



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appleton.org](http://www.appleton.org)

## Meeting Agenda Fox Cities Transit Commission

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Wednesday, May 27, 2015

3:00 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  
[15-866](#) Approval of Minutes from April 22, 2015

**Attachments:** [Meeting Minutes 04-22-15.pdf](#)

4. **Public Hearings/Apearances**  
[15-867](#) Public Participation on Agenda Items

5. **Action Items**

[15-868](#) Election of Chair and Vice-Chair, Meeting Date and Time, Designate Deborah Wetter as the Contact Person for the Commission

[15-869](#) Approval of Payments

**Attachments:** [Check Register 04-15-15 through 05-18-15.pdf](#)

[15-870](#) Approve Budget Amendment for Federal Transit Administration Section 5310 Grant Funds

**Attachments:** [FCTC 5310 budget amendment memo.pdf](#)

[15-871](#) Authorization to Award Federal Transit Administration Section 5310 Grant Funds to Lutheran Social Services for Provision of Mobility and Volunteer Ride Programs

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

- [15-872](#) Authorization to Award a Contract to Compass Group USA, Inc. for the Provision of Vending Machine Services in Valley Transit's Buildings

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

- [15-873](#) Approve Valley Transit Near Term Action Plan and Schedule

**Attachments:** [Valley Transit Strategic Plan - Near Term Action Plan.pdf](#)

## 6. Information Items

- [15-874](#) April Ridership and Revenue

**Attachments:** [April Ridership and Revenue.pdf](#)

- [15-875](#) April Financials

**Attachments:** [April Financials.pdf](#)

- [15-876](#) Introduction of New Road Supervisor - Michelle Knox

- [15-877](#) Pending Items

**Attachments:** [Pending Items.pdf](#)

## 7. Adjournment

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

*For questions on this agenda, please contact Deborah Wetter at 920.832.5800.*

**MINUTES - FOX CITIES TRANSIT COMMISSION**  
April 22, 2015

**Commissioners Present**

Chairperson Chuck Rundquist  
Vice Chairperson Carolyn Mewhorter  
Aldersperson Kyle Lobner  
Aldersperson Christine Williams  
Carol Kasimor  
George Dearborn  
Jeff McCabe  
Joel Gregozeski  
Rick Detienne  
Travis Parish

**Commissioners Excused**

Bob Buckingham  
Bruce Sherman  
Linda Stoll  
Trish Nau

**Valley Transit Staff**

Deborah Wetter, General Manager  
Nikki Voelzke, Community Relations Specialist  
Jay Wolfgram, Road Supervisor  
Lisa Laughlin, Communications Technician

**Others Present**

Amanda Jadin, Assistant City Attorney

Chairperson Chuck Rundquist called the meeting to order at 3:01 p.m.

**APPROVAL OF MINUTES**

There being no questions or corrections to the minutes of the March 25, 2015 meeting, Commissioner Kyle Lobner moved that the minutes be approved which was seconded by Commissioner Rick Detienne. The minutes were approved (9/0).

Commissioner Joel Gregozeski arrived at 3:02 p.m.

**APPEARANCES**

**Public Participation of Agenda Items**

There was no public participation on the agenda items.

**ACTION ITEMS**

**Approval of Payments**

General Manager, Deborah Wetter presented the check register for the period 03/27/15 through 04/14/15. There being no questions on the items on the check register, a motion was made by Commissioner Carol Kasimor and seconded by Commissioner George Dearborn to accept the payments 03/17/15 through 04/14/15. The motion carried (10/0).

**Authorization to Award a Contract to Lamers Bus Lines for the Provision of a Construction Circulator Service**

Ms. Wetter reported that due to the construction at the Highway 441 and Appleton Road interchange Valley Transit needed to split route 30 and modify route 1. This created a gap in service between Goodwill and Piggly Wiggly and the need for additional buses and drivers that Valley Transit just does not have at this time. Ms. Wetter made a recommendation to award a contract to Lamers Bus Lines for the provision of a construction circulator service.

Ms. Wetter is going to continue to work with the Wisconsin Department of Transportation for some type of reimbursement for the interruption of the public transportation system.

A motion was made by Commissioner Jeff McCabe and seconded by Commissioner George Dearborn to approve the authorization to award a contract to Lamers Bus Lines for the provision of a construction circulator service. The motion carried (10/0).

### **INFORMATION ITEMS**

#### **Valley Transit Strategic Plan Communications Plan**

Community Relations Specialist, Nikki Voelzke presented the Valley Transit Strategic Plan Communications Plan. She outlined a communications plan to raise public awareness and afford the community leaders, stakeholders and constituents the opportunity to be engaged and involved in the implementation of the strategic plan. Ms. Voelzke gave a brief overall synopsis of the plan and discussed a timeline and a number of resources needed to accomplish this task. Ms. Voelzke will be issuing progress updates to the Commission at the October, 2015 and April, 2016 meetings.

#### **Strategic Plan – Near Term Action Plan**

Ms. Wetter presented the Strategic Plan – Near Term Action Plan in draft form to the Commission for review. The plan addresses implementation of the Strategic Plan recommendations for Valley Transit over the 12 months. The focus is to optimize Valley Transit's available existing resources without requiring additional funding. On time performance continues to be the number one focus for Valley Transit. After review this document will become an action item on the May agenda.

#### **March Ridership and Revenue**

Ms. Wetter reported that ridership for March was up 1.3% over last year and up 4.3% year-to date. Revenue was up 1.2% over last year and 14.0% year-to-date.

The Fox Valley Technical College rides continue to increase. March saw 8908 rides, bringing the year to 23,528 total rides.

#### **March Financials**

Ms. Wetter presented the March financials. At this time Valley Transit's revenue and expenses are under budget.

#### **Introduction of New Road Supervisor – Jay Wolfgram**

Ms. Wetter introduced the new Road Supervisor, Jay Wolfgram. Jay began his career with Valley Transit on March 30, 2015.

#### **Pending Items**

There are no additions to the pending items at this time.

### **ADJOURNMENT**

The next meeting will be on Wednesday, May 27, 2015 at 3:00 p.m. The meeting adjourned at 3:56 p.m.

Respectfully submitted,

  
Mrs. Deborah Wetter, General Manager

Check Register with General Ledger Accounts  
Check Date 04/15/15 thru 05/18/15

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Date - 05/19/15

Check No.	Check Date	Payee Number	Payee Name	Voucher Number	Explanation -Remark-	Payment Amount	Bus. Unit	Obj Acct	Sub	Subl	Voucher Amount	Dis Take
514630	04/15/15	8168	AIRGAS USA, LLC	354435	oxygen cylinder rent	43.49-	5820	6309	1		43.49	
total											43.49	
514638		7894	BAKER TILLY VIRCH	354438	12/31/14 audit	6,086.00-	5810	6401			6,086.00	
total											6,086.00	
514657		182561	ERGOMETRICS & APP	354442	transit operator tes	178.60-	5810	6205			178.60	
total											178.60	
514667		162886	FOX VALLEY CAB	354447	march nw-dar neenah/	8,354.00-	5860	4875		1813	1,974.00-	
				354447	march nw-dar neenah/		5860	4875		1813	343.00-	
				354447	march nw-dar neenah/		5860	4875		1813	577.50-	
				354447	march nw-dar neenah/		5860	6408		1813	7,695.00	
				354447	march nw-dar neenah/		5860	6408		1813	1,323.00	
				354447	march nw-dar neenah/		5860	6408		1813	2,230.50	
total											8,354.00	
514674		12351	GANNETT WISCONSIN	354448	annual report packag	824.40-	5810	6412			824.40	
total											824.40	
514675		217365	GARROW OIL MARKET	354451	oil	5,320.69-	5840	6326	3		2,715.00	
total											2,715.00	
514678		162894	GILLIG LLC	354452	bus parts	2,381.26-	5820	6326			2,381.26	
total											2,381.26	
514690		152178	KIDZ KAB, LLC	354458	march call a ride	611.00-	5860	4875		1814	94.00-	
				354458	march call a ride		5860	6408		1814	705.00	
total											611.00	
514691		17806	KOBUSSEN BUSES, L	354459	march rural fares	54,500.16-	5860	4875		1809	3,252.00-	
				354459	march rural fares		5860	6408		1809	14,550.76	
				354460	march sheltered work		5860	6408		1808	43,201.40	
total											54,500.16	
514705		268787	NEW FLYER PARTS	354468	bus parts	800.92-	5820	6326			800.92	
total											800.92	
514719		246271	RUNNING, INC.	354473	ochst feb service	218.35-	5860	6408		1810	218.35	
total											218.35	
514745		189069	UNIFIRST CORPORAT	354480	mats, uniforms	1,024.78-	5820	6451			25.75	
				354480	mats, uniforms		5830	6451			44.60	
				354481	uniforms		5840	6321	1		57.04	
total											127.39	
514748		8651	UNIVERSITY OF WIS	354486	ftc video taping	90.00-	5810	6408			90.00	
total											90.00	
514768		112820	WG, INC.	354495	stand up posters	96.65-	5810	6320	2		96.65	
total											96.65	
514778		6664	WISCONSIN DEPARTM	354649	backgrounds	1,231.00-	5810	6205			20.00	
total											20.00	
514815	04/23/15	117938	ADVANCED DISPOSAL	354782	refuse collection	2,293.64-	5830	6407			183.00	

