



# 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, March 26, 2019

2:00 PM

Council Chambers, 6th Floor

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1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting  
[19-0421](#) Approval of minutes from previous meeting  
  
*Attachments:* [MeetingMinutes 26-Feb-2019.pdf](#)
4. **Public Hearings/Apearances**  
[19-0422](#) Public Participation on Agenda Items
5. **Action Items**  
[19-0423](#) Approval of Payments  
  
*Attachments:* [February 2019 Payments.pdf](#)  
  
[19-0424](#) Authorization to purchase Paratransit Scheduling & Dispatching Software  
  
*Attachments:* [Memo Paratransit software.pdf](#)
6. **Information Items**  
[19-0425](#) Ridershp and Revenue  
  
*Attachments:* [Ridership graphs for FCTC.pdf](#)  
  
[19-0426](#) Financial Report  
  
*Attachments:* [2019 FCTC Monthly Income Statement.pdf](#)  
[2019 FCTC Monthly Income Statement PT.pdf](#)  
  
[19-0427](#) Request for Future Agenda Items
7. **Next Meeting Date & Time**  
**- April 23, 2019, 2:00 PM**

8. 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.*



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## Meeting Minutes - Final Fox Cities Transit Commission

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Tuesday, February 26, 2019

2:00 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Roll call of membership

**Present:** 11 - Kasimor, Vice Chair Buckingham, Dearborn, Wurdinger, Brown, Wilson, Dexter, VandeHey, Lobner, Martin and Stephenson

**Excused:** 2 - Detienne and Nau

3. Approval of minutes from previous meeting

[19-0169](#)

Approval of minutes from previous meeting

**Attachments:** [MeetingMinutes08-Jan-2019-04-27-30.pdf](#)

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

4. Public Hearings/Appearances

[19-0171](#)

Public Participation on Agenda Items

There was no public participation on the agenda items

5. Action Items

[19-0174](#)

Accept STP-Urban Project Funds I.D. #4984-02-00 for \$300,225 to Purchase One Bus

**Attachments:** [STP URBAN Agreement 01-19.pdf](#)

Commissioner Dearborn moved, seconded by Commissioner Martin, that the Report Action Item be recommended for approval. Voice Vote. Motion Carried.

[19-0175](#)

Authorization to award a three-year contract with two one-year options to Running Inc. for the provision of Paratransit (ADA and Ancillary) Services

**Attachments:** [FCTC Running contract memo.pdf](#)

Vice Chair Buckingham moved, seconded by Commissioner VandeHey, that the Report Action Item be recommended for approval. Voice Vote. Motion Carried.

[19-0176](#) Approve Addendum to Fox Valley Technical College Student Pass Contract

**Attachments:** [2019 FVTC Addendum.pdf](#)  
[2015 FVTC Contract.pdf](#)

Commissioner Martin moved, seconded by Commissioner Wurdinger, that the Report Action Item be recommended for approval. Voice Vote. Motion Carried.

[19-0250](#) Approve changes to Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program Management and Coordination Plan

**Attachments:** [5310 Plan Update Approval memo to FCTC.pdf](#)  
[VT-ECWRP MOU.pdf](#)  
[Appleton MPO 5310 Management Coordination Plan Revised 2-19-19.pdf](#)

Commissioner Stephenson moved, seconded by Commissioner Martin, that the Report Action Item be recommended for approval. Voice Vote. Motion Carried.

## 6. Information Items

[19-0172](#) Approval of Payments

**Attachments:** [January 2019 Payments.pdf](#)

*This action item was moved to information items*

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

[19-0177](#) Ridership and Revenue

**Attachments:** [December 2018 Ridership graphs.pdf](#)  
[January 2019 Ridership graphs.pdf](#)

**This Presentation was presented**

[19-0251](#) Financial Report

**Attachments:** [2019 FCTC January Income Statement.pdf](#)  
[2019 FCTC January Income Statement PT.pdf](#)

**This Presentation was presented**

[19-0182](#)

Key Performance Indicators

**Attachments:** [2018 Q4 KPI.pdf](#)

**This Presentation was presented**

[19-0183](#)

Request for Future Agenda Items

**This Presentation was discussed**

7. Next Meeting Date & Time
  - March 12, 2019, 2:00 PM - Cancelled
  - March 26, 2019, 2:00 PM

8. Adjournment

**A motion was made by Commissioner Joe Martin, seconded by Commissioner Greg VandeHey, that this meeting was adjourned. The motion carried unanimously.**

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City of Appleton  
INVOICE LIST BY GL ACCOUNT



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YEAR/PERIOD: 2019/2 TO 2019/2									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION			
58071000		VT 5307 Admin							
58071000 620100				Training/Conferences					
999990 DELTA AIR	00623562 5259	0	2019 2	INV P	484.00 pcard	Washington DC			
				ACCOUNT TOTAL	484.00				
58071000 620500				Employee Recruitment					
000466 FICO, JAMES	4985	0	2019 2	INV P	500.00 020619	1352 testing, evaluation			
002158 CAREERBUILDER	6878	0	2019 2	INV P	286.88 pcard	JANUARY JOB POSTING			
				ACCOUNT TOTAL	786.88				
58071000 630100				Office Supplies					
001983 AMAZON	5811	0	2019 2	INV P	50.16 pcard	Supplies			
999990 QUILL CORPORATION	5271	0	2019 2	INV P	29.51 pcard	Office supplies			
999990 QUILL CORPORATION	5272	0	2019 2	INV P	16.72 pcard	Office Supplies			
					46.23				
				ACCOUNT TOTAL	96.39				
58071000 630300				Memberships & Licenses					
000303 COMMUNITY TRANSPORTA	5797	0	2019 2	INV P	1,000.00 pcard	Membership			
002163 TRANSPORTATION DEVEL	5595	0	2019 2	INV P	340.00 022019	1610 membership dues			
				ACCOUNT TOTAL	1,340.00				
58071000 630500				Awards & Recognition					
000763 KWIK TRIP, INC	6626	0	2019 2	INV P	1.99 pcard	Driver appreciation			
999990 SAMS CLUB #6321	6624	0	2019 2	INV P	37.96 pcard	Driver appreciation			
				ACCOUNT TOTAL	39.95				
58071000 630700				Food & Provisions					
001198 SAM'S CLUB	5783	0	2019 2	INV P	44.94 pcard	Supplies			
999990 JIMMY JOHNS # 446	5804	0	2019 2	INV P	134.24 pcard	Employee Apprec			
999990 JIMMY JOHNS # 446	5805	0	2019 2	INV P	134.24 pcard	Employee Apprec			
999990 JIMMY JOHNS # 446	5806	0	2019 2	INV P	134.24 pcard	Employee Apprec			
999990 DOOR COUNTY COFFEE &	5809	0	2019 2	INV P	112.39 pcard	Employee Apprec			
					515.11				
				ACCOUNT TOTAL	560.05				
58071000 631603				Other Misc. Supplies					
999990 TARGET	000124 6625	0	2019 2	INV P	56.56 pcard	Customer Promotion			

