858,843                   | 43.58%                       |
| Paratransit Fare Revenue               | 32,896                     | 30,156                | 241,700                     | 233,085              | 704,430                   | 34.31%                       |
| Total Fare Revenue                     | 76,892                     | 90,348                | 616,026                     | 572,638              | 1,563,273                 | 39.41%                       |
| Other Charges for Service              | 5,463                      | 12,952                | 48,668                      | 60,929               | 65,000                    | 74.87%                       |
| Other Revenues                         | 464                        | 1,154                 | 9,008                       | 28,230               | 14,000                    | 64.34%                       |
| TOTAL REVENUES                         | 82,819                     | 104,454               | 673,702                     | 661,797              | 1,642,273                 | 41.02%                       |
| <b>EXPENSES BY LINE ITEM</b>           |                            |                       |                             |                      |                           |                              |
| Regular Salaries & Labor pool alloc    | 212,101                    | 205,823               | 1,538,018                   | 1,476,664            | 3,419,523                 | 44.98%                       |
| Overtime                               | 27,684                     | 35,993                | 183,139                     | 176,833              | 76,131                    | 240.56%                      |
| Incentive Pay                          | -                          | -                     | -                           | -                    | 1,335                     | 0.00%                        |
| Other Compensation                     | -                          | -                     | 1,914                       | 1,925                | -                         | -                            |
| Fringes                                | 87,713                     | 88,002                | 625,610                     | 588,169              | 1,395,237                 | 44.84%                       |
| Unemployment Compensation              | -                          | 1,002                 | -                           | 3,301                | -                         | -                            |
| Salaries & Fringe Benefits             | 327,498                    | 330,820               | 2,348,681                   | 2,246,892            | 4,892,226                 | 48.01%                       |
| Training, Conferences & Tuition        | 556                        | 1,786                 | 14,011                      | 6,410                | 27,200                    | 51.51%                       |
| Employee Recruitment                   | 755                        | 582                   | 6,365                       | 10,178               | 7,280                     | 87.43%                       |
| Office Supplies                        | 948                        | 200                   | 3,350                       | 1,423                | 5,400                     | 62.04%                       |
| Subscriptions                          | 545                        | 175                   | 1,018                       | 533                  | 1,020                     | 99.80%                       |
| Memberships & Licenses                 | -                          | -                     | 13,191                      | 13,975               | 18,320                    | 72.00%                       |
| Postage & Freight                      | 200                        | -                     | 2,309                       | 1,067                | 3,700                     | 62.41%                       |
| Awards & Recognition                   | -                          | -                     | 191                         | 759                  | 930                       | 20.54%                       |
| Food & Provisions                      | -                          | -                     | 632                         | 571                  | 1,240                     | 50.97%                       |
| Insurance                              | 11,439                     | 10,031                | 258,762                     | 213,218              | 222,790                   | 103.59%                      |
| Insurance dividend & return of surplus | -                          | -                     | (27,981)                    | (34,713)             | -                         | -                            |
| Depreciation Expense                   | 107,647                    | 102,544               | 753,526                     | 717,811              | 1,291,758                 | 58.33%                       |
| Administrative Expenses                | 122,090                    | 115,318               | 1,025,374                   | 931,232              | 1,579,638                 | 64.91%                       |
| Landscape Supplies                     | 853                        | -                     | 853                         | 928                  | 1,500                     | 56.87%                       |
| Shop Supplies & Tools (& misc)         | 1,275                      | 499                   | 19,301                      | 27,367               | 211,919                   | 9.11%                        |
| Printing & Reproduction                | 11,923                     | 502                   | 15,410                      | 11,432               | 27,910                    | 55.21%                       |
| Uniforms                               | -                          | 420                   | 2,054                       | 1,114                | 9,290                     | 22.11%                       |
| Gas Purchases                          | 37,244                     | 30,465                | 289,061                     | 318,188              | 1,050,500                 | 27.52%                       |
| Safety Supplies                        | 42                         | 21                    | 607                         | 2,546                | 500                       | 121.40%                      |
| Vehicle & Equipment Parts              | 15,425                     | 15,326                | 206,111                     | 158,802              | 202,559                   | 101.75%                      |
| Miscellaneous Equipment                | 1,014                      | -                     | 6,655                       | 4,193                | 25,100                    | 26.51%                       |
| Signs                                  | 70                         | -                     | 5,310                       | 6,220                | 12,000                    | 44.25%                       |
| Supplies & Materials                   | 67,846                     | 47,233                | 545,362                     | 530,790              | 1,541,278                 | 35.38%                       |
| Accounting/Audit                       | -                          | -                     | -                           | -                    | 10,000                    | 0.00%                        |
| Bank Services                          | 93                         | 268                   | 1,789                       | 1,894                | 6,680                     | 26.78%                       |
| Consulting Services                    | -                          | -                     | -                           | 19,538               | -                         | 0.00%                        |
| Solid Waste/Recycling                  | -                          | -                     | 2,019                       | 1,827                | 5,430                     | 37.18%                       |
| Contractor Fees                        | 166,304                    | 153,876               | 1,198,177                   | 1,197,768            | 3,471,877                 | 34.51%                       |
| Advertising                            | 8,175                      | 2,115                 | 46,708                      | 11,641               | 50,309                    | 92.84%                       |
| Health Services                        | 591                        | 402                   | 6,616                       | 5,037                | 9,200                     | 71.91%                       |
| Snow Removal Services                  | -                          | 749                   | 42,270                      | 10,701               | 39,000                    | 108.38%                      |
| Laundry Services                       | 944                        | 595                   | 4,798                       | 4,951                | 15,340                    | 31.28%                       |
| Other Contracts/Obligations            | 573                        | 25,354                | 22,222                      | 38,462               | 100,790                   | 22.05%                       |
| Purchased Services                     | 176,680                    | 183,359               | 1,324,599                   | 1,291,819            | 3,708,626                 | 35.72%                       |
| Electric                               | 546                        | 5,628                 | 24,289                      | 29,488               | 55,620                    | 43.67%                       |
| Gas                                    | 81                         | 289                   | 16,946                      | 17,907               | 23,000                    | 73.68%                       |