Check Register with General Ledger Accounts  
Check Date 04/15/15 thru 05/18/15

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Date - 05/19/15

Check No.	Check Date	Payee Number	Payee Name	Voucher Number	Explanation -Remark-	Payment Amount	Bus. Unit	Obj Acct	Sub	Sub1	Voucher Amount	Dis Take
total											183.00	
514824		15798	BELSON COMPANY	354823	BW40000	2,972.59-	580	2160			1,099.87	
total											1,099.87	
514826		182019	CALUMET COUNTY DE	354720	march services/fares	738.33-	5860	4230		1818	1,075.68	
				354720	march services/fares		5860	4875		1818	2,955.55-	
				354720	march services/fares		5860	6408		1818	2,618.20	
total											738.33	
514850		252304	GENFARE, DIVISION	354835	CS_REPHOUR	234.36-	580	2160			234.36	
total											234.36	
514877		116759	NEW HOPE CENTER.	354727	march 2015 services	14,158.10-	5860	6408		1815	14,158.10	
total											14,158.10	
514891		288606	POMP'S TIRE - APP	354846	305/70R22.5/20 CNTNT	1,430.22-	580	2160			1,430.22	
total											1,430.22	
514899		246271	RUNNING, INC.	354732	OCHST march services	164,323.70-	5860	6408		1810	1,414.65	
				354733	VTII Premium		580	2130			8,100.00	
				354733	VTII Agency		580	2132			15,825.60	
				354733	Basic Tick. Local		580	2132			11,046.40	
				354733	Prem. Tick Local		580	2132			8,410.50	
				354733	VTII Basic		580	2133			8,658.40	
				354733	Community Care OC		5850	4230			10,554.55-	
				354733	Family Care WC		5850	4230			4,287.50-	
				354733	Community Care CC		5850	4230			2,222.45-	
				354733	IRIS		5850	4230			2,392.40-	
				354733	Tickets		5850	4875		1805	32,584.00-	
				354733	VTII Cash Fares		5850	4875		1805	4,470.00-	
				354733	VT II		5850	6408		1805	135,508.20	
				354733	fuel escalator		5850	6408			3,833.45-	
				354733	Elderly Fares		5860	4875		1806	1,016.00-	
				354733	Sunday Fares		5860	4875		1807	792.00-	
				354733	Elderly		5860	6408		1806	4,102.10	
				354733	Sunday		5860	6408		1807	1,162.80	
				354734	Connector Tickets		580	2131			2,032.00	
				354734	Agency Local Share		580	2131			2,040.00	
				354734	Agency Local Share		5860	4230		1819	2,040.00-	
				354734	Connector ESA Fares		5860	4875		1820	977.00-	
				354734	Connector ESH Fares		5860	4875		1819	6,129.00-	
				354734	ESA Ticket Revenue		5860	4875		1820	799.00-	
				354734	ESH Ticket Revenue		5860	4875		1819	1,233.00-	
				354734	Connector ESA		5860	6408		1820	9,102.00	
				354734	Connector ESH		5860	6408		1819	31,411.20	
				354734	Fuel escalator/deesc		5860	6408		1819	1,159.80-	
total											164,323.70	
514925		37022	WE ENERGIES	354810	6404-083-107	12,023.81-	5810	6413	2		16.14	
total											16.14	
514949	04/29/15	224354	ABC COMPANIES	354969	bus parts	1,022.64-	5820	6326			1,022.64	
total											1,022.64	
514958		58712	AT&T	355033	4/15 security system	375.04-	5810	6413	7		150.01	
total											150.01	
514967		90780	CADRE OF PREMIER	354859	survey work	2,236.14-	5810	6411			2,236.14	
total											2,236.14	
514972		126383	CELLCOM APPLETON	354971	cell charges	126.28-	5810	6413	7		126.28	

Check No.	Check Date	Payee Number	Payee Name	Voucher Number	Explanation -Remark-	Payment Amount	Bus. Unit	Obj Acct	Sub	Sub1	Voucher Amount	Dis Take
total											126.28	
514986		95126	EJ ARENA SPORTS.	354975	uniforms	385.00-	5840	6321	1		385.00	
total											385.00	
514993		70519	FICO, JAMES M. PH	354871	assist. gm testing	1,425.00-	5810	6205			475.00	
				354871	assist. gm testing		5810	6205			475.00	
				354977	road supervisor test		5810	6205			475.00	
total											1,425.00	
515017		18438	LEVENHAGEN OIL CO	354879	fuel	29,573.42-	5840	6322			13,103.21	
total											13,103.21	
515020		162907	MCI SERVICE PARTS	354881	bus parts	2,195.24-	5820	6326			2,195.24	
total											2,195.24	
515025		281851	MORNING STAR GARD	354983	spring clean up	257.50-	5830	6308	99		257.50	
total											257.50	
515029		268787	NEW FLYER PARTS	354883	bus parts	661.40-	5820	6326			588.04	
				354884	bus parts		5820	6326			81.06	
				354885	bus parts		5820	6326			22.08-	
				354886	bus parts		5820	6326			177.36-	
				354985	bus parts		5820	6326			267.30	
				354986	bus parts		5820	6326			75.56-	
total											661.40	
515031		95450	NOLTE'S TOWING AP	354888	401 towing	150.00-	5820	6417			150.00	
total											150.00	
515041		44636	QUICK PRINT CENTE	354889	detour maps	491.95-	5810	6320	2		196.75	
				354988	detour maps		5810	6320	2		295.20	
total											491.95	
515052		229147	SPRINT SOLUTIONS,	354990	monthly services	416.01-	5810	6413	8		416.01	
total											416.01	
515059		170093	THEDACARE AT WORK	354991	physicals	614.80-	5810	6430			210.00	
total											210.00	
515065		156401	TRUCK EQUIPMENT,	355061	bus parts	228.90-	5820	6326			76.30	
				355062	bus parts		5820	6326			152.60	
total											228.90	
515067		8942	ULTIMATE CLEANING	354993	tc cleanup	30,425.91-	5830	6599			65.00	
				354994	future neenah cleanu		5830	6599			85.92	
total											150.92	
515069		189069	UNIFIRST CORPORAT	354906	mats	906.74-	5820	6451			27.80	
				354906	mats		5830	6451			51.53	
				354907	mats		5830	6451			22.55	
				354997	mats, uniforms		5820	6451			25.75	
				354997	mats, uniforms		5830	6451			45.83	
				354998	uniforms		5840	6321	1		49.63	
				354999	uniforms		5840	6321	1		49.63	
total											272.72	
515074		37022	WE ENERGIES	355001	7216-827-232 Elec	122,942.85-	5810	6413	1		1,323.10	
				355001	7216-827-232 Gas		5810	6413	2		147.74	
				355001	5028-442-903		5810	6413	1		2,934.77	