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YEAR/PERIOD: 2019/2 TO 2019/2									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
ACCOUNT TOTAL						56.56			
58071000	632002		Outside Printing						
001121	QUICK PRINT CENTER,	5799	0	2019	2 INV P	54.58	pcard	Business cards	
001121	QUICK PRINT CENTER,	5800	0	2019	2 INV P	1,129.00	pcard	Bus App	
001121	QUICK PRINT CENTER,	6663	0	2019	2 INV P	553.00	pcard	Time off forms	
001121	QUICK PRINT CENTER,	6721	0	2019	2 INV P	237.00	pcard	Envelopes, ADA flye	
ACCOUNT TOTAL						1,973.58			
ACCOUNT TOTAL						1,973.58			
58071000	640800		Contractor Fees						
001771	RED SHOES PR, INC.	5612	190097	2019	2 INV P	8,025.05	022019	1598 Marketing Services	
001771	RED SHOES PR, INC.	5613	190097	2019	2 INV P	5,396.75	022019	1598 Marketing Services	
001771	RED SHOES PR, INC.	5614	190097	2019	2 INV P	455.00	022019	1598 Marketing Services	
ACCOUNT TOTAL						13,876.80			
ACCOUNT TOTAL						13,876.80			
58071000	641100		Temporary Help						
000221	CADRE OF PREMIER STA	5808	0	2019	2 INV P	1,034.40	pcard	Temp Com Tech	
000221	CADRE OF PREMIER STA	6666	0	2019	2 INV P	801.66	pcard	Temp Com Tech	
000221	CADRE OF PREMIER STA	6722	0	2019	2 INV P	1,034.40	pcard	Temporary Com Tech	
ACCOUNT TOTAL						2,870.46			
ACCOUNT TOTAL						2,870.46			
58071000	641200		Advertising						
001495	WFRV-TV	5578	0	2019	2 INV P	6,000.00	022019	1621 christmas parade ad	
ACCOUNT TOTAL						6,000.00			
58071000	641301		Electric						
001575	WE ENERGIES	55	0	2019	2 INV P	5,346.18	022719	1725 ELEC 7216-827-232 T	
ACCOUNT TOTAL						5,346.18			
58071000	641302		Gas						
001575	WE ENERGIES	55	0	2019	2 INV P	3,717.66	022719	1725 GAS 7216-827-232 Tr	
ACCOUNT TOTAL						3,717.66			
58071000	641307		Telephone						
000132	AT&T	5659	0	2019	2 INV P	362.80	022019	1529 920 730 0780 935 6	
ACCOUNT TOTAL						362.80			
58071000	641308		Cellular Phones						
000250	CELLCOM APPLETON PCS	5260	0	2019	2 INV P	202.25	pcard	Cel Phones	

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YEAR/PERIOD:	2019/2	TO	2019/2							
ACCOUNT/VENDOR		DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION		
				ACCOUNT TOTAL					202.25	
58071000 642400				Software Support						
999990 WEBAURA		5812	0	2019 2 INV P		4,294.95	pcard	Website design		
				ACCOUNT TOTAL		4,294.95				
58071000 643000				Health Services						
001588 THEDACARE, INC.		5801	0	2019 2 INV P		77.87	pcard	DOT physical		
				ACCOUNT TOTAL		77.87				
				ORG 58071000 TOTAL		42,086.38				
58072000				VT 5307 Vehicle Maintenance						
58072000 630901				Shop Supplies						
000035 AIRGAS USA, LLC		5810	0	2019 2 INV P		51.12	pcard	Supplies		
001316 SUPERIOR CHEMICAL CO		5266	0	2019 2 INV P		223.94	pcard	Supplies		
001595 JX TRUCK CENTER		6617	0	2019 2 INV P		172.92	pcard	Parts		
001655 AUTOMOTIVE SUPPLY CO		5233	0	2019 2 INV P		661.63	pcard	Supplies		
001655 AUTOMOTIVE SUPPLY CO		5234	0	2019 2 INV P		30.08	pcard	Parts, tools, suppl		
001655 AUTOMOTIVE SUPPLY CO		5239	0	2019 2 INV P		549.44	pcard	Supply		
001655 AUTOMOTIVE SUPPLY CO		5240	0	2019 2 INV P		13.68	pcard	Supply		
001655 AUTOMOTIVE SUPPLY CO		5241	0	2019 2 INV P		6.84	pcard	Supply		
001655 AUTOMOTIVE SUPPLY CO		5242	0	2019 2 INV P		429.60	pcard	Supply		
001655 AUTOMOTIVE SUPPLY CO		5243	0	2019 2 INV P		10.08	pcard	Supply		
001655 AUTOMOTIVE SUPPLY CO		5770	0	2019 2 INV P		47.08	pcard	Supplies		
001655 AUTOMOTIVE SUPPLY CO		5771	0	2019 2 INV P		21.95	pcard	Supplies		
001655 AUTOMOTIVE SUPPLY CO		5774	0	2019 2 INV P		19.34	pcard	Supplies		
001655 AUTOMOTIVE SUPPLY CO		6612	0	2019 2 INV P		301.29	pcard	Supplies		
001655 AUTOMOTIVE SUPPLY CO		6614	0	2019 2 INV P		56.53	pcard	Supplies		
001655 AUTOMOTIVE SUPPLY CO		6615	0	2019 2 INV P		13.32	pcard	Supplies & Parts		
001655 AUTOMOTIVE SUPPLY CO		6616	0	2019 2 INV P		38.67	pcard	Supplies		
001655 AUTOMOTIVE SUPPLY CO		6686	0	2019 2 INV P		7.79	pcard	Supplies		
001655 AUTOMOTIVE SUPPLY CO		6687	0	2019 2 INV P		19.26	pcard	Supplies		
001655 AUTOMOTIVE SUPPLY CO		6689	0	2019 2 INV P		13.34	pcard	Supplies		
001655 AUTOMOTIVE SUPPLY CO		6691	0	2019 2 INV P		118.80	pcard	Supply		
						2,358.72				
				ACCOUNT TOTAL		2,806.70				
58072000 630902				Tools & Instruments						
001655 AUTOMOTIVE SUPPLY CO		5234	0	2019 2 INV P		8.40	pcard	Parts, tools, suppl		
001655 AUTOMOTIVE SUPPLY CO		6613	0	2019 2 INV P		30.48	pcard	Tools		
						38.88				



