



City of Appleton

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

Meeting Agenda - Final Fox Cities Transit Commission

Wednesday, October 26, 2016

3:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[16-1657](#) Approval of minutes from September 28, 2016

Attachments: [Minutes 09-28-16.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[16-1658](#) Approval of Payments

Attachments: [Check register 9-21 thru 10-19.pdf](#)

[Procurement card statement 8-27 thru 9-26.pdf](#)

[16-1659](#) Authorization to restructure the Table of Organization by reassigning direct reports in addition to adding two 0.625 fte part-time driver positions

Attachments: [Glance Chart Draft 10 2016.pdf](#)

[Request to change the T O October 13 2016.pdf](#)

[16-1660](#) Authorization to award Specialized Transportation service contract to Kobussen Buses

Attachments: [OutCo Spclzd 2016 Auth to award.pdf](#)

[16-1661](#) Authorization to award Outagamie County Rural Transportation service contract to Kobussen Buses

Attachments: [OutCo Rural 2016 Auth to award.pdf](#)

6. **Information Items**

[16-1663](#) Quarterly Dashboard

[16-1664](#) Valley Transit Triennial Review - Final Report

Attachments: [FY 2016 Triennial Review-Final Report City of Appleton.pdf](#)

[16-1665](#) Valley Transit 2017 Budget

Attachments: [FCTC 2017 Budget memo.pdf](#)
[Valley Transit 2017 proposed budget.pdf](#)

[16-1666](#) September Ridership and Revenue

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

[16-1667](#) September Financials

Attachments: [September financials.pdf](#)

[16-1668](#) Managers' report

[16-1669](#) Pending Items

Attachments: [Pending Items.pdf](#)

7. 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.

MINUTES - FOX CITIES TRANSIT COMMISSION

September 28, 2016

Commissioners Present

Chairperson Chuck Rundquist
Vice Chairperson Kyle Lobner
Bob Buckingham
Carol Kasimor
Carolyn Mewhorter
George Dearborn
Joel Gregozeski
Larry Carey
Aldersperson Matthew Reed
Sonia Barham

Others Present

Emily Truman, Assistant City Attorney

Commissioners Excused

Jeff McCabe
Linda Stoll
Rick Detienne
Travis Parish
Trish Nau

Valley Transit Staff

Ronald McDonald, General Manager
Daniel Sandmeier, Assistant General Manager
Debra Ebben, Administrative Services Manager
Nikki Voelzke, Community Relations Specialist
Amy Erickson, Paratransit Coordinator
Lisa Laughlin, Communications Technician

Chairperson Chuck Rundquist called the meeting to order at 3:00 p.m.

APPROVAL OF MINUTES

There being no question or corrections to the minutes of the July 27, 2016 meeting, Commissioner Carolyn Mewhorter moved that the minutes be approved which was seconded by Commissioner Joel Gregozeski. The minutes were approved (10/0).

APPEARANCES

Public Participation on Agenda Items

There was no public participation on the agenda items.

ACTION ITEMS

Approval of Payments

Administrative Services Manager, Deb Ebben presented the check register for the period 07/19/16 through 09/20/16 and procurement card registers 06/25/16 through 08/26/16. There being no questions or discussion of the items on the check register or procurement card registers, a motion was made by Commissioner Joel Gregozeski and seconded by Commissioner Kyle Lobner to accept the check payments 07/19/16 through 09/20/16 and the procurement card payments 06/25/16 through 08/26/16. The motion carried (10/0).

INFORMATION ITEMS

General Manager Introduction

Valley Transit has hired Mr. Ronald C. McDonald as its new General Manager. Assistant General Manager, Daniel Sandmeier made the introduction and Ron gave a brief summary of his experience in the transit field.

Paratransit RFP Update

The Paratransit Coordinator, Amy Erickson, discussed the status of RFP bids for the Paratransit services. The current contractor for the Northern Winnebago Dial-A-Ride did not submit a bid because they believed their submitted bid for the first process would carry forward for the second process. Due to this error and in the absence of any other bidders, Valley Transit will conduct a third RFP process. Commissioner Kyle Lobner asked if this required an extension to the current six month extension of the Dial-A-Ride contract. Amy responded that this would not be necessary and hopes to have recommendations from the bid at the next meeting.

July and August Ridership and Revenue

Mr. Sandmeier reported that August ridership was almost 7% higher than last year bringing our yearly ridership to only 4.4% less than last year. Due to the fare increase, Valley Transit is actually up 1% in revenue despite the 4% drop in ridership. Mr. Sandmeier did a rough poll on ridership around the state to see where they compare. He found that other cities range around -14% to +1% putting them in the mid-range for comparable cities statewide. Dan also discussed updates for changes to routes. The Route 16 detour going to Appleton North has been successful. However, the Route 11 detour serving the new St. Bernadette's facility housing some of the community groups from the Thompson Center has not. Due to lack of ridership and push back from the residents surrounding the area, they are looking into whether or not to continue that trial detour.

July and August Financials

Commissioner Carey questioned some anomalies in the expenses such as salaries and fringes for operating costs in July compared to last July and asked for clarification. Ms. Ebben responded this is possibly due to there being three pay periods in July 2015. Valley Transit remains under budget in both revenue and expenses with expenses more under budget than revenue. Ms. Ebben reported that Federal support is still at zero, however, she will soon be doing a federal draw next week and they can be expecting those checks for reimbursement fairly soon. Alderperson Reed asked for an explanation of discrepancies for water and storm water costs. Deb Ebben explained that they had a problem with the bus washer causing it to run continuously.

Request to Award Contract for 2016 Transit Center Roof Repairs Project to Northern Metal and Roofing Co. in the Amount of \$31,545 with a Contingency of \$5,000 for a Project not to Exceed \$36,545

Ronald McDonald commented that the project was coordinated through the Facilities Department. They oversaw the bidding process, had the Finance Committee approve and was already approved by Council. This was entered in as an informational item.

Manager's Report

Dan Sandmeier explained a process of being involved in a project with the National Transit Map through the FTA for research and funding purposes. Due to staff already being on top of several programs to track this data he was able to pull the information quickly and be one of the first out of 208 transit systems to submit their information.

Mr. Sandmeier gave an update on the Maintenance Supervisor position currently open. They are about to close the posted position and are hoping to have a pool of qualified candidates to start interviewing next month.

Mr. Sandmeier gave an update on the numbers from License to Cruise and Octoberfest. There were 4,345 riders for License to Cruise which is right on track from previous years. Octoberfest numbers were down from previous years. It appears to be ridership in the earlier hours is low but peak times remain standing room only. Nicole Voelzke said that the recognition and partnership with the Octoberfest Committee was very successful. There was a lot of cross media and advertising materials that brought a lot of recognition to Valley Transit. She hopes to continue to build that relationship. Commissioner Kyle Lobner questioned if the early morning ridership was just this year or over the last few years. Dan Sandmeier reported there has been a slight decrease over the last several years. Commissioner Kyle Lobner also asked if ridership and weather were related and Nicole Voelzke said it certainly could be. She suggested possibly having clickers at the Park and Ride lots next year in order to track the numbers. George Dearborn also stated he would like to see some way of tracking for more accurate data. They are still waiting to hear back from Octoberfest to see if there is also any correlation in a drop of their numbers overall.

Ron McDonald addressed the commission about a few areas he is looking at to improve on within the organization. One thing being the reorganization of the department that he has been reviewing and is hoping to report some changes at the next meeting. Secondly, in the next few weeks several of the management team will be attending the Wisconsin Urban and Rural Transit Association (WURTA) meeting in Green Bay. He hopes this will be a great resource of information and networking for them with the FTA, WIDOT and vendors. Chairperson Chuck Rundquist thanked Dan Sandmeier for his work as the interim General Manager and the staff for working through it.

Pending Items

Social Media updates will be coming up in January. Information System updates will be coming up as Ronald McDonald gets more up to date on the topic. Motion to adjourn and seconded.

ADJOURNMENT

The next meeting will be held on Wednesday, October 26, 2016 at 3:00 p.m. The meeting adjourned at 3:31 p.m.

Respectfully submitted,

Mr. Ronald C. McDonald, General Manager

Check No.	Check Date	Payee Number	Payee Name	Voucher Number	Explanation -Remark-	Payment Amount	Bus. Unit	Obj Acct	Sub	Subl	Voucher Amount	Dis Take
524740	09/21/16	224354	ABC COMPANIES	368552	bus parts	217.50-	5820	6326			217.50	
total											217.50	
524746		302990	APPLETON MONTHLY	368553	octoberfest ad	500.00-	5810	6412			500.00	
total											500.00	
524754		182019	CALUMET COUNTY DE	368555	aug 2016 service/far	301.53-	5860	4875		1818	430.06-	
				368555	aug 2016 service/far		5860	6408		1818	731.59	
total											301.53	
524766		162886	FOX VALLEY CAB	368559	aug nw -dar fares	8,415.00-	5860	4875		1813	2,380.00-	
				368559	aug nw -dar fares		5860	4875		1813	150.50-	
				368559	aug nw -dar fares		5860	4875		1813	409.50-	
				368559	aug nw -dar fares		5860	6408		1813	9,192.00	
				368559	aug nw -dar fares		5860	6408		1813	580.50	
				368559	aug nw -dar fares		5860	6408		1813	1,582.50	
total											8,415.00	
524768		35641	GARROW OIL CORPOR	368623	ULTRA LOW SULFUR	26,352.55-	580	2160			11,939.31	
total											11,939.31	
524777		240531	INSIGHT PUBLICATI	368560	econ dev ad	545.00-	5810	6412			545.00	
total											545.00	
524783		17806	KOBUSSEN BUSES, L	368562	sheltered workshops	61,192.30-	5860	6408		1808	47,600.80	
				368563	aug rural fares		5860	4875		1809	3,492.00-	
				368563	aug rural fares		5860	6408		1809	17,083.50	
total											61,192.30	
524793		268787	NEW FLYER PARTS	368634	Surge Tank	1,739.46-	580	2160			1,739.46	
total											1,739.46	
524794		116759	NEW HOPE CENTER,	368567	aug 2016 service	18,572.22-	5860	6408		1815	18,572.22	
total											18,572.22	
524807		18711	RICOH USA, INC.	368600	VT Lease	6,447.33-	5810	6320	1		31.34	
				368600	VT Copies		5810	6320	1		174.13	
				368600	VT Copies		5810	6320	1		53.89	
total											259.36	
524808		246271	RUNNING, INC.	368601	ochst march service	170,362.39-	5860	6408		1810	3,985.99	
				368602	ochst march service		5860	6408		1810	1,651.30	
				368603	ochst aug service		5860	6408		1810	1,098.20	
				368605	Connector Tickets		580	2131			1,818.00	
				368605	Agency Local Share		580	2131			528.00	
				368605	Agency Local Share		5860	4230		1819	528.00-	
				368605	Connector ESA Fares		5860	4875		1820	1,004.00-	
				368605	Connector ESH Fares		5860	4875		1819	4,986.00-	
				368605	ESA Ticket Revenue		5860	4875		1820	660.00-	
				368605	ESH Ticket Revenue		5860	4875		1819	1,158.00-	
				368605	Connector ESA		5860	6408		1820	8,528.00	
				368605	Connector ESH		5860	6408		1819	26,214.40	
				368605	Fuel escalator/deesc		5860	6408		1819		
				368683	VTII Premium		580	2130			9,510.00	
				368683	VTII Agency		580	2132			17,416.80	
				368683	Basic Tick. Local		580	2132			11,628.00	
				368683	Prem. Tick Local		580	2132			9,135.00	
				368683	VTII Basic		580	2133			8,875.20	
				368683	Community Care OC		5850	4230			9,913.50-	
				368683	Family Care WC		5850	4230			4,921.50-	
				368683	Community Care CC		5850	4230			2,253.75-	
				368683	IRIS		5850	4230			3,674.25-	

Check No.	Check Date	Payee Number	Payee Name	Voucher Number	Explanation -Remark-	Payment Amount	Bus. Unit	Obj Acct	Sub	Sub1	Voucher Amount	Dis Take
524808	09/21/16	246271	RUNNING, INC.	368683	Tickets	170,362.39-	5850	4875		1805	35,802.00-	
				368683	VTII Cash Fares		5850	4875		1805	5,008.00-	
				368683	VT II		5850	6408		1805	137,658.55	
				368683	Fuel Escalator		5850	6408				
				368683	Elderly Fares		5860	4875		1806	644.00-	
				368683	Sunday Fares		5860	4875		1807	572.00-	
				368683	Elderly		5860	6408		1806	2,600.15	
				368683	Sunday		5860	6408		1807	839.80	
total											170,362.39	
524817		173534	TRAPEZE SOFTWARE	368574	unit repairs	275.00-	5820	6418			275.00	
total											275.00	
524843		148902	WOODWARD COMMUNIC	368588	back to school ads	1,540.00-	5810	6412			1,540.00	
total											1,540.00	
524879	09/28/16	304750	MOVEBUILDER	368732	gm relocation	8,069.84-	5810	6205			8,069.84	
total											8,069.84	
524903		37022	WE ENERGIES	368750	7216-827-232 Elec	104,598.35-	5810	6413	1		1,641.65	
				368750	7216-827-232 Gas		5810	6413	2		35.49	
				368750	5028-442-903		5810	6413	1		2,439.41	
				368750	5070-604-479		5810	6413	2		27.70	
				368750	0425-072-359		5810	6413	1		627.83	
total											4,772.08	
524906				368753	6404-083-107	1,095.14-	5810	6413	2		9.57	
total											9.57	
524919	10/05/16	224354	ABC COMPANIES	368709	Regulator, volt 24v	621.16-	580	2160			281.48	
				368906	Breaker, 120 amp		580	2160			39.78	
				368907	Valve, Bendix DV-2-2		580	2160			299.90	
total											621.16	
524925		302990	APPLETON MONTHLY	368819	mile of music	400.00-	5810	6412			400.00	
total											400.00	
524938		63183	CCP INDUSTRIES	368829	scrimdry wipes	1,780.02-	5820	6309	1		1,780.02	
total											1,780.02	
524939		180890	CHEM STATION OF W	368830	cleaning solution	1,562.16-	5820	6309	1		1,562.16	
total											1,562.16	
524950		187864	DIAMOND BUSINESS	368948	vtII brochures	353.40-	5850	6320	2		353.40	
total											353.40	
524991		18438	LEVENHAGEN OIL CO	368719	ULTRA LOW SULFUR	41,811.91-	580	2160			11,629.65	
total											11,629.65	
524996		162907	MCI SERVICE PARTS	368927	Clamp	23.10-	580	2160			23.10	
total											23.10	
524999		163969	MOHAWK MANUFACTUR	368928	Drum	612.22-	580	2160			333.52	
				368929	Pin		580	2160			278.70	
total											612.22	
525001		281851	MORNING STAR GARD	368964	plant maint	1,091.46-	5830	6308	99		136.96	
				368964	plant maint		5830	6454			954.50	

Check Register with General Ledger Accounts
Check Date 09/21/16 thru 10/19/16

Page - 3
Date - 10/20/16

Check No.	Check Date	Payee Number	Payee Name	Voucher Number	Explanation -Remark-	Payment Amount	Bus. Unit	Obj Acct	Sub	Subl	Voucher Amount	Dis Take
total											1,091.46	
525005		268787	NEW FLYER PARTS	368965	bus parts	18.60-	5820	6326			18.60	
total											18.60	
525019		288606	POMP'S TIRE - APP	368721	305/70R22.5/20 CNTNT	2,346.85-	580	2160			2,346.85	
total											2,346.85	
525035		243011	SPECIALTY ENGINEE	368970	tc roof plans/specs	15,420.00-	5830	6803	1800		2,700.00	
total											2,700.00	
525036		250763	ST ELIZABETH HOSP	369026	july ada certs	2,940.00-	5850	6599			2,940.00	
total											2,940.00	
525050		8942	ULTIMATE CLEANING	368743 368744	cleaning cleaning	703.48-	5830 5830	6599 6599			85.92 474.60	
total											560.52	
525108	10/12/16	35801	CALUMET COUNTY TR	369077 369077	2016 1st/2nd qtr sta 2016 1st/2nd qtr fed	7,000.00-	5850 5850	4230 4230			3,500.00 3,500.00	
total											7,000.00	
525110		23940	CITY OF KAUKAUNA	369079 369079	2016 1st/2nd qtr sta 2016 1st/2nd qtr fed	26,600.00-	5810 5810	4230 4230			13,300.00 13,300.00	
total											26,600.00	
525111		14488	CITY OF MENASHA	369080 369080	2016 1st/2nd qtr sta 2016 1st/2nd qtr fed	45,276.00-	5810 5810	4230 4230			22,638.00 22,638.00	
total											45,276.00	
525112		14111	CITY OF NEENAH	369081 369081	2016 1st/2nd qtr sta 2016 1st/2nd qtr fed	93,386.00-	5810 5810	4230 4230			46,693.00 46,693.00	
total											93,386.00	
525149		18438	LEVENHAGEN OIL CO	369226	ULTRA LOW SULFUR	12,756.25-	580	2160			12,756.25	
total											12,756.25	
525166		13346	OUTAGAMIE COUNTY	369116 369116	2016 1st/2nd qtr sta 2016 1st/2nd qtr fed	95,670.00-	5850 5850	4230 4230			47,835.00 47,835.00	
total											95,670.00	
525177		250763	ST ELIZABETH HOSP	369122	aug 2016 ada certs	3,680.00-	5850	6599			3,680.00	
total											3,680.00	
525189		93981	TOWN OF BUCHANAN	369136 369136	2016 1st/2nd qtr sta 2016 1st/2nd qtr fed	15,050.00-	5810 5810	4230 4230			7,525.00 7,525.00	
total											15,050.00	
525190		20538	TOWN OF GRAND CHU	369137 369137	2016 1st/2nd qtr sta 2016 1st/2nd qtr fed	147,050.00-	5810 5810	4230 4230			73,525.00 73,525.00	
total											147,050.00	
525191		37604	TOWN OF MENASHA	369138 369138	2016 1st/2nd qtr sta 2016 1st/2nd qtr fed	55,012.00-	5810 5810	4230 4230			27,506.00 27,506.00	
total											55,012.00	
525202		17890	VILLAGE OF KIMBER	369152 369152	2016 1st/2nd qtr sta 2016 1st/2nd qtr fed	18,372.00-	5810 5810	4230 4230			9,186.00 9,186.00	

Page - 4
Date - 10/20/16

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										18,372.00	
525203		7915	VILLAGE OF LITTLE	369153	2016 1st/2nd qtr sta	19,380.00-	5810	4230		9,690.00	
				369153	2016 1st/2nd qtr fed		5810	4230		9,690.00	
total										19,380.00	
525211		7780	WINNEBAGO COUNTY	369160	2016 1st/2nd qtr sta	41,302.00-	5850	4230		20,651.00	
				369160	2016 1st/2nd qtr fed		5850	4230		20,651.00	
total										41,302.00	
525235	10/19/16	58712	AT&T	369238	10/16 security syste	521.14-	5810	6413	7	208.45	
total										208.45	
525260		118455	G.E. CHEMICAL COM	369298	2" VALVE 2-WAY, 120	788.26-	580	2160		788.26	
total										788.26	
525262		252304	GENFARE, DIVISION	369299	Equip Repairs & Main	1,305.59-	580	2160		1,305.59	
total										1,305.59	
525304		18711	RICOH USA, INC.	369273	VT Lease	7,113.87-	5810	6320	1	31.34	
				369273	VT Copies		5810	6320	1	174.13	
				369273	VT Copies		5810	6320	1	53.87	
total										259.34	
total										898,445.59	