Check No.	Check Date	Payee Number	Payee Name	Voucher Number	Explanation -Remark-	Payment Amount	Bus. Unit	Obj Acct	Sub	Subl	Voucher Amount	Dis Take
515074	04/29/15	37022	WE ENERGIES	355001	5070-604-479	122,942.85-	5810	6413	2		2,387.96	
				355001	0425-072-359		5810	6413	1		492.31	
total											7,285.88	
515088		52636	WISCONSIN PUBLIC	354914	branding ads	831.60-	5810	6412			831.60	
total											831.60	
515129	05/06/15	294969	AMG EMPLOYER SOLU	355136	ada certs	3,553.00-	5850	6599			3,553.00	
total											3,553.00	
515170		35641	GARROW OIL CORPOR	355146	fuel	13,857.64-	5840	6322			13,857.64	
total											13,857.64	
515182		19570	HYDROCLEAN EQUIPM	355151	preventative maint	512.00-	5820	6418			512.00	
total											512.00	
515220		207837	SPORTWORKS NORTHW	355204	APEX 3 BIKE RACK STA	2,722.05-	580	2160			2,722.05	
total											2,722.05	
515241		189069	UNIFIRST CORPORAT	355171	mats, uniforms	785.98-	5820	6451			25.75	
				355171	mats, uniforms		5830	6451			44.60	
				355172	mats		5830	6451			22.55	
total											92.90	
515290	05/13/15	224354	ABC COMPANIES	355402	Bus parts	193.76-	5820	6326			193.76	
total											193.76	
515295		8168	AIRGAS USA, LLC	355403	cylinder rental	124.80-	5820	6309	1		42.30	
				355404	lease		5820	6309	1		82.50	
total											124.80	
515336		162886	FOX VALLEY CAB	355343	Apr NW-DAR Neenah/He	8,703.00-	5860	4875		1813	2,282.00-	
				355343	Apr NW-DAR Neenah/He		5860	4875		1813	248.50-	
				355343	Apr NW-DAR Neenah/He		5860	4875		1813	493.50-	
				355343	Apr NW-DAR Neenah/He		5860	6408		1813	8,865.00	
				355343	Apr NW-DAR Neenah/He		5860	6408		1813	958.50	
				355343	Apr NW-DAR Neenah/He		5860	6408		1813	1,903.50	
total											8,703.00	
515341		162894	GILLIG LLC	355408	bus parts	4,548.67-	5820	6326			4,548.67	
total											4,548.67	
515353		152178	KIDZ KAB, LLC	355411	april call a ride	403.00-	5860	4875		1814	62.00-	
				355411	april call a ride		5860	6408		1814	465.00	
total											403.00	
515354		194520	KUETTEL'S SEPTIC	355412	floor pits cleaning	370.00-	5830	6416			370.00	
total											370.00	
515355		196091	KWIK TRIP, INC	355350	staff fuel	1,871.76-	5820	6322			233.23	
				355350	hydrid fuel		5840	6322			1,638.53	
total											1,871.76	
515371		163969	MOHAWK MANUFACTUR	355416	bus parts	121.62-	5820	6326			110.34	
				355417	bus parts		5820	6326			11.28	
total											121.62	
515373		268787	NEW FLYER PARTS	355419	bus parts	3,622.98-	5820	6326			1,708.57	



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Check No.	Check Date	Payee Number	Payee Name	Voucher Number	Explanation -Remark-	Payment Amount	Bus. Unit	Obj Acct	Sub	Sub1	Voucher Amount	Dis Take
515373	05/13/15	268787	NEW FLYER PARTS	355420 355421	bus parts bus parts	3,622.98-	5820	6326 5820 6326			1,529.87 384.54	
total											3,622.98	
515374		116759	NEW HOPE CENTER,	355422	April 2015 service	13,655.92-	5860	6408		1815	13,655.92	
total											13,655.92	
515384		288606	POMP'S TIRE - APP	355396 355397 355398 355399	305/70R22.5 BRM 305/70R22.5/20CNTNTL 305/70R22.5/20 CNTNT LT225/75R16/10 WRL S	6,604.20-	580	2160 580 2160 580 2160 580 2160			1,033.20 4,320.66 979.44 270.90	
total											6,604.20	
515394		239054	SAFELITE FULFILLM	355428	bus 353	78.93-	5820	6417			78.93	
total											78.93	
515398		170093	THEDACARE AT WORK	355432 355433 355433	physicals physical & ebt physical & ebt	3,981.32-	5820	6430 5810 6205 5840 6430			70.00 128.00 84.00	
total											282.00	
515402		156401	TRUCK EQUIPMENT,	355435	bus parts	457.80-	5820	6326			457.80	
total											457.80	
515403		270684	U.S. PETROLEUM EQ	355363	Rotary Hoist Repair	3,579.24-	5820	6418			3,495.04	
total											3,495.04	
515405		189069	UNIFIRST CORPORAT	355442 355442 355443 355444	mats & uniforms mats & uniforms uniforms uniforms	736.02-	5820 5830 5840 5840	6451 6451 6321 6321		1  1	26.25 46.39 44.96 89.92	
total											207.52	
total											356,309.93	



May 18, 2015

To: Fox Cities Transit Commission  
Finance Committee

From: Debra Ebben  
Administrative Services Manager

**Subject: Approve budget amendment for Federal Transit Administration Section 5310 grant funds.**

**Background:**

At its April 23, 2014 meeting, the Fox Cities Transit Commission approved a Memorandum of Understanding between East Central Wisconsin Regional Planning Commission (ECWRPC) and Valley Transit to administer and receive Section 5310 grant funds. The Section 5310 program is a discretionary program designed to improve transportation for seniors and customers with disabilities. Through the agreement, Valley Transit is the direct recipient of the funds.

As prescribed in the Memorandum of Understanding, Valley Transit and ECWRPC held an application period during 2014 for funding in 2015. The applications were evaluated and a sub-recipient was selected. Federal funding for the selected projects total \$98,451. The Grant revenue is equal to the expected expense.

**Recommendation:**

**Approve a budget amendment for \$98,451 to administer Federal Transit Administration Section 5310 grant funds.**



May 18, 2015

To: Fox Cities Transit Commission  
Finance Committee

From: Debra Ebben  
Administrative Services Manager

**Subject: Authorization to award Federal Transit Administration Section 5310 grant funds to Lutheran Social Services for provision of Mobility Management and Volunteer Ride Programs.**

**Background:**

At its April 23, 2014 meeting, the Fox Cities Transit Commission approved a Memorandum of Understanding between East Central Wisconsin Regional Planning Commission (ECWRPC) and Valley Transit to administer and receive Section 5310 grant funds. The Section 5310 program is a discretionary program designed to improve transportation for seniors and disabled customers. Through the agreement, Valley Transit became the direct recipient of the funds.

As prescribed in the Memorandum of Understanding, Valley Transit and ECWRPC held an application period during 2014 for funding in 2015. Announcement of the application process was published in the Appleton Post Crescent, on the Valley Transit website, the ECWRPC website and Wisconsin Department of Transportation website. Applications were due August 15, 2014.

A single application was received for two projects within ECWRPC's Transportation Management Area (TMA). Lutheran Social Services of Wisconsin applied for funding for their *Making the Ride Happen* program. *Making the Ride Happen* includes a mobility management program and a volunteer driver and aide program.

An evaluation team was assembled to review the proposal. The Team consisted of Fox Cities Soar Executive Director Sonia Barham, Valley Transit Paratransit Coordinator Amy Erickson, ECWRPC Associate Transportation Planner Nicholas Musson, ECWRPC Transportation Planner Kolin Erickson, and Valley Transit Administrative Services Manager Debra Ebben. The committee decided to award the following 5310 funding to Lutheran Social Services:

<u>Project</u>	<u>Federal Award</u>
Operating (volunteer driver program)	\$46,528
Capital (mobility management)	<u>\$51,923</u>
Total award	\$98,451

Grant revenue is equal to the expected expense.