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YEAR/PERIOD: 2019/2 TO 2019/2	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
				ACCOUNT TOTAL		38.88	
58072000 632200	000763 KWIK TRIP, INC	5330	0	Gas Purchases			
				2019 2 INV P		241.17 021319	1469 fuel
				ACCOUNT TOTAL		241.17	
58072000 632601	000089 NEW FLYER OF AMERICA	5802	0	Repair Parts		2,368.38 pcard	Parts
	000089 NEW FLYER OF AMERICA	5803	0	2019 2 INV P		34.69 pcard	Parts
						2,403.07	
000561 GENFARE, DIVISION OF	6667	0	0	2019 2 INV P		518.15 pcard	Farebox parts
001595 JX TRUCK CENTER	5244	0	0	2019 2 INV P		586.91 pcard	Parts
001595 JX TRUCK CENTER	5245	0	0	2019 2 INV P		153.11 pcard	Parts
001595 JX TRUCK CENTER	5246	0	0	2019 2 INV P		44.03 pcard	Part
001595 JX TRUCK CENTER	5775	0	0	2019 2 INV P		63.00 pcard	Parts
001595 JX TRUCK CENTER	5776	0	0	2019 2 INV P		28.82 pcard	Parts
001595 JX TRUCK CENTER	5777	0	0	2019 2 INV P		199.95 pcard	Parts
001595 JX TRUCK CENTER	5778	0	0	2019 2 INV P		186.98 pcard	Parts
						1,262.80	
001655 AUTOMOTIVE SUPPLY CO	5232	0	0	2019 2 INV P		47.04 pcard	Parts
001655 AUTOMOTIVE SUPPLY CO	5234	0	0	2019 2 INV P		318.17 pcard	Parts, tools, suppl
001655 AUTOMOTIVE SUPPLY CO	5235	0	0	2019 2 INV P		1,219.08 pcard	Parts
001655 AUTOMOTIVE SUPPLY CO	5236	0	0	2019 2 INV P		42.48 pcard	Parts
001655 AUTOMOTIVE SUPPLY CO	5237	0	0	2019 2 INV P		321.70 pcard	Parts
001655 AUTOMOTIVE SUPPLY CO	5238	0	0	2019 2 INV P		53.48 pcard	Parts
001655 AUTOMOTIVE SUPPLY CO	5769	0	0	2019 2 INV P		-39.65 pcard	Parts
001655 AUTOMOTIVE SUPPLY CO	5772	0	0	2019 2 INV P		442.09 pcard	Part
001655 AUTOMOTIVE SUPPLY CO	5773	0	0	2019 2 INV P		74.67 pcard	Part
001655 AUTOMOTIVE SUPPLY CO	6611	0	0	2019 2 INV P		210.00 pcard	Parts
001655 AUTOMOTIVE SUPPLY CO	6615	0	0	2019 2 INV P		53.48 pcard	Supplies & Parts
001655 AUTOMOTIVE SUPPLY CO	6688	0	0	2019 2 INV P		45.99 pcard	Parts
001655 AUTOMOTIVE SUPPLY CO	6690	0	0	2019 2 INV P		177.78 pcard	Parts
						2,966.31	
999990 ADAPTIVE MICRO SYSTE	6650	0	0	2019 2 INV P		909.00 pcard	Interior Signs
				ACCOUNT TOTAL		8,059.33	
58072000 632700	001791 RADIO ENGINEERING IN	5791	0	Miscellaneous Equipment		920.64 pcard	Equipment for buses
				2019 2 INV P			
				ACCOUNT TOTAL		920.64	
58072000 641700	001597 NOLTE'S TOWING	5265	0	Vehicle Repairs & Maint		150.00 pcard	Bus 414
				2019 2 INV P			

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YEAR/PERIOD: 2019/2 TO 2019/2								
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
001597 NOLTE'S TOWING	6664	0	2019 2	INV	P	177.96	pcard	Bus 1703
001597 NOLTE'S TOWING	6665	0	2019 2	INV	P	187.64	pcard	Bus 1801
						515.60		
						ACCOUNT TOTAL		515.60
58072000 641800								Equip Repairs & Maint
000660 HYDROCLEAN EQUIPMENT	5261	0	2019 2	INV	P	184.28	pcard	Equipment Service
						ACCOUNT TOTAL		184.28
58072000 642400								Software Support
002083 TRANSPORT REFRIGERAT	6713	0	2019 2	INV	P	1,353.03	pcard	Maintenance Softwar
999990 SOI*SBS ROCHESTER HI	6649	0	2019 2	INV	P	313.95	pcard	Maintenance Softwar
						ACCOUNT TOTAL		1,666.98
58072000 643000								Health Services
001588 THEDACARE, INC.	5801	0	2019 2	INV	P	139.06	pcard	DOT physical
						ACCOUNT TOTAL		139.06
58072000 645100								Laundry Services
001396 UNIFIRST CORPORATION	6723	0	2019 2	INV	P	100.62	pcard	Uniforms and laundr
						ACCOUNT TOTAL		100.62
						ORG 58072000 TOTAL		14,673.26
58073000								VT 5307 Building Maintenance
58073000 641600								Build Repairs & Maint
000758 KUETTEL'S SEPTIC SER	5262	0	2019 2	INV	P	370.00	pcard	Pump floor pits
						ACCOUNT TOTAL		370.00
58073000 644000								Snow Removal Services
000773 LAKE SHORE CLEANERS,	5575	0	2019 2	INV	P	8,544.71	022019	1569 snow removal
001003 NORTHSIDE HARDWARE,	5798	0	2019 2	INV	P	4,695.00	pcard	Salt
						ACCOUNT TOTAL		13,239.71
58073000 645100								Laundry Services
000274 CINTAS CORPORATION	5267	0	2019 2	INV	P	97.72	pcard	Mats
000274 CINTAS CORPORATION	5268	0	2019 2	INV	P	97.72	pcard	Mats
000274 CINTAS CORPORATION	5269	0	2019 2	INV	P	97.72	pcard	Mats
000274 CINTAS CORPORATION	5270	0	2019 2	INV	P	97.72	pcard	Mats
000274 CINTAS CORPORATION	6668	0	2019 2	INV	P	97.72	pcard	Mats
000274 CINTAS CORPORATION	6669	0	2019 2	INV	P	39.59	pcard	Mats
000274 CINTAS CORPORATION	6670	0	2019 2	INV	P	39.59	pcard	Mats

