



City of Appleton

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

Meeting Agenda - Final-revised Fox Cities Transit Commission

Wednesday, December 13, 2017

3:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[17-1763](#) Approval of Minutes from previous meeting

Attachments: [10-25-17 FCTC Minutes.pdf](#)

4. **Public Hearings/Apearances**

[17-1764](#) Public Participation on Agenda Items

5. **Action Items**

[17-1765](#) Approval of Payments

Attachments: [September 2017 Check Register.pdf](#)

[September 2017 P-card statement.pdf](#)

[October 2017 Check Register.pdf](#)

[October 2017 P-card statement.pdf](#)

[17-1950](#) Approve the Intermunicipal Agreement with Outagamie County for Specialized Transportation Services for 2018 Contingent on Outagamie County Approval

Attachments: [2018 Outagamie County Contract.pdf](#)

[17-1951](#) Approve the Intermunicipal Agreement with Winnebago County for Specialized Transportation Services for 2018 Contingent on Winnebago County Approval

Attachments: [2018 Winnebago County Contract.pdf](#)

- [17-1952](#) Approve the Intermunicipal Agreement with Calumet County for Specialized Transportation Services for 2018 Contingent on Calumet County Approval

Attachments: [2018 Calumet County Contract.pdf](#)

- [17-1953](#) Approve the Intermunicipal Agreement with the City of Neenah and the Village of Fox Crossing for the Northern Winnebago Dial A Ride Service for 2018 Contingent on City of Neenah and the Village of Fox Crossing Approval

Attachments: [2018 Northern Winnebago Dial-A-Ride Contract.pdf](#)

- [17-1954](#) Approve a New Hope Temporary Five Month Extension

Attachments: [New Hope Extension 2018.pdf](#)

6. Information Items

- [17-1767](#) Introduction of Jeff Pellegrini, Maintenance Supervisor

- [17-1768](#) Financial Report

Attachments: [2017 FCTC October Monthly Income Statement.pdf](#)
[2017 FCTC October Monthly Income Statement PT.pdf](#)

- [17-1769](#) Ridership and Revenue

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

- [17-1770](#) New Flyer Update

- [17-1955](#) Update Contract for HVAC Replacement Project awarded to Energy Control and Design

Attachments: [2017 Valley Transit HVAC replacement award.pdf](#)

- [17-1771](#) Pending Items

Attachments: [Pending Items.pdf](#)

- [17-1772](#) Request for Future Agenda Items

7. Next Meeting Date & Time
 - December 27, 2017, 3:00 PM
 - January 10, 2018, 3:00 PM

8. Adjournment

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

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



City of Appleton

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

Meeting Minutes - Final Fox Cities Transit Commission

Wednesday, October 25, 2017

3:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 8 - Kasimor, Detienne, Vice Chair Buckingham, Chairperson Lobner, Dvorachek, Dearborn, Wurdinger and Brown

Excused: 2 - Nau and McCabe

[17-1505](#)

Introduction of Larry Wurdinger, Village of Kimberly, and Tony Brown, Town of Buchanan

This Presentation was presented.

3. Approval of minutes from previous meeting

[17-1487](#)

Approval of Minutes from previous meeting

Attachments: [MeetingMinutes25-Sep-2017-01-33-00.pdf](#)

Alderperson Dvorachek moved, seconded by Commissioner Dearborn, that the Minutes be approved. Voice Vote. Motion Carried.

4. **Public Hearings/Appearances**

[17-1488](#)

Public Participation on Agenda items

There was no public participation on the agenda item.

5. **Action Items**

[17-1497](#)

Authorization to Lease Bus from Outagamie County

Attachments: [Lease Contract memo.pdf](#)

Alderperson Dvorachek moved, seconded by Commissioner Wurdinger, that this Report Action Item was recommended for approval.

6. **Information Items**

[17-1489](#)

Approval of Payments

Attachments: [August 2017 Check Register.pdf](#)
 [August 2017 P-card statement.pdf](#)

This action item was moved to information items.

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

[17-1490](#)

Route Development Presentation and the Valley Transit Development Plan (TDP)

Attachments: [TDP Presentation Handout.pdf](#)

This Presentation was presented.