**Recommendation:**

**Approve award of Federal Transit Administration Section 5310 grant funds to Lutheran Social Services for provision of Mobility Management and Volunteer Ride Programs.**



May 18, 2015

To: Fox Cities Transit Commission  
Finance Committee

From: Debra Ebben, Administrative Services Manager

**Subject: Authorization to award a contract to Compass Group USA Inc. for the provision of Vending Machine Services in Valley Transit's buildings.**

**Background:**

Valley Transit is asking for authorization to award a three year renewable contract to Compass Group USA Inc. for the provision of Vending Machine services in Valley Transit's buildings. The current contract with Fox Valley Vending has expired. As required by the Federal Transit Administration, Valley Transit solicited quotes for provision of these services and was able to obtain a more lucrative offer of services from another supplier. Below is a summation of the quotes received:

	Compass Group (Canteen)	Aramark	Fox Valley Vending
Commission			
Coffee	15%	15%	20%
Snacks	15%	15%	15%
Fresh food	0%	0%	0%
Projected Sales	\$75,000	\$75,000	\$65,000
Projected Commission (\$)	\$11,250	\$11,250	\$9,750
Signing Bonus	\$10,000	\$0	\$0
Total Contract (1st year)	\$21,250	\$11,250	\$9,750
Product type	Same as current – can offer healthy options – using trends to establish customer preferences	Same as current – can offer healthy options – using trends to establish customer preferences	Same as current - using trends to establish customer preferences
Pricing (to customer)	Increase bottled soda from \$1.35 to \$1.50	Remain same	Remain same
Technology	Uses cell phone service - accepts debit and credit cards	Uses Wi-Fi service - accepts debit and credit cards	Uses smart phone application
Machine service frequency	Daily until pattern of need established	Daily until pattern of need established	M,W,F @ TC; Every two weeks at WO
Problem Response time	2 hours 24/7, 365 days per year	4 hours 24/7, 365 days per year	1 hour
Energy Star machines	Yes- all new machines	Yes - all new machines	Some new machines

Reference checks have been completed and staff is satisfied with the results. Staff has determined that contracting with Compass Group would offer the largest revenue stream for Valley Transit.

**Recommendation: Authorize Valley Transit to award the contract for vending services to Compass Group USA.**



May 19, 2015

To: Fox Cities Transit Commission

From: Deborah Wetter  
General Manager

**Subject: Approval of Valley Transit Strategic Plan – Near-term Action Plan and Schedule**

The Near-term Action Plan and Schedule which addresses implementation of the Strategic Plan recommendations for Valley Transit in the next year is attached. The Plan includes a listing of tasks that will be accomplished and also a schedule for implementation of the tasks. The goal is to complete all tasks within the next twelve months. As a reminder, the focus of the Near-term recommendations in the Strategic Plan is to optimize Valley Transit's existing resources without requiring additional funding. Staff has already begun work on a number of the tasks and will report results to the Commission in September, January, and April. In January, we will begin reporting On-Time-Performance for the system and other key performance measures monthly.

As part of the budget process for 2016, staff will put together the 1-3 year implementation plan for the next group of recommendations in the Strategic Plan. The 1-3 year recommendations do require significant additional funding. If the funding is not available, then some of the action items in the next part of the plan may be delayed until funding can be acquired.

**Recommendation: Approve the Valley Transit Strategic Plan – Near-term Action Plan and Schedule**

## **Valley Transit Strategic Plan – Near term Action Plan**

### **On Time Performance**

- Identify routes that have schedule adherence issues
  - Field observations and ride checks
  - Pull data from AVL, daily by route
  - Training of staff by Trapeze on FX/ITS system
  - Verify that ITS system is working properly
  - Identify the people that will be responsible for pulling the daily information and the ones that will be analyzing it
  - Market research/surveys
  - Prioritize routes for correcting OTP issues
    - Look at data and determine which routes are causing the largest problems for the system
- Identify causes and potential remedies for OTP issues
  - Bus Route Improvement Committee Revived
  - Focus on top priority route first
  - Put together information on that route – what are the issues
  - Identify possible solutions
  - Rate solutions based on customer impact, ease of implementing, greatest benefit to OTP
  - Public comment, input, notice and Transit Commission approval (if necessary)
  - Implement solution(s)
  - Track OTP for at least two weeks to determine if it solved the problem. If not, try again. If it solved the problem, focus on the next most troublesome route
  - Involve drivers who drive the route that is being discussed. Committee should also have Communication Technicians and supervisor/managers on it
- Rapidly implement solutions
  - Put together check list of what it takes to implement solution
  - Share with management team – be sure all issues are addressed
  - Save on management drive as checklist for use with all route changes
- Begin posting OTP for the system on a weekly basis
  - Determine who will gather the OTP data each week
  - Determine how to display the information
  - Design the information display
  - Post the information on Monday for the previous week
  - At end of the month, post the system OTP for the previous month

### **Capital Planning**

- Establish a capital planning group
  - Include Maintenance Supervisor, mechanic, AGM, GM, Administrative Services Manager

- Evaluate capital projects – how do they achieve VT goals and how do they reflect VT values?
  - Does it improve operational efficiency?
  - Does it enhance customer service
  - Will it improve OTP?
  - Does it support different transportation modes?
  - Does it help meet future demands?
  - What is the return on investment?
  - Does it substantially reduce operating costs?

## **Asset Management Plan**

- Assess all vehicles, facilities and equipment
- Establish objective performance measures –condition of assets
  - Develop standard periodic reporting and metrics to reflect trending
    - Fleet mileage accumulation
    - Maintenance labor and materials cost per mile
    - Inventory cycle count/annual adjustments
    - Inventory usage – traditional ABC analysis
    - Defect repair detail within x miles of completion of PM inspection
    - Labor productivity reporting at repetitive task level\
    - Inventory adjustments entered as transaction rather than adjustment to raw data
- Develop Near-term management plan for existing aged fleet
  - Aged fleet management plan
    - Mileage management
    - Major component replacement
    - Allocation of funds to support near-term program
  - Near term alternatives investigated
    - Acceleration of capital funding
    - Purchase newer year model of used buses
    - Lease new buses
    - Compare alternatives to the cost of maintaining the aged fleet and determine which is most cost effective alternative
  - RFP for buses
    - Compile operational and configuration requirements of replacement buses
    - Develop technical requirements documents
    - Develop bus manufacturer support requirements including technical publications and operating manuals training for mechanics and parts and service support
    - Consider multi-year agreement with bus supplier based on funding availability
- Update Maintenance Plan

- Eliminate A inspections
- Increased emphasis on operator pre-trip
- Incorporate fluids analysis and results for major components
- Decisions about rebuilding vs purchasing rebuilt/remanufactured components
- Implement philosophy of continuous improvement
- Prioritize repair of Arbocs consistent with that of rest of fleet
- Maintenance/Inventory Management Computer System
  - Expand knowledge and familiarity with Startran TransFleet system
  - Use serialized component tracking of major parent-child individual bus components
- Prioritize future investments
- Establish reporting structure for monitoring condition of assets on quarterly basis
- Evaluation yearly of how well current assets meet current and future needs
- Technical support and training

### **Performance Measures**

- Determine what performance measures are needed for each area of Valley Transit
- Be sure performance measures include ones tracked by federal and state oversight organizations
- Determine where the data is available and who will report it
- Develop Dashboard to share quarterly with Transit Commission
- Begin tracking performance measures

### **Subcontractor Monitoring**

- Conduct annual onsite inspections to include vehicle inspections and maintenance records, files and records pertaining to clients, trips and fares, employee files, files related to drug and alcohol testing for all contractor providers and six month inspections on ADA paratransit provider.
- Conduct random ride-along inspections, both announcement and unannounced
- Conduct weekly random telephone answer/hold time audits
- Conduct monthly reviews of scheduling and trip booking data
- Conduct annual rider surveys, post trip telephone questionnaires and onboard surveys
- Document and review findings with provider
- Follow up on corrective action items
- Hold annual provider conference to discuss general findings and provide direction for the coming year.
- Hold annual individual provider meetings to discuss specific findings and discuss corrective plans of action.