J.P.Morgan

Spend Analysis by Merchant

Run Date: 10/20/2016
Report ID: 10013

Posting Date: 08/27/2016 - 09/26/2016

VALLEY TRANSIT
100 N APPLETON
APPLETON, WI 54911-4799 USA

Merchant Name	Amount	Amount % Of Total	Average Amount	Count	Count % Of Total
LAMERS BUS LINES, INC.	7,807.32	22.55	1,951.83	4	4.00
AUTOMOTIVE SUPPLY CO	6,083.58	17.57	380.22	16	16.00
PETERBILT WI APPLETON	4,700.89	31.89	671.56	7	7.00
CADRE	1,761.83	5.09	587.28	3	3.00
NIELSON COMMUNICATIONS	1,243.75	3.59	621.88	2	2.00
FOX CITIES / BAY CITE	695.00	2.01	695.00	1	1.00
IN *DIVERSIFIED INVEST	468.50	1.35	468.50	1	1.00
UFIRST *UNIFIRST CORP	430.89	1.24	86.18	5	5.00
SAMSClub #6321	421.74	1.22	210.87	2	2.00
JIMMY JOHNS # 446 - E	396.22	1.14	99.06	4	4.00
THEDACARE AT WORK	382.20	1.10	191.10	2	2.00
PACKER CITY INT TRKS I	379.29	1.10	189.65	2	2.00
SQ *QUICK PRINT CEN	340.67	0.98	170.34	2	2.00
LAPPEN SECURITY PRODUC	327.00	0.94	327.00	1	1.00
SURVEYMONKEY.COM	300.00	0.87	300.00	1	1.00
CELLCOM	298.27	0.86	298.27	1	1.00
4IMPRINT	280.92	0.81	280.92	1	1.00
BAKER TILLY	265.00	0.77	265.00	1	1.00
EZREGISTER	210.00	0.61	210.00	1	1.00
TRI CITY GLASS AND DOO	146.25	0.42	146.25	1	1.00
OFFICEMAX CT*IN#870518	142.42	0.41	142.42	1	1.00
FEDEXOFFICE 00000828	128.06	0.37	128.06	1	1.00
TRUCKEQUIPMENT	118.04	0.34	118.04	1	1.00
TLF MEMORIAL FLORISTS	105.00	0.30	52.50	2	2.00
MASS TRANSIT	99.00	0.29	99.00	1	1.00
TRUDIGITAL	98.00	0.28	98.00	1	1.00
AMAZON.COM	86.78	0.25	86.78	1	1.00



J.P.Morgan

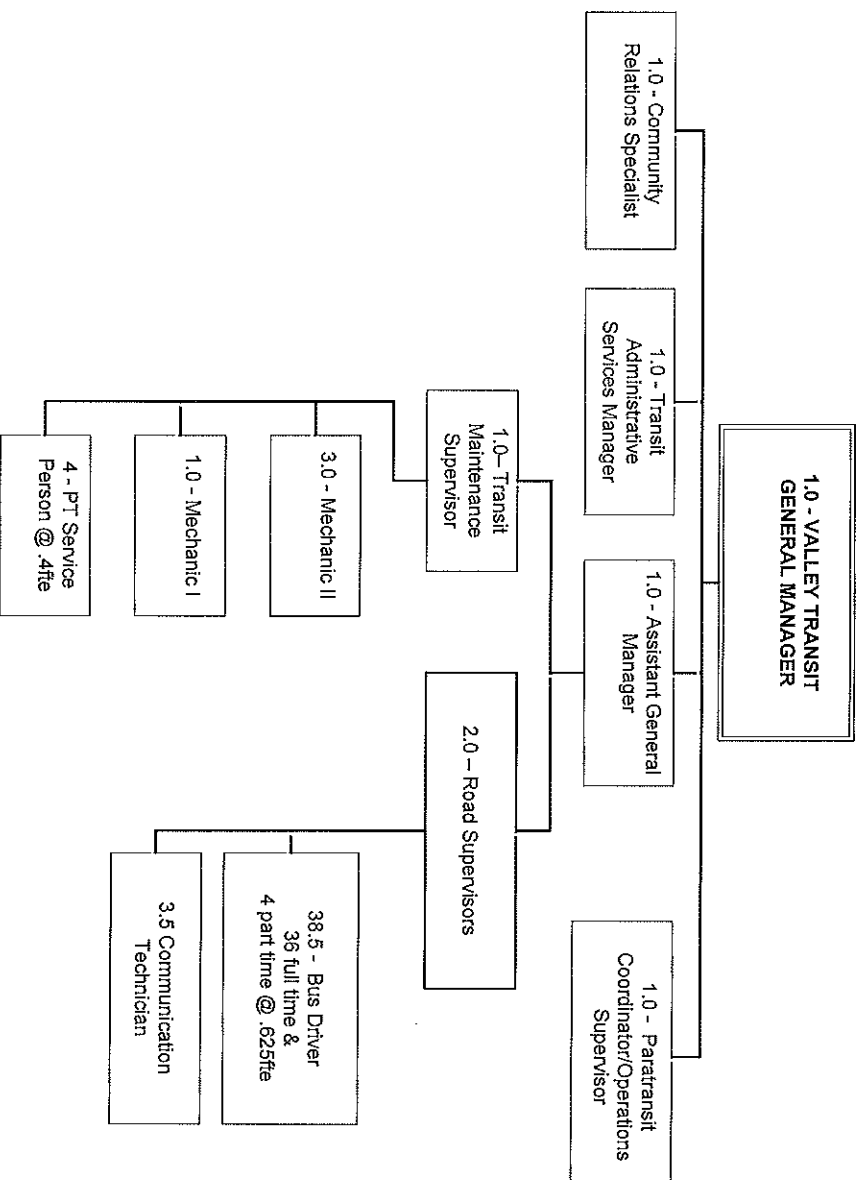
Spend Analysis by Merchant

Run Date: 10/20/2016
Report ID: 10013

Posting Date: 08/27/2016 - 09/26/2016

VALLEY TRANSIT
100 N APPLETON
APPLETON, WI 54911-4799 USA

Merchant Name	Amount		Amount % Of		Average		Count		Count % Of	
			Total		Amount		Total		Total	
YP * ADVERTISING PYMNT	56.36		0.16		56.36		1		1.00	
AIRGASS NORTH	51.12		0.15		51.12		1		1.00	
STARBUCKS STORE 09379	47.85		0.14		47.85		1		1.00	
FRANKLINCOVEYPRODUCTS	46.41		0.13		46.41		1		1.00	
OFFICEMAX CT*IN#915678	43.76		0.13		43.76		1		1.00	
FEDEX 21887407	43.23		0.12		43.23		1		1.00	
OFFICEMAX/OFFICE DEPOT	41.97		0.12		41.97		1		1.00	
NORTHSIDE TRUE VALUE	41.17		0.12		41.17		1		1.00	
OFFICEMAX/OFFICEDEPOT6	38.89		0.11		38.89		1		1.00	
YOUNKERS #0462	37.80		0.11		37.80		1		1.00	
AP BOOKSTORE.COM	34.45		0.10		34.45		1		1.00	
FEDEX 21683509	21.33		0.06		21.33		1		1.00	
WM SUPERCENTER #1982	19.36		0.06		19.36		1		1.00	
OFFICE DEPOT #142	7.18		0.02		7.18		1		1.00	
FACEBK T5AFEAAHJ2	6.93		0.02		6.93		1		1.00	
OFFICEMAX CT*IN#970055	6.02		0.02		6.02		1		1.00	
HOOTSUITE MEDIA INC.	5.99		0.02		5.99		1		1.00	
KWIK TRIP 18200001826	5.97		0.02		5.97		1		1.00	
WAL-MART #2986	4.97		0.01		4.97		1		1.00	
DOLLAR TREE	2.00		0.01		2.00		1		1.00	
Total	28,279.38		100.00		328.83		86		86.00	





October 17, 2016

To: Fox Cities Transit Commission
Human Resources Committee

From: Ron McDonald, General Manager

Subject: Authorization to restructure the Table of Organization by reassigning direct reports in addition to adding two 0.625 FTE part-time driver positions.

Request to reassign direct reports:

After review of the current Table of Organization at Valley Transit, it is clear that realignment is in order. The first concern is the Communication Technicians that report to our Administrative Services Manager. The Communication Technicians primarily provide information for bus related operations activities via telephone and radio communications. Consequently, it makes sense for the Communication Technicians to report to the Operations Division with direct oversight provided by a Road Supervisor.

Secondly, the Paratransit Coordinator/Operations Supervisor currently reports to the Assistant General Manager. Due to the nature of a Paratransit Coordinator/Operations Supervisor position, it is requested that the Paratransit Coordinator/Operations Supervisor report directly to the General Manager. The Paratransit Coordinator/Operations Supervisor is primarily responsible for service related to, and governed by, the Americans with Disabilities Act (ADA). Failure to meet the strict guidelines delineated in the ADA can lead to Civil Rights Violations. This position will also continue to assist with supervision of the Valley Transit Operations Division.

I am hereby requesting the 3.5 FTE Communications Technicians report to a Road Supervisor and the Paratransit Coordinator/Operations Supervisor report to the General Manager. This change will be cost neutral and have no budgetary impact.

Request to add two part-time bus driver positions at 0.625 FTE:

Some Valley Transit bus drivers are working in excess of 16 hours per day. Public bus drivers are not currently restricted by law as it relates to daily hours worked. However, it should be noted that professional truck drivers are regulated by the Federal Government and may only drive a maximum of 10 hours per day.

Driving extended hours causes excessive driver fatigue in addition to poor morale. As a safety concern, excessive hours and driver fatigue is a huge liability risk exposure for Valley Transit.

A number of factors are causing this scheduling problem including, but not limited to, FMLA, illness, and vacation requests. Each week approximately 50 hours of driving work is unable to be scheduled properly with the current workforce availability. Consequently, drivers are signing up for overtime while others are being involuntarily forced to work double shifts in excess of 16 hours per day. Within the last couple of pay periods, Valley Transit was forced to pay out approximately 200 hours of overtime.

Because we need a driver behind the wheel of each bus, Valley Transit doesn't have an opportunity to try getting by with less labor in an effort to reduce overtime expenses. Consequently, it is in our best interest to have additional part-time drivers available to work for regular wages. Year to date, Valley Transit Operations paid out \$90,800 in overtime. The budgeted cost of two part-time 0.625 FTE bus drivers is \$27,000 each or \$54,000 total. The Finance Department is determining appropriate budget line adjustments to reflect this change. However, the addition of two part-time 0.625 driver positions is expected to be cost neutral or a budget savings.

I am hereby requesting authorization to add two part-time bus drivers to the Table of Organization at 0.625 FTE each, reporting to the Road Supervisors.

NOTE: An Administrative Assistant 0.6 FTE position was added to the 2017 City of Appleton-Valley Transit Budget prior to my arrival at Valley Transit. This Administrative Assistant 0.6 FTE position will provide necessary assistance to the Administrative Services Manager.

Because my arrival at Valley Transit followed development of the 2017 budget, I am bringing this request forward now. The changes identified above, along with the additional 0.6 FTE Administrative Assistant position that was included in the 2017 budget, will greatly improve our ability to meet the needs of our Community, passengers, and regulatory requirements.

Recommendation:

Authorization to restructure the Table of Organization as follows: The current 3.5 FTE Communications Technicians will report to a Road Supervisor. The Paratransit Coordinator/Operations Supervisor will report to the General Manager. In addition, two 0.625 FTE part-time driver positions will be added to the Table of Organization, reporting to the Road Supervisors.



October 20, 2016

To: Fox Cities Transit Commission

From: Amy Erickson
Paratransit Coordinator

Subject: Authorization to award a three year Contract with two one year options to Kobussen Buses, Ltd. for Outagamie Specialized Transportation service

Background: The Specialized Transportation Service is a shared ride transit service for disabled clients of Outagamie County, Family Care, and IRIS. The service provides transportation to and from the client's residence to one of several predefined worksites, including Valley Packaging Industries, Goodwill, and Innovative Services. Valley Transit's 2017 budget includes \$531,838 for this service. Community Care pays for the local share. There are no City of Appleton funds used to support the Outagamie County Specialized Transportation Paratransit Service.

Process: Valley Transit issued a Request for Proposal for the Specialized Transportation Paratransit Service. The RFP packet was emailed to a list of current paratransit providers and providers who have expressed an interest in bidding. In addition, the RFP was published in the Green Bay Press Gazette, Oshkosh Northwestern, the Post-Crescent, and published on the City of Appleton website. One provider submitted a proposal by the September 2, 2016 deadline. A panel consisting of Amie Bastian, Outagamie County Aging and Long-Term Support Manager, Nick Musson, Associate Transportation Planner with East Central Wisconsin Regional Planning Commission, Jodi Fiane, Family Care Supervisor with Community Care, Inc. and Amy Erickson, Paratransit Coordinator of Valley Transit was assembled and met on October 11, 2016 to evaluate the proposals. Evaluation criteria included; Experience, Professional Competence, capacity, Proposal and Cost. Kobussen Buses, Ltd. received a total score of 381 out of a possible 400 points.

Kobussen Buses, Ltd. is a local company who is currently providing the service. The proposal's per route cost of \$206.50 represents a 2.25% decrease in cost from the current temporary extension which ends on December 31, 2016. The proposal does include a charge for "No-Shows", and an annual Consumer Price Index increase. Community Care, Inc. will again provide the local share.

Recommendation: Staff recommends and requests approval to award contract with Kobussen Buses, Ltd. for Outagamie Specialized Transportation Service.



October 20, 2016

To: Fox Cities Transit Commission

From: Amy Erickson
Paratransit Coordinator

Subject: Authorization to award a three year Contract with two one year options to Kobussen Buses Ltd. for Rural Demand Response Paratransit Service.

Background: The Rural Demand Response Paratransit Service is a demand responsive transportation service designed for elderly and disabled persons who reside in the rural areas of Outagamie County. Valley Transit's 2017 budget includes \$208,608 for this service. Outagamie County pays for the local share. There are no City of Appleton funds used to support the Rural Demand Response Paratransit Service.

Process: Valley Transit issued a Request for Proposal for the Rural Demand Response Paratransit Service. The RFP packet was emailed to a list of current paratransit providers and providers who have expressed an interest in bidding. In addition, the RFP was published in the Green Bay Press Gazette, Oshkosh Northwestern, the Post-Crescent, and published on the City of Appleton website. Only one provider submitted a proposal by the September 2, 2016 deadline. A panel consisting of Amie Bastian, Outagamie County Aging and Long-Term Support Manager, Nick Musson, Associate Transportation Planner with East Central Wisconsin Regional Planning Commission, Jodi Fiane, Family Care Supervisor with Community Care, Inc. and Amy Erickson, Paratransit Coordinator of Valley Transit was assembled and met on October 11, 2016 to evaluate the proposals. Evaluation criteria included; Experience, Professional Competence, capacity, Proposal and Cost. Kobussen Buses, Ltd. received a total score of 369.5 out of a possible 400 points.

Kobussen Buses, Ltd. is a local company who is currently providing the service. The proposer's per trip cost of \$32 represents a 2.8% decrease in cost from the current temporary extension which ends on December 31, 2016. The proposal does include a charge for "No-Shows", and an annual Consumer Price Index increase. Outagamie County will again provide the local share.

Recommendation: Staff recommends and requests approval to award contract with Kobussen Buses, Ltd. for Rural Demand Response Paratransit Service.



U.S. Department
of Transportation
**Federal Transit
Administration**

REGION V
Illinois, Indiana,
Michigan, Minnesota,
Ohio, Wisconsin

200 West Adams Street
Suite 320
Chicago, IL 60606-5253
312-353-2789
312-886-0351 (fax)

October 4, 2016

Mayor Timothy M. Hanna
City of Appleton
100 North Appleton Street
Appleton, WI 54911

Re: FY 2016 Triennial Review – Final Report

Dear Mayor Hanna:

The enclosed final report documents the Federal Transit Administration's (FTA) Triennial Review of the City of Appleton, Wisconsin. This review is required by Chapter 53 of Title 49, United States Code, Section 5307. Although not an audit, the Triennial Review is the FTA's assessment of the City's compliance with federal requirements, determined by examining a sample of grant management and program implementation practices. As such, the Triennial Review is not intended as, nor does it constitute, a comprehensive and final review of compliance with grant requirements.

The Triennial Review focused on the City of Appleton's compliance in 17 areas. No deficiencies were found with the FTA requirements in 11 areas. Deficiencies were found in six areas: Financial Management and Capacity, Technical Capacity, Maintenance, Americans with Disabilities Act, Procurement, and Drug Free Workplace and Drug and Alcohol Program. The City had one repeat deficiency from the 2013 Triennial Review in the area of Financial Management and Capacity, although the deficiency was issued for a different reason than in the 2013 Triennial Review.

As part of this year's Triennial Review of the City of Appleton, FTA incorporated an Enhanced Review Module (ERM) in the Disadvantaged Business Enterprise (DBE) area. The purpose of an ERM is to conduct a more comprehensive review of underlying or contributing issues identified during the pre-assessment stage of the Triennial Review. No deficiencies were identified during the ERM.

Thank you for your cooperation and assistance during this Triennial Review. If you need any technical assistance or have any questions, please do not hesitate to contact Ms. Joiner at (312) 353-2791 or lisa.joiner@dot.gov.

If the City of Appleton requires additional time to complete the corrective actions, please contact Ms. Joiner via email before the due date and request a time extension, along with a written justification for review by FTA. If we do not receive a response by the due date, it will be considered late. Non-responses may jeopardize your agency's ability to receive future Federal funding. Please notify our office if there are extenuating circumstances for our consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Marisol R. Simón". The signature is fluid and cursive, with a prominent "M" and "S".

Marisol R. Simón
Regional Administrator

Enclosure

cc: Ron McDonald, General Manager, Valley Transit
Debra Ebben, Administrative Services Manager, Valley Transit
Lisa Joiner, FTA, Transportation Program Specialist
Tarressa Carrell, FTA, Transportation Program Specialist
Sherre Ritenour, Reviewer, Qi Tech, LLC

FINAL REPORT

FY 2016 TRIENNIAL REVIEW

of the

**City of Appleton
d/b/a
Valley Transit (VT)
Appleton, Wisconsin
Recipient ID: 2564**

Performed for:

**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL TRANSIT ADMINISTRATION
REGION V
Chicago, Illinois**

Prepared by:

Qi Tech, LLC

Scoping Meeting Date: February 4, 2016

Site Visit Dates: August 9-10, 2016

Final Report Date: October 4, 2016

Table of Contents

I. Executive Summary	1
II. Review Background and Process	2
1. Background	2
2. Process.....	2
3. Metrics.....	3
III. Grantee Description.....	4
1. Organization.....	4
2. Grant and Project Activity.....	5
IV. Results of the Review	7
1. Financial Management and Capacity.....	7
2. Technical Capacity	8
3. Maintenance.....	8
4. Americans with Disabilities Act.....	9
5. Title VI	10
6. Procurement	10
7. Disadvantaged Business Enterprise.....	12
8. Legal.....	12
9. Satisfactory Continuing Control	12
10. Planning/Program of Projects.....	13
11. Public Comment on Fare Increases and Major Service Reductions.....	13
12. Half Fare	13
13. Charter Bus.....	13
14. School Bus	13
15. Security.....	14
16. Drug Free Workplace and Drug and Alcohol Program	14
17. Equal Employment Opportunity	15
V. Summary of Findings.....	16
VI. Attendees.....	19
VII. Appendices	20

I. Executive Summary

This report documents the Federal Transit Administration's (FTA) Triennial Review of the City of Appleton d/b/a Valley Transit (VT). The review was performed by Sherre Ritenour and Gwen Larson of Qi Tech, LLC. During the site visit, administrative and statutory requirements were discussed and documents were reviewed. The City's transit facilities were toured to provide an overview of activities related to FTA-funded projects.