**City of Appleton**  
**VALLEY TRANSIT INCOME STATEMENT**  
**For Seven Months Ending July 31, 2023**

| Description                           | Month of<br>July<br>Actual | Prior<br>Year<br>July | YTD As of<br>July<br>Actual | Prior<br>YTD<br>July | 2023<br>Amended<br>Budget | 2023<br>% of Total<br>Budget |
|---------------------------------------|----------------------------|-----------------------|-----------------------------|----------------------|---------------------------|------------------------------|
| Water                                 | -                          | -                     | 4,292                       | 3,827                | 7,850                     | 54.68%                       |
| Sewer                                 | -                          | -                     | 2,303                       | 1,897                | 4,160                     | 55.36%                       |
| Stormwater                            | -                          | -                     | 5,275                       | 5,253                | 10,000                    | 52.75%                       |
| Telephone                             | 1,376                      | 421                   | 10,869                      | 7,045                | 17,700                    | 61.41%                       |
| Utilities                             | 2,003                      | 6,338                 | 63,974                      | 65,417               | 118,330                   | 54.06%                       |
| Building/Grounds Repair & Maintenance | 1,010                      | -                     | 2,347                       | 1,426                | -                         | 0.00%                        |
| Vehicle Repair & Maintenance          | 709                        | -                     | 7,484                       | 12,190               | 10,050                    | 74.47%                       |
| Equipment Repair & Maintenance        | 453                        | 2,248                 | 7,434                       | 4,858                | 9,650                     | 77.04%                       |
| FMD Charges & Material                | -                          | -                     | 54,980                      | 53,814               | 142,503                   | 38.58%                       |
| Software Support                      | 490                        | 348                   | 114,070                     | 112,999              | 120,097                   | 94.98%                       |
| Repairs & Maintenance                 | 2,662                      | 2,596                 | 186,315                     | 185,287              | 282,300                   | 66.00%                       |
| Total Operating Expenses              | <u>698,779</u>             | <u>685,664</u>        | <u>5,494,305</u>            | <u>5,251,437</u>     | <u>12,122,398</u>         | 45.32%                       |
| OPERATING INCOME (LOSS)               | <u>(615,960)</u>           | <u>(581,210)</u>      | <u>(4,820,603)</u>          | <u>(4,589,640)</u>   | <u>(10,480,125)</u>       |                              |
| <b>NON-OPERATING REVENUES</b>         |                            |                       |                             |                      |                           |                              |
| Federal Support                       | 1,993,961                  | 1,606,318             | 1,993,961                   | 1,606,318            | 3,560,391                 | 56.00%                       |
| State Support                         | -                          | -                     | 766,933                     | 3,276,477            | 3,082,885                 | 24.88%                       |
| Appleton Support                      | (738,816)                  | (808,054)             | 1,209,264                   | 843,326              | 724,810                   | 166.84%                      |
| Other Local Support                   | (183,193)                  | (314,851)             | 1,855,516                   | 1,550,381            | 1,899,499                 | 97.68%                       |
| Investment Income                     | 102                        | -                     | 50,745                      | (18,936)             | 12,500                    | 405.96%                      |
| Donations                             | 4,167                      | 4,167                 | 39,322                      | 29,316               | 63,386                    | 62.04%                       |
| TOTAL NON-OPERATING REVENUE           | 1,076,221                  | 487,580               | 5,915,741                   | 7,286,882            | 9,343,471                 | 63.31%                       |
| Buildings                             | 2,457                      | -                     | 158,413                     | 48,712               | 8,615,174                 | 1.84%                        |
| Machinery & Equipment                 | -                          | -                     | 137,094                     | 43,215               | -                         | 0.00%                        |
| Furniture & Fixtures                  | -                          | -                     | -                           | -                    | 25,000                    | 0.00%                        |
| Vehicles                              | -                          | -                     | -                           | 2,471,395            | 100,000                   | 0.00%                        |
| Capital Expenditures                  | <u>2,457</u>               | <u>-</u>              | <u>295,507</u>              | <u>2,563,322</u>     | <u>8,740,174</u>          | 3.38%                        |
| NET INCOME (LOSS)                     | <u>457,804</u>             | <u>(93,630)</u>       | <u>799,631</u>              | <u>133,920</u>       | <u>(9,876,828)</u>        |                              |