### **Marketing and Outreach**

- Inform community leaders and stakeholders about the content of the strategic plan and the committee responsible for it



- Generate awareness of the strategic plan among constituents identified in the community
- Involve strategic plan committee members in the effort
- Generate increased media coverage and social media conversation on the strategic plan
- Key audiences include Valley Transit riders, employees, municipal leaders and elected officials, business leaders, community, education and non-profit leaders, FCTC, representatives from cultural, advocacy and grassroots groups, media representatives. Each group will be communicated and engaged using appropriate media for each.

## ACTION ITEM

Apr-15

May-15

Jun-15

Jul-15

Aug-15

Sep-15

Oct-15

Nov-15

Dec-15

Jan-16

Feb-16

Mar-16

Apr-16

## MARKETING &amp; OUTREACH

Develop information needed to implement plan

Plan implementation begins

Media pitch

Schedule meetings

Social/web launch

Media outreach

Group presentations

Meetings, booth events &amp; presentations

Social/web information

Op Eds

Mailing to those not reached in other ways

Report out on performance measure results

## CAPITAL PLANNING

Establish capital planning group

Evaluate capital projects

## ASSET MANAGEMENT PLAN

Assess all vehicles, facilities and equipment

Establish performance measures

Develop standard periodic reporting and metrics to reflect trending

Develop aged fleet management plan

Investigate near-term alternatives

RFP for buses

investigate using "options" for first three buses

Procure three buses 2015

Update maintenance plan

Eliminate A inspections

Increase emphasis on pre-trip inspection

Startran TransFleet System knowledge and use

Prioritize future investments

Establish quarterly reporting structure for monitoring condition of assets

Annual evaluation of assets related to needs

Technical support and training

## PERFORMANCE MEASURES

Determine performance measures for each area

Determine data availability and who responsible for reporting

Develop quarterly dashboard

Begin tracking performance measures

[illegible]

COMPARATIVE RIDERSHIP BY FARE CATEGORY

	REGULAR CASH	YOUTH CASH	S/D CASH	REGULAR 10 RIDE TICKET	S/D 10 RIDE TICKET	30 DAY REG	30 DAY YOUTH	30 DAY S/D	DAYPASS SOLD	DAYPASS REDEEMED	YOUTH GROUP	AASD	FVTC	OTHER SPEC. FARES	TOTAL PAID RIDES	FREE	TRANSFER	GRAND TOTAL RIDES
January-14	10,002	0	3,522	9,539	4,263	11,541	0	9,063	295	1,013	12	18,947	0	526	68,723	1,108	13,508	83,339
January-15	9,276	483	3,733	9,077	4,517	9,511	406	11,308	559	1,958	9	20,685	5,873	367	77,762	1,512	13,964	93,238
% CHG	-7.3%	100.0%	6.0%	-4.8%	6.0%	-17.6%	100.0%	24.8%	89.5%	93.3%	-25.0%	9.2%	100.0%	-30.2%	13.2%	36.5%	3.4%	11.9%
February-14	10,151	0	3,460	9,933	4,431	12,651	0	9,797	348	1,224	51	22,231	0	658	74,935	1,210	13,959	90,104
February-15	8,026	568	3,616	7,637	3,959	8,816	562	10,662	580	2,044	5	20,958	8,747	403	76,563	1,178	12,678	90,439
% CHG	-20.9%	100.0%	4.5%	-23.1%	-10.7%	-30.3%	100.0%	8.8%	66.7%	67.0%	-90.2%	-5.7%	100.0%	-38.8%	2.2%	-2.6%	-9.2%	0.4%
March-14	11,207	0	4,077	10,407	5,064	13,080	0	11,074	350	1,217	71	21,871	0	830	79,228	1,267	15,149	95,644
March-15	8,843	1,106	4,079	7,960	4,812	9,771	796	12,357	597	2,237	26	20,538	8,908	317	82,147	1,498	13,271	96,916
% CHG	-21.1%	100.0%	0.0%	-23.5%	-8.9%	-25.2%	100.0%	11.6%	70.6%	83.8%	-63.4%	-6.1%	100.0%	-61.8%	3.7%	18.2%	-12.4%	1.3%
April-14	11,158	0	4,310	10,654	5,338	13,256	0	11,075	346	1,306	166	18,857	0	693	77,160	1,612	16,278	95,050
April-15	8,754	1,173	4,189	6,601	4,180	9,105	771	12,478	650	2,487	45	18,147	9,117	320	78,017	1,666	15,153	94,836
% CHG	-21.5%	100.0%	-2.8%	-38.0%	-21.7%	-31.3%	100.0%	12.7%	87.9%	90.4%	-72.9%	-3.8%	100.0%	-53.8%	1.1%	3.3%	-6.9%	-0.2%
YTD2014	42,518	0	15,369	40,533	19,097	50,508	0	41,009	1,339	4,760	300	81,906	0	2,707	300,046	5,197	58,894	364,137
YTD2015	34,899	3,330	15,617	31,275	17,268	37,203	2,535	46,805	2,386	8,726	85	80,328	32,645	1,407	314,509	5,854	55,066	375,429
% CHG	-17.9%	100.0%	1.6%	-22.8%	-9.6%	-26.3%	100.0%	14.1%	78.2%	83.3%	-71.7%	-1.9%	100.0%	-48.0%	4.8%	12.6%	-6.5%	3.1%
May-14	10,545	0	4,369	10,381	5,431	12,598	0	11,245	303	1,153	91	22,138	0	506	78,748	2,361	16,470	97,579
May-15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	-100.0%	100.0%	-100.0%	-100.0%	-100.0%	-100.0%	100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%
June-14	10,781	0	4,051	9,201	4,679	10,319	0	11,098	309	1,198	242	4,217	0	676	56,771	1,724	15,493	73,988
June-15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	-100.0%	100.0%	-100.0%	-100.0%	-100.0%	-100.0%	100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%
July-14	10,790	0	4,209	9,033	4,635	10,180	0	11,931	268	1,024	404	25	0	961	53,460	1,755	15,343	70,558
July-15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	-100.0%	100.0%	-100.0%	-100.0%	-100.0%	-100.0%	100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%
August-14	11,013	0	4,144	8,926	4,467	11,338	0	11,924	347	1,334	182	1	0	673	54,349	3,329	14,910	72,588
August-15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	-100.0%	100.0%	-100.0%	-100.0%	-100.0%	-100.0%	100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%
September-14	20,874	0	4,035	10,237	4,828	16,165	0	12,012	256	1,069	7	18,728	0	594	88,825	2,377	15,858	107,060
September-15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	-100.0%	100.0%	-100.0%	-100.0%	-100.0%	-100.0%	100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%
October-14	11,760	0	4,478	10,630	5,401	18,264	0	12,969	327	1,370	58	21,766	0	641	88,034	2,481	17,647	108,162
October-15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	-100.0%	100.0%	-100.0%	-100.0%	-100.0%	-100.0%	100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%
November-14	9,570	0	3,752	9,227	4,393	16,294	0	10,751	261	1,036	154	19,092	0	349	74,879	1,457	14,747	91,083
November-15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	-100.0%	100.0%	-100.0%	-100.0%	-100.0%	-100.0%	100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%
December-14	10,786	0	4,204	10,497	4,522	15,593	0	10,941	343	1,334	397	18,802	0	401	77,820	1,792	17,115	96,727
December-15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	-100.0%	100.0%	-100.0%	-100.0%	-100.0%	-100.0%	100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%

\*Library Pass-time recorded as Reg. Cash as Library Foundation paying after the fact.

\*\*Under (Key D) recorded as Reg. Cash

\*\*\*Other tickets sold include single ride reg. single ride S/D, freedom pass

\*\*\*\* Transfers include passengers not getting off bus when bus changes route numbers.