[17-1491](#)

Discussion of Service Request(s)
- Partnership Community Health in the Town of Grand Chute

This Presentation was presented.

[17-1492](#)

2018 Valley Transit Budget

Attachments: [2018 Valley Transit Budget.pdf](#)
 [2018 VT CIPs.pdf](#)

This Presentation was presented.

[17-1493](#)

Financial Report

Attachments: [2017 August Monthly Income Statement.pdf](#)
 [2017 August Monthly Income Statement PT.pdf](#)

This Presentation was presented.

[17-1494](#)

Ridership and Revenue

This Presentation was presented.

[17-1689](#)

Bus Production and Delivery Update

This Presentation was presented.

[17-1495](#)

Pending Items

Attachments: [Pending Items.pdf](#)

This Presentation was presented.

[17-1496](#)

Request for Future Agenda Items

This Presentation was presented.

7. Next Meeting Date and Time
 - November 8, 2017
 - November 22, 2017
 - December 13, 2017
8. Adjournment

Check Register with General Ledger Accounts
Check Date 09/01/17 thru 09/30/17

Page - 1
Date - 11/02/17

Check No.	Check Date	Payee Number	Payee Name	Voucher Number	Explanation -Remark-	Payment Amount	Bus. Unit	Obj Acct	Sub	Subl	Voucher Amount	Dis Take
531236	09/06/17	224354	ABC COMPANIES	377026	MAC VALVE	159.14-	580	2160			159.14	
total											159.14	
531274		18438	LEVENHAGEN OIL CO	377039	#2 ULTRA LOW SULFUR	14,282.36-	580	2160			14,282.36	
total											14,282.36	
531285		163969	MOHAWK MANUFACTUR	377040	FUSE 150 AMP	1,522.62-	580	2160			1,522.62	
total											1,522.62	
531314		184111	VOITH TURBO, INC.	377051 377051	HYDROCLAMP HYDROCLAMP	1,643.86-	580 5820	2160 6326			1,643.89 .03-	
total											1,643.86	
531346	09/13/17	58712	AT&T	377149	9/17 security system	601.60-	5810	6413	7		240.64	
total											240.64	
531368		95126	EJ ARENA SPORTS,	377160	uniforms	291.00-	5840	6321	1		228.00	
total											228.00	
531481	09/20/17	182019	CALUMET COUNTY DE	377326 377326	aug service/fares aug service/fares	772.92-	5860 5860	4875 6408		1818 1818	913.40- 1,686.32	
total											772.92	
531482		35801	CALUMET COUNTY TR	377354 377354	1st/2nd qtr fed/stat 1st/2nd qtr fed/stat	7,418.00-	5850 5850	4230 4230			3,709.00 3,709.00	
total											7,418.00	
531483		23940	CITY OF KAUKAUNA	377355 377355	1st/2nd qtr fed/stat 1st/2nd qtr fed/stat	27,688.00-	5810 5810	4230 4230			13,844.00 13,844.00	
total											27,688.00	
531484		14488	CITY OF MENASHA	377356 377356	1st/2nd qtr fed/stat 1st/2nd qtr fed/stat	47,132.00-	5810 5810	4230 4230			23,566.00 23,566.00	
total											47,132.00	
531485		14111	CITY OF NEENAH	377357 377357	1st/2nd qtr fed/stat 1st/2nd qtr fed/stat	97,212.00-	5810 5810	4230 4230			48,606.00 48,606.00	
total											97,212.00	
531495		162886	FOX VALLEY CAB	377331 377331 377331 377331 377331 377331	aug nw dar fares aug nw dar fares aug nw dar fares aug nw dar fares aug nw dar fares aug nw dar fares	10,174.50-	5860 5860 5860 5860 5860 5860	4875 4875 4875 6408 6408 6408		1813 1813 1813 1813 1813 1813	2,719.50- 157.50- 514.50- 10,878.00 630.00 2,058.00	
total											10,174.50	
531502		17806	KOBUSSEN BUSES, L	377332 377332 377333	aug rural fares aug rural fares aug sheltered worksh	62,431.20-	5860 5860 5860	4875 6408 6408		1809 1809 1808	3,858.00- 18,594.20 47,695.00	
total											62,431.20	
531505		116759	NEW HOPE CENTER,	377334	aug service	18,859.18-	5860	6408		1815	18,859.18	
total											18,859.18	
531509		13346	OUTAGAMIE COUNTY	377375 377375	1st/2nd qtr fed/stat 1st/2nd qtr fed/stat	101,386.00-	5850 5850	4230 4230			50,693.00 50,693.00	