The Triennial Review focused on the City of Appleton's compliance in 17 areas. As part of this year's Triennial Review of the City of Appleton, FTA incorporated an Enhanced Review Module (ERM) in the Disadvantaged Business Enterprise (DBE) area. The purpose of an ERM is to conduct a more comprehensive review of underlying or contributing issues identified during the pre-assessment stage of the Triennial Review. No deficiencies were identified during the ERM.

Deficiencies were found in the areas listed below.

Review Area	Deficiencies	
	Code	Description
Financial Management and Capacity	D-106	Insufficient tracking of grant balances
	D-142*	ECHO documentation deficient
Technical Capacity	D-781	Associated transit improvement commitments not met
Maintenance	D-48	Vehicle maintenance plan incomplete or out of date
	D-88	Late vehicle preventive maintenance
	D-117	Facility/equipment maintenance program lacking or inadequate
ADA	D-109	Limits or capacity constraints on complementary paratransit service
Procurement	D-271	Lacking required cost/price analysis
	D-290	Lacking required justification and documentation for non-competitive award
Drug-Free Workplace/ Drug and Alcohol Program	D-28	Drug and alcohol policy lacking required elements
	D-157	Drug and Alcohol contractors, subrecipients, and/or lessees not properly monitored for D&A program
	D-173	Drug and/or alcohol program vendors not properly monitored

* Denotes repeat deficiency

II. Review Background and Process

1. Background

The United States Code, Chapter 53 of Title 49 (49 U.S.C. 5307(f) (2)) requires that “At least once every three years, the Secretary shall review and evaluate completely the performance of a grantee in carrying out its program, specifically referring to compliance with statutory and administrative requirements.” This Triennial Review was performed in accordance with FTA procedures (published in FTA Order 9010.1B, April 5, 1993).

The Triennial Review includes a review of the grantee’s compliance in 17 areas. The basic requirements for each of these areas are summarized in Section IV.

This report presents the findings from the Triennial Review of the City of Appleton. The review concentrated on procedures and practices employed during the past three years; however, coverage was extended to earlier periods as needed to assess the policies in place and the management of grants. The specific documents reviewed are referenced in this report and are available at FTA’s regional office or the grantee’s office.

2. Process

The Triennial Review process includes a pre-review assessment, a review scoping meeting with the FTA regional office, and an on-site visit to the grantee’s location. The review scoping meeting was conducted with the Region V Office on February 4, 2016. Necessary files retained by the regional office were sent to the reviewer electronically. A grantee information request and review package was sent to the City of Appleton advising it of the site visit and indicating information that would be needed and issues that would be discussed. The site visit to the City of Appleton occurred on August 9-10, 2016.

The onsite portion of the review began with an entrance conference, at which the purpose of the Triennial Review and the review process were discussed. The remaining time was spent discussing administrative and statutory requirements and reviewing documents. The reviewers toured the City of Appleton’s transit administration and maintenance to provide an overview of activities related to FTA-funded projects. The reviewers examined a sample of maintenance records for FTA-funded vehicles and equipment. Upon completion of the review, FTA and the reviewers provided a summary of preliminary findings to the City of Appleton at an exit conference. Section VI of this report lists the individuals participating in the review.

3. Metrics

The metrics used to evaluate whether a grantee is meeting the requirements for each of the areas reviewed are:

- *Not Deficient*: An area is considered not deficient if, during the review, no findings were noted with the grantee's implementation of the requirements.
- *Deficient*: An area is considered deficient if any of the requirements within the area reviewed were not met.
- *Not Applicable*: An area can be deemed not applicable if, after an initial assessment, the grantee does not conduct activities for which the requirements of the respective area would be applicable.

III. Grantee Description

1. Organization

The City of Appleton, Wisconsin operates Valley Transit (VT) within the Fox Cities urbanized area including the Counties of Calumet, Outagamie, and Winnebago. A Transit Commission, consisting of 15 members appointed by the Mayor and confirmed by the City Council, governs VT's policies and procedures. The Fox Cities service area population is approximately 216,200. VT's general manager, appointed by the Mayor, is directly responsible for the day-to-day operations of the transit system. All VT staff are employees of the City of Appleton.

VT directly operates 18 fixed routes with a fleet of 29 FTA-funded buses. Fixed-route service operates between the hours of 5:30 a.m. and 10:30 p.m. on weekdays. Saturday service is provided between 7:30 a.m. and 10:30 p.m. There is no fixed-route service on Sundays. The basic adult cash fare is \$2.00. Half fare of \$1.00 is available for senior citizens, 65 years of age or older, persons with disabilities, and Medicare cardholders during all hours and days of service.

Complementary paratransit service for persons with disabilities eligible under the Americans with Disabilities Act (ADA) is provided within three-quarter miles of the fixed routes through a contract with Running, Inc. This paratransit service, known as Valley Transit II, operates during the same days and hours as the fixed-route service. The service is also available between the hours of 7:30 a.m. and 2.00 p.m. on Sundays for persons with disabilities and senior citizens. The contractor owns and maintains the paratransit vehicles.

VT also purchases demand-response and route-deviation services from seven local transportation providers, in certain low-density areas, beyond the fixed-route service area. The following are the names and service areas provided by the contractors:

- Running Inc. – provides demand-response service to Fox Cities' residents who work second or third shift schedules, or who need to travel throughout the community beyond Valley Transit's service area. The service extends regular bus routes beyond standard boundaries and hours. It connects passengers from a location outside of the bus route to one of six transfer points and is available 20 hours a day, six days a week.
- Kobussen Buses LTD – provides specialized employment transportation service in Outagamie County and specialized demand-response services for seniors, aged 60 and over, who live in the Fox Cities' portion of Calumet and Outagamie Counties. Service is provided from 9:00 a.m. to 5:00 p.m. weekdays. Service is not available on weekends or holidays.
- Lamers Inc. – provides downtown trolley service in the summer months in the City of Appleton.
- Kidz Kab – provides service in the City of Appleton, Town of Harrison, and Town of Buchanan.
- Calumet Van Service - provides demand-response service in Calumet County for seniors, aged 60 and over.

- New Hope Center – provides specialized employment transportation service for Calumet County.
- Fox Valley Cab – provides demand-response service in the cities of Neenah, Menasha, and the Town of Menasha for seniors, aged 60 and over.

VT's operations and administration facility is located at 801 South Whitman Avenue in Appleton. VT also operates two transit centers, one in Appleton and one in Neenah, which function as hubs for fixed-route services in these areas.

The City's National Transit Database Report for fiscal year 2015 provided the following financial and operating statistics for its fixed-route and paratransit service:

Operating Statistic	Fixed-Route Service	Paratransit Service	Demand-Response Service
Unlinked Passengers	1,055,544	37,366	156,892
Revenue Hours	59,320	9,773	38,359
Operating Expenses	\$5,083,295	\$404,678	\$2,031,373

2. Grant and Project Activity

Below is a list of the City's open grants at the time of the review.

Grant Number	Grant Amount	Year Executed	Description
WI-90-X796-00	\$8,966,865	2015	FY15 5307 Operating & Capital
WI-16-X007-00	\$358,626	2015	FY13 5310 Enhanced Mobility LAPSING
WI-34-0007-00	\$709,697	2014	FY13 & FY14 5339 Bus Replacement
WI-90-X631-00	\$6,597,440	2011	2011 Operating Assistance

During the review period, the City completed the following noteworthy projects:

- Purchased a maintenance truck (replacement)
- Replaced the camera system and cameras at the Transit Center and Administration/Maintenance building
- Replaced and upgraded DVRs and cameras on fixed-route fleet.

The City is currently implementing the following noteworthy projects:

- Replacing three fixed-route buses
- Replacing roof on the Transit Center.

The City plans to pursue the following noteworthy projects in the next three to five years:

- Replace two to three buses per year for the next five years, as funding allows
- Purchase and install four ADA-accessible bus shelters
- Update/repair air ventilation in the administrative/maintenance building
- Replace bus washer
- Replace three support vehicles
- Update the Transportation Development Plan in 2017.

IV. Results of the Review

1. Financial Management and Capacity

Basic Requirement: The grantee must demonstrate the ability to match and manage FTA grant funds, cover cost increases and operating deficits, cover maintenance and operational costs for FTA-funded facilities and equipment, and conduct and respond to applicable audits.

Finding: During this Triennial Review of the City of Appleton, deficiencies were found with the FTA requirements for Financial Management and Capacity.

Insufficient tracking of grant balances (106)

The City of Appleton is a newly designated urban system of over 200,000 in population. The financial processes and procedures requirements under the new designation have been challenging for VT staff to navigate, particularly with the recent loss of three key positions, of which only one has been filled. Finance department personnel have not been tracking expenditures by Activity Line Items (ALIs) in accordance with the FTA-required financial/grant management requirements specified in FTA C. 5010.1D, Chapter II, Section 3.

Corrective Actions and Schedule: By January 12, 2017, the City of Appleton shall submit to the FTA Regional Office updated financial management procedures that incorporate a process for tracking grant budgets by Activity Line Items (ALIs). The City of Appleton shall submit to the Regional Office documentation that staff have received training and demonstrates that the procedures have been implemented. The City of Appleton shall also submit a plan for reconciling the differences between the grant balances in TrAMS and its accounting system.

ECHO documentation deficient (142)

The grantee's records must support ECHO draw requests. The information should be traced back to an invoice for goods or services or timesheets, and be supported by information from the grantee's accounting system. Of the six ECHO draws examined, only one had supporting documents and it was to correct a previous draw. None of the files examined had invoices, timesheets, and copies of checks distributed or other supporting documents.

It is noted that this is a repeat finding from the 2013 Triennial Review. However, in the 2013 Triennial Review, the finding was issued because the City of Appleton's authorizing official was not approving the ECHO draws before FTA funds were drawn down. The City rectified this deficiency immediately after the 2013 site visit, and this finding was closed upon issuance of the 2013 Triennial Review final report.

Corrective Actions and Schedule: By January 12, 2017, the City of Appleton shall submit to the FTA Regional Office procedures for documenting ECHO draws, staff training, and evidence that the procedures have been implemented.

Beginning with the quarter ending September 30, 2016, the City of Appleton shall submit to the FTA Regional Office a quarterly report that lists the following information:

- **All ECHO draws made that quarter**
- **The grant number and program for each draw**
- **The ALI code(s) for each draw**
- **The date the draw was disbursed**
- **Supporting documentation for each draw (invoices, checks, payroll records, ledger reports, etc.).**

The City of Appleton shall submit this report on a quarterly basis for four consecutive quarters, no later than 30 days after the quarter ends, and shall satisfy the requirements of this corrective action by July 28, 2017.

2. Technical Capacity

Basic Requirement: The grantee must be able to implement FTA-funded projects in accordance with the grant application, FTA Master Agreement, and all applicable laws and regulations, using sound management practices.

Finding: During this Triennial Review of the City of Appleton, deficiencies were found with the FTA requirements for Technical Capacity.

Associated transit improvement commitments not met (781)

The City of Appleton has not been expending one percent of each fiscal year's 5307 apportionment on associated transit improvements, as is required in FTA Circular 9030.1E, Chapters IV and V.

Corrective Action and Schedule: By January 12, 2017, the City of Appleton shall submit to the FTA Regional Office a plan for meeting its associated transit improvement commitments.

3. Maintenance

Basic Requirement: Grantees and subrecipients must keep federally funded vehicles, equipment and facilities in good operating condition. Grantees and subrecipients must keep Americans with Disabilities Act (ADA) accessibility features on all vehicles, equipment and facilities in good operating order.

Finding: During this Triennial Review of the City of Appleton, deficiencies were found with the FTA requirements for Maintenance.

Vehicle maintenance plan incomplete or out of date (48)

The City of Appleton's vehicle maintenance plan, last updated in 2012, did not include objectives or on-board security systems information, as required in FTA C. 9030.1E, Chapter VI.

Corrective Action and Schedule: By January 12, 2017, the City of Appleton shall submit to the FTA Regional Office a revised vehicle maintenance plan that incorporates objectives and addresses requirements for maintenance of on-board security systems.

Late vehicle preventive maintenance (88)

During the site visit, preventive maintenance (PM) records on four FTA-funded fixed-route vehicles were chosen for review. Paratransit vehicles are owned and maintained by the contractor, therefore no paratransit vehicle records were reviewed. Records on all selected vehicles were incomplete and confusing, due to incorrect mileage numbers recorded in the PM logs. Of the 16 intervals that were verifiable as accurate, 10 of them were beyond the allowable stated interval period of 6,000 miles (+10% variance) for preventive maintenance inspections, resulting in a 37.5 percent on-time performance. In implementing FTA C. 5010.1D, Chapter V, FTA has determined that grantees must complete at least 80 percent of its preventive maintenance inspections on time.

Corrective Actions and Schedule: By March 13, 2017, the City of Appleton shall submit to the FTA Regional Office procedures for completing its fixed-route bus preventive maintenance inspections on time. The City of Appleton shall submit to the FTA Regional Office a monthly report signed by the General Manager or other senior management designee on its preventive maintenance results until the data demonstrate it has conducted at least 80 percent of its preventive maintenance on time for three consecutive months. For each vehicle that received a preventive maintenance inspection during the month, the City of Appleton shall include with the submittal to the FTA Regional Office, a report that lists the vehicle number, date of the inspection, mileage of the current inspection, mileage of the previous inspection, and the mileage interval between the two inspections. The City of Appleton shall also list the percentage of the inspections performed on time. The City of Appleton shall submit to the FTA Regional Office back-up documentation for each bus (e.g., copy of work order, printout from the maintenance management system) documenting the date and mileage of the inspection.

Facility/equipment maintenance program lacking or inadequate (117)

Valley Transit has a vehicle maintenance plan that includes a minor mention of facilities and equipment. This section does not address mission critical items or security equipment, as FTA has required per its implementation of FTA C. 5010.1D, Chapters II and IV.

Corrective Action and Schedule: By January 12, 2017, the City of Appleton shall submit to the FTA Regional Office a revised facility/equipment maintenance plan that incorporates mission critical items and security equipment.

4. Americans with Disabilities Act

Basic Requirement: Titles II and III of the ADA of 1990 provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service, including complementary paratransit service.

Finding: During this Triennial Review of the City of Appleton, deficiencies were found with the U.S. Department of Transportation (US DOT) requirements for ADA.

Limits or capacity constraints on complementary paratransit service (109)

Grantees must track service for ADA trips separately from non-ADA trips. The City of Appleton does not have a process in place for reviewing its contractor, Running Inc.'s, performance data. The City of Appleton must be able to demonstrate that trip denials, as well as missed trips, late pickups, trips of excessive length, etc., are not an operational pattern or practice that significantly limits the availability of ADA paratransit service, as explained in 49 CFR 37.131. The City of Appleton also does not monitor the service delivery of its Section 5310-funded demand-response service provided by six contracted providers. The City of Appleton does not track ADA and non-ADA paratransit service separately for all of its contracted services.

Corrective Actions and Schedule: By January 12, 2017, the City of Appleton shall submit to the FTA Regional Civil Rights Officer (RCRO) procedures for monitoring its ADA complementary paratransit service for patterns or practices of capacity constraints, and for monitoring and tracking ADA and non-ADA paratransit service separately. Also, the City of Appleton must submit evidence that the required oversight procedures have been implemented.

5. Title VI

Basic Requirement: The grantee must ensure that no person shall, on the grounds of race, color, or national origin, be excluded from participating in, or be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance without regard to whether specific projects or services are federally funded. The grantee must ensure that federally supported transit services and related benefits are distributed in an equitable manner.

Note: The fiscal year 2016 Triennial Review covers a three-year period in which the FTA issued a revised circular for Title VI, which provided more information on how to comply and changed requirements for some grantees with populations over 200,000. FTA Circular 4702.1B became effective October 1, 2012. Title VI programs submitted to FTA after this date must comply with the requirements of this circular. The Triennial Review will look at compliance with the requirement of FTA Circular 4702.1A for the period prior to October 1, 2012, and compliance with the revised circular for activities after this date.

Finding: During this Triennial Review of the City of Appleton, no deficiencies were found with the FTA requirements for Title VI.

6. Procurement

Basic Requirement: Grantees use their own procurement procedures that reflect applicable state and local laws and regulations, provided that the process ensures competitive procurement and the procedures conform to applicable Federal law, including 49 CFR Part 18, (repealed effective

December 26, 2014), 2 CFR Part 1201, incorporating 2 CFR Part 200 (specifically Sections 200.317-200.326), and FTA Circular 4220.1F, “Third Party Contracting Guidance.”

Finding: During this Triennial Review of the City of Appleton, deficiencies were found with the FTA requirements for Procurement.

The review team examined four FTA-funded procurements:

Goods/ Services Procured	Date	Method	Type	Amount	Comments
Fare Tickets	5/16/2014	Sole source	Supplies	\$10,800	Missing cost/price analysis
Paratransit Services	7/18/2014	RFP	Management and Operational Services	\$2,146,387	Missing cost/price analysis
ADA Certification Services	9/11/2015	RFP	Professional Services	\$40,000	Missing cost/price analysis/single bid award justification
Ancillary Paratransit Service	4/13/2015	RFP	Management and Operational Services	\$48,329	Missing cost/price analysis

Lacking required cost/price analysis (271)

The City of Appleton utilizes the majority of its grant money to fund operations and maintenance activities. Therefore, it had limited procurement activities during the Triennial Review period. Four procurements/solicitations were available for review; all four files were missing cost/price analyses, which are required per FTA C. 4220.1F, Chapter VI, Section 6.

Corrective Actions and Schedule: By January 12, 2017, the City of Appleton shall provide to the FTA Regional Office documentation that it has updated its procurement process and provided staff training to include performing a cost or price analysis for every procurement action including contract modifications. For its next procurement, the City of Appleton shall submit to the FTA Regional Office documentation that the required cost or price analysis was implemented.

Lacking required justification and documentation for non-competitive award (290)

The City of Appleton solicited proposals for ADA paratransit certification services during the Triennial Review period and received only one proposal. The City of Appleton awarded a contract to the single bidder, but did not document the reason why that award was justified, as is required in FTA C. 4220, Chapter VI, Section 3.

Corrective Action and Schedule: By January 12, 2017, the City of Appleton shall submit to the FTA Regional Office a revised Procurement Policy that includes a process for documenting sole source/single bid awards to ensure that future single bid contract awards are properly documented. For its next sole source or single bid procurement action, the

City of Appleton shall provide the FTA Regional Office evidence that the required justification has been documented.

7. Disadvantaged Business Enterprise

Basic Requirement: The grantee must comply with 49 CFR Part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. Grantees also must create a level playing field on which DBEs can compete fairly for US DOT-assisted contracts.

Enhanced Review Module (ERM): During this Triennial Review of the City of Appleton, an ERM was conducted in the DBE area. The following subject matters within DBE were reviewed extensively:

- DBE Program Management
- Project Specific Goals
- Overconcentration
- Goal Setting and Reporting
- Race Neutral Measures
- Good Faith Efforts
- Required Contract Provisions
- Record Keeping, Monitoring, and Enforcement.

No deficiencies were found as a result of the DBE ERM.

Finding: During this Triennial Review of the City of Appleton, no deficiencies were found with the US DOT requirements for DBE.

8. Legal

Basic Requirement: The grantee must be eligible and authorized under state and local law to request, receive, and dispense FTA funds and to execute and administer FTA-funded projects. Grantees must comply with Restrictions on Lobbying requirements.

Finding: During this Triennial Review of the City of Appleton, no deficiencies were found with the FTA requirements for Legal.

9. Satisfactory Continuing Control

Basic Requirement: The grantee must ensure that FTA-funded property will remain available to be used for its originally authorized purpose throughout its useful life until disposition.

Finding: During this Triennial Review of the City of Appleton, no deficiencies were found with the FTA requirements for Satisfactory Continuing Control.

10. Planning/Program of Projects

Basic Requirement: The grantee must participate in the transportation planning process in accordance with FTA, Moving Ahead for Progress in the 21st Century, and the metropolitan and statewide planning regulations. Each recipient of a Section 5307 grant shall develop, publish, afford an opportunity for a public hearing on, and submit for approval, a program of projects (POP).