**City of Appleton**  
**PURCHASED TRANSPORTATION**  
**For Seven Months Ending July 31, 2023**

| Description                                    | Month of<br>July<br>Actual | Prior<br>Year<br>July | YTD As of<br>July<br>Actual | Prior<br>YTD<br>July | 2023<br>Amended<br>Budget | 2023<br>% of Total<br>Budget |
|--|----------------------------|-----------------------|-----------------------------|----------------------|---------------------------|------------------------------|
| <b>PURCHASED TRANSPORTATION EXPENSE</b>        |                            |                       |                             |                      |                           |                              |
| VTII - Disabled                                | 87,358                     | 81,675                | 617,753                     | 621,030              | 2,052,750                 | 30.09%                       |
| VTII - Elderly                                 | 5,180                      | 1,953                 | 26,136                      | 16,751               | 62,480                    | 41.83%                       |
| PT - Optional (Sunday)                         | 247                        | 315                   | 2,246                       | 3,225                | 17,850                    | 12.58%                       |
| Outagamie County Demand Response Rural         | 23,708                     | 23,455                | 201,732                     | 194,887              | 289,125                   | 69.77%                       |
| Outagamie County Human Services Transportation | -                          | -                     | 119                         | 2,907                | 11,900                    | 1.00%                        |
| Neenah Dial - A - Ride                         | 5,034                      | 3,157                 | 33,112                      | 23,649               | 192,423                   | 17.21%                       |
| Calumet County Van Service                     | -                          | -                     | 14,172                      | 8,093                | 28,800                    | 49.21%                       |
| Connector - Extended Service Hours             | 23,201                     | 16,885                | 159,367                     | 168,939              | 412,000                   | 38.68%                       |
| Connector - Extended Service Area              | 3,373                      | 4,561                 | 36,848                      | 38,268               | 141,625                   | 26.02%                       |
| Downtown Trolley                               | -                          | -                     | -                           | -                    | 32,554                    | 0.00%                        |
| Total Purchased Transportation                 | 148,101                    | 132,001               | 1,091,485                   | 1,077,749            | 3,241,507                 | 33.67%                       |