Check Register with General Ledger Accounts
Check Date 09/01/17 thru 09/30/17

Page - 2
Date - 11/02/17

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											101,386.00	
531514		246271	RUNNING, INC.	377342	Connector Tickets	169,518.85-	580	2131			2,100.00	
				377342	Agency Local Share		580	2131			681.00	
				377342	Agency Local Share		5860	4230		1819	681.00-	
				377342	Connector ESA Fares		5860	4875		1820	957.00-	
				377342	Connector ESH Fares		5860	4875		1819	6,357.00-	
				377342	ESA Ticket Revenue		5860	4875		1820	555.00-	
				377342	ESH Ticket Revenue		5860	4875		1819	1,545.00-	
				377342	Connector ESA		5860	6408		1820	7,749.00	
				377342	Connector ESH		5860	6408		1819	33,715.20	
				377342	Fuel escalator/deesc		5860	6408		1819		
				377343	VTII Premium		580	2130			9,306.00	
				377343	VTII Agency		580	2132			18,946.00	
				377343	Basic Tick. Local		580	2132			22,205.25	
				377343	Prem. Tick Local		580	2132				
				377343	VTII Basic		580	2133			7,200.00	
				377343	agency local share		5850	4230			22,205.25-	
				377343	Family Care WC		5850	4230				
				377343	Community Care CC		5850	4230				
				377343	IRIS		5850	4230				
				377343	Tickets		5850	4875		1805	35,452.00-	
				377343	VTII Cash Fares		5850	4875		1805	4,418.00-	
				377343	VT II		5850	6408		1805	136,011.60	
				377343	Fuel Escalator		5850	6408				
				377343	Elderly Fares		5860	4875		1806	1,136.00-	
				377343	Sunday Fares		5860	4875		1807	693.00-	
				377343	Elderly		5860	6408		1806	4,586.60	
				377343	Sunday		5860	6408		1807	1,017.45	
total											169,518.85	
531515		93981	TOWN OF BUCHANAN	377377	1st/2nd qtr fed/stat	15,668.00-	5810	4230			7,834.00	
				377377	1st/2nd qtr fed/stat		5810	4230			7,834.00	
total											15,668.00	
531516		20538	TOWN OF GRAND CHU	377379	1st/2nd qtr fed/stat	153,074.00-	5810	4230			76,537.00	
				377379	1st/2nd qtr fed/stat		5810	4230			76,537.00	
total											153,074.00	
531524		37604	VILLAGE OF FOX CR	377385	1st/2nd qtr fed/stat	57,266.00-	5810	4230			28,633.00	
				377385	1st/2nd qtr fed/stat		5810	4230			28,633.00	
total											57,266.00	
531525		17890	VILLAGE OF KIMBER	377386	1st/2nd qtr fed/stat	19,124.00-	5810	4230			9,562.00	
				377386	1st/2nd qtr fed/stat		5810	4230			9,562.00	
total											19,124.00	
531526		7915	VILLAGE OF LITTLE	377387	1st/2nd qtr fed/stat	20,174.00-	5810	4230			10,087.00	
				377387	1st/2nd qtr fed/stat		5810	4230			10,087.00	
total											20,174.00	
531532		7780	WINNEBAGO COUNTY	377392	1st/2nd qtr fed/stat	43,770.00-	5850	4230			21,885.00	
				377392	1st/2nd qtr fed/stat		5850	4230			21,885.00	
total											43,770.00	
531549	09/27/17	224354	ABC COMPANIES	377451	KNEELER EXHAUST	663.93-	580	2160			377.25	
				377452	MIRROR CONTROLLER		580	2160			286.68	
total											663.93	
531554		302990	APPLETON MONTHLY	377497	full page ad	500.00-	5810	6412			500.00	
total											500.00	
531583		182561	ERGOMETRICS & APP	377521	start operator test	125.00-	5810	6205			125.00	