Finding: During this Triennial Review of the City of Appleton, no deficiencies were found with the FTA requirements for Planning/POP.

11. Public Comment on Fare Increases and Major Service Reductions

Basic Requirement: Section 5307 grantees are expected to have a written, locally developed process for soliciting and considering public comment before raising a fare or carrying out a major transportation service reduction.

Finding: During this Triennial Review of the City of Appleton, no deficiencies were found with the FTA requirements for Public Comment on Fare Increases and Major Service Reductions.

12. Half Fare

Basic Requirement: For fixed-route service supported with Section 5307 assistance, fares charged seniors, persons with disabilities, or an individual presenting a Medicare card during off peak hours will not be more than one half the peak hour fares.

Finding: During this Triennial Review of the City of Appleton, no deficiencies were found with the FTA requirements for Half Fare.

13. Charter Bus

Basic Requirement: Grantees are prohibited from using federally funded equipment and facilities to provide charter service if a registered private charter operator expresses interest in providing the service. Grantees are allowed to operate community based charter services excepted under the regulations.

Finding: During this Triennial Review of the City of Appleton, no deficiencies were found with the FTA requirements for Charter Bus.

14. School Bus

Basic Requirement: Grantees are prohibited from providing exclusive school bus service unless the service qualifies and is approved by the FTA Administrator under an allowable exemption. Federally funded equipment or facilities cannot be used to provide exclusive school bus service.

School tripper service that operates and looks like all other regular service is allowed.

Finding: During this Triennial Review of the City of Appleton, no deficiencies were found with the FTA requirements for School Bus.

15. Security

Basic Requirement: As recipients of Section 5307 funds, grantees must annually certify that they are spending at least one percent of such funds for transit security projects or that such expenditures for security systems are not necessary.

Finding: During this Triennial Review of the City of Appleton, no deficiencies were found with the FTA requirements for Security.

16. Drug Free Workplace and Drug and Alcohol Program

Basic Requirement: Grantees are required to maintain a drug-free workplace for all grant-related employees and to have an ongoing drug-free awareness program. Grantees receiving Section 5307, 5309, 5311 or 5339 funds that have safety-sensitive employees must have a drug and alcohol testing program in place for such employees.

Finding: During this Triennial Review of the City of Appleton, deficiencies were found with the FTA requirements for Drug-Free Workplace and Drug and Alcohol Program.

Drug and alcohol policy lacking required elements (28)

Grantees and subrecipients, contractors, subcontractors, and lessees covered by 49 CFR Part 655 must have a drug and alcohol testing policy detailing the provisions of their drug and alcohol programs. The City of Appleton's Drug and Alcohol policy is missing some required elements: 1) some of the behaviors and circumstances that constitute a refusal to take a drug test, and 2) although the City of Appleton lists sub-categories under the amphetamines and opiates in its drug and alcohol policy, the list does not agree exactly with 49 CFR 40.87, as required.

Corrective Action and Schedule: By January 12, 2017, the City of Appleton shall submit to the FTA Regional Office an amended drug and alcohol policy that has been adopted by the governing board and recommunicated to all affected employees.

Drug and Alcohol contractors, subrecipients, and/or lessees not properly monitored for D&A program (157)

The City of Appleton has not been monitoring its Section 5307 subrecipient Running, Inc.'s, drug and alcohol programs; it has also not been monitoring the drug and alcohol programs of its paratransit and specialized transportation service contractors, as is required in 49 CFR 655.81.

Corrective Action and Schedule: By January 12, 2017, the City of Appleton shall submit to the FTA Regional Office a drug and alcohol oversight plan with at least quarterly monitoring of its contractors, to include at a minimum: verification of random testing selections; review of custody and control forms (employer and medical review officer copy), vendor certifications, and calibration logs; and random inspections of records and collection sites.

Drug and/or alcohol program vendors not properly monitored (173)

Grantees must show evidence that they are monitoring drug and alcohol testing agents/vendors to ensure they are compliant with 49 CFR Part 40. The City of Appleton had no documentation that it has been monitoring is drug and alcohol testing vendor.

Corrective Actions and Schedule: By January 12, 2017, the City of Appleton shall submit to the FTA Regional Office evidence of drug and alcohol vendor monitoring procedures, along with evidence of implementation.

17. Equal Employment Opportunity

Basic Requirement: The grantee must ensure that no person in the United States shall on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participating in, or denied the benefits of, or be subject to discrimination in employment under any project, program, or activity receiving Federal financial assistance under the Federal transit laws. (Note: Equal Employment Opportunity Commission's regulation only identifies/recognizes religion and not creed as one of the protected groups.)

Finding: During this Triennial Review of the City of Appleton, no deficiencies were found with the FTA requirements for Equal Employment Opportunity (EEO).

V. Summary of Findings

Review Area	Finding	Deficiency	Corrective Action	Response Date	Date Closed
1. Financial Management and Capacity	D-106	Insufficient tracking of grant balances	The City of Appleton shall submit to the FTA Regional Office updated financial management procedures that incorporate a process for tracking grant budgets by Activity Line Items (ALIs). The City of Appleton shall submit to the FTA Regional Office documentation that demonstrates that the procedures have been implemented. The City of Appleton shall also submit a plan for reconciling the differences between the grant balances in TrAMS and its accounting system.	1/12/2017	
	D-142*	ECHO documentation deficient	The City of Appleton shall submit to the FTA Regional Office procedures for documenting ECHO draws, staff training, and evidence that the procedures have been implemented.	1/12/2017	
			Beginning with the quarter ending September 30, 2016, the City of Appleton shall submit to the FTA Regional Office a quarterly report that lists the following information: <ul style="list-style-type: none"> • All ECHO draws made that quarter • The grant number and program for each draw • The ALI code(s) for each draw • The date the draw was disbursed • Supporting documentation for each draw (invoices, checks, payroll records, ledger reports, etc.). The City of Appleton shall submit this report on a quarterly basis for four consecutive quarters, no later than 30 days after the quarter ends.	7/28/2017	
2. Technical Capacity	D-781	Associated transit improvement commitments not met	The City of Appleton shall submit to the FTA Regional Office a plan for meeting its associated transit improvement commitments.	1/12/2017	
3. Maintenance	D-48	Vehicle maintenance plan incomplete or out of date	The City of Appleton shall submit to the FTA Regional Office a revised vehicle maintenance plan that incorporates on-board security systems.	1/12/2017	
	D-88	Late vehicle preventive maintenance	The City of Appleton shall submit to the FTA Regional Office procedures for completing its fixed-route bus preventive maintenance inspections on time. The City of Appleton shall submit to the FTA Regional Office a monthly report signed by the General Manager or other senior management designee on its preventive maintenance results until the data demonstrate it has conducted at	3/13/2017	

Review Area	Finding	Deficiency	Corrective Action	Response Date	Date Closed
			least 80 percent of its preventive maintenance on time for three consecutive months. For each vehicle that received a preventive maintenance inspection during the month, the City of Appleton shall include with the submittal to the FTA Regional Office, a report that lists the vehicle number, date of the inspection, mileage of the current inspection, mileage of the previous inspection, and the mileage interval between the two inspections. The City of Appleton shall also list the percentage of the inspections performed on time. The City of Appleton shall submit to the FTA Regional Office back-up documentation for each bus (e.g., copy of work order, printout from the maintenance management system) documenting the date and mileage of the inspection.		
	D-117	Facility/equipment maintenance program lacking or inadequate	The City of Appleton shall submit to the FTA Regional Office a revised facility/equipment maintenance plan that incorporates mission critical items and security equipment.	1/12/2017	
4. ADA	D-109	Limits or capacity constraints on complementary paratransit service.	The City of Appleton shall submit to the FTA Regional Civil Rights Officer (RCRO) procedures for monitoring and tracking ADA and non-ADA paratransit service separately, and for monitoring its ADA complementary paratransit service for patterns or practices of capacity constraints. Also, the City of Appleton must submit evidence that the required oversight procedures have been implemented.	1/12/2017	
5. Title VI	ND				
6. Procurement	D-271	Lacking required cost/price analysis	The City of Appleton shall provide to the FTA Regional Office documentation that it has updated its procurement process and provided staff training to include performing a cost or price analysis for every procurement action including contract modifications.	1/12/2017	
			For its next procurement, the City of Appleton shall submit to FTA Regional Office documentation that the required cost or price analysis was implemented.	1/12/2017	
	D-290	Lacking required justification and documentation for non-competitive award	The City of Appleton shall submit to the FTA Regional Office a revised Procurement Policy that includes a process for documenting sole source/single bid awards to ensure that future single bid procurements are properly documented.	1/12/2017	

Review Area	Finding	Deficiency	Corrective Action	Response Date	Date Closed
			For its next sole source or single bid procurement action, the City of Appleton shall provide the FTA Regional Office evidence that the required justification has been documented.	1/12/2017	
7. DBE	ND				
8. Legal	ND				
9. Satisfactory Continuing Control	ND				
10. Planning/ POP	ND				
11. Public Comment on Fare Increases and Major Service Reductions	ND				
12. Half Fare	ND				
13. Charter Bus	ND				
14. School Bus	ND				
15. Security	ND				
16. Drug-Free Workplace/ Drug and Alcohol Program	D-28	Drug and alcohol policy lacking required elements	The City of Appleton shall submit to the FTA Regional Office an amended drug and alcohol policy that has been adopted by the governing board and recommunicated to all affected employees.	1/12/2017	
	D-157	Drug and Alcohol contractors, subrecipients, and/or lessees not properly monitored for D&A program	The City of Appleton shall submit to the FTA Regional Office a drug and alcohol oversight plan with at least quarterly monitoring of its contractors, to include at a minimum: verification of random testing selections; review of custody and control forms (employer and medical review officer copy), vendor certifications, and calibration logs; and random inspections of records and collection sites.	1/12/2017	
	D-173	Drug and/or alcohol program vendors not properly monitored	The City of Appleton shall submit to the FTA Regional Office evidence of drug and alcohol vendor monitoring procedures, along with evidence of implementation.	1/12/2017	
17. EEO	ND				

* Denotes repeat deficiency

VI. Attendees

Name	Title	Phone Number	E-mail Address
<i>City of Appleton</i>			
Debra Ebben	Administrative Services Manager	920-832-2292	debra.ebben@appleton.org
Daniel Sandemeier	Assistant General Manager	920-832-2294	daniel.sandmeier@appleton.org
Nikki Voelzke	Community Relations Specialist	920-832-2293	nicole.voelzke@appleton.org
Amy Erickson	Paratransit Operations Supervisor	920-832-2295	amy.erickson@appleton.org
Steven Schrange	Project Manager	920-832-5972	steve.schrange@appleton.org
Cameron Green	Facilities Manager	920-832-5906	cameron.green@appleton.org
Jeff Pelligrini	Lead Mechanic	920-832-5800	NA
Debbie VanDenBogurt	Deputy Director, HR	920-832-6427	debra.vandenbogurt@appleton.org
<i>FTA Region V</i>			
Kelley Brookins	Deputy Regional Administrator	312-353-1654	kelley.brookins@dot.gov
Marisa Appleton	Regional Civil Rights Officer	312-705-1270	marisa.appleton@dot.gov
Vanessa Adams	Acting Director, Program Management and Oversight	312-886-0309	vanessa.adams@dot.gov
Tarressa Carrell	Transportation Program Specialist	312-866-1624	tarressa.carrell@dot.gov
<i>Reviewers</i>			
Sherre Ritenour	Qi Tech, LLC	719-648-6424	sherre_ritenour@qitechllc.com
Gwen Larson	Qi Tech, LLC	920-365-6450	gwen_larson@qitechllc.com

VII. Appendices

No appendices included in this report.



October 19, 2016

To: Fox Cities Transit Commission
Appleton City Council

From: Ronald McDonald, General Manager

Subject: Valley Transit 2017 Budget

The 2017 Valley Transit budget was released as part of the Mayor's budget to the Appleton Common Council on Wednesday, October 5, 2016. Budget Saturday, when alderpersons can ask questions about each of the individual department budgets is scheduled for Saturday, October 29, 2016. Valley Transit is scheduled to discuss the budget between 8:00 and 10:00 AM. The public hearing on the Appleton Budget is scheduled for 6:00 PM on Wednesday, November 2, 2016 and the final Budget Adoption is scheduled for Wednesday, November 9, 2016 starting at 7:00 PM. All meetings are public and you are invited and encouraged to attend.

This year's Valley Transit budget shows an overall increase of 2.84% with municipal local shares proposed to increase by approximately 10%. The areas of major increase are Administration (3.8%), Vehicle Maintenance (5.09%) and Facilities Maintenance (21.76%). The ADA Paratransit budget is proposed to decrease by 1.76%.

Valley Transit is assuming a combined State and Federal operating assistance of 57%.

Specific line items in the budget that have increased or decreased significantly between 2016 and 2017 are:

Administration:

- Consulting – Valley Transit is required to complete a Transit Development Plan in 2017 at an estimated cost of \$100,000 (\$80,000 grant revenue, \$20,000 local share)
- Addition of an Administrative Assistant position (.6 FTE) to provide support to management staff. The position is funded partially in Administration, Operations and ADA Paratransit and will be allocated accordingly.
- Insurance – For the past couple of years, Valley Transit has been able to budget a return of surplus from TMI. There is no plan for a return of surplus funds for 2017.

Vehicle Maintenance:

- Vehicle Repairs & Maintenance – This line item has been increased as we have found that the Arboc buses are being sent out for repairs more frequently.
- Equipment Repairs & Maintenance – As Valley Transit's equipment continues to age, more repairs are needed.

Facilities Maintenance:

- Infrastructure Construction – Valley Transit will be repairing the roadway alongside of the Transit Center during 2017 (\$13,600 grant revenue, \$3,400 local share).

Operations:

- Vehicle & Equipment Parts – Tire disposal and repair and the cost of tire caps have increased along with the price of new tires.

ADA Paratransit:

- Regular Salaries – Increase reflects an increased allocation of the Paratransit Coordinator for greater oversight of ADA contracts as required by the Federal Transit Administration.
- Contractor Fees – The reduction in this line item is due to a new three year contract with the service provider at a lower cost per trip.
- Other Contracts/Obligations – The reduction in this line item is a result of ADA Certifications being done by the Paratransit Coordinator versus a contracted service.

Ancillary Paratransit:

- Contractor Fees – The increase in contractor fees is mostly due to increased costs for the Family Care specialized employment transportation and New Hope employment transportation services.

CITY OF APPLETON 2017 BUDGET

VALLEY TRANSIT

General Manager: Ron C. McDonald

Assistant General Manager: Daniel K. Sandmeier

Administrative Services Manager: Debra Ebben

CITY OF APPLETON 2017 BUDGET VALLEY TRANSIT

MISSION STATEMENT

Valley Transit provides safe, customer-focused transportation options that connect our communities to enhance the quality of life.

DISCUSSION OF SIGNIFICANT 2016 EVENTS

Management Transition

2016 has been a year of management transition for Valley Transit, with the retirement of the General Manager early in the year and the resignation of the Maintenance Supervisor mid-year. A new General Manager has started and recruiting begun for the Maintenance Supervisor position.

Ridership

Following national transit ridership trends, Valley Transit ridership is slightly down (5.5%) in the first six months of 2016. When gas prices are lower, as they have been in 2016, transit ridership tends to dip.

Legislative Issues

Valley Transit faces funding challenges every year and has been able to find solutions to keep the system operating without service cuts or major increases in costs to the local funding partners. Staff continues to look for a stable source of local funding to offset the swings in funding at the State and federal level.

Federal Funding— During 2015, congress passed the FAST Act (Fixing America's Surface Transportation) to improve the nation's surface transportation infrastructure. The five-year legislation reforms and strengthens transportation programs and provides long-term certainty and more flexibility for State and local governments. The FAST Act increases dedicated bus funding, provides both stable formula funding and a competitive grant program to address bus and bus facility needs and provides flexibility for recipients in the use of federal funds to maintain facilities and equipment in a state of good repair.

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

State Budget— State funding for transit operations was cut by 10% in 2012 and remained at that lower level until this year when it was increased by 4% as part of the State's biennial budget that was passed in July, 2015.

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

Audits

Single Financial Audit

Valley Transit received no findings in the 2015 financial audit conducted in early 2016.

Additional Federal Funds (5310)

"5310" funding provides assistance to programs serving the elderly and persons with disabilities. When the population of the Fox Valley reached 200,000 with the 2010 census, Valley Transit became a direct recipient of this funding. The grant allows 45% of the funds to go to fixed route providers, such as Valley Transit, for senior/disabled services in excess of ADA paratransit requirements and requires a minimum of 55% of the funds to be distributed to non-profit organizations that provide transportation services to senior and disabled populations. Valley Transit and the East Central Wisconsin Regional Planning Commission (ECWRPC) reached an agreement that designates Valley Transit as the recipient of 5310 funds and ECWRPC as the lead on the process to distribute the 55% funds to non-profit organizations. The 2017 proposed budget reflects an award of funds to a non-profit organization.

CITY OF APPLETON 2017 BUDGET

VALLEY TRANSIT

MAJOR 2017 OBJECTIVES

Valley Transit's Strategic Plan was completed in early 2015. The plan includes recommendations for near-term, three, five and ten years. A near-term action plan and schedule has been developed and is being implemented. The focus of the near-term plan is to make sure the existing services function as efficiently and effectively as possible before adding additional services. In 2015, we put performance measures and tracking mechanisms in place which build on existing strengths of the system and address weaknesses and we dedicated staff resources accordingly. Improving on-time-performance will be a major focus in 2017, as will monitoring subcontractor performance to deal with performance issues. The asset management plan will continue to be fine-tuned for vehicles, facilities and equipment and will identify funding requirements for vehicle and equipment replacements and to maintain facilities in a state of good repair.

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

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

Valley Transit is required to complete a Transit Development Plan (TDP) every five years. The 2017 Budget reflects an expense of \$100,000 for the TDP, expected grant revenue of \$80,000 and remaining local match paid for by the fixed route funding partners. Transit system development plans refine and detail the recommendations for transit services set forth in the regional transportation plan. The plan is intended to serve the following four major purposes:

- 1) To evaluate the performance of an existing transit system, including the effectiveness of the existing bus route structure and services and the financial performance of the system and its component bus routes so as to identify areas of effective and efficient transit service operation, along with areas of ineffective and/or inefficient operation;
- 2) To identify the transit service needs of residents that are not being met, or are not being met well, by the existing transit system, including travel which cannot be made within reasonable travel times on the existing system, or cannot be made on the existing system at all;
- 3) To design and evaluate transit system improvement alternatives that address the service problems and deficiencies of the existing system identified in the performance evaluation and the identified unmet transit service needs; and
- 4) To recommend a five year plan of operating and capital improvements that address the service needs and performance deficiencies identified.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2014	2015	Adopted 2016	Amended 2016	2017	Change *
Program Revenues		\$ 8,772,999	\$ 8,605,128	\$ 9,017,550	\$ 9,622,518	\$ 9,344,520	3.63%
Program Expenses							
5810	Administration	1,446,094	1,375,746	1,325,758	1,327,796	1,376,132	3.80%
5820	Vehicle Maint.	688,769	708,178	635,522	1,991,706	667,840	5.09%
5830	Facilities Maint.	143,477	132,553	140,400	250,705	170,945	21.76%
5840	Operations	3,596,626	3,500,639	3,724,277	3,725,380	3,870,436	3.92%
5850	ADA Paratransit	1,875,883	1,726,318	1,938,368	1,938,368	1,904,192	-1.76%
5860	Ancillary Paratransit	1,595,368	1,666,199	1,772,532	1,772,532	1,817,878	2.56%
TOTAL		\$ 9,346,217	\$ 9,109,633	\$ 9,536,857	\$ 11,006,487	\$ 9,807,423	2.84%
Expenses Comprised Of:							
Personnel		3,675,382	3,744,588	3,744,320	3,748,043	3,943,006	5.31%
Administrative Expense		896,178	874,095	858,725	858,725	814,684	-5.13%
Supplies & Materials		1,162,288	717,315	931,862	931,862	928,997	-0.31%
Purchased Services		3,235,742	3,442,336	3,678,382	3,678,382	3,761,739	2.27%
Utilities		105,020	100,395	132,580	132,580	133,500	0.69%
Repair & Maintenance		217,760	214,060	190,988	190,988	208,497	9.17%
Capital Expenditures		53,847	16,844	-	1,465,907	17,000	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		54.13	54.50	54.13	54.50	55.10	

CITY OF APPLETON 2017 BUDGET

VALLEY TRANSIT

Administration

Business Unit 5810

PROGRAM MISSION

We will equitably allocate federal, State, and local resources among a variety of transportation services and we will provide management, oversight, planning, and marketing information for and about our services for the benefit of our passengers, employees, and participating governmental units.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Prompt delivery of excellent services"; #2: "Encourage active community participation and involvement"; #4: "Continually assess trends affecting the community and proactively respond"; #6: "Create opportunities and learn from successes and failures"; and #7: "Communicate our successes through stories and testimonials."