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YEAR/PERIOD: 2019/2 TO 2019/2									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
000274 CINTAS CORPORATION	6671	0	2019 2	INV	P	97.72	pcard	Mats	
000274 CINTAS CORPORATION	6672	0	2019 2	INV	P	39.59	pcard	Mats	
000274 CINTAS CORPORATION	6673	0	2019 2	INV	P	39.59	pcard	Mats	
000274 CINTAS CORPORATION	6674	0	2019 2	INV	P	39.59	pcard	Mats	
000274 CINTAS CORPORATION	6675	0	2019 2	INV	P	39.59	pcard	Mats	
000274 CINTAS CORPORATION	6676	0	2019 2	INV	P	39.59	pcard	Mats	
000274 CINTAS CORPORATION	6677	0	2019 2	INV	P	39.59	pcard	Mats	
000274 CINTAS CORPORATION	6678	0	2019 2	INV	P	39.59	pcard	Mats	
						942.63			
ACCOUNT TOTAL						942.63			
58073000 659900		Other Contracts/Obligation							
001394 ULTIMATE CLEANING, L	4983	0	2019 2	INV	P	474.60	020619	1417 cleaning	
001394 ULTIMATE CLEANING, L	4984	0	2019 2	INV	P	128.88	020619	1417 cleaning	
						603.48			
ACCOUNT TOTAL						603.48			
ORG 58073000 TOTAL						15,155.82			
58074000		VT 5307 Operations							
58074000 632101		Uniforms							
000410 EJ ARENA SPORTS, INC	4982	0	2019 2	INV	P	234.00	020619	1349 uniforms hopfensper	
001396 UNIFIRST CORPORATION	6723	0	2019 2	INV	P	36.96	pcard	Uniforms and laundr	
ACCOUNT TOTAL						270.96			
58074000 632200		Gas Purchases							
000763 KWIK TRIP, INC	5330	0	2019 2	INV	P	1,545.47	021319	1469 fuel	
001608 GARROW OIL CORPORATI	5574	0	2019 2	INV	P	150.00	022019	1558 additive	
001608 GARROW OIL CORPORATI	5587	190145	2019 2	INV	P	16,491.14	022019	1558 #1 Ultra Low Sulfur	
						16,641.14			
001610 GARROW PROPANE CORPO	5807	0	2019 2	INV	P	320.00	pcard	Diesel 911	
ACCOUNT TOTAL						18,506.61			
58074000 632602		Tires							
001926 GOODYEAR TIRE AND RU	5597	190149	2019 2	INV	P	1,251.44	022019	1559 Bus tire lease	
001996 MATTHEWS TIRE, INC.	6610	0	2019 2	INV	P	717.49	pcard	Tires	
ACCOUNT TOTAL						1,968.93			
58074000 643000		Health Services							
001588 THEDACARE, INC.	5263	0	2019 2	INV	P	91.79	pcard	DOT Screen	

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YEAR/PERIOD: 2019/2 TO 2019/2	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
	001588 THEDACARE, INC.	5264	0	2019 2	INV P	193.76 pcard	DOT Screen
	001588 THEDACARE, INC.	5801	0	2019 2	INV P	292.95 pcard	DOT physical
						578.50	
					ACCOUNT TOTAL	578.50	
					ORG 58074000 TOTAL	21,325.00	
58075000				VT 5307	ADA Paratransit		
58075000	632002				Outside Printing		
	001121 QUICK PRINT CENTER,	6721	0	2019 2	INV P	629.83 pcard	Envelopes, ADA flye
					ACCOUNT TOTAL	629.83	
58075000	640800				Contractor Fees		
	001186 RUNNING, INC.	5539	0	2019 2	INV P	134,647.55 022019	1600 jan vtII elderly an
					ACCOUNT TOTAL	134,647.55	
					ORG 58075000 TOTAL	135,277.38	
58076000				VT 5307	Ancillary Paratransit		
58076000	640800 1806				Contractor Fees		
	001186 RUNNING, INC.	5539	0	2019 2	INV P	2,454.30 022019	1600 jan vtII elderly an
					ACCOUNT TOTAL	2,454.30	
58076000	640800 1807				Contractor Fees		
	001186 RUNNING, INC.	5539	0	2019 2	INV P	422.30 022019	1600 jan vtII elderly an
					ACCOUNT TOTAL	422.30	
58076000	640800 1808				Contractor Fees		
	000750 KOBUSSEN BUSES, LTD	5550	0	2019 2	INV P	40,498.50 022019	1567 jan specialized tra
					ACCOUNT TOTAL	40,498.50	
58076000	640800 1809				Contractor Fees OC Demand Resp		
	000750 KOBUSSEN BUSES, LTD	5549	0	2019 2	INV P	14,893.41 022019	1567 jan rural service
					ACCOUNT TOTAL	14,893.41	
58076000	640800 1813				Contractor Fees-Neenah DAR		
	000528 FOX VALLEY CAB	5554	0	2019 2	INV P	6,006.00 022019	1556 nwdar jan service n
	000528 FOX VALLEY CAB	5555	0	2019 2	INV P	1,197.00 022019	1556 nwdar jan services
	000528 FOX VALLEY CAB	5556	0	2019 2	INV P	346.50 022019	1556 nwdar jan services
						7,549.50	
					ACCOUNT TOTAL	7,549.50	

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City of Appleton  
INVOICE LIST BY GL ACCOUNT



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YEAR/PERIOD: 2019/2	TO 2019/2							
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION	
58076000 640800 1818 001621 CALUMET COUNTY	5553	0	2019 2	INV P	860.57	022019	1539 van service	
				ACCOUNT TOTAL	860.57			
58076000 640800 1819 001186 RUNNING, INC.	5540	0	2019 2	INV P	28,610.00	022019	1600 connector jan servi	
				ACCOUNT TOTAL	28,610.00			
58076000 640800 1820 001186 RUNNING, INC.	5540	0	2019 2	INV P	7,903.50	022019	1600 connector jan servi	
				ACCOUNT TOTAL	7,903.50			
				ORG 58076000 TOTAL	103,192.08			
=====								
	FUND 580 Valley Transit			TOTAL:	331,709.92			
=====								



Date: March 21, 2019

To: City of Appleton Common Council  
Fox Cities Transit Commission

From: Ron McDonald *REM*

### Award Recommendation to Replace Scheduling & Dispatch Software

#### BACKGROUND

Valley Transit owns scheduling and dispatch software, which is used by staff and our paratransit contractor (Running Inc) to manage daily demand response trips. The software manages data for rides provided under four transportation services/programs: Valley Transit II; Senior Transportation Service; The Connector; and Outagamie County Human Services Transportation. Valley Transit staff uses the software to enter eligible riders, track data from each ride, view reports and monitor services provided by Running Inc. Running Inc uses the software to determine the eligibility of each requested trip, record trip reservations and produce daily manifests for each vehicle. The current software, called NOVUS – PASS, was purchased in 2001 and has surpassed its useful life. This software has many weaknesses that are expected from a product that is nearly 2 decades old. For example, the system does not use in-vehicle tablets, which severely limits the resulting data, does not provide vehicle tracking, cannot support real-time adjustments to vehicle manifests and reduces the overall effectiveness of the service.

In preparation for this procurement, Valley Transit staff began formulating a request for proposal (RFP) to solicit contractors to provide a new scheduling and dispatch software product. As part of this process staff reviewed RFP documents used by other transit systems that recently purchased similar software. The scope of work also took into consideration lessons learned from the previous software. Valley Transit required a software solution that was easy for staff to maintain and included the following features: cloud-based server; onboard tablet; improved reporting; increased on-time performance; increased install and acceptance terms; and proven success at similar sized transit systems. All of these issues were incorporated into the RFP document for consideration and review during the evaluation process.