Check Register with General Ledger Accounts
Check Date 09/01/17 thru 09/30/17

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Date - 11/02/17

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											125.00	
531586		70519	FICO, JAMES M. PH	377522	road supervisor test	950.00-	5810	6205			475.00	
total											475.00	
531592		162894	GILLIG LLC	377460	LIMIT SWITCH	212.22-	580	2160			212.22	
total											212.22	
531603		196091	KWIK TRIP, INC	377536	fuel	1,418.57-	5820	6322			187.12	
				377536	fuel		5840	6322			1,237.66	
				377536	fuel		5840	6322			6.21-	
total											1,418.57	
531605		18438	LEVENHAGEN OIL CO	377465	Ultra Low Sulfur Die	32,203.17-	580	2160			14,035.11	
total											14,035.11	
531610		84419	LUTHERAN SOCIAL S	377543	mrh 5310 2nd qtr op/	21,288.00-	5860	6599		1822	13,017.00	
				377543	mrh 5310 2nd qtr mm/		5860	6599		1822	8,271.00	
total											21,288.00	
531616		163969	MOHAWK MANUFACTUR	377468	CHIME PASSENGER	89.40-	580	2160			89.40	
total											89.40	
531618		310359	NEW FLYER PARTS	377469	30 AMP CB	4,337.79-	580	2160			33.29	
				377470	KNEELER SOLENOID		580	2160			576.81	
				377471	PANEL CLIP		580	2160			34.85	
				377472	WIPER MOTOR		580	2160			2,762.96	
				377473	LINE COMPRESSOR		580	2160			351.88	
				377474	BUSHING		580	2160			578.00	
total											4,337.79	
531632		288606	POMP'S TIRE - APP	377477	305/70R22.5 BRM 348B	15,347.10-	580	2160			2,499.60	
				377478	305/70R22.5/20 CNTNT		580	2160			9,149.40	
				377479	305/70R22.5/20 Cntnt		580	2160			3,698.10	
total											15,347.10	
531636		309551	QUOTIENT GROUP	377564	marketing services	1,575.00-	5810	6408			1,575.00	
total											1,575.00	
531639		18711	RICOH USA, INC.	377427	VT Lease	7,592.64-	5810	6320		1	31.34	
				377427	VT Lease		5810	6320		1	195.51	
				377427	VT Copies		5810	6320		1	109.20	
total											336.05	
531647		196824	TRANSPORT REFRIGE	377570	parts	115.80-	5820	6326			115.80	
total											115.80	
531650		8942	ULTIMATE CLEANING	377571	cleaning	37,786.48-	5830	6599			85.92	
				377572	cleaning		5830	6599			474.60	
total											560.52	
531659		37022	WE ENERGIES	377591	7216-827-232 Elec	31,091.62-	5810	6413		1	999.35	
				377591	7216-827-232 Gas		5810	6413		2	41.86	
				377591	5028-442-903		5810	6413		1	2,038.54	
				377591	5070-604-479		5810	6413		2	28.18	
				377591	0425-072-359		5810	6413		1	386.96	
				377591	6404-083-107		5810	6413		2	9.57	
total											3,504.46	
531668		182764	1ST AYD CORPORATI	377483	DVOCB965166EA HANDLE	254.11-	580	2160			133.35	