Objectives:

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

Major changes in Revenue, Expenditures, or Programs:

Combined State and federal operating assistance is estimated at 57% of eligible expenses in 2017.

The \$100,000 increase in Consulting fees is reflective of the Transit Development Plan (TDP) that Valley Transit is required to complete during 2017. Miscellaneous State Aids reflects expected grant revenue of \$80,000 to off-set the TDP expense.

This budget includes the addition of an Administrative Assistant position (.6 FTE) to provide support to management staff. The position is funded partially in Administration, Operations and ADA Paratransit and will be allocated accordingly.

PERFORMANCE INDICATORS

	Actual 2014	Actual 2015	Target 2016	Projected 2016	Target 2017
Client Benefits/Impacts					
Regional transit service					
# municipalities served	10	10	10	10	10
Strategic Outcomes					
Regulatory compliance					
Expense per revenue hour	\$ 81.07	\$ 84.78	\$ 85.02	\$ 85.02	\$ 84.05
Expense per revenue mile	\$ 4.43	\$ 4.77	\$ 4.75	\$ 4.75	\$ 4.76
Work Process Outputs					
Contract negotiating & monitoring					
# employee grievances filed	1	5	0	6	0
Public information					
# public presentations	65	45	70	60	70

CITY OF APPLETON 2017 BUDGET VALLEY TRANSIT

Administration

Business Unit 5810

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Revenues					
4210 Federal Grants	\$ 2,928,488	\$ 2,413,009	\$ 2,580,478	\$ 3,185,446	\$ 2,535,591
4224 Miscellaneous State Aids	2,309,629	2,599,326	2,529,679	2,529,679	2,730,141
4230 Miscellaneous Local Aids	420,445	454,669	442,507	442,507	477,408
4710 Interest on Investments	24,464	3,024	12,500	12,500	12,500
4877 Advertising/Promotional	38,419	70,294	55,000	55,000	55,000
5001 Fees & Commissions	5,121	15,783	-	-	-
5005 Sale of City Prop - Tax	1,459	3,177	-	-	-
5006 Gain (Loss) on Asset Disposal	(10,165)	-	-	-	-
5010 Misc Revenue - Nontax	13	14	-	-	-
5020 Donations & Memorials	14,969	-	-	-	-
5035 Other Reimbursements	4,459	3,902	-	-	-
5921 Trans In - General Fund	530,306	585,506	600,573	600,573	673,297
Total Revenue	\$ 6,267,607	\$ 6,148,704	\$ 6,220,737	\$ 6,825,705	\$ 6,483,937
Expenses					
6101 Regular Salaries	\$ 229,266	\$ 239,425	\$ 237,152	\$ 239,190	\$ 234,188
6108 Part Time	4,449	11,469	-	-	-
6150 Fringes	60,212	45,108	64,051	64,051	74,270
6201 Training/Conferences	9,722	20,589	4,746	4,746	3,941
6204 Tuition Fees	1,215	-	-	-	-
6205 Employee Recruitment	1,748	11,115	3,162	3,162	3,200
6206 Parking	110	2	-	-	360
6301 Office Supplies	3,318	3,281	3,109	3,109	3,547
6302 Subscriptions	1,055	950	736	736	495
6303 Memberships & Licenses	3,806	3,757	3,890	3,890	4,514
6304 Postage & Freight	3,386	2,344	3,579	3,579	3,389
6305 Awards & Recognition	169	372	765	765	810
6307 Food & Provisions	1,701	2,649	1,020	1,020	1,080
6316 Miscellaneous Supplies	611	977	700	700	375
6320 Printing & Reproduction	15,750	11,244	24,430	24,430	24,430
6323 Safety Supplies	175	16	500	500	500
6327 Miscellaneous Equipment	7,330	7,157	2,000	2,000	3,200
6401 Accounting/Audit	9,124	9,216	8,826	8,826	9,000
6403 Bank Services	2,806	2,669	3,000	3,000	3,000
6404 Consulting	81,170	4,611	3,000	3,000	100,000
6408 Contractor Fees	285	315	3,580	3,580	3,580
6411 Temporary Help	1,904	8,571	1,000	1,000	3,000
6412 Advertising	25,736	39,797	41,691	41,691	42,000
6413 Utilities	90,457	83,942	105,676	105,676	109,496
6418 Equip Repairs & Maint	-	-	387	387	400
6424 Software Support	50,296	45,716	49,650	49,650	50,600
6429 Interfund Allocations	(1,932)	-	-	-	-
6430 Health Services	1,844	1,015	2,000	2,000	2,100
6501 Insurance	142,248	169,940	113,497	113,497	127,776
6599 Other Contracts/Obligations	965	6	-	-	-
6601 Depreciation Expense	657,913	641,396	643,611	643,611	566,881
6720 Interest Expense	4,175	-	-	-	-
6804 Equipment	35,080	8,097	-	-	-
Total Expense	\$ 1,446,094	\$ 1,375,746	\$ 1,325,758	\$ 1,327,796	\$ 1,376,132

DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000

Printing		Advertising	
Fare material	\$ 7,500	Events	\$ 11,400
Riders guides & maps	5,000	Print	9,000
Public Information materials	6,000	Broadcast	7,500
Forms	1,200	Bus Driver ads	1,500
City copy charges	4,730	Rider Survey	10,000
	<u>\$ 24,430</u>	Legal Notices	2,000
		Trudigital Electronic Signs	600
Consulting			<u>\$ 42,000</u>
Transit Development Plan	\$ 100,000		
	<u>\$ 100,000</u>	Software Support	
		ITS software maintenance fee	\$ 50,600
			<u>\$ 50,600</u>

CITY OF APPLETON 2017 BUDGET

VALLEY TRANSIT

Vehicle Maintenance

Business Unit 5820

PROGRAM MISSION

We will provide safe, reliable, and environmentally-friendly service by maintaining our vehicle fleet to minimize service delays due to breakdowns and sustain a quality fleet that benefits our bus drivers, passengers and the general public.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #3: "Recognize and grow everyone's talents"; #4: "Continually assess trends affecting the community and proactively respond"; #6: "Create opportunities and learn from successes and failures"; and #7: "Communicate our successes through stories and testimonials."

Objectives:

To maintain the vehicle fleet in a manner that will ensure that all service requirements are met

To maintain the vehicle fleet in a manner that minimizes the number of road calls that require a replacement bus or cause a trip to be significantly delayed or missed

To maintain the vehicle fleet in a manner that ensures that there are no vehicle accidents due to mechanical failure

Major changes in Revenue, Expenditures, or Programs:

Increases in the vehicle and equipment repairs budget reflect the aging of our bus fleet and the more frequent need to replace transmissions and engines, along with routine repairs. \$62,500 of maintenance capital will be supported by 80% reimbursement capital grants.

This budget includes an increase in training and conferences expense due both to turnover in the Maintenance Supervisor position and to the federal DOT requirement for a buyer's representative to be present at bus manufacturers' facilities during bus assembly. The amended 2016 budget includes \$1,355,602 of capital expenditures, primarily for bus acquisition. This planned expenditure reflects the award of federal capital grants for 80% of acquisition. Valley Transit anticipates the award of additional federal 80% capital funding for bus acquisition and expects to order buses late this year or early in 2017, but does not envision taking ownership until 2018. Therefore no capital expenditure is included for 2017 and that included in the 2016 amended budget will be carried over.

PERFORMANCE INDICATORS

	Actual 2014	Actual 2015	Target 2016	Projected 2016	Target 2017
Customer Benefits/Impacts					
Safe, reliable service					
Miles between road calls	24,741	19,567	20,000	20,000	20,000
Strategic Outcomes					
Vehicles that meet service obligations					
Avg. vehicle age for active fleet - years	11.98	12.98	13.98	13.98	14.98
Avg. vehicle mileage for active fleet	522,783	547,867	594,665	594,665	641,463
Maintenance cost/mile	\$0.79	\$0.83	\$0.70	\$0.72	\$0.79
Spare ratio	22%	22%	22%	22%	22%
Inventory turnover *	1.0	1.30	0.95	0.95	1.00
Work Process Outputs					
Preventive maintenance					
# vehicles maintained	27	27	27	27	27
Miles operated	940,175	939,354	970,414	943,198	943,198
# inspections completed	291	172	300	300	300
Clean buses					
# exterior cleanings	6,240	6,140	6,400	6,400	6,400
# interior cleanings	756	746	800	800	800

* Excluding fluids

CITY OF APPLETON 2017 BUDGET

VALLEY TRANSIT

Vehicle Maintenance

Business Unit 5820

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Revenues					
5011 Misc Revenue - Tax	\$ 680	\$ 180	\$ -	\$ -	\$ -
5030 Damage to City Property	11,197	7,132	-	-	-
	<u>\$ 11,877</u>	<u>\$ 7,312</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 301,838	\$ 296,415	\$ 294,248	\$ 294,830	\$ 295,043
6105 Overtime	7,980	11,057	-	-	7,000
6150 Fringes	104,196	108,968	110,418	110,418	112,805
6201 Training/Conferences	414	416	3,900	3,900	5,000
6309 Shop Supplies & Tools	37,353	35,711	30,766	30,766	40,270
6316 Miscellaneous Supplies	36	-	-	-	-
6321 Clothing	341	257	275	275	275
6322 Gas Purchases	4,131	2,736	6,396	6,396	5,000
6326 Vehicle & Equipment Parts	172,518	204,377	162,400	162,400	160,400
6327 Miscellaneous Equipment	-	1,726	-	-	-
6417 Vehicle Repairs & Maint	13,890	10,263	1,500	1,500	10,000
6418 Equip Repairs & Maint	9,907	7,954	3,000	3,000	8,000
6424 Software Support	2,558	3,800	1,000	1,000	1,000
6425 CEA Equipment Rental	-	2,240	2,147	2,147	2,355
6430 Health Services	873	1,596	500	500	525
6451 Laundry Services	2,532	1,783	3,000	3,000	3,050
6501 Insurance	10,435	10,132	15,972	15,972	17,117
6599 Other Contracts/Obligations	1,000	-	-	-	-
6804 Equipment	18,767	8,747	-	1,355,602	-
	<u>\$ 688,769</u>	<u>\$ 708,178</u>	<u>\$ 635,522</u>	<u>\$ 1,991,706</u>	<u>\$ 667,840</u>

DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000

Shop Supplies & Tools

Janitorial supplies	\$ 7,000
Cleaning supplies & chemicals	4,250
Grease and liquid gases	26,020
Tools and instruments	3,000
	<u>\$ 40,270</u>

Vehicle & Equipment Parts

Misc parts (doors, windows, etc.)	\$ 10,000
Brake system parts	22,000
Electrical system parts	7,000
Wheelchair ramp parts	5,000
Heating/cooling system parts	20,000
Transmission parts	30,000
Engine parts	48,900
PM's and oil changes	17,500
	<u>\$ 160,400</u>

CITY OF APPLETON 2017 BUDGET

VALLEY TRANSIT

Facilities Maintenance

Business Unit 5830

PROGRAM MISSION

We will provide a clean and safe working environment by purchasing, cleaning, maintaining and repairing the Operations and Maintenance facility, the Transit Center and the passenger shelters located throughout the Fox Cities that benefits our passengers, employees, and the general public.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- To provide clean, safe shelter for passengers waiting to board the bus
- To provide a clean, safe working environment for employees
- To maintain facilities that enhance the beauty of the community

Major changes in Revenue, Expenditures, or Programs:

Increases in the Facilities Maintenance budget is due to the project (\$17,000) to repair the roadway alongside of the Transit Center. Capital funding has been budgeted to cover 80% of the cost (\$13,600).

PERFORMANCE INDICATORS

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
Customer Benefits/Impacts					
Clean, safe protection from the elements					
# claims related to facilities	0	0	0	0	0
Clean, safe working environment for employees					
# workplace injuries	1	1	0	3	0
Strategic Outcomes					
Buildings that enhance beauty of community					
# customer complaints	0	0	0	0	0
Work Process Outputs					
Facilities maintained					
# major facilities	2	2	2	2	2
# minor facilities	41	41	41	41	41
Maintenance schedule					
# cleanings major facilities	565	565	565	565	565
# inspections	12	12	12	12	12

CITY OF APPLETON 2017 BUDGET

VALLEY TRANSIT

Facilities Maintenance

Business Unit 5830

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Revenues					
5015 Facility Rent	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>
Expenses					
6306 Building Maint./Janitorial	\$ -	\$ 476	\$ -	\$ -	\$ -
6308 Landscape Supplies	5,937	4,201	3,000	3,000	3,000
6327 Miscellaneous Equipment	425	450	1,000	1,000	1,000
6407 Collection Services	3,066	3,948	3,100	3,100	4,450
6416 Building Repairs & Maint	1,891	1,669	-	-	-
6420 Facilities charges	99,283	102,481	100,005	100,005	103,059
6440 Snow Removal Services	2,069	1,361	13,500	13,500	15,000
6451 Laundry Services	2,942	2,782	3,000	3,000	3,050
6454 Grounds Repair & Maint.	13,638	8,168	5,000	5,000	5,000
6501 Insurance	14,140	-	11,795	11,795	12,336
6599 Other Contracts/Obligations	86	7,017	-	-	7,050
6803 Buildings	-	-	-	110,305	-
6809 Infrastructure Construction	-	-	-	-	17,000
	<u>\$ 143,477</u>	<u>\$ 132,553</u>	<u>\$ 140,400</u>	<u>\$ 250,705</u>	<u>\$ 170,945</u>

DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000

Infrastructure Construction

Repair roadway between Transit
Center and Yellow Ramp

\$ 17,000

CITY OF APPLETON 2017 BUDGET

VALLEY TRANSIT

Operations

Business Unit 5840

PROGRAM MISSION

Valley Transit provides safe, customer-focused transportation options that connect our communities to enhance the quality of life.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #2: "Encourage active community participation and involvement"; #3: "Recognize and grow everyone's talents"; #4: "Continually assess trends affecting the community and proactively respond"; #6: "Create opportunities and learn from successes and failures"; and #7: "Communicate our successes through stories and testimonials."

Objectives:

Excellence in customer service is a central value of Valley Transit, so the organization will continuously monitor and exceed customer expectations:

To have transit services in the Fox Cities direct, on-time and easy to use

To have the transportation infrastructure in the Fox Cities improve communities and offer seamless connections for all people traveling to, from, or within the region

To have transit needs in the Fox Cities met efficiently and in a manner that is consistent with our mission

Major changes in Revenue, Expenditures, or Programs:

Overtime expense has been relatively high in recent years due to the need to add buses for detours around street construction sites and to the need to cover drivers' shifts for absences due to illness and FMLA leave. Management is working with various scheduling options to control overtime expense.

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

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

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

PERFORMANCE INDICATORS

	Actual 2014	Actual 2015	Target 2016	Projected 2016	Target 2017
Client Benefits/Impacts					
Safe, reliable, convenient service					
Accidents per 100,000 mi	5.70	1.34	0.00	2.42	0.00
On-time performance percentage	87.0%	83.0%	95.0%	84.0%	95.0%
Helpful, friendly employees					
# customer complaints	168	275	100	150	100
Strategic Outcomes					
Cost effective service delivery					
Expense per passenger trip	\$ 5.42	\$ 5.41	\$ 5.29	\$ 5.54	\$ 5.82
Efficient service delivery					
Passengers per revenue hour	18.0	17.8	18.3	17.5	17.5
Passengers per revenue mile	1.19	1.17	1.21	1.15	1.15
Farebox recovery	14.3%	14.3%	15.5%	15.5%	14.9%
Work Process Outputs					
Service Provided					
Hours of service	60,111	59,319	60,111	60,111	60,111
Miles of service	910,802	898,637	910,802	910,802	910,802
Trips taken	1,081,882	1,055,544	1,100,000	1,050,000	1,050,000

CITY OF APPLETON 2017 BUDGET

VALLEY TRANSIT

Operations

Business Unit 5840

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Revenues					
4875 Farebox Revenue	\$ 840,575	\$ 809,055	\$ 904,375	\$ 904,375	\$ 904,375
4876 Special Transit Revenues	-	4,267	38,843	38,843	38,843
5085 Cash Short or Over	698	703	-	-	-
	<u>\$ 841,273</u>	<u>\$ 814,025</u>	<u>\$ 943,218</u>	<u>\$ 943,218</u>	<u>\$ 943,218</u>
Expenses					
6101 Regular Salaries	\$ 2,035,260	\$ 2,056,651	\$ 2,059,313	\$ 2,060,416	\$ 2,136,801
6105 Overtime	74,135	118,770	59,112	59,112	61,411
6150 Fringes	779,961	807,922	843,686	843,686	903,510
6201 Training/Conferences	4,230	150	-	-	-
6303 Memberships & Licenses	120	118	-	-	-
6321 Clothing	2,428	3,029	4,300	4,300	4,300
6322 Gas Purchases	585,952	364,556	635,625	635,625	600,000
6326 Vehicle & Equipment Parts	55,512	67,853	46,600	46,600	73,202
6327 Miscellaneous Equipment	-	251	8,100	8,100	6,900
6328 Signs	5,136	4,082	2,000	2,000	2,000
6408 Contractor Fees	14,315	68,324	18,000	18,000	20,000
6411 Temporary Help	-	1,602	-	-	-
6412 Advertising	49	588	-	-	-
6418 Equip Repairs & Maint	371	912	-	-	-
6430 Health Services	6,361	5,217	6,500	6,500	6,460
6451 Laundry Services	-	74	-	-	-
6501 Insurance	31,896	-	40,041	40,041	55,312
6599 Other Contracts/Obligations	900	540	1,000	1,000	540
	<u>\$ 3,596,626</u>	<u>\$ 3,500,639</u>	<u>\$ 3,724,277</u>	<u>\$ 3,725,380</u>	<u>\$ 3,870,436</u>

DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000

Gas Purchases *

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

Vehicle & Equipment Parts

Lubricants	\$ 12,000
New tires, retreads and tire repairs	61,202
	<u>\$ 73,202</u>

Contractor Fees

Transit Center security	\$ 17,000
Other small contracts	3,000
	<u>\$ 20,000</u>

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

CITY OF APPLETON 2017 BUDGET

VALLEY TRANSIT

ADA Paratransit

Business Unit 5850

PROGRAM MISSION

We will provide specialized curb-to-curb advance reservation demand response transportation for people with disabilities who are unable to use the fixed route bus system.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #2: "Encourage active community participation and involvement"; #4: "Continually assess trends affecting the community and proactively respond"; #6: "Create opportunities and learn from successes and failures"; and #7: "Communicate our successes through stories and testimonials".