	OTHER TICKET SOLD	SOLD REG 10 RIDE TICKET	SOLD S/D 10 RIDE TICKET	30 DAY REG SOLD	30 DAY YOUTH	30 DAY S/D SOLD	CASH REVENUE	PRE-PAID REVENUE	TOTAL REVENUE
January-14	116	892	446	479	0	221	\$22,207.77	\$40,362.25	\$62,570.02
January-15	378	589	448	171	18	194	\$22,732.85	\$60,644.00	\$83,376.85
% CHG	225.9%	-34.0%	0.4%	-64.3%	100.0%	-12.2%	2.4%	50.2%	33.3%
February-14	1,087	816	380	177	0	144	\$23,734.97	\$30,673.00	\$54,407.97
February-15	2,911	1,340	448	198	13	209	\$22,579.78	\$35,971.40	\$58,551.18
% CHG	167.8%	64.2%	17.9%	11.9%	100.0%	45.1%	-4.9%	17.3%	7.6%
March-14	191	763	454	240	0	204	\$26,066.04	\$41,742.00	\$67,798.04
March-15	329	591	425	144	48	266	\$25,726.02	\$42,896.40	\$68,625.42
% CHG	72.3%	-22.5%	-6.4%	-40.0%	100.0%	30.4%	-1.3%	2.8%	1.2%
April-14	2,880	1,039	550	204	0	230	\$26,291.41	\$41,743.00	\$68,034.41
April-15	1,891	508	355	134	10	204	\$29,330.36	\$36,175.35	\$65,505.71
% CHG	-34.3%	-51.1%	-35.5%	-34.3%	100.0%	-11.3%	11.6%	-13.3%	-3.7%
YTD2014	4,274	3,510	1,830	1,100	0	799	\$98,290.19	\$154,520.25	\$252,810.44
YTD2015	5,509	3,028	1,676	647	89	873	\$100,369.01	\$175,690.15	\$276,059.16
% CHG	28.9%	-13.7%	-8.4%	-41.2%	100.0%	9.3%	2.1%	13.7%	9.2%
May-14	1,516	1,075	395	175	0	173	\$24,108.56	\$55,311.40	\$79,419.96
May-15									\$0.00
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	100.0%	-100.0%	-100.0%	-100.0%	-100.0%
June-14	237	795	404	225	0	267	\$25,943.75	\$39,225.00	\$65,168.75
June-15									\$0.00
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	100.0%	-100.0%	-100.0%	-100.0%	-100.0%
July-14	962	806	452	383	0	210	\$24,277.40	\$40,919.20	\$65,196.60
July-15									\$0.00
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	100.0%	-100.0%	-100.0%	-100.0%	-100.0%
August-14	533	700	387	405	0	212	\$24,537.65	\$41,528.20	\$66,065.85
August-15									\$0.00
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	100.0%	-100.0%	-100.0%	-100.0%	-100.0%
September-14	837	1,140	529	228	0	366	\$28,488.99	\$58,746.00	\$87,234.99
September-15									\$0.00
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	100.0%	-100.0%	-100.0%	-100.0%	-100.0%
October-14	1,100	1,124	546	273	0	217	\$27,403.67	\$44,454.00	\$71,857.67
October-15									\$0.00
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	100.0%	-100.0%	-100.0%	-100.0%	-100.0%
November-14	549	817	552	234	0	265	\$22,257.42	\$40,374.00	\$62,631.42
November-15									\$0.00
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	100.0%	-100.0%	-100.0%	-100.0%	-100.0%
December-14	478	831	414	202	0	223	\$26,178.76	\$52,997.20	\$79,175.96
December-15									\$0.00
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	100.0%	-100.0%	-100.0%	-100.0%	-100.0%

COMPARATIVE RIDERSHIP BY ROUTE

	ROUTE 1	ROUTE 2	ROUTE 3	ROUTE 4	ROUTE 5	ROUTE 6	ROUTE 8	ROUTE 9	ROUTE 11	ROUTE 12	ROUTE 15	ROUTE 16	ROUTE 19	ROUTE 20	ROUTE 30	ROUTE 31/32	ROUTE 41	ROUTE TRIPPER	***	ROUTE TOTAL
JAN 14	5,299	2,949	6,598	3,875	4,162	685	3,791	1,510	2,876	9,430	10,839	3,112	1,369	6,388	9,354	4,158	2,286	4,678	0	83,339
JAN-15	5,098	3,047	5,158	3,770	3,305	623	4,090	1,630	2,527	6,145	9,402	3,531	1,177	5,844	8,256	4,472	2,213	5,880	17,070	93,238
% CHG	-3.6%	3.3%	-21.8%	-2.7%	-20.6%	-9.1%	7.9%	7.9%	-12.1%	-34.8%	-13.3%	13.5%	-14.0%	-8.5%	-11.7%	7.6%	-2.3%	25.7%	0.0%	11.9%
FEB 14	5,898	3,006	7,636	4,427	4,110	802	4,546	1,549	2,780	10,519	11,022	3,491	1,217	6,855	9,649	4,312	2,536	5,749	0	90,104
FEB-15	6,302	3,920	5,637	4,361	3,893	737	4,403	1,620	3,077	10,486	11,033	3,833	1,388	6,469	9,971	4,716	2,651	5,914	28	90,439
% CHG	6.8%	30.4%	-26.2%	-1.5%	-5.3%	-8.1%	-3.1%	4.6%	10.7%	-0.3%	0.1%	9.8%	14.1%	-5.6%	3.3%	9.4%	4.5%	2.9%	100.0%	0.4%
MAR 14	6,508	3,370	7,357	5,037	4,549	819	4,805	1,794	3,100	10,510	12,031	3,633	1,357	7,281	10,401	4,581	2,839	5,672	0	95,644
MAR-15	6,400	4,038	5,625	4,829	4,252	720	4,715	1,928	3,687	10,852	12,153	4,643	1,486	7,491	11,083	4,604	2,949	5,460	0	96,916
% CHG	-1.7%	19.8%	-23.5%	-4.1%	-6.5%	-12.1%	-1.9%	7.5%	18.9%	3.3%	1.0%	27.8%	9.5%	2.9%	6.6%	0.5%	3.9%	-3.7%	0.0%	1.3%
APR 14	6,375	3,187	7,039	4,938	4,824	917	4,238	1,798	3,293	10,462	11,994	3,908	1,186	7,720	11,187	5,302	2,750	3,932	0	95,050
APR-15	7,441	3,260	5,317	4,663	3,911	737	3,909	1,837	3,352	10,077	11,793	4,527	1,510	7,374	12,481	4,467	3,114	5,066	0	94,836
% CHG	16.7%	2.3%	-24.5%	-5.6%	-18.9%	-19.6%	-7.8%	2.2%	1.8%	-3.7%	-1.7%	15.8%	27.3%	-4.5%	11.6%	-15.7%	13.2%	28.8%	0.0%	-0.2%
YTD 14	24,080	12,512	28,630	18,277	17,545	3,223	17,380	6,551	12,049	40,921	45,886	14,144	5,129	28,244	40,591	18,353	10,391	20,031	0	364,137
YTD 15	25,241	14,265	21,737	17,623	15,361	2,817	17,117	7,016	12,643	37,560	44,381	16,534	5,561	27,178	41,791	18,259	10,927	22,320	17,098	375,429
% CHG	4.8%	14.0%	-24.1%	-3.6%	-12.9%	-12.6%	-1.5%	5.5%	4.9%	-8.2%	-3.3%	16.9%	8.4%	-3.8%	3.0%	-0.5%	5.2%	11.4%	100.0%	3.1%
MAY 14	6,550	3,216	7,436	4,733	4,893	933	4,743	1,958	3,188	10,077	12,169	3,893	1,285	7,722	11,064	5,532	2,780	5,307	0	97,579
MAY-15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	#DIV/0!	-100.0%
JUN 14	5,333	2,058	4,421	3,757	3,836	699	2,134	1,440	3,311	6,832	10,563	4,238	1,159	7,095	9,476	4,105	2,633	898	0	73,988
JUN-15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	#DIV/0!	-100.0%
JUL 14	5,394	1,464	4,232	3,952	3,289	702	1,588	1,422	2,845	6,174	10,135	4,812	973	7,032	9,916	3,910	2,699	19	0	70,558
JUL-15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	#DIV/0!	-100.0%
AUG 14	5,320	1,836	3,425	3,581	3,406	837	1,668	1,299	3,156	6,828	11,150	4,104	1,326	6,779	9,654	3,792	2,856	0	1,571	72,588
AUG-15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	#DIV/0!	-100.0%	-100.0%
SEP 14	8,566	3,750	6,713	4,592	4,287	1,821	4,071	1,578	3,387	12,472	12,676	4,261	2,540	8,192	11,023	4,771	3,657	5,861	2,842	107,060
SEP-15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%
OCT 14	8,363	3,783	6,550	4,750	4,384	1,008	4,933	1,936	3,696	12,782	13,515	4,635	1,366	8,183	11,955	5,708	4,245	6,350	0	108,162
OCT-15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	#DIV/0!	-100.0%
NOV 14	6,875	3,050	5,574	4,296	3,844	941	4,131	1,758	2,747	10,676	11,733	3,550	1,199	7,081	9,717	4,803	3,686	5,422	0	91,083
NOV-15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	#DIV/0!	-100.0%
DEC 14	6,662	3,289	5,608	4,502	3,906	810	4,238	1,871	3,326	10,741	12,924	3,908	1,209	7,680	11,049	5,603	4,011	5,390	0	96,727
DEC-15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	#DIV/0!	-100.0%