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Date - 11/02/17

total



J.P.Morgan

Spend Analysis by Merchant

Run Date: 11/02/2017
Report ID: 10013

Posting Date: 08/26/2017 - 09/26/2017

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

Merchant Name	Amount	Amount % Of		Average Amount	Count	Count % Of	
		Total	Total			Total	Total
LAMERS BUS LINES, INC.	8,141.06	37.86	2,713.59	3	3	3.00	3.00
CADRE	4,667.73	21.71	2,333.87	2	2	2.00	2.00
AUTOMOTIVE SUPPLY CO	1,779.68	16.57	104.69	17	17	17.00	17.00
TCAW OCC HEALTH	829.10	3.86	414.55	2	2	2.00	2.00
QUILL CORPORATION	583.44	2.71	58.34	10	10	10.00	10.00
SPRINT *WIRELESS	416.00	1.93	416.00	1	1	1.00	1.00
FVTC FINANCIAL SERVICE	400.00	1.86	400.00	1	1	1.00	1.00
KUETTEL'S SEPTIC SVC L	370.00	1.72	370.00	1	1	1.00	1.00
UFIRST *UNIFIRST CORP	364.35	1.69	364.35	1	1	1.00	1.00
JX ENTERPRISES INC	364.20	1.69	364.20	1	1	1.00	1.00
SQ *QUICK PRINT CEN	304.58	1.42	304.58	1	1	1.00	1.00
CELLCOM	285.30	1.33	285.30	1	1	1.00	1.00
AIRGASS NORTH	205.77	0.96	205.77	1	1	1.00	1.00
SUPERIOR CHEMICAL CORP	204.17	0.95	204.17	1	1	1.00	1.00
PETERBILT WI APPLETON	173.65	0.81	173.65	1	1	1.00	1.00
CAMERON S COFFEE	127.84	0.59	127.84	1	1	1.00	1.00
FEDEX FREIGHT INC	126.62	0.59	126.62	1	1	1.00	1.00
TRUDIGITAL	98.00	0.46	98.00	1	1	1.00	1.00
GFS STORE #2029	56.88	0.26	56.88	1	1	1.00	1.00
PULLMANS AT TROLLEY SQ	53.91	0.25	53.91	1	1	1.00	1.00
BERGSTROM CHEVY CADILL	49.67	0.23	49.67	1	1	1.00	1.00
WW GRAINGER	41.75	0.19	41.75	1	1	1.00	1.00
FEDEX 25480467	39.79	0.19	39.79	1	1	1.00	1.00
WM SUPERCENTER #2986	14.94	0.07	14.94	1	1	1.00	1.00
MOTOMART 4403	5.91	0.03	5.91	1	1	1.00	1.00
CVS/PHARMACY #08525	4.99	0.07	1.66	3	3	3.00	3.00
Total	19,709.33	100.00	345.78	57	57	57.00	57.00

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Date - 12/06/17

Check No.	Check Date	Payee Number	Payee Name	Voucher Number	Explanation -Remark-	Payment Amount	Bus. Unit	Obj Acct	Sub	Subl	Voucher Amount	Dis Take
531741	10/04/17	13696	NORDON, INC.	377611	Conference Room tabl	7,522.67-	580	2160			1,018.24	
total											1,018.24	
531765		184111	VOITH TURBO, INC.	377628	Gear Box Transmissio	9,050.00-	580	2160			9,050.00	
total											9,050.00	
531812	10/11/17	95126	EJ ARENA SPORTS.	377754	uniforms	148.00-	5840	6321	1		148.00	
total											148.00	
531815		182561	ERGOMETRICS & APP	377757	start operator test	125.00-	5810	6205			125.00	
total											125.00	
531917	10/18/17	58712	AT&T	377926	10/17 security syste	602.91-	5810	6413	7		241.23	
total											241.23	
531953		196091	KWIK TRIP, INC	377960	fuel	1,513.58-	5820	6322			241.99	
				377960	fuel		5840	6322			1,312.40	
				377960	fuel		5840	6322			40.81-	
total											1,513.58	
531968		310359	NEW FLYER PARTS	377906	CLAMP	368.54-	580	2160			16.08	
				377907	TERMINAL		580	2160			26.50	
				377908	Brush Holder		580	2160			325.96	
total											368.54	
532074	10/25/17	37022	WE ENERGIES	378095	7216-827-232 Elec	32,472.59-	5810	6413	1		998.16	
				378095	7216-827-232 Gas		5810	6413	2		38.83	
				378095	5028-442-903		5810	6413	1		2,221.85	
				378095	5070-604-479		5810	6413	2		31.77	
				378095	0425-072-359		5810	6413	1		400.43	
				378095	6404-083-107		5810	6413	2		10.56	
total											3,701.60	
total											16,166.19	