Objectives:

To comply with the requirements of the Americans with Disabilities Act

To provide safe, reliable, convenient, and friendly specialized transportation

To meet the needs of the transit dependent population including outreach efforts to agencies and companies that provide services to seniors and people with disabilities

Major changes in Revenue, Expenditures, or Programs:

ADA ridership increased in 2015 and we continue to see a small increase in the first half of 2016. There are more people in the region, both seniors and disabled, who qualify for ADA paratransit services.

The reduction in contractor fees reflects a new three year contract with the service provider at a lower cost per trip.

The increase in the Regular Salaries line item includes an increased allocation of the Paratransit Coordinator for a greater oversight of ADA contracts and to conduct ADA passenger certifications, which have previously been provided under contract by a consultant. It also includes a partial allocation of the Administrative Assistant position discussed in the Administration program.

PERFORMANCE INDICATORS

	Actual 2014	Actual 2015	Target 2016	Projected 2016	Target 2017
Client Benefits/Impacts					
Safe, reliable, convenient mobility					
% on-time performance	98.7%	98.3%	98.0%	98.0%	98.0%
Helpful, friendly employees					
# customer complaints	126	250	50	75	50
Strategic Outcomes					
Cost effective service delivery					
Cost per trip	\$ 19.85	\$ 17.90	\$ 19.58	\$ 19.79	\$ 18.77
Cost per mile	\$ 4.13	\$ 3.71	\$ 4.21	\$ 4.08	\$ 3.99
Trips per hour	4.1	4.2	4.3	3.9	3.9
Work Process Outputs					
Service Provided					
Hours of service/yr	23,187	23,161	23,000	25,114	26,000
Miles of service/yr	454,361	465,129	460,000	474,965	480,000
Trips taken/yr	94,487	96,437	99,000	97,946	102,000

CITY OF APPLETON 2017 BUDGET

VALLEY TRANSIT

ADA Paratransit

Business Unit 5850

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Revenues					
4230 Miscellaneous Local Aids	\$ 329,771	\$ 236,392	\$ 325,955	\$ 325,955	\$ 296,950
4875 Farebox Revenue	436,960	456,831	475,200	475,200	489,600
	<u>\$ 766,731</u>	<u>\$ 693,223</u>	<u>\$ 801,155</u>	<u>\$ 801,155</u>	<u>\$ 786,550</u>
Expenses					
6101 Regular Salaries	\$ 56,382	\$ 35,015	\$ 54,411	\$ 54,411	\$ 88,915
6150 Fringes	21,703	13,788	21,929	21,929	29,063
6201 Training & Conferences	1,839	4,365	1,354	1,354	1,059
6301 Office Supplies	628	751	887	887	953
6302 Subscriptions	-	-	349	349	349
6303 Memberships & Licenses	720	796	1,110	1,110	1,213
6304 Postage\Freight	539	497	1,021	1,021	911
6308 Landscape Supplies	-	891	-	-	-
6316 Miscellaneous Supplies	-	375	-	-	375
6320 Printing & Reproduction	5,310	5,188	3,770	3,770	3,770
6322 Gas Purchases	220,748	580	-	-	-
6401 Accounting/Audit	1,726	1,954	2,344	2,344	2,500
6408 Contractor Fees	1,480,708	1,567,745	1,743,390	1,743,390	1,710,132
6412 Advertising	6,807	8,888	8,309	8,309	8,309
6413 Utilities	14,563	16,453	26,904	26,904	24,004
6418 Equip Repairs & Maint	32	-	111	111	85
6420 Facilities Charges	8,139	11,263	15,688	15,688	14,998
6424 Software Support	17,057	17,862	12,500	12,500	13,000
6430 Health Services	-	-	110	110	115
6440 Snow Removal Services	391	289	-	-	-
6454 Grounds Repair & Maint.	699	1,732	-	-	-
6501 Insurance	650	-	4,181	4,181	4,441
6599 Other Contracts/Obligations	37,242	37,886	40,000	40,000	-
	<u>\$ 1,875,883</u>	<u>\$ 1,726,318</u>	<u>\$ 1,938,368</u>	<u>\$ 1,938,368</u>	<u>\$ 1,904,192</u>

DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

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

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

CITY OF APPLETON 2017 BUDGET

VALLEY TRANSIT

Ancillary Paratransit

Business Unit 5860

PROGRAM MISSION

We will coordinate a broad range of contracted specialized services that maximizes transportation funding and benefits older adults, people with disabilities and participating local governments.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #2: "Encourage active community participation and involvement"; #4: "Continually assess trends affecting the community and proactively respond"; #6: "Create opportunities and learn from successes and failures"; and #7: "Communicate our successes through stories and testimonials."

Objectives:

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

Major changes in Revenue, Expenditures, or Programs:

The local share of all ancillary paratransit services other than the Connector is paid by the three counties in which Valley Transit operates (Outagamie, Winnebago and Calumet), the cities of Neenah and Menasha, the town of Menasha, and the Family Care providers. The organizations that are paying for the local share determine what the fare and operating rules will be for each of the services. The local share for the Connector is currently being paid for by donations from and through the Fox Cities United Way and by support from the local municipalities that participate in the fixed route system.

The increase in contractor fees is mostly due to increased costs for the Family Care specialized employment transportation and New Hope employment transportation services.

The 2017 Budget continues to show an expense in Other Contracts/Obligations and a revenue in Federal Grant revenue for administration of the FTA Section 5310 grant funds. The Section 5310 program is a discretionary program designed to improve transportation for seniors and customers with disabilities. Valley Transit is the direct recipient of the funds and uses 45% of the total to support Valley Transit's services. The remaining 55% is awarded to a non-profit organization(s) through an application process conducted in partnership with East Central Wisconsin Regional Planning Commission.

PERFORMANCE INDICATORS

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
Client Benefits/Impacts					
Safe, reliable, convenient mobility					
Trips taken/yr	94,913	97,821	98,000	98,000	96,080
Strategic Outcomes					
Cost effective Service Delivery					
Cost per trip	\$ 16.81	\$ 17.03	\$ 17.17	\$ 17.17	\$ 17.63
Efficient Service Delivery					
Trips per hour	3.0	3.9	3.2	3.2	3.2
Work Process Outputs					
Service provided					
Hours of service/yr	31,853	24,970	31,000	31,000	31,000
Miles of service/yr	742,123	547,772	675,000	675,000	675,000

CITY OF APPLETON 2017 BUDGET

VALLEY TRANSIT

Ancillary Paratransit

Business Unit 5860

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Revenues					
4210 Federal Grants	\$ -	\$ 68,315	\$ 90,000	\$ 90,000	\$ 163,181
4230 Miscellaneous Local Aids	556,058	581,885	615,540	615,540	663,251
4875 Farebox Revenue	217,775	216,061	236,310	236,310	235,730
5020 Donations & Memorials	101,558	69,603	104,590	104,590	62,653
5921 Trans In - General Fund	4,120	-	-	-	-
	<u>\$ 879,511</u>	<u>\$ 935,864</u>	<u>\$ 1,046,440</u>	<u>\$ 1,046,440</u>	<u>\$ 1,124,815</u>
Expenses					
6320 Printing & Reproduction	\$ 534	\$ 1,657	\$ -	\$ -	\$ -
6322 Gas Purchases	42,059	-	-	-	-
6408 Contractor Fees	1,552,775	1,596,227	1,682,532	1,682,532	1,728,128
6599 Other Contracts/Obligations	-	68,315	90,000	90,000	89,750
	<u>\$ 1,595,368</u>	<u>\$ 1,666,199</u>	<u>\$ 1,772,532</u>	<u>\$ 1,772,532</u>	<u>\$ 1,817,878</u>

DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Purchased transportation:

Valley Transit II - elderly purchased transportation - optional	\$ 78,799
Specialized employment transportation - VP	531,838
Outagamie County - demand response - rural	208,608
Outagamie County - children & family transportation	11,418
Town of Menasha - Dial-a-Ride	27,000
Neenah - Dial-A-Ride	108,000
Heritage	10,530
New Hope Center	181,461
Calumet County - rural service	43,700
Connector late evening service	384,000
Connector service beyond current fixed route service boundaries	112,750
Trolley service - downtown	30,024
	<u>\$ 1,728,128</u>

Other Contracts/Obligations

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

Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
REVENUES							
Intergovernmental Revenues	6,544,393	6,353,595.83	6,343,029	6,584,159	7,189,127	7,010,224	6,866,522
Interest Income	24,464	3,023.90	14,055	12,500	12,500	12,500	12,500
Charges for Services	1,495,310	1,486,214.56	1,020,832	1,654,728	1,654,728	1,668,548	1,668,548
Other Revenues	174,409	176,788.03	120,646	165,590	165,590	123,653	123,653
Transfers In	534,426	585,506.15	2,016,738	600,573	600,573	676,103	673,297
TOTAL REVENUES	8,773,002	8,605,128.47	9,515,300	9,017,550	9,622,518	9,491,028	9,344,520
EXPENSES BY LINE ITEM							
Regular Salaries	2,141,606	2,138,646.69	1,479,213	2,446,338	2,450,061	2,720,972	2,754,632
Labor Pool Allocations	145,913	134,614.39	109,197	197,136	197,136	0	0
Overtime	82,115	129,826.62	98,482	59,112	59,112	68,411	68,411
Part-Time	4,449	11,469.16	5,825	0	0	0	0
Incentive Pay	1,450	315.00	0	1,650	1,650	315	315
Other Compensation	3,233	5,306.07	29,867	0	0	0	0
Sick Pay	71,818	85,639.79	52,329	0	0	0	0
Vacation Pay	174,711	176,095.39	123,613	0	0	0	0
Holiday Pay	84,015	86,889.15	55,065	0	0	0	0
Fringes	966,073	991,055.04	744,325	1,040,084	1,040,084	1,113,708	1,119,648
Unemployment Compensation	0	3,181.41	0	0	0	0	0
Pension Expenses / Revenue	0	18,451.00-	0	0	0	0	0
Salaries & Fringe Benefits	3,675,383	3,744,587.71	2,697,916	3,744,320	3,748,043	3,903,406	3,943,006
Training & Conferences	16,204	25,520.05	7,938	10,000	10,000	10,000	10,000
Tuition Fees	1,215	.00	0	0	0	0	0
Employee Recruitment	1,748	11,114.74	15,389	3,162	3,162	3,200	3,200
Parking Permits	110	2.00	86	0	0	360	360
Office Supplies	3,946	4,032.38	3,613	3,996	3,996	4,500	4,500
Subscriptions	1,055	949.88	537	1,085	1,085	844	844
Memberships & Licenses	4,646	4,670.50	5,133	5,000	5,000	5,727	5,727
Postage & Freight	3,925	2,840.53	1,698	4,600	4,600	4,300	4,300
Awards & Recognition	169	372.38	266	765	765	810	810
Building Maintenance/Janitor.	0	475.60	0	0	0	0	0
Food & Provisions	1,701	2,648.89	1,269	1,020	1,020	1,080	1,080
Insurance	199,369	180,071.96	138,516	185,486	185,486	216,982	216,982
Depreciation Expense	657,913	641,396.03	446,114	643,611	643,611	614,455	566,881
Interest Payments	4,175	.00	0	0	0	0	0
Administrative Expense	896,176	874,094.94	620,559	858,725	858,725	862,258	814,684
Landscape Supplies	5,938	5,092.29	1,176	3,000	3,000	3,000	3,000
Shop Supplies & Tools	37,352	35,711.24	24,713	30,766	30,766	40,270	40,270
Miscellaneous Supplies	647	1,351.62	607	700	700	750	750
Printing & Reproduction	21,595	18,088.68	16,801	28,200	28,200	28,200	28,200
Clothing	2,769	3,286.30	1,421	4,575	4,575	4,575	4,575
Gas Purchases	852,890	367,871.60	211,888	642,021	642,021	605,000	605,000
Safety Supplies	175	16.19	579	500	500	500	500
Vehicle & Equipment Parts	228,030	272,230.67	168,119	209,000	209,000	233,602	233,602
Miscellaneous Equipment	7,755	9,583.74	1,117	11,100	11,100	11,100	11,100
Signs	5,136	4,082.55	222	2,000	2,000	2,000	2,000
Supplies & Materials	1,162,287	717,314.88	426,643	931,862	931,862	928,997	928,997
Accounting/Audit	10,850	11,170.00	11,500	11,170	11,170	11,500	11,500
Bank Services	2,805	2,669.38	1,874	3,000	3,000	3,000	3,000
Consulting Services	81,170	4,611.34	0	3,000	3,000	100,000	100,000
Collection Services	3,066	3,947.70	2,468	3,100	3,100	4,450	4,450
Contractor Fees	3,048,082	3,232,610.13	2,160,894	3,447,502	3,447,502	3,461,840	3,461,840
Temporary Help	1,904	10,173.44	13,517	1,000	1,000	3,000	3,000
Advertising	32,592	49,273.33	29,007	50,000	50,000	50,309	50,309
Interfund Allocations	1,932-	.00	0	0	0	0	0
Health Services	9,078	7,828.00	6,264	9,110	9,110	9,200	9,200
Snow Removal Services	2,460	1,649.72	8,431	13,500	13,500	15,000	15,000
Laundry Services	5,474	4,638.29	2,821	6,000	6,000	6,100	6,100
Other Contracts/Obligations	40,193	113,764.40	25,482	131,000	131,000	136,940	97,34
Purchased Services	3,235,742	3,442,335.73	2,262,258	3,678,382	3,678,382	3,801,339	3,761,739

Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
Electric	53,536	52,790.58	40,769	61,864	61,864	61,900	61,900
Gas	25,159	20,070.99	12,562	38,300	38,300	38,300	38,300
Water	6,223	6,363.75	5,852	7,841	7,841	7,850	7,850
Waste Disposal/Collection	2,212	2,275.32	2,190	2,872	2,872	2,975	2,975
Stormwater	8,051	8,051.08	6,038	8,175	8,175	8,175	8,175
Telephone	4,414	4,507.01	3,529	5,277	5,277	5,300	5,300
Cellular Telephone	5,425	6,336.66	5,845	8,251	8,251	9,000	9,000
Utilities	105,020	100,395.39	76,785	132,580	132,580	133,500	133,500
Building Repair & Maintenance	1,891	1,669.00	2,526	0	0	0	0
Vehicle Repair & Maintenance	13,890	10,262.86	4,682	1,500	1,500	10,000	10,000
Equipment Repair & Maintenance	10,310	8,866.44	5,992	3,498	3,498	8,485	8,485
Facilities Charges	107,422	113,743.78	71,804	115,693	115,693	118,057	118,057
Software Support	69,911	67,378.50	51,299	63,150	63,150	74,600	64,600
CEA Equipment Rental	0	2,239.80	0	2,147	2,147	2,355	2,355
Grounds Repair & Maintenance	14,337	9,900.12	2,543	5,000	5,000	0	5,000
Repair & Maintenance	217,761	214,060.50	138,846	190,988	190,988	213,497	208,497
Buildings	0	.00	0	0	110,305	37,000	0
Machinery & Equipment	53,847	16,843.78	0	0	0	145,000	0
Vehicles	0	.00	0	0	1,355,602	0	0
Infrastructure Construction	0	.00	0	0	0	0	17,000
Capital Expenditures	53,847	16,843.78	0	0	1,465,907	182,000	17,000
TOTAL EXPENSES	9,346,216	9,109,632.93	6,223,007	9,536,857	11,006,487	10,024,997	9,807,423

CITY OF APPLETON 2017 BUDGET
VALLEY TRANSIT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
Revenues					
Charges for Services	\$ 1,495,310	\$ 1,486,214	\$ 1,709,728	\$ 1,709,728	\$ 1,723,548
Miscellaneous	68,046	107,184	110,590	110,590	68,653
Total Revenues	<u>1,563,356</u>	<u>1,593,398</u>	<u>1,820,318</u>	<u>1,820,318</u>	<u>1,792,201</u>
Expenses					
Operating Expenses	8,688,305	8,468,237	8,893,246	8,893,246	9,223,542
Depreciation	657,913	641,396	643,611	643,611	566,881
Total Expenses	<u>9,346,218</u>	<u>9,109,633</u>	<u>9,536,857</u>	<u>9,536,857</u>	<u>9,790,423</u>
Revenues over (under) Expenses	(7,782,862)	(7,516,235)	(7,716,539)	(7,716,539)	(7,998,222)
Non-Operating Revenues (Expenses)					
Investment Income	24,464	3,024	12,500	12,500	12,500
Gain (Loss) on Sale of Capital Assets	(10,165)	-	-	-	-
Operating & Capital Subsidies	6,621,434	6,423,200	6,512,159	6,512,159	6,802,922
Total Non-Operating	<u>6,635,733</u>	<u>6,426,224</u>	<u>6,524,659</u>	<u>6,524,659</u>	<u>6,815,422</u>
Income (Loss) Before Contributions and Transfers	(1,147,129)	(1,090,011)	(1,191,880)	(1,191,880)	(1,182,800)
Contributions and Transfers in (Out)					
General Fund	534,426	585,506	600,573	600,573	673,297
Capital Projects	-	-	-	-	-
Net Income (Loss)	(612,703)	(504,505)	(591,307)	(591,307)	(509,503)
Capital Contributions	39,485		72,000	160,244	63,600
Change in Net Assets	(573,218)	(504,505)	(519,307)	(431,063)	(445,903)
Total Net Assets - Beginning	<u>5,961,921</u>	<u>6,258,556</u>	<u>5,754,051</u>	<u>5,754,051</u>	<u>5,322,988</u>
Total Net Assets - Ending	<u>\$ 5,388,703</u>	<u>\$ 5,754,051</u>	<u>\$ 5,234,744</u>	<u>\$ 5,322,988</u>	<u>\$ 4,877,085</u>

* as restated

SCHEDULE OF CASH FLOWS

Working Cash - Beginning	\$ 283,766	\$ 408,070
+ Change in Net Assets	(431,063)	(445,903)
+ Depreciation	643,611	566,881
- Fixed Assets	(110,305)	(17,000)
+ F/A Funded by Restricted Cash	22,061	3,400
Working Cash - End of Year	<u>\$ 408,070</u>	<u>\$ 515,448</u>