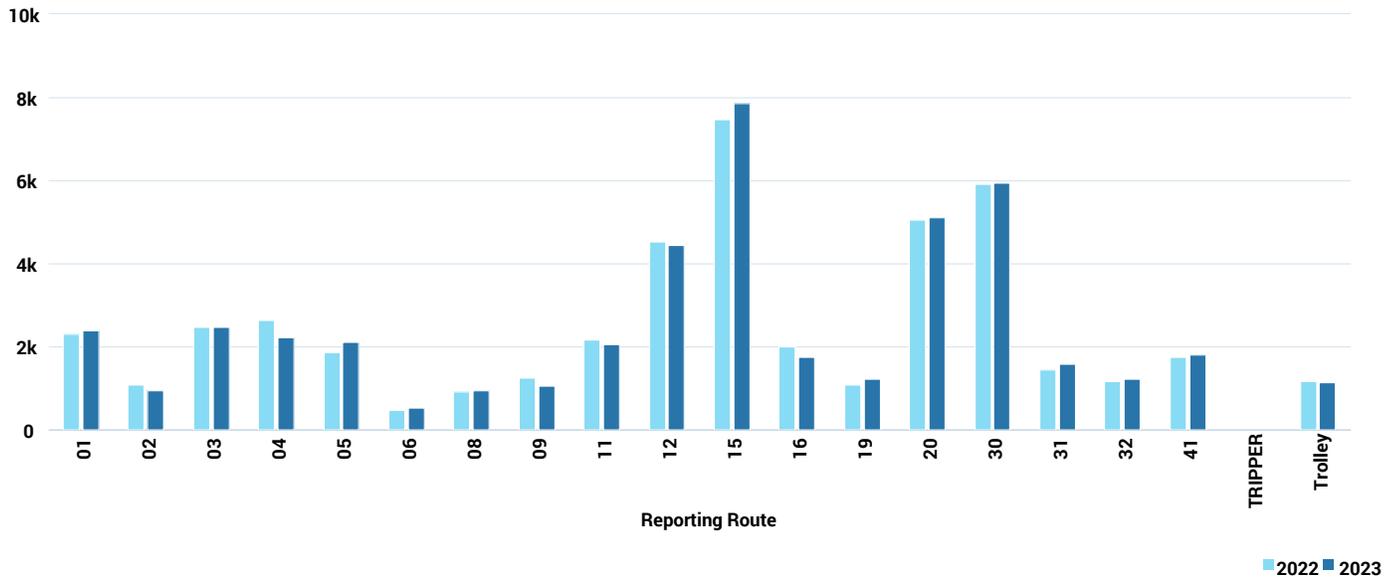
Total Passengers

**46,809**  
 ↗ 0% change  
 46,659 prev. year

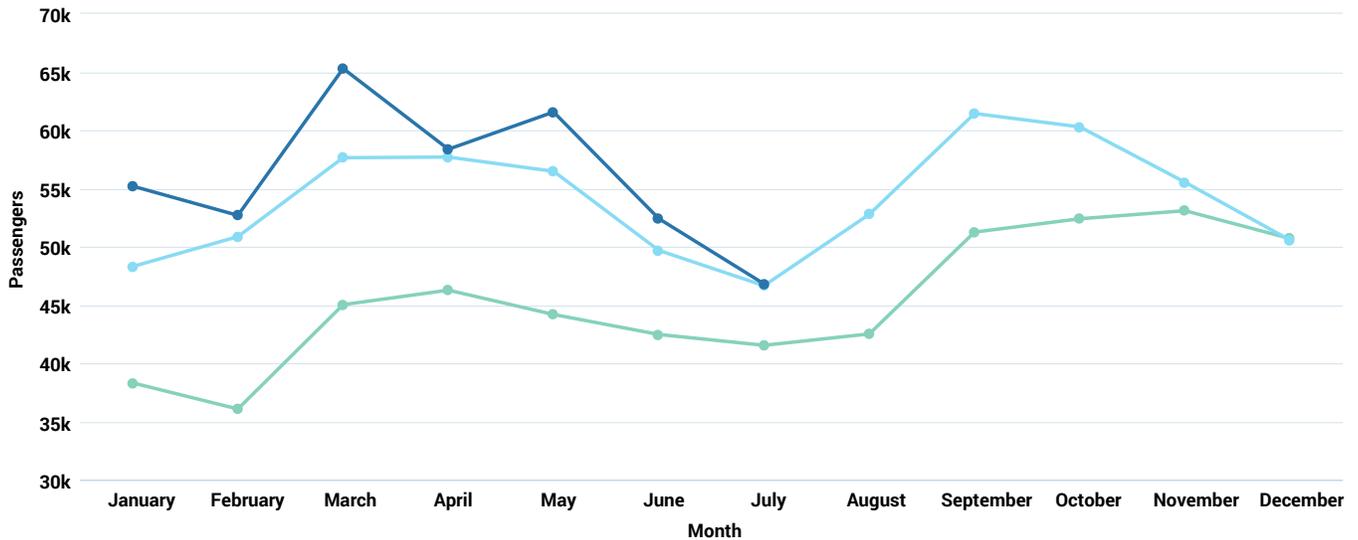
Monthly Fare Group Trend

| Fare Group Desc     | Prior Year | Current ▼ | % Change |
|---------------------|------------|-----------|----------|
| Passes & Tickets    | 23,513     | 24,378    | 3.7%     |
| Cash                | 8,188      | 8,332     | 1.8%     |
| Transfers           | 7,425      | 7,743     | 4.3%     |
| FVTC                | 2,399      | 2,552     | 6.4%     |
| Free                | 2,454      | 1,877     | -23.5%   |
| AASD                | 2,226      | 1,625     | -27.0%   |
| Lawrence University | 454        | 302       | -33.5%   |

Ridership by Route



Monthly Ridership Trend by Year



Total Passengers