The RFP document was sent directly to vendors who were known demand response software suppliers; posted on the State of Wisconsin's Vendornet system; and advertised online with the *Post-Crescent* and *Passenger Transport* (transit publication). Proposals were due on February 27, 2019. Three proposals were received: Ecolane USA, Inc. (Wayne, PA); CTS (Swansboro, NC); and HBSS (Lowell, MA). All proposals met the mandatory requirements in response to the RFP.



## **ANALYSIS**

An evaluation team was assembled to review the proposals. Each proposal was evaluated by the evaluation team based on the proposed solution, experience/qualifications, technical support, training & price. City of Appleton IT and planning/GIS staff were consulted on the system specification and applicable elements within each proposal received. The evaluation team agreed that one of the three vendors was able to move forward with the evaluation. This vendor was then invited to a demonstration and interview on March 14, 2019. After considering all factors, the evaluation team unanimously concluded that Ecolane USA, Inc. (Wayne, PA) had proposed the best solution for Valley Transit.

Ecolane's scheduling and dispatch software is used by over 150 transit agencies in 25 states, including three properties in Wisconsin. All references checked came back with very positive comments and all cite a track record of continual service improvements (rides/hour) resulting from use of Ecolane's software.

A summary of the tools & features of the new system includes: cloud-based server; data security measures; effective training & support; web interface for all browsers; detailed client screen; GTFS interface (displays when bus is better option); vehicle tracking; detailed reports & ability to create ad-hoc reports; administrative software with custom user permissions; and access to data in established reports or raw format.

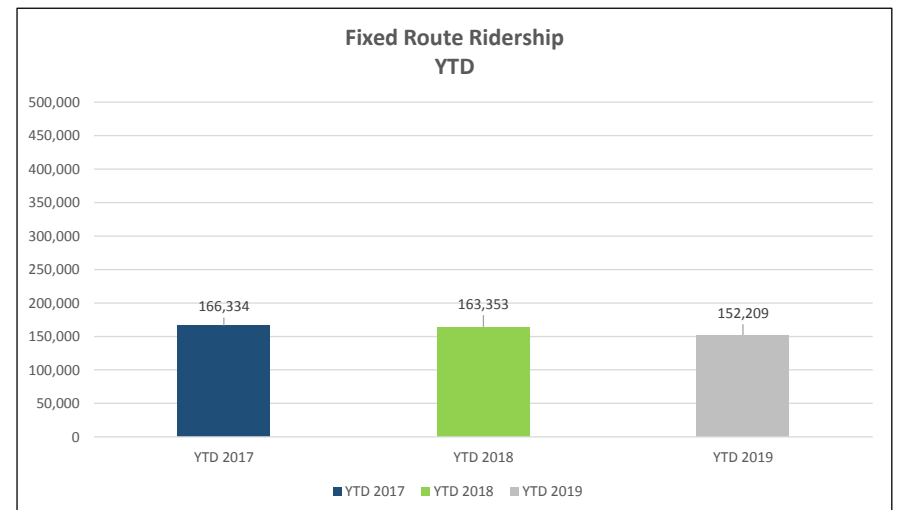
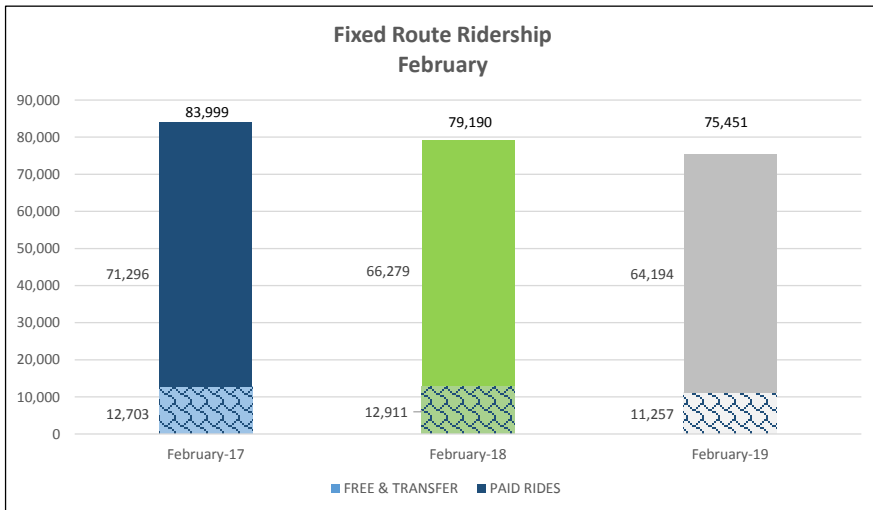
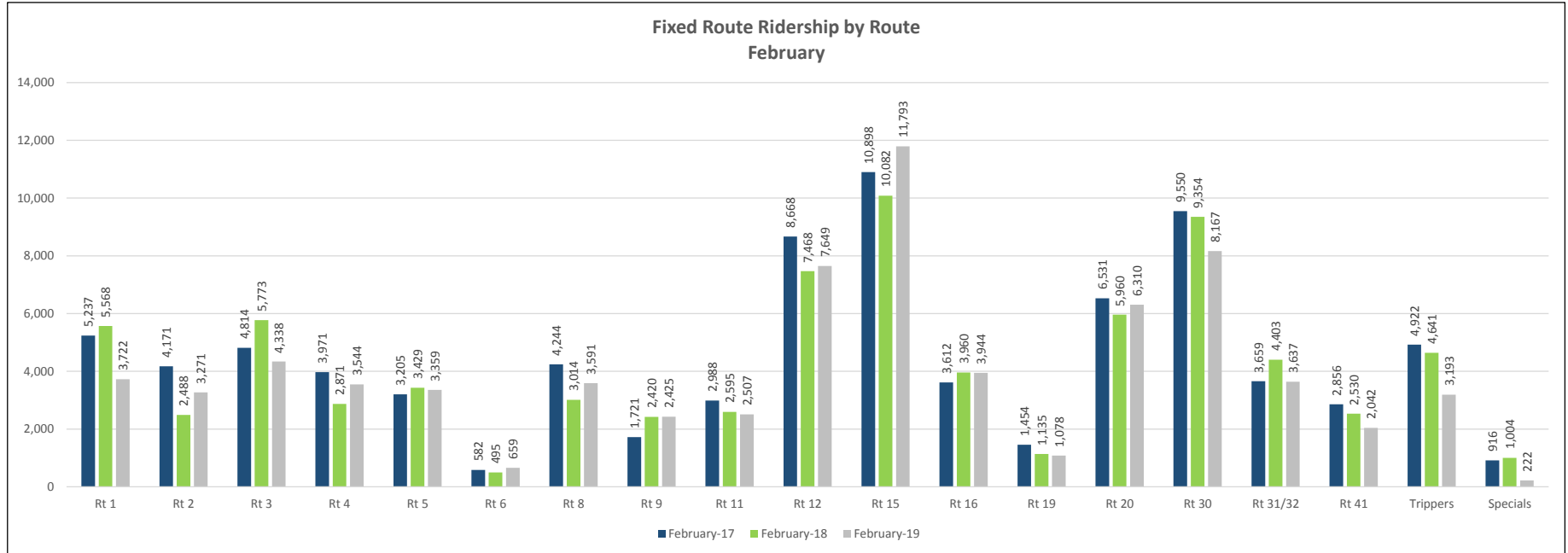
## **FISCAL IMPACT**

Valley Transit's 2019 budget includes \$250,000 for this project. The project will have a total year-one fiscal impact of \$188,074, which is 25% under budget. The project includes an additional support agreement for project years 2-5 with an annual fee of \$7,399.68.