COMPARATIVE RIDERSHIP BY FARE CATEGORY

	REGULAR CASH	YOUTH CASH	S/D CASH	REGULAR 10 RIDE TICKETS	S/D 10 RIDE TICKETS	30 DAY REG	30 DAY YOUTH	30 DAY S/D	DAYPASS SOLD	DAYPASSES REDEEMED	YOUTH GROUP	MASS	FVTC	OTHER SPEC. FARES	TOTAL PAID RIDES	FREE	TRANSFER	GRAND TOTAL RIDES
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
January-16	7,515	1,763	3,338	6,521	3,592	7,958	1,039	10,259	567	2,279	3	17,615	7,006	577	70,032	1,145	12,120	83,297
% CHG	-19.0%	265.0%	-10.6%	-28.2%	-20.5%	-16.3%	155.9%	-9.3%	1.4%	16.4%	-66.7%	-14.8%	19.3%	57.2%	-9.9%	-24.3%	-13.2%	-10.7%
February-15	8,028	568	3,616	7,637	3,959	8,816	562	10,662	580	2,044	5	20,958	8,747	403	76,583	1,178	12,678	90,439
February-16	7,767	1,771	3,521	6,886	3,493	8,202	1,034	11,144	750	2,825	14	17,177	8,973	593	73,980	1,083	12,247	87,280
% CHG	-3.2%	211.8%	-2.6%	-12.5%	-11.8%	-7.0%	84.0%	4.5%	29.3%	38.2%	180.0%	-18.0%	2.6%	47.1%	-3.4%	-8.1%	-3.4%	-3.5%
March-15	8,843	1,106	4,079	7,990	4,612	9,771	796	12,357	597	2,237	26	20,538	8,908	317	82,147	1,498	13,271	96,916
March-16	8,110	2,168	4,004	6,918	4,410	8,483	1,069	12,260	809	3,371	17	15,369	8,405	371	75,784	1,310	13,354	90,448
% CHG	-8.3%	96.0%	-1.8%	-13.1%	-4.4%	-13.2%	34.3%	-0.6%	35.5%	50.7%	-34.6%	-25.2%	-5.6%	17.0%	-7.7%	-12.6%	0.6%	-6.7%
April-15	8,754	1,173	4,189	6,801	4,180	9,105	771	12,478	650	2,487	45	18,147	9,117	320	78,017	1,666	15,153	94,836
April-16	7,534	2,110	3,789	6,848	4,196	8,722	1,094	11,243	686	3,046	160	17,324	8,427	486	75,475	1,744	12,594	89,813
% CHG	-13.9%	79.9%	-9.5%	0.7%	0.4%	-4.2%	41.9%	-9.9%	7.1%	22.5%	255.6%	-4.5%	-7.6%	51.9%	-3.3%	4.7%	-16.9%	-5.3%
May-15	7,754	1,339	3,637	6,076	4,096	8,686	523	12,159	633	2,609	75	18,591	7,402	265	73,845	1,946	13,408	89,199
May-16	7,111	2,174	3,603	5,621	3,790	8,449	854	11,346	682	2,897	2	16,889	7,871	405	71,735	2,755	12,000	86,490
% CHG	-8.3%	62.4%	-0.9%	-7.5%	-7.5%	-2.7%	63.3%	-6.6%	13.7%	10.7%	-97.3%	-9.2%	6.3%	52.8%	-2.9%	41.6%	-10.5%	-3.0%
June-15	7,930	2,654	3,871	6,234	3,856	8,922	941	11,740	650	2,864	31	3,591	4,724	6	58,024	1,856	14,432	74,314
June-16	7,775	3,008	3,787	6,306	3,828	8,000	1,015	11,346	682	2,803	25	1,698	6,071	36	56,380	2,420	12,908	71,708
% CHG	-2.0%	13.3%	-2.2%	1.2%	-1.0%	-10.3%	7.9%	-3.4%	4.9%	-2.1%	-19.4%	-52.7%	28.5%	500.0%	-2.8%	30.2%	-10.6%	-3.5%
July-15	8,428	2,482	3,789	6,424	4,020	8,581	1,155	12,147	707	3,454	138	3	4,814	2	56,134	2,065	12,434	70,634
July-16	7,323	2,974	3,847	5,845	3,605	7,471	898	10,202	684	2,755	50	7	5,795	15	51,451	1,771	12,112	65,334
% CHG	-13.1%	20.8%	1.5%	-9.0%	-10.3%	-12.9%	-22.3%	-16.0%	-6.1%	-20.5%	-63.8%	133.3%	20.4%	650.0%	-8.3%	-14.3%	-2.6%	-7.5%
August-15	8,651	2,685	3,901	7,556	4,102	8,408	1,755	11,993	656	2,803	22	83	5,738	10	58,323	1,708	12,282	72,313
August-16	8,698	3,230	4,043	6,200	3,788	8,356	1,184	12,372	745	3,258	22	119	8,393	4	60,412	3,856	13,328	77,596
% CHG	0.5%	21.2%	3.6%	-17.9%	-7.7%	-0.6%	-32.5%	3.2%	13.6%	16.2%	0.0%	88.9%	46.3%	-80.0%	3.6%	125.8%	8.5%	7.3%
September-15	16,393	1,522	3,703	6,419	3,931	7,914	910	11,425	696	2,886	32	14,044	10,353	392	80,620	3,268	11,677	95,565
September-16	14,829	1,721	3,605	5,756	3,987	6,902	837	11,540	682	2,820	1	14,980	10,325	498	78,576	2,081	11,147	91,804
% CHG	-9.5%	13.1%	-2.6%	-10.3%	1.4%	-11.7%	-8.0%	1.0%	-2.0%	-2.3%	-96.9%	6.7%	-0.3%	27.0%	-2.5%	-36.3%	-4.5%	-3.9%
YTD2015	84,055	13,972	34,518	83,984	37,283	79,714	7,819	106,269	5,728	23,352	383	116,620	65,676	2,082	641,455	16,700	119,299	777,454
YTD 2016	76,662	20,919	33,537	56,504	34,689	72,633	9,024	101,745	6,315	26,044	294	101,178	71,266	2,985	613,795	18,165	111,810	743,770
% CHG	-8.8%	49.7%	-2.8%	-11.7%	-7.0%	-8.9%	15.4%	-4.3%	10.2%	11.5%	-23.2%	-13.2%	8.5%	43.4%	-4.3%	8.8%	-6.3%	-4.3%
October-15	8,614	1,996	4,294	6,805	4,486	9,121	1,474	13,712	841	3,363	0	17,028	11,981	512	84,257	2,993	13,723	100,973
October-16	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%	#DIV/0!	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%
November-15	7,554	1,981	4,003	5,856	3,972	8,587	1,158	11,385	698	2,622	8	18,010	10,294	495	76,623	1,444	12,363	90,450
November-16	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-15	7,673	2,167	4,202	5,844	3,794	8,361	1,022	11,821	727	2,860	27	14,958	8,986	404	72,846	1,365	12,456	86,687
December-16	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.

J:\Common\RIDERSHIP\2016\2016 Comp Ridership by Fare.xls

COMPARATIVE RIDERSHIP BY FARE CATEGORY

	OTHER TICKETS SOLD	REG 10 RIDE TICKETS SOLD	S/D 10 RIDE TICKETS SOLD	30 DAY REG SOLD	30 DAY YOUTH	30 DAY S/D SOLD	CASH REVENUE	PRE-PAID REVENUE	TOTAL REVENUE
January-15	378	589	448	171	18	194	\$22,732.85	\$60,644.00	\$83,376.85
January-16	1,282	991	328	190	25	205	\$21,563.19	\$35,094.75	\$56,647.94
% CHG	239.2%	68.3%	-27.2%	11.1%	38.9%	5.7%	-5.2%	-42.1%	-32.1%
February-15	3,546	1,340	448	198	13	209	\$22,579.78	\$35,971.40	\$58,551.18
February-16	3,310	475	371	182	82	201	\$22,411.43	\$36,357.25	\$57,768.68
% CHG	-6.7%	-64.6%	-17.2%	-8.1%	530.8%	-3.8%	-0.7%	-1.7%	-1.3%
March-15	329	591	425	144	48	266	\$25,726.02	\$42,899.40	\$68,625.42
March-16	508	661	439	202	34	247	\$26,642.89	\$78,376.20	\$105,019.09
% CHG	54.4%	11.8%	3.3%	40.3%	-29.2%	-7.1%	3.6%	82.7%	53.0%
April-15	1,891	508	355	134	10	204	\$29,330.36	\$36,175.35	\$65,505.71
April-16	1,652	566	400	235	14	233	\$22,775.11	\$36,999.50	\$59,774.61
% CHG	-12.6%	11.4%	12.7%	75.4%	40.0%	14.2%	-22.3%	2.3%	-8.7%
May-15	1,015	368	361	167	14	232	\$22,192.54	\$31,819.20	\$54,011.74
May-16	730	461	309	163	16	212	\$22,973.05	\$34,108.00	\$57,081.05
% CHG	-28.1%	25.3%	-14.4%	-2.4%	14.3%	-8.6%	3.5%	7.2%	5.7%
June-15	938	610	358	180	64	194	\$25,243.17	\$40,288.85	\$65,532.02
June-16	922	609	458	203	50	260	\$24,398.05	\$60,064.25	\$84,462.30
% CHG	-1.7%	-0.2%	27.9%	26.9%	-21.9%	34.0%	-3.3%	49.1%	28.9%
July-15	899	405	365	156	60	319	\$24,556.08	\$62,527.00	\$87,083.08
July-16	821	453	365	143	41	222	\$22,257.32	\$34,127.00	\$56,384.32
% CHG	-8.7%	11.9%	0.0%	-8.3%	-31.7%	-30.4%	-9.4%	-45.4%	-35.3%
August-15	957	592	432	152	16	229	\$25,667.89	\$32,161.75	\$57,829.64
August-16	849	471	396	262	8	239	\$27,230.70	\$41,570.50	\$68,801.20
% CHG	-9.9%	-20.4%	-8.3%	72.4%	-50.0%	4.4%	6.1%	29.3%	19.0%
September-15	345	978	480	176	56	289	\$25,570.54	\$37,018.00	\$62,588.54
September-16	233	934	392	166	83	235	\$24,612.99	\$37,169.75	\$61,782.74
% CHG	-32.5%	-4.5%	-18.3%	-5.7%	48.2%	-18.7%	-3.7%	0.4%	-1.3%
YTD2015	10,198	5,981	3,672	1,458	299	2,136	\$223,589.23	\$379,504.95	\$603,104.18
YTD 2016	10,307	5,621	3,456	1,746	353	2,054	\$214,854.73	\$392,867.20	\$607,721.93
% CHG	1.1%	-6.0%	-5.9%	19.8%	18.1%	-3.8%	-3.9%	3.5%	0.8%
October-15	142	444	353	154	26	248	\$25,559.95	\$39,984.50	\$65,544.45
October-16									\$0.00
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%
November-15	907	550	378	202	22	262	\$22,153.87	\$49,151.00	\$71,304.87
November-16									\$0.00
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%
December-15	642	560	452	185	35	295	\$24,952.30	\$49,120.00	\$74,072.30
December-16									\$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-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
JAN-16	5,637	3,288	5,020	3,800	3,785	737	4,579	1,730	2,930	7,703	10,867	3,588	1,639	6,411	9,489	4,053	2,943	5,358	0	83,297
% CHG	10.6%	7.9%	-2.7%	0.8%	13.9%	18.3%	12.0%	6.1%	15.9%	25.4%	13.5%	1.0%	39.3%	9.7%	14.7%	-9.4%	33.0%	-8.9%	-100.0%	-10.7%
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
FEB-16	6,023	3,465	5,089	3,857	3,854	718	4,819	1,773	2,947	9,381	10,632	4,052	1,635	6,623	10,009	4,172	2,958	5,273	0	87,280
% CHG	-4.4%	-11.6%	-9.7%	-11.6%	-1.0%	-2.6%	9.4%	8.4%	-4.2%	-10.5%	-3.6%	5.7%	17.8%	2.4%	0.4%	-11.5%	11.6%	-10.8%	-100.0%	-3.5%
MAR-15	6,400	4,038	5,625	4,829	4,252	720	4,715	1,929	3,687	10,852	12,153	4,843	1,486	7,491	11,083	4,604	2,949	5,460	0	96,916
MAR-16	5,998	3,478	4,943	4,209	3,608	724	4,590	1,723	3,295	8,763	12,640	4,107	1,721	7,456	10,989	4,298	3,445	4,461	0	90,448
% CHG	-6.3%	-13.9%	-12.1%	-12.8%	-15.1%	0.6%	-2.7%	-10.7%	-10.6%	-19.2%	4.0%	-11.5%	15.8%	-0.5%	-0.8%	-8.6%	16.8%	-18.3%	0.0%	-6.7%
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
APR-16	5,946	3,611	5,080	4,036	3,942	770	5,014	1,922	2,962	8,882	11,334	4,406	1,731	6,941	10,324	4,236	3,475	5,201	0	89,813
% CHG	-20.1%	10.8%	-4.5%	-13.4%	0.8%	4.5%	28.3%	4.6%	-11.6%	-11.9%	-3.9%	-2.7%	14.6%	-5.9%	-17.3%	-5.2%	11.6%	2.7%	0.0%	-5.3%
MAY-15	7,419	3,295	5,096	4,412	3,635	802	3,960	1,633	2,927	9,063	11,277	4,266	1,693	7,166	10,256	4,035	2,790	5,474	0	89,199
MAY-16	5,896	3,392	5,274	3,878	3,518	658	4,905	1,725	3,041	8,039	10,742	4,567	1,468	6,910	10,277	3,979	3,259	4,962	0	86,480
% CHG	-20.5%	2.9%	3.5%	-12.1%	-3.2%	-18.0%	23.9%	5.6%	3.9%	-11.3%	-4.7%	7.1%	-13.3%	-3.6%	0.2%	-1.4%	16.8%	-9.4%	0.0%	-3.0%
JUN-15	6,833	2,238	3,409	4,164	3,147	602	2,783	1,356	3,217	6,315	10,565	4,217	1,358	7,175	9,666	3,673	2,807	989	0	74,314
JUN-16	4,956	2,320	3,368	3,844	3,068	684	2,810	1,398	3,156	6,156	11,023	4,294	1,484	7,084	9,363	3,283	2,966	451	0	71,708
% CHG	-25.3%	3.7%	-1.2%	-7.7%	-2.5%	13.6%	1.0%	3.1%	-1.9%	-2.5%	4.3%	1.8%	9.3%	-1.3%	-3.1%	-10.6%	5.7%	-54.4%	0.0%	-3.5%
JUL-15	4,734	2,353	2,971	4,367	3,061	674	2,143	1,526	3,426	6,098	10,614	4,268	1,226	7,579	8,841	3,815	2,938	0	0	70,634
JUL-16	4,453	2,292	3,191	3,583	2,833	613	2,180	1,239	2,831	5,350	10,488	3,785	1,475	6,843	8,687	3,116	2,575	0	0	65,334
% CHG	-5.9%	-2.6%	7.4%	-18.0%	-7.4%	-9.1%	1.7%	-18.8%	-17.4%	-12.3%	-1.2%	-11.3%	20.3%	-12.3%	-1.7%	-18.3%	-12.4%	0.0%	0.0%	-7.5%
AUG-15	5,490	2,221	2,831	3,990	2,941	667	1,857	1,502	3,294	6,858	10,748	3,788	1,565	7,080	9,167	3,754	2,915	0	1,545	72,313
AUG-16	5,364	2,733	3,525	3,774	3,069	701	2,407	1,537	3,405	7,552	12,021	4,498	1,526	7,483	9,875	3,402	2,935	0	1,789	77,596
% CHG	-2.3%	23.1%	24.5%	-5.4%	4.4%	5.1%	29.6%	2.3%	3.4%	10.1%	11.8%	18.7%	-2.5%	5.7%	7.7%	-9.4%	0.7%	#DIV/0!	8.8%	7.3%
SEP-15	7,813	3,232	5,450	3,971	3,682	1,109	4,129	1,192	3,213	11,656	11,116	3,883	3,137	7,964	10,090	4,487	3,449	5,675	317	95,565
SEP-16	6,456	3,736	5,857	3,865	3,419	976	4,821	1,377	2,516	9,805	11,154	4,058	1,431	7,499	9,956	3,372	2,885	4,277	4,344	91,804
% CHG	-17.4%	15.6%	7.5%	-2.7%	-7.1%	-12.0%	16.8%	15.5%	-21.7%	-15.9%	0.3%	4.5%	-54.4%	-5.8%	-1.3%	-24.8%	-16.4%	-24.6%	1270.3%	-3.9%
YTD 15	57,330	27,604	41,494	38,527	31,827	6,671	31,989	14,225	28,720	77,550	98,701	36,956	14,540	64,142	89,811	38,023	25,826	34,458	19,060	777,454
YTD 16	50,729	28,315	41,347	34,846	31,076	6,581	36,125	14,424	27,083	71,631	100,701	37,335	14,110	63,050	88,949	33,911	27,441	29,983	6,133	743,770
% CHG	-11.5%	2.6%	-0.4%	-9.6%	-2.4%	-1.3%	12.9%	1.4%	-5.7%	-7.6%	2.0%	1.0%	-3.0%	-1.7%	-1.0%	-10.8%	6.3%	-13.0%	-67.8%	-4.3%
OCT-15	7,469	3,679	5,939	4,467	3,895	935	4,593	1,963	3,493	12,198	12,801	4,051	1,726	7,917	10,394	5,716	4,067	5,670	0	100,973
OCT-16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/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%
NOV-15	6,547	3,289	5,503	3,765	3,335	739	4,563	1,717	2,815	10,273	11,635	3,658	1,484	6,842	9,794	4,854	3,570	6,067	0	90,450
NOV-16	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%
DEC-15	5,848	3,135	4,966	4,074	3,391	618	4,191	1,730	3,083	9,522	11,487	3,777	1,552	6,678	9,752	5,108	3,516	4,239	0	86,667
DEC-16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/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%

*** 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 15	940	406	616	653	763	538	333	1,449	2,339	830	1,213	1,612	11,692
JAN-16	776	345	602	498	611	515	312	1,080	2,202	942	1,021	1,327	10,231
% CHG	-17.4%	-15.0%	-2.3%	-23.7%	-19.9%	-4.3%	-6.3%	-25.5%	-5.9%	13.5%	-15.8%	-17.7%	-12.5%
FEB 15	992	375	576	570	823	508	264	1,523	2,350	832	1,075	1,540	11,428
FEB-16	677	303	573	500	656	528	287	1,442	2,162	1,034	1,100	1,304	10,566
% CHG	-31.8%	-19.2%	-0.5%	-12.3%	-20.3%	3.9%	8.7%	-5.3%	-8.0%	24.3%	2.3%	-15.3%	-7.5%
MAR 15	1,057	463	623	647	849	530	337	1,663	2,738	990	1,205	1,762	12,864
MAR-16	871	446	785	662	717	522	312	1,482	2,677	1,154	1,362	1,625	12,615
% CHG	-17.6%	-3.7%	26.0%	2.3%	-15.5%	-1.5%	-7.4%	-10.9%	-2.2%	16.6%	13.0%	-7.8%	-1.9%
APR 15	1,373	282	633	679	658	540	277	1,619	2,500	934	1,289	1,853	12,637
APR-16	793	400	619	585	600	520	353	1,452	2,423	1,062	1,054	1,583	11,444
% CHG	-42.2%	41.8%	-2.2%	-13.8%	-8.8%	-3.7%	27.4%	-10.3%	-3.1%	13.7%	-18.2%	-14.6%	-9.4%
MAY 15	1,315	302	584	655	544	490	304	1,398	2,376	1,034	1,271	1,774	12,047
MAY-16	881	403	662	529	533	455	311	1,276	2,217	959	1,019	1,474	10,719
% CHG	-33.0%	33.4%	13.4%	-19.2%	-2.0%	-7.1%	2.3%	-8.7%	-6.7%	-7.3%	-19.6%	-16.9%	-11.0%
JUN 15	1,148	242	531	597	541	435	154	1,007	2,222	918	1,223	1,668	10,684
JUN-16	732	343	534	535	487	490	171	951	2,150	935	1,123	1,443	9,894
% CHG	-36.1%	41.7%	0.6%	-10.4%	-10.0%	12.6%	11.0%	-5.6%	-3.2%	1.9%	-8.2%	-13.5%	-7.4%
JUL 15	733	269	532	638	485	523	156	1,144	2,112	907	1,368	1,384	10,251
JUL-16	747	393	644	513	439	392	142	914	2,053	859	1,094	1,434	9,624
% CHG	1.9%	46.1%	21.1%	-19.6%	-9.5%	-25.0%	-9.0%	-20.1%	-2.8%	-5.3%	-20.0%	3.6%	-6.1%
AUG 15	807	277	534	552	532	414	148	1,243	2,148	952	1,259	1,450	10,316
AUG-16	887	413	599	465	554	517	217	1,330	2,538	1,004	1,213	1,682	11,419
% CHG	9.9%	49.1%	12.2%	-15.8%	4.1%	24.8%	46.6%	7.0%	18.2%	5.5%	-3.7%	16.0%	10.7%
SEP 15	1155	355	619	596	605	650	153	1834	2589	1202	1570	1547	12,875
SEP-16	862	361	652	576	598	487	190	1417	2144	875	1354	1688	11,182
% CHG	-25.4%	1.7%	5.3%	-3.4%	-1.2%	-25.1%	24.2%	-22.7%	-17.2%	-27.2%	-13.8%	7.7%	-13.1%
YTD 15	9,518	2,971	5,248	5,587	5,800	4,628	2,126	12,880	21,374	8,599	11,473	14,590	104,794
YTD 16	7,226	3,407	5,670	4,863	5,195	4,426	2,295	11,344	20,566	8,824	10,340	13,538	97,694
% CHG	-24.1%	14.7%	8.0%	-13.0%	-10.4%	-4.4%	7.9%	-11.9%	-3.8%	2.6%	-9.9%	-7.2%	-6.8%
OCT 15	1008	336	727	564	536	510	286	1951	2736	1123	1297	1606	12,680
OCT-16	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 15	832	296	663	489	549	426	245	1,634	2,261	920	1,215	1,280	10,810
NOV-16	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 15	723	286	554	503	498	419	239	1,561	2,230	997	1,039	1,339	10,388
DEC-16	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