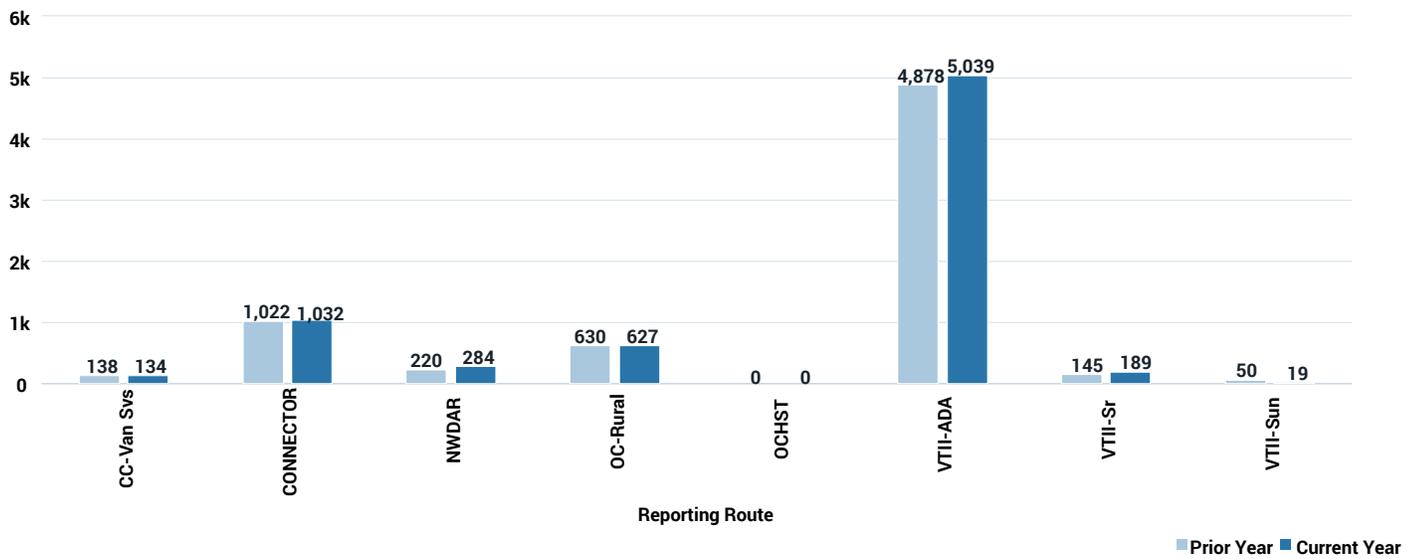
**7,324**

↗ 3% 7,083  
change prev. year

Change in Rides by Program

| Reporting Route | Prior Year | Current Year ▼ | % Change |
|-----------------|------------|----------------|----------|
| VTII-ADA        | 4,878      | 5,039          | 3.30%    |
| CONNECTOR       | 1,022      | 1,032          | 0.98%    |
| OC-Rural        | 630        | 627            | -0.48%   |
| NWDAR           | 220        | 284            | 29.09%   |
| VTII-Sr         | 145        | 189            | 30.34%   |
| CC-Van Svs      | 138        | 134            | -2.90%   |
| VTII-Sun        | 50         | 19             | -62.00%  |
| OCHST           | 0          | 0              | -        |

Monthly Ridership by Program



Ridership Trend by Year