## **RECOMMENDATION**

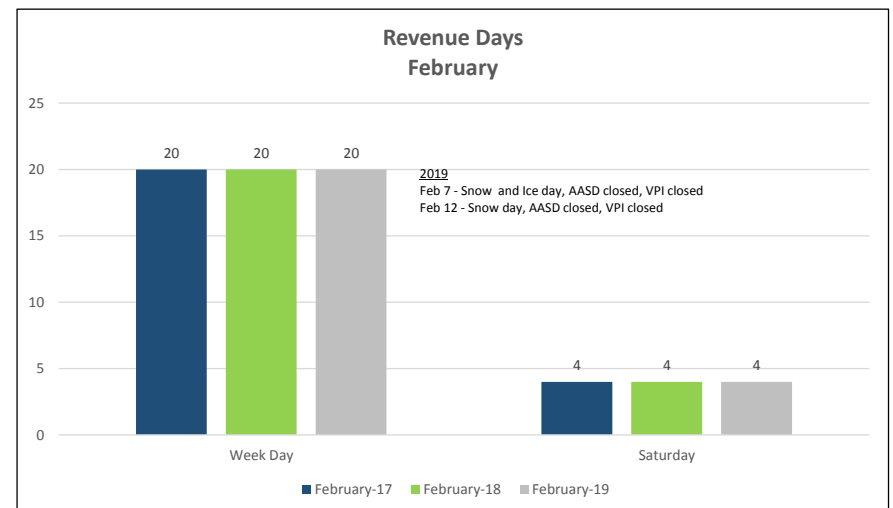
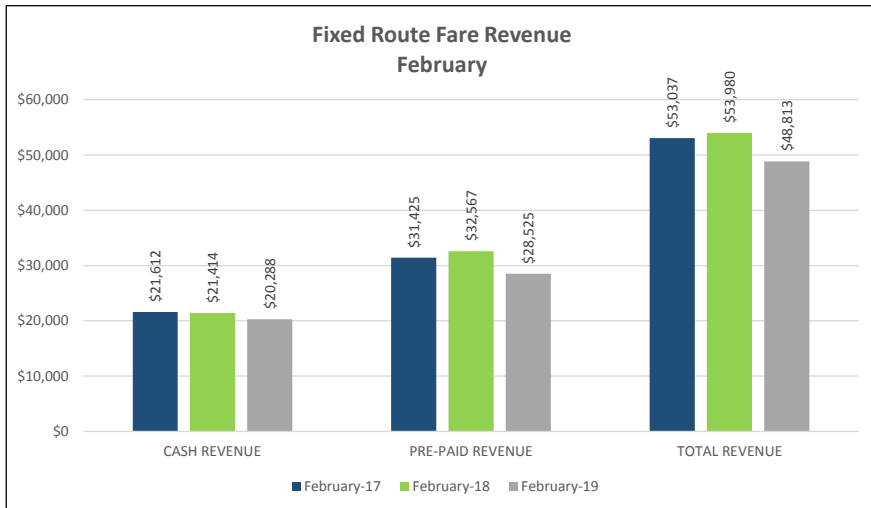
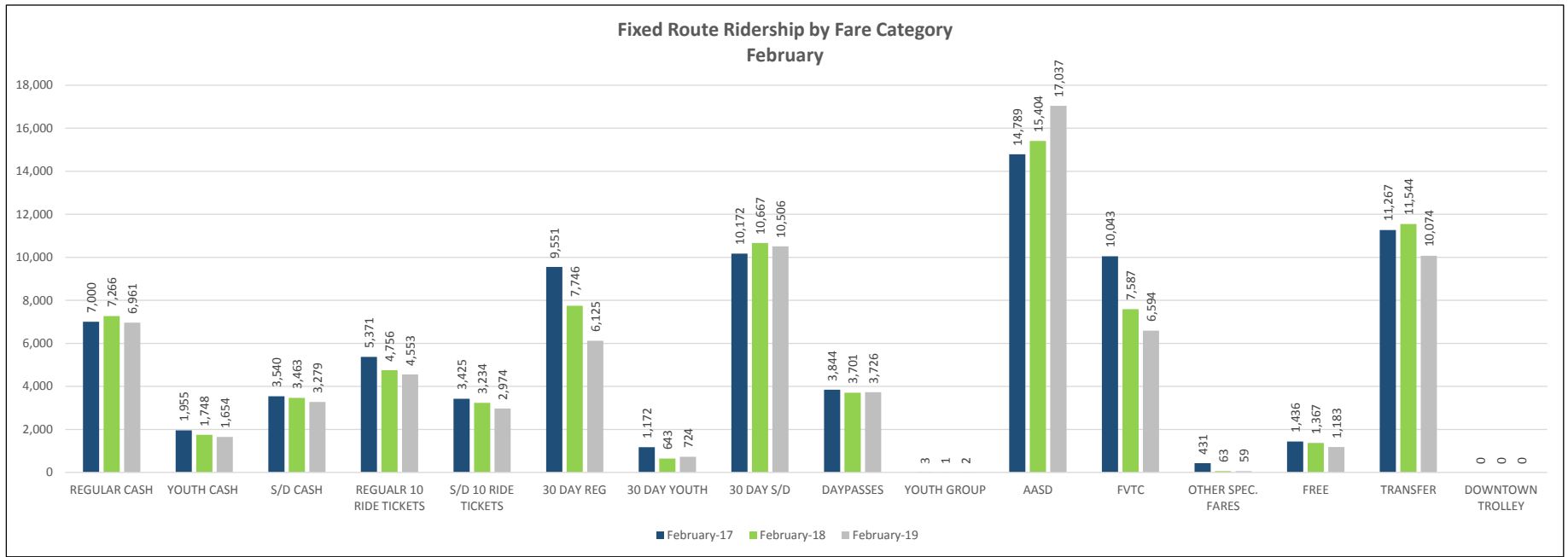
Staff recommends authorization for Valley Transit to enter into a 5-year contract with Ecolane USA, Inc. to provide Scheduling & Dispatch Software according to the amounts listed above.