	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	TRIPPERS/ SPECIALS	SYSTEM AVERAGE	CUMULATIVE TRIPS PER HOUR
JAN 15	18.4	11.0	18.6	13.6	11.9	5.7	21.6	3.8	10.2	15.9	23.1	9.9	6.3	13.4	18.9	13.6	6.9	19.6	13.8	13.8
JAN 16	21.2	12.3	18.9	14.3	14.1	6.9	25.4	4.2	12.5	20.8	27.4	10.5	9.1	15.3	22.5	12.9	9.5	19.8	15.8	15.8
% CHG	15.3%	12.6%	1.5%	5.1%	18.8%	22.2%	17.6%	10.5%	21.7%	30.7%	18.3%	6.1%	43.9%	14.3%	19.5%	-5.6%	38.5%	1.2%	14.4%	14.4%
FEB 15	24.3	15.1	21.8	16.8	15.0	7.4	24.5	4.1	13.1	29.2	29.1	11.3	8.3	15.9	24.5	15.5	8.9	19.8	17.5	15.6
FEB 16	22.3	12.8	18.8	14.3	14.2	7.0	25.5	4.3	11.9	25.0	26.9	11.4	9.4	15.6	23.6	13.2	9.5	17.6	16.2	16.0
% CHG	-8.5%	-15.4%	-13.6%	-15.3%	-5.2%	-5.9%	4.2%	5.0%	-8.8%	-14.3%	-7.7%	0.0%	13.7%	-1.9%	-3.8%	-15.2%	7.0%	-11.3%	-7.4%	2.3%
MAR 15	22.7	14.3	19.9	17.1	15.1	6.8	23.8	4.5	14.3	27.8	29.5	12.4	8.3	16.9	25.0	14.0	9.1	18.2	17.3	16.2
MAR 16	20.4	11.9	16.8	14.3	12.3	6.6	22.2	3.8	12.2	21.6	29.4	10.5	9.3	16.2	23.9	12.5	10.2	16.5	15.6	15.9
% CHG	-10.0%	-17.2%	-15.6%	-16.3%	-18.5%	-2.7%	-6.9%	-14.1%	-14.5%	-22.4%	-0.1%	-15.4%	12.1%	-4.3%	-4.7%	-10.2%	12.4%	-9.2%	-9.7%	-2.0%
APR 15	26.4	11.6	18.9	16.5	13.9	7.0	19.7	4.3	13.0	25.8	28.6	12.1	8.4	16.7	24.8	13.5	9.6	18.8	16.8	16.3
APR 16	21.4	13.0	18.3	14.5	14.2	7.0	26.5	4.5	12.0	23.0	27.9	12.3	9.3	15.9	23.6	12.9	10.8	17.3	16.3	16.0
% CHG	-18.9%	12.5%	-3.0%	-12.1%	2.3%	0.9%	34.4%	5.3%	-7.4%	-10.8%	-2.5%	2.0%	10.9%	-4.9%	-5.0%	-4.6%	12.2%	-7.6%	-3.0%	-2.2%
MAY 15	27.9	12.4	19.1	16.6	13.7	7.5	22.0	4.0	12.5	24.5	28.9	12.5	9.4	17.1	24.4	12.8	9.0	18.2	16.8	16.4
MAY 16	21.8	12.5	19.5	14.3	13.0	6.4	26.0	4.2	12.3	21.5	27.1	12.8	8.4	16.3	24.2	12.6	10.5	16.5	16.1	16.0
% CHG	-21.8%	1.3%	1.9%	-7.7%	-4.7%	-15.0%	18.0%	4.9%	-1.1%	-12.4%	-6.1%	2.0%	-10.3%	-4.7%	-0.9%	-2.0%	16.2%	-9.4%	-4.4%	-2.7%
JUN 15	23.5	7.9	12.1	14.8	11.2	5.7	14.1	3.6	12.4	15.8	24.8	11.3	7.1	15.9	21.4	11.2	8.6	22.0	13.9	18.0
JUN 16	17.6	8.2	11.9	13.6	10.9	5.5	14.2	3.7	12.2	15.4	25.8	11.5	7.8	15.7	20.7	10.0	9.1	7.5	13.4	15.6
% CHG	-25.3%	3.7%	-1.2%	-7.7%	-2.5%	13.8%	1.0%	3.1%	-1.9%	-2.5%	4.3%	1.8%	9.3%	-1.3%	-3.1%	-10.6%	5.7%	-65.8%	-3.8%	-2.8%
JUL 15	16.5	8.2	10.4	15.3	10.7	6.6	10.4	3.9	12.7	15.1	24.8	10.9	6.8	16.7	19.4	11.5	9.0	0.0	13.1	15.6
JUL 16	16.7	8.6	12.0	13.5	10.6	5.8	12.1	3.6	12.0	14.0	25.7	11.1	7.7	15.4	20.1	9.9	8.2	0.0	13.1	15.2
% CHG	1.1%	4.7%	15.5%	-11.8%	-0.5%	-12.5%	17.0%	-6.6%	-5.0%	-7.6%	4.0%	2.0%	13.4%	-7.8%	3.3%	-13.8%	-8.1%	0.0%	-0.7%	-2.6%
AUG 15	19.8	8.0	10.2	14.4	10.6	6.1	9.8	4.2	13.3	17.2	25.3	10.6	7.9	15.7	20.4	11.5	9.0	0.0	13.8	15.4
AUG 16	18.3	9.3	12.0	12.9	10.5	6.4	11.6	3.9	12.6	18.1	27.1	11.5	7.8	15.9	21.0	9.9	8.7	0.0	14.1	15.1
% CHG	-7.5%	16.4%	17.8%	-10.5%	-1.2%	5.3%	18.3%	-6.6%	-5.6%	5.4%	7.0%	8.4%	-1.2%	1.2%	3.1%	-13.4%	-3.5%	0.0%	1.6%	-2.1%
SEP 15	28.9	11.9	20.1	14.7	13.6	10.8	21.8	3.3	13.0	30.3	27.1	10.9	17.0	18.3	23.2	14.2	11.0	20.2	17.8	15.6
SEP 16	23.9	13.8	21.7	14.3	12.6	9.5	25.5	3.9	10.2	25.5	27.2	11.4	7.8	17.2	22.9	10.7	9.2	30.4	15.3	15.3
% CHG	-17.4%	15.6%	7.5%	-2.7%	-7.1%	-12.0%	16.8%	15.5%	-21.7%	-15.9%	0.3%	4.5%	-54.4%	-5.8%	-1.3%	-24.8%	-16.4%	50.5%	-3.7%	-2.3%
OCT 15	25.8	12.7	20.5	15.4	13.5	8.3	23.2	4.4	13.5	30.4	30.2	10.8	9.0	17.4	22.8	16.8	12.1	17.2	17.5	15.8
OCT 16	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	13.8
% 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%	-13.1%
NOV 15	25.3	12.7	21.2	14.5	12.9	7.5	25.4	4.3	12.0	28.6	30.7	10.8	8.8	16.8	24.1	16.0	11.9	21.3	17.5	16.0
NOV 16	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	12.5
% 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%	-21.8%
DEC 15	20.7	11.1	17.6	14.4	12.0	5.8	21.2	4.0	11.9	24.4	27.8	10.1	8.6	15.1	22.0	15.5	10.8	15.7	15.6	16.0
DEC 16	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	11.5
% 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%	-28.1%
AUG 2015	23.3	11.4	17.5	15.3	12.8	7.1	19.8	4.0	12.7	23.8	27.5	11.1	8.8	16.3	22.6	13.8	9.7	15.9	16.0	14.5
AUG 2016	15.3	8.5	12.5	10.5	9.4	5.2	15.8	3.0	9.0	15.4	20.4	8.6	6.4	11.9	16.9	8.7	7.1	10.5	11.5	13.7
% CHG	-34.5%	-25.2%	-28.8%	-31.6%	-26.9%	-27.0%	-20.4%	-25.3%	-28.9%	-35.1%	-25.9%	-22.9%	-27.7%	-26.8%	-25.3%	-37.0%	-26.1%	-34.2%	-28.1%	-5.5%

September Comparisons - Ridership and Revenue

	Total Paid		Total Rides*	Cash Revenue	Pre-Paid	
	Rides				Revenue	Total Revenue
2016	78,576	91,804	\$24,612.99	\$37,169.75	\$61,782.74	
2015	80,620	95,565	\$25,570.54	\$37,018.00	\$62,588.54	
2014	88,825	107,060	\$28,488.99	\$58,746.00	\$87,234.99	
2013	81,775	98,096	\$28,880.53	\$46,286.20	\$75,166.73	
2012	81,507	97,803	\$24,846.36	\$34,199.00	\$59,045.36	
2011	80,358	100,122	\$27,720.76	\$39,059.60	\$66,780.36	
2010	72,872	90,780	\$26,682.20	\$50,471.00	\$77,153.20	
2009	61,545	81,987	\$33,421.41	\$36,442.50	\$69,863.91	
2008	69,466	94,925	\$31,974.08	\$36,651.50	\$68,625.58	
2007	57,697	83,857	\$33,898.49	\$28,921.50	\$62,819.99	
2006	55,732	81,971	\$24,492.97	\$33,414.50	\$57,907.47	
2005	47,977	84,373	\$20,879.27	\$15,637.00	\$36,516.27	

* Includes Free and transfers

YTD Comparisons (Jan - Sep) - Ridership and Revenue

	Total Paid		Total Rides*	Pre-Paid	
	Rides			Cash Revenue	Revenue
					Total Revenue
2016	613,795		743,770	\$214,855	\$392,867
2015	641,455		777,454	\$223,599	\$379,505
2014	632,199		785,910	\$225,647	\$390,250
2013	658,952		815,387	\$245,419	\$394,616
2012	649,787		800,444	\$234,084	\$385,434
2011	628,402		782,741	\$233,647	\$389,735
2010	547,342		696,400	\$230,423	\$354,056
2009	511,591		684,351	\$211,426	\$334,752
2008	532,800		757,244	\$251,045	\$371,194
2007	476,046		718,381	\$249,301	\$251,407
2006	466,234		693,201	\$231,902	\$268,458
2005	460,028		712,736	\$201,708	\$219,955

* Includes Free and transfers

City of Appleton
VALLEY TRANSIT INCOME STATEMENT
For Nine Months Ending September 30, 2016

Description	Month of September Actual	Prior Year September	YTD As of September Actual	Prior YTD September	2016 Amended Budget	2016 % of Total Budget
REVENUES						
Bus Fare Revenue	61,783	62,589	607,722	603,104	943,218	64.43%
Paratransit Fare Revenue	56,083	56,973	504,226	508,500	711,510	70.87%
Total Fare Revenue	117,866	119,562	1,111,948	1,111,604	1,654,728	67.20%
Other Charges for Service	8,505	1,800	44,685	43,282	55,000	81.25%
Other Revenues	500	500	16,215	19,705	6,000	270.25%
TOTAL REVENUES	126,871	121,862	1,172,848	1,174,591	1,715,728	68.36%
EXPENSES BY LINE ITEM						
Regular Salaries & Labor pool alloc	192,054	198,548	1,825,242	1,873,137	2,647,197	68.95%
Call Time	-	-	-	-	-	0.00%
Overtime	14,635	2,553	98,482	87,683	59,112	166.60%
Incentive Pay	-	-	-	315	1,650	0.00%
Other Compensation	15	-	29,867	3,391	-	-
Fringes	78,669	75,691	744,325	700,040	1,040,084	71.56%
Salaries & Fringe Benefits	285,373	276,792	2,697,916	2,664,566	3,748,043	71.98%
Training & Conferences	816	106	7,938	7,220	10,000	79.38%
Employee Recruitment	8,070	563	15,389	10,172	3,162	486.69%
Parking Permits	-	-	86	2	-	-
Office Supplies	139	91	3,638	2,659	3,996	91.04%
Subscriptions	30	321	537	915	1,085	49.49%
Memberships & Licenses	-	38	5,133	4,341	5,000	102.66%
Postage & Freight	1,399	34	1,681	1,636	4,600	36.54%
Awards & Recognition	(20)	-	266	402	765	34.77%
Food & Provisions	125	104	1,269	1,548	1,020	124.41%
Insurance	15,391	15,962	184,916	179,460	185,486	74.68%
Insurance dividend	-	-	(23,123)	(24,321)	-	-
Insurance surplus payment	-	-	(23,277)	(11,477)	-	-
Depreciation Expense	49,568	54,423	446,114	489,804	643,611	69.31%
Administrative Expenses	75,518	71,642	620,567	662,361	858,725	72.27%
Landscape Supplies	-	1,013	1,176	3,656	3,000	39.20%
Shop Supplies & Tools (& misc)	5,364	1,758	28,662	25,151	31,466	91.09%
Printing & Reproduction	799	4,312	16,801	14,018	28,200	59.58%
Uniforms	107	47	1,421	2,883	4,575	31.06%
Gas Purchases	24,161	27,361	223,518	288,837	642,021	34.81%
Safety Supplies	-	-	579	15	500	115.80%
Vehicle & Equipment Parts	8,995	21,263	171,162	156,462	209,000	81.90%
Miscellaneous Equipment	-	1,743	1,117	4,378	11,100	10.06%
Signs	-	1,485	222	3,188	2,000	11.10%
Supplies & Materials	39,426	58,982	444,658	498,588	931,862	47.72%
Accounting/Audit	-	-	11,500	11,170	11,170	102.95%
Bank Services	332	266	2,061	1,673	3,000	68.70%
Consulting Services	-	-	-	4,611	3,000	0.00%
Collection Services	199	366	2,468	2,524	3,100	79.61%

City of Appleton
VALLEY TRANSIT INCOME STATEMENT
For Nine Months Ending September 30, 2016

Description	Month of September Actual	Prior Year September	YTD As of September Actual	Prior YTD September	2016 Amended Budget	2016 % of Total Budget
Contractor Fees	269,420	283,437	2,427,881	2,454,551	3,447,502	70.42%
Temp Help	1,757	1,004	13,517	6,884	1,000	1351.70%
Advertising	16,904	4,354	29,407	18,131	50,000	58.81%
Interfund Allocations	-	-	-	-	-	0.00%
Health Services	821	298	6,264	5,872	9,110	68.76%
Snow Removal Services	-	-	8,431	1,470	13,500	62.45%
Laundry Services	337	316	2,821	3,457	6,000	47.02%
Other Contracts/Obligations	561	3,430	25,482	65,979	131,000	19.45%
Purchased Services	290,331	293,471	2,529,832	2,576,322	3,678,382	68.78%
Electric	4,474	4,155	40,534	41,081	61,864	65.52%
Gas	73	73	12,562	18,998	38,300	32.80%
Water	2,026	-	5,852	4,819	7,841	74.63%
Waste Disposal/Collection	770	-	2,190	1,727	2,872	76.25%
Stormwater	1,516	-	6,038	6,033	8,175	73.86%
Telephone	1,375	787	9,374	7,398	13,528	69.29%
Utilities	10,234	5,015	76,550	80,056	132,580	57.74%
Building Repair & Maintenance	-	-	2,526	1,299	-	-
Vehicle Repair & Maintenance	292	146	4,682	8,922	1,500	312.13%
Equipment Repair & Maintenance	1,433	-	5,992	7,578	3,498	171.30%
FMD Charges & Material	8,714	9,517	71,804	70,250	115,693	62.06%
Software Support	5,528	5,286	51,299	48,571	63,150	81.23%
CEA Equipment Rental	-	125	-	2,240	2,147	0.00%
Grounds Repair & Maintenance	169	58	2,543	5,706	5,000	50.86%
Repairs & Maintenance	16,136	15,132	138,846	144,566	190,988	72.70%
Total Operating Expenses	717,018	721,034	6,508,369	6,626,459	9,540,580	68.22%
OPERATING INCOME (LOSS)	(590,147)	(599,172)	(5,335,521)	(5,451,868)	(7,824,852)	
NON-OPERATING REVENUES						
Federal Support	2,079,155	20,334	2,079,155	352,531	3,275,446	63.48%
State Support	-	622,974	1,300,011	1,976,750	2,529,679	51.39%
Appleton Support	224,082	219,771	2,016,738	1,977,939	600,573	335.80%
Other Local Support	496,226	481,129	2,963,863	3,000,589	1,384,002	214.15%
Investment Income	4,108	5,334	18,162	9,067	12,500	145.30%
Donations	5,167	4,167	60,836	68,577	104,590	58.17%
Fund Balance Applied	-	-	-	-	864,662	0.00%
TOTAL NON-OPERATING REVENUE	2,808,738	1,353,709	8,438,765	7,385,453	8,771,452	96.21%
Buildings	-	-	-	-	110,305	0.00%
Machinery & Equipment	-	8,747	-	16,844	-	0.00%
Vehicles	-	-	-	-	1,355,602	0.00%
Capital Expenditures	-	8,747	-	16,844	1,465,907	0.00%
NET INCOME (LOSS)	2,218,591	745,790	3,103,244	1,916,741	(519,307)	

City of Appleton
PURCHASED TRANSPORTATION
For Nine Months Ending September 30, 2016

Description	Month of September Actual	Prior Year September	YTD As of September Actual	Prior YTD September	Full Year Amended Budget	% of Total Budget
PURCHASED TRANSPORTATION EXPENSE						
VTII - Disabled	130,642	136,002	1,276,129	1,249,457	1,938,368	65.84%
VTII - Elderly	2,666	2,600	22,515	29,409	61,640	36.53%
PT - Optional (Sunday)	839	920	10,319	8,963	21,000	49.14%
Family Care Sheltered Workshop	43,462	41,238	390,644	377,031	504,748	77.39%
Outagamie County Demand Response Rural	16,984	14,769	136,983	136,732	204,006	67.15%
Outagamie County Human Services Transportation	-	-	13,596	3,205	9,433	144.13%
Neenah Dial - A - Ride	12,323	10,329	101,343	95,835	145,530	69.64%
Darboy - Call - A - Ride	-	30	975	3,225	18,000	5.42%
Calumet County New Hope	15,210	13,777	148,644	126,013	147,701	100.64%
Calumet County Van Service	1,648	2,578	16,062	22,745	43,700	36.76%
Connector - Extended Service Hours	29,568	30,540	245,180	269,616	384,000	63.85%
Connector - Extended Service Area	7,790	9,327	80,339	76,341	112,750	71.25%
Downtown Trolley	5,855	1,518	17,566	25,375	30,024	58.51%
Neenah Industrial Route	-	8,953	28,550	26,432	-	0.00%
Total Purchased Transportation	266,987	272,581	2,488,845	2,450,379	3,620,900	68.74%

Pending Items - Fox Cities Transit Commission

Issue	Date Discussed at FCTC	Person Requesting	Tentative Date Back to FCTC	Completed
Semi annual Update on Use of Social Media	11/13/13	Erickson	01/25/17	Twice/year
Information System Update			01/25/17	Quarterly
Key Performance Indicators			10/26/16	Quarterly