\*\*\* January, 2015 GFI Route Report understated ridership error

EVENING RIDERSHIP BY ROUTE

	ROUTE 1	ROUTE 2	ROUTE 3	ROUTE 4	ROUTE 5	ROUTE 6	ROUTE 9	ROUTE 12	ROUTE 15	ROUTE 19	ROUTE 20	ROUTE 30	ROUTE TOTAL
JAN 14	731	285	637	515	523	501	254	1,298	2,204	910	1,005	1,367	10,230
JAN 15	940	406	616	663	763	538	333	1,449	2,339	830	1,213	1,612	11,692
% CHG	28.6%	42.5%	-3.3%	26.8%	45.9%	7.4%	31.1%	11.6%	6.1%	-8.8%	20.7%	17.9%	14.3%
FEB 14	829	281	844	723	590	505	276	1,425	2,324	810	1,085	1,472	11,164
FEB 15	992	375	576	570	823	508	264	1,523	2,350	832	1,075	1,540	11,428
% CHG	19.7%	33.5%	-31.8%	-21.2%	39.5%	0.6%	-4.3%	6.9%	1.1%	2.7%	-0.9%	4.6%	2.4%
MAR 14	901	382	948	866	671	545	357	1,595	2,378	807	1,277	1,646	12,373
MAR 15	1,057	483	623	647	849	530	337	1,663	2,738	990	1,205	1,762	12,864
% CHG	17.3%	21.2%	-34.3%	-25.3%	26.5%	-2.8%	-5.6%	4.3%	15.1%	22.7%	-5.6%	7.0%	4.0%
APR 14	857	338	808	753	725	605	299	1,579	2,480	830	1,241	1,558	12,073
APR 15	1,373	282	633	679	658	540	277	1,619	2,500	934	1,289	1,853	12,637
% CHG	60.2%	-16.6%	-21.7%	-9.8%	-9.2%	-10.7%	-7.4%	2.5%	0.8%	12.5%	3.9%	18.9%	4.7%
YTD 14	3,318	1,286	3,237	2,857	2,509	2,156	1,186	5,897	9,386	3,357	4,608	6,043	45,840
YTD 15	4,362	1,526	2,448	2,549	3,093	2,116	1,211	6,254	9,927	3,586	4,782	6,767	48,621
% CHG	31.5%	18.7%	-24.4%	-10.8%	23.3%	-1.9%	2.1%	6.1%	5.8%	6.8%	3.8%	12.0%	6.1%
MAY 14	967	403	835	718	582	645	343	1,670	2,348	820	1,328	1,557	12,216
MAY 15	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%
JUN 14	824	353	727	541	507	528	169	1,119	2,163	692	1,221	1,387	10,231
JUN 15	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%
JUL 14	831	186	758	595	493	493	144	1,198	1,968	720	1,355	1,954	10,695
JUL 15	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%
AUG 14	841	231	569	515	526	560	115	1,246	2,177	803	1,104	1,552	10,239
AUG 15	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%
SEP 14	1344	438	823	589	611	810	139	2041	2852	1050	1385	1776	13,858
SEP 15	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%
OCT 14	1,300	345	796	667	588	633	275	1,824	3,285	1,030	1,323	1,750	13,816
OCT 15	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%
NOV 14	1,071	292	612	519	563	442	251	1,370	2,724	705	1,115	1,400	11,064
NOV 15	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%
DEC 14	1,002	319	605	582	622	511	302	1,406	2,777	817	1,233	1,564	11,740
DEC 15	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%

**NOTE: PM Ridership**

Starts at 5:15p for routes 1, 3, 5, 9, 15, 19  
Starts at 5:45p for all other routes  
Excludes Routes 31, 32 and 41

## April Comparisons - Ridership and Revenue

	Total Paid		Pre-Paid		
	Rides	Total Rides*	Cash Revenue	Revenue	Total Revenue
2015	78,017	94,836	\$29,330.36	\$36,175.35	\$65,505.71
2014	77,160	95,050	\$26,291.41	\$41,743.00	\$68,034.41
2013	80,394	98,141	\$28,502.41	\$51,179.70	\$79,682.11
2012	74,384	90,438	\$25,798.63	\$36,961.30	\$62,759.93
2011	77,142	94,785	\$25,070.19	\$34,487.50	\$59,557.69
2010	66,240	83,311	\$26,141.59	\$36,126.85	\$62,268.44
2009	60,783	80,856	\$27,790.01	\$38,476.85	\$66,266.86
2008	53,591	89,429	\$24,566.65	\$39,395.50	\$63,962.15
2007	52,722	79,038	\$27,557.52	\$29,453.00	\$57,010.52
2006	52,202	77,431	\$30,743.18	\$44,231.50	\$74,974.68
2005	54,801	83,413	\$21,314.38	\$31,034.00	\$52,348.38

\* includes free and transfers



## YTD Comparisons (Jan - April) - Ridership and Revenue

	Total Paid Rides	Total Rides*	Cash Revenue	Pre-Paid Revenue	Total Revenue
2015	314,509	375,429	\$100,369	\$175,690	\$276,059
2014	300,046	364,137	\$98,290	\$154,520	\$252,810
2013	326,061	395,326	\$108,889	\$163,367	\$272,255
2012	319,028	388,551	\$103,935	\$169,854	\$273,788
2011	296,154	362,638	\$98,673	\$182,304	\$280,977
2010	259,526	328,891	\$106,136	\$150,346	\$256,482
2009	238,074	318,502	\$108,659	\$160,971	\$269,630
2008	224,067	340,450	\$118,948	\$121,619	\$240,567
2007	214,516	318,535	\$111,369	\$121,859	\$233,228
2006	217,981	322,330	\$104,915	\$128,081	\$232,996
2005	215,898	329,868	\$85,816	\$94,015	\$179,831