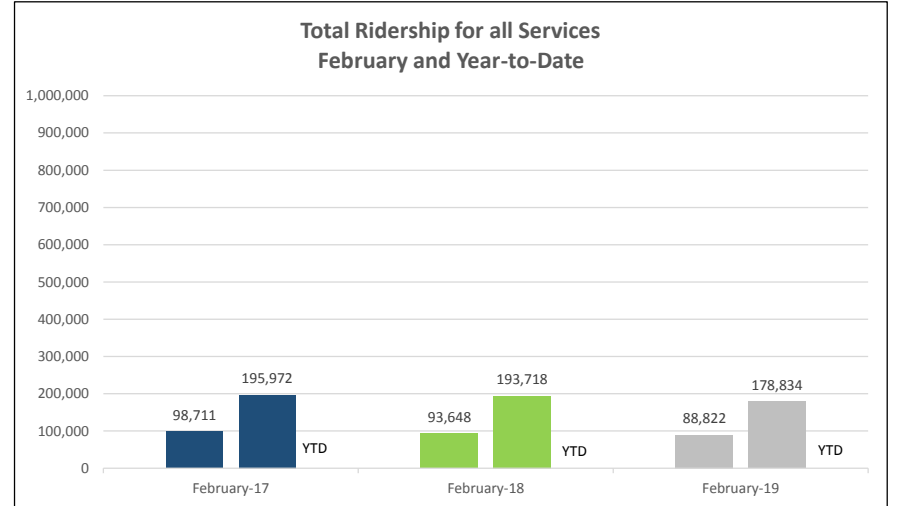
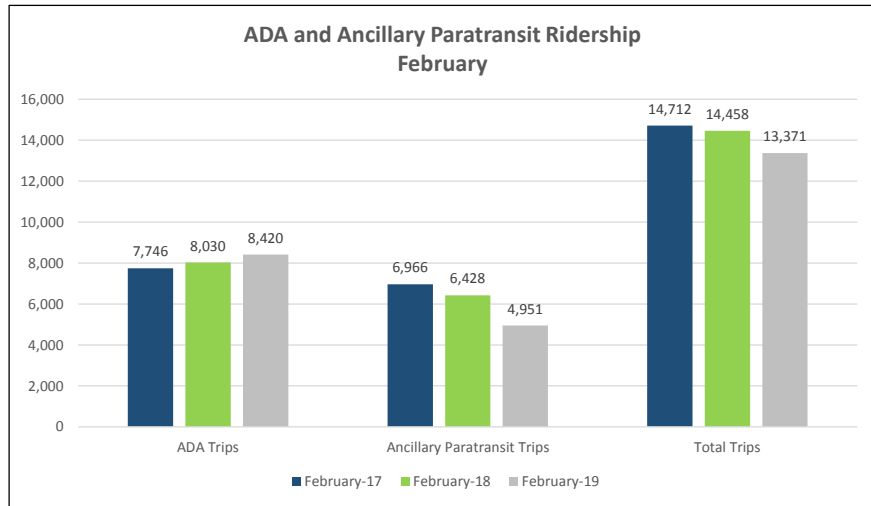
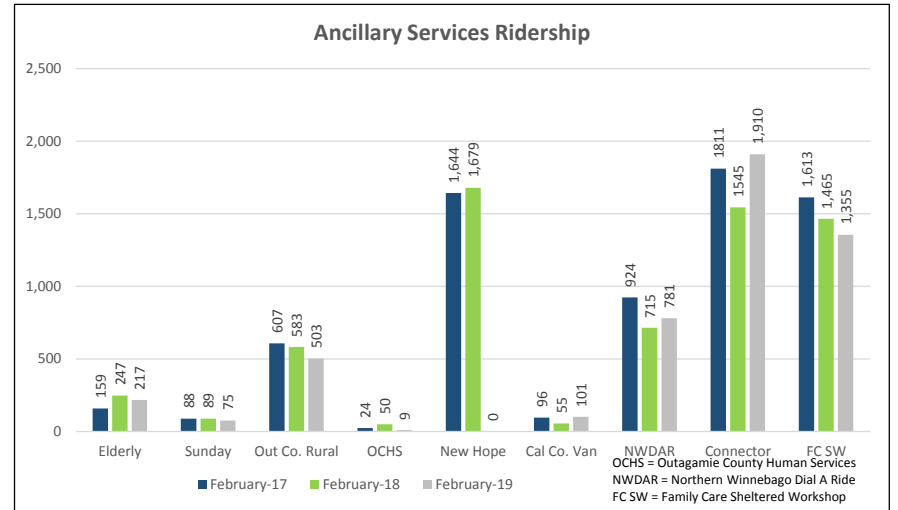
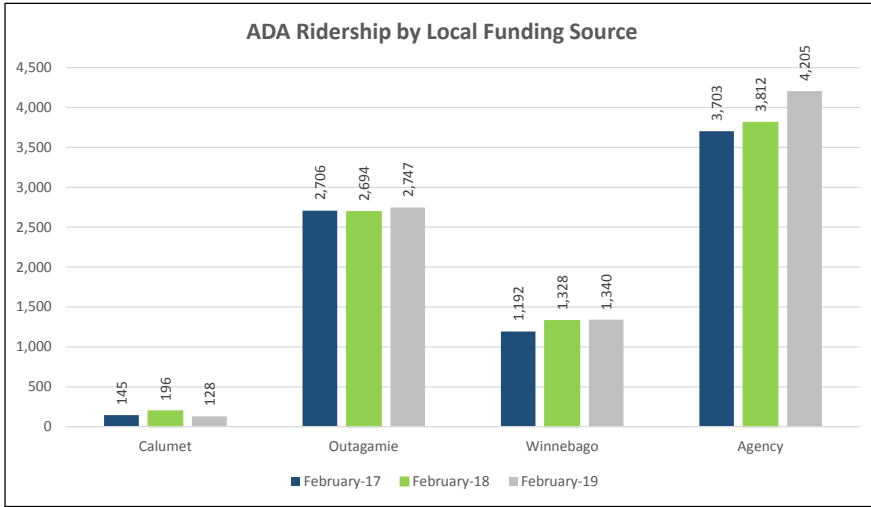
## Valley Transit Ridership Report February 2018





## Valley Transit Ridership Report February 2018





**City of Appleton**  
**VALLEY TRANSIT INCOME STATEMENT**  
**For two months Ending February 28, 2019**

Description	Month of February Actual	Prior Year February	YTD As of February Actual	Prior YTD February	2019 Amended Budget	2019 % of Total Budget
<b>REVENUES</b>						
Bus Fare Revenue	73,976	53,982	125,508	104,576	943,218	13.31%
Paratransit Fare Revenue	56,680	55,774	115,539	117,578	751,370	15.38%
Total Fare Revenue	130,656	109,756	241,047	222,154	1,694,588	14.22%
Other Charges for Service	7,648	-	14,935	1,900	55,000	27.15%
Other Revenues	-	2,990	685	6,054	14,000	4.89%
<b>TOTAL REVENUES</b>	<b>138,304</b>	<b>112,746</b>	<b>256,667</b>	<b>230,108</b>	<b>1,763,588</b>	<b>14.55%</b>
<b>EXPENSES BY LINE ITEM</b>						
Regular Salaries & Labor pool alloc	197,337	225,352	345,750	375,641	2,995,362	11.54%
Call Time	-	-	-	-	-	-
Overtime	22,546	7,424	33,072	14,868	71,713	46.12%
Incentive Pay	-	-	-	-	1,335	0.00%
Other Compensation	500	500	500	500	-	-
Fringes	83,116	78,771	141,672	137,252	1,257,585	11.27%
Unemployment Compensation	-	1,399	-	1,399	-	-
Salaries & Fringe Benefits	303,499	313,446	520,994	529,660	4,325,995	12.04%
Training & Conferences	484	692	489	692	25,000	1.96%
Employee Recruitment	787	287	787	287	4,200	18.74%
Parking Permits	-	-	-	-	150	0.00%
Office Supplies	96	264	1,033	264	5,000	20.66%
Subscriptions	-	98	135	23	1,735	7.78%
Memberships & Licenses	1,340	640	5,265	5,315	5,472	96.22%
Postage & Freight	-	207	59	155	4,300	1.37%
Awards & Recognition	40	-	134	-	900	14.89%
Food & Provisions	560	128	560	128	1,200	46.67%
Insurance	-	-	-	-	227,006	0.00%
Insurance dividend & return of surplus	-	-	-	-	-	-
Depreciation Expense	-	-	-	-	672,264	0.00%
Administrative Expenses	3,307	2,316	8,462	6,864	947,227	0.89%
Landscape Supplies	-	-	-	-	3,000	0.00%
Shop Supplies & Tools (& misc)	2,902	5,599	7,999	5,504	53,200	15.04%
Printing & Reproduction	2,603	684	2,639	502	27,136	9.73%
Uniforms	326	110	546	1,015	5,000	10.92%
Gas Purchases	18,748	32,207	44,234	85,137	605,000	7.31%
Safety Supplies	-	-	-	-	500	0.00%
Vehicle & Equipment Parts	10,028	34,802	24,755	41,844	252,500	9.80%
Miscellaneous Equipment	921	683	921	1,538	26,600	3.46%
Signs	-	-	15,891	-	2,000	794.55%
Supplies & Materials	35,528	74,085	96,985	135,540	974,936	9.95%
Accounting/Audit	-	-	-	-	10,290	0.00%
Bank Services	-	-	256	298	3,000	8.53%
Consulting Services	-	-	-	-	-	0.00%
Collection Services	56	263	255	263	4,600	5.54%

**City of Appleton**  
**VALLEY TRANSIT INCOME STATEMENT**  
**For two months Ending February 28, 2019**

Description	Month of February Actual	Prior Year February	YTD As of February Actual	Prior YTD February	2019 Amended Budget	2019 % of Total Budget
Contractor Fees	253,171	259,820	504,887	543,753	3,735,669	13.52%
Temp Help	2,870	1,442	4,674	-	5,000	93.48%
Advertising	6,000	2,996	7,229	3,496	50,309	14.37%
Health Services	795	1,700	1,501	269	9,200	16.32%
Snow Removal Services	13,240	-	13,240	-	15,000	88.27%
Laundry Services	1,043	-	1,501	(229)	6,916	21.70%
Other Contracts/Obligations	603	486	722	646	99,472	0.73%
Purchased Services	277,778	266,707	534,265	548,496	3,939,456	13.56%
Electric	5,111	4,940	10,405	9,999	55,000	18.92%
Gas	3,718	4,446	6,792	7,278	25,000	27.17%
Water	446	515	446	515	7,850	5.68%
Waste Disposal/Collection	194	225	194	225	3,124	6.21%
Stormwater	607	529	607	529	9,401	6.46%
Telephone	760	1,208	1,260	1,633	8,600	14.65%
Utilities	10,836	11,863	19,704	20,179	108,975	18.08%
Building Repair & Maintenance	370	-	370	29	-	-
Vehicle Repair & Maintenance	515	204	884	204	17,450	5.07%
Equipment Repair & Maintenance	184	1,476	21,164	3,120	13,250	159.73%
FMD Charges & Material	-	-	10,285	13,802	129,226	7.96%
Software Support	5,962	-	6,962	1,000	73,800	9.43%
CEA Equipment Rental	-	-	-	-	2,000	0.00%
Repairs & Maintenance	7,031	1,680	39,665	18,155	235,726	16.83%
Total Operating Expenses	637,979	670,097	1,220,075	1,258,894	10,532,315	11.58%
OPERATING INCOME (LOSS)	(499,675)	(557,351)	(963,408)	(1,028,786)	(8,768,727)	
<b>NON-OPERATING REVENUES</b>						
Federal Support	27,788	30,950	27,788	30,950	2,994,136	0.93%
State Support	-	-	-	-	2,736,001	0.00%
Appleton Support	-	-	-	-	660,829	0.00%
Other Local Support	485,503	630,967	485,503	630,967	1,610,003	30.16%
Investment Income	-	-	-	(5,178)	12,500	0.00%
Donations	126	4,163	4,289	8,330	62,678	6.84%
Fund Balance Applied	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	513,417	666,080	517,580	665,069	8,076,147	6.41%
Buildings	-	-	-	-	20,000	0.00%
Machinery & Equipment	-	94,005	-	94,005	250,000	0.00%
Vehicles	-	-	-	-	25,000	0.00%
Capital Expenditures	-	94,005	-	94,005	50,000	0.00%
					345,000	0.00%
NET INCOME (LOSS)	13,742	14,724	(445,828)	(457,722)	(1,037,580)	

**City of Appleton**  
**PURCHASED TRANSPORTATION**  
**For two months Ending February 28, 2019**

Description	Month of February Actual	Prior Year February	YTD As of February Actual	Prior YTD February	2019 Amended Budget	2019 % of Total Budget
<b>PURCHASED TRANSPORTATION EXPENSE</b>						
VTII - Disabled	139,268	144,869	273,916	296,695	1,871,109	14.64%
VTII - Elderly	3,505	3,989	5,959	8,414	64,120	9.29%
PT - Optional (Sunday)	1,211	1,437	1,633	2,713	21,984	7.43%
Family Care Sheltered Workshop	37,962	39,627	78,461	85,904	547,625	14.33%
Outagamie County Demand Response Rural	16,433	13,487	34,500	29,808	225,406	15.31%
Outagamie County Human Services Transportation	145	808	145	1,664	12,824	1.13%
Neenah Dial - A - Ride	10,934	10,010	21,000	20,776	150,920	13.91%
Calumet County New Hope	-	14,787	-	32,448	-	0.00%
Calumet County Van Service	2,673	1,721	5,276	3,268	34,650	15.23%
Connector - Extended Service Hours	36,608	29,747	65,218	61,464	487,808	13.37%
Connector - Extended Service Area	9,840	7,852	17,744	15,909	116,133	15.28%
Downtown Trolley	-	-	-	-	30,379	0.00%
Total Purchased Transportation	258,579	268,334	503,852	559,063	3,562,958	14.14%