\* Includes free and transfers

**City of Appleton**  
**VALLEY TRANSIT INCOME STATEMENT**  
**For four months Ending April 30, 2015**

Description	Month of April Actual	Prior Year April	YTD As of April Actual	Prior YTD April	2015 Amended Budget	2015 % of Total Budget
<b>REVENUES</b>						
Bus Fare Revenue	65,506	68,034	276,059	252,810	928,376	29.74%
Paratransit Fare Revenue	57,119	60,813	222,661	219,043	720,800	30.89%
Total Fare Revenue	122,625	128,847	498,720	471,853	1,649,176	30.24%
Other Charges for Service	3,207	1,345	14,155	14,026	55,000	25.74%
Other Revenues	2,273	52	6,672	5,529	6,000	111.20%
TOTAL REVENUES	128,105	130,244	519,547	491,408	1,710,176	30.38%
<b>EXPENSES BY LINE ITEM</b>						
Regular Salaries & Labor pool alloc	187,125	195,839	786,008	814,132	2,659,121	29.56%
Call Time	-	-	-	-	500	0.00%
Overtime	10,006	4,851	25,103	14,478	65,204	38.50%
Incentive Pay	-	-	315	70	400	78.75%
Other Compensation	-	-	1,500	1,794	2,000	75.00%
Fringes	72,893	77,049	280,234	307,238	1,005,212	27.88%
Unemployment Compensation	-	-	-	-	-	-
Salaries & Fringe Benefits	270,024	277,739	1,093,160	1,137,712	3,732,437	29.29%
Training & Conferences	3,915	3,291	5,268	4,431	5,300	99.40%
Employee Recruitment	3,215	259	7,385	259	3,162	233.55%
Parking Permits	-	-	2	110	-	-
Office Supplies	253	613	1,315	1,314	3,996	32.91%
Subscriptions	6	26	18	78	1,085	1.66%
Memberships & Licenses	64	-	4,154	4,276	4,625	89.82%
Postage & Freight	12	641	62	668	4,600	1.35%
Awards & Recognition	540	(60)	480	444	765	62.75%
Food & Provisions	84	-	565	332	1,020	55.39%
Insurance	15,962	3,160	88,171	89,561	187,841	33.99%
Insurance dividend	-	-	(24,321)	(23,105)	-	-
Insurance surplus payment	-	-	-	-	-	-
Depreciation Expense	54,423	54,937	217,691	219,750	653,072	33.33%
Administrative Expenses	78,474	62,867	300,790	298,118	865,466	34.75%
Landscape Supplies	258	-	258	-	3,000	8.60%
Shop Supplies & Tools (& misc)	1,649	5,379	10,466	18,721	29,197	35.85%
Printing & Reproduction	1,510	1,055	5,338	2,949	24,730	21.59%
Uniforms	541	496	1,293	661	4,575	28.26%
Gas Purchases	28,219	73,523	126,919	282,524	661,092	19.20%
Safety Supplies	-	-	-	-	500	0.00%
Vehicle & Equipment Parts	14,086	20,736	47,474	48,749	163,592	29.02%
Miscellaneous Equipment	-	794	2,006	7,622	11,100	18.07%
Signs	-	42	664	313	-	-
Supplies & Materials	46,263	102,025	194,418	361,539	897,786	21.66%

**City of Appleton**  
**VALLEY TRANSIT INCOME STATEMENT**  
**For four months Ending April 30, 2015**

Description	Month of April Actual	Prior Year April	YTD As of April Actual	Prior YTD April	2015 Amended Budget	2015 % of Total Budget
Accounting/Audit	6,086	-	8,509	1,985	10,200	83.42%
Bank Services	-	-	500	661	3,000	16.67%
Consulting Services	-	8,329	4,611	4,706	3,000	153.70%
Collection Services	329	366	1,075	782	2,847	37.76%
Contractor Fees	263,895	266,112	1,035,998	958,592	3,578,587	28.95%
Temp Help	2,236	-	5,493	-	2,160	254.31%
Advertising	2,212	2,063	7,393	7,297	46,000	16.07%
Health Services	818	512	2,667	1,961	7,962	33.50%
Snow Removal Services	180	360	1,170	10,282	3,500	0.00%
Laundry Services	481	501	1,464	1,510	6,000	24.40%
Other Contracts/Obligations	2,849	5,814	6,844	7,067	40,800	16.77%
<b>Purchased Services</b>	<b>279,086</b>	<b>284,057</b>	<b>1,075,724</b>	<b>994,843</b>	<b>3,704,056</b>	<b>29.04%</b>
Electric	4,280	4,891	20,351	21,572	61,251	33.23%
Gas	2,552	5,595	17,683	20,686	43,500	40.65%
Water	501	-	2,100	1,549	7,841	26.78%
Waste Disposal/Collection	219	-	791	550	2,788	28.37%
Stormwater	497	-	2,526	2,051	7,500	33.68%
Telephone	892	761	2,835	3,038	9,700	29.23%
<b>Utilities</b>	<b>8,941</b>	<b>11,247</b>	<b>46,286</b>	<b>49,446</b>	<b>132,580</b>	<b>34.91%</b>
Building/Grounds Repair & Maintenance	1,994	2,781	2,927	4,921	-	0.00%
Vehicle Repair & Maintenance	970	-	2,096	3,067	1,500	139.73%
Equipment Repair & Maintenance	-	(8,754)	469	469	3,498	13.41%
FMD Charges & Material	11,016	13,381	14,643	25,659	114,537	12.78%
Software Support	5,286	12,854	16,857	22,143	62,552	26.95%
CEA Equipment Rental	-	-	-	-	2,147	0.00%
<b>Repairs &amp; Maintenance</b>	<b>19,266</b>	<b>20,262</b>	<b>36,992</b>	<b>56,259</b>	<b>184,234</b>	<b>20.08%</b>
<b>Total Operating Expenses</b>	<b>702,054</b>	<b>758,197</b>	<b>2,747,370</b>	<b>2,897,917</b>	<b>9,516,559</b>	<b>28.87%</b>
<b>OPERATING INCOME (LOSS)</b>	<b>(573,949)</b>	<b>(627,953)</b>	<b>(2,227,823)</b>	<b>(2,406,509)</b>	<b>(7,806,383)</b>	
<b>NON-OPERATING REVENUES</b>						
Federal Support	-	-	-	-	2,573,013	0.00%
State Support	-	-	-	103,586	2,541,844	0.00%
Appleton Support	219,771	213,272	879,084	853,088	591,062	148.73%
Other Local Support	215,290	178,924	1,439,754	1,329,375	1,442,359	99.82%
Investment Income	-	-	2,147	5,788	25,000	8.59%
Donations	34,167	5,053	47,742	31,550	114,659	41.64%
Fund Balance Applied	-	-	-	-	-	0.00%
<b>TOTAL NON-OPERATING REVENUE</b>	<b>469,228</b>	<b>397,249</b>	<b>2,368,727</b>	<b>2,323,387</b>	<b>7,287,937</b>	<b>32.50%</b>
Buildings	-	-	-	-	-	0.00%
Machinery & Equipment	-	-	-	-	-	0.00%
Vehicles	-	-	-	-	-	0.00%
<b>Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>NET INCOME (LOSS)</b>	<b>(104,721)</b>	<b>(230,704)</b>	<b>140,904</b>	<b>(83,122)</b>	<b>(518,446)</b>	

**City of Appleton**  
**PURCHASED TRANSPORTATION**  
**For four months Ending April 30, 2015**

Description	Month of April Actual	Prior Year April	YTD As of April Actual	Prior YTD April	2015 Amended Budget	2015 % of Total Budget
<b>PURCHASED TRANSPORTATION EXPENSE</b>						
VTII - Disabled	134,040	158,609	520,805	623,018	1,990,461	26.17%
VTII - Elderly	3,650	3,916	15,133	15,444	59,680	25.36%
PT - Optional (Sunday)	1,066	680	3,828	3,105	20,460	18.71%
Family Care Sheltered Workshop	43,201	42,757	166,915	162,799	491,138	33.99%
Outagamie County Demand Response Rural	16,049	15,465	58,952	58,956	234,700	25.12%
Outagamie County Special Needs Rural	814	1,057	2,705	1,507	12,023	22.50%
Neenah Dial - A - Ride	11,727	12,191	42,632	48,186	203,310	20.97%
Darboy - Call - A - Ride	465	780	2,970	4,080	18,000	16.50%
Calumet County New Hope	13,656	7,110	53,340	25,484	130,821	40.77%
Calumet County Van Service	1,514	2,138	10,220	11,219	55,100	18.55%
Connector - Extended Service Hours	29,594	34,694	119,835	142,241	390,000	30.73%
Connector - Extended Service Area	7,831	9,200	35,547	33,020	115,500	30.78%
Downtown Trolley	-	-	-	-	30,024	0.00%
Total Purchased Transportation	263,607	288,597	1,032,882	1,129,059	3,751,217	27.53%

## Pending Issues - Fox Cities Transit Commission

Issue	Date Discussed at FCTC	Person Requesting	Tentative Date Back to FCTC	Completed
Paratransit Monitoring Program Progress	4/13/11		10/28/2015	Twice/year
Route 20 Route Change Recommendation	6/12/13	Vonck	2015	
Semi annual Update on Use of Social Media	11/13/13	Erickson	10/28/2015	Twice/year
Octoberfest Fare Increase	10/22/14	Lobner	7/22/2015	