J.P.Morgan

Spend Analysis by Merchant

Run Date: 12/07/2017
Report ID: 10013

Posting Date: 09/27/2017 - 10/26/2017

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

Merchant Name	Amount	Amount % Of		Average Amount	Count	Count % Of	
		Total				Total	
LAMERS BUS LINES, INC.	3,903.66	23.48		3,903.66	1	1.00	
CADRE	3,710.92	22.32		3,710.92	1	1.00	
PETERBILT WI APPLETON	1,965.98	21.42		491.50	4	4.00	
AUTOMOTIVE SUPPLY CO	1,888.84	11.36		157.40	12	12.00	
4IMPRINT	1,348.73	8.11		1,348.73	1	1.00	
FEDEXOFFICE 00003558	362.61	2.18		362.61	1	1.00	
UFIRST *UNIFIRST CORP	345.47	2.08		345.47	1	1.00	
BERGSTROM CHEVY CADILL	307.05	1.85		153.53	2	2.00	
SAMS CLUB #6321	282.88	1.70		282.88	1	1.00	
TCAW OCC HEALTH	268.80	1.62		268.80	1	1.00	
NOLTE'S SERVICE	172.60	1.04		172.60	1	1.00	
QUILL CORPORATION	153.51	0.92		153.51	1	1.00	
JACKSON HIRSH INC	124.47	0.75		124.47	1	1.00	
TLF*MEMORIAL FLORISTS	62.00	0.37		62.00	1	1.00	
AIRGASS NORTH	47.35	0.28		47.35	1	1.00	
FEDEX 25959119	40.60	0.24		40.60	1	1.00	
MUNCHEEZ PIZZERIA	21.99	0.13		21.99	1	1.00	
ACE HDWE APPLETON	10.16	0.06		10.16	1	1.00	
USPS PO 5602500943	6.65	0.04		6.65	1	1.00	
KWIK TRIP 45200004523	5.97	0.04		5.97	1	1.00	
Total	15,030.24	100.00		429.44	35	35.00	

**2018 INTERMUNICIPAL AGREEMENT IN ACCORDANCE WITH SECTION 66.0301, WISCONSIN
STATUTES, BETWEEN THE CITY OF APPLETON AND OUTAGAMIE COUNTY TO PROVIDE FOR
COST SHARING OF TRANSIT SERVICE FOR ELDERLY AND DISABLED INDIVIDUALS**

WHEREAS, the Americans with Disabilities Act (hereinafter ADA), has resulted in an increase in trips provided by the City of Appleton's wholly owned transit service, Valley Transit, for individuals covered by the Act; and

WHEREAS, Outagamie County and the City of Appleton, in furtherance of the goals fostered by the ADA, wish to coordinate service to offset the increase in costs; and

WHEREAS, Outagamie County provides transportation services for clients of the Outagamie County Department of Human Services requiring transport to Goodwill Industries, Valley Packaging, Inc., and other sites of client service; and

WHEREAS, it has been determined to be beneficial to Valley Transit and Outagamie County to have the City of Appleton, via Valley Transit assume the responsibility for the payment of all urban and rural developmental disabilities workshop transportation service routes; and

WHEREAS, Section 66.0301, Wisconsin Statutes, provides a means by which municipalities may agree to share the cost of mutually beneficial services; and

WHEREAS, the City of Appleton is the owner of Valley Transit and assumes responsibility for and direction of its operations;

WHEREAS, Outagamie County assumes responsibility and direction of its operation;

NOW, THEREFORE, the City of Appleton and Outagamie County, by their respective authorized representatives, do hereby agree as follows:

1. Cost Sharing Arrangements.

A. ADA Service

Outagamie County agrees to pay the local share of ADA paratransit contract costs for trips originating in the Outagamie County portion of Valley Transit's ADA service area (all of that part of the City of Appleton which lies within Outagamie County, the City of Kaukauna, Villages of Kimberly, Little Chute and Combined Locks, and the area which is within 3/4 of a mile from all Valley Transit fixed routes within the Towns of Grand Chute, Kaukauna, Vandenbroek, and Buchanan). The parties agree that approximately 40% of such trips occur in Outagamie County portion of Valley Transit's service area. The parties further agree that, throughout this Agreement, wherever reference is made to Valley Transit having obligations or responsibilities, the City of Appleton, as the contracting party and the owner of Valley Transit assures the compliance of Valley Transit with all of these duties and responsibilities.

The formula for computing Outagamie County's actual ADA funding contribution will be as follows:

$$\begin{array}{rcl} & \text{Outagamie County Rides x Contract Cost} & \\ + & \text{Outagamie County Share of Administrative Costs} & \\ - & \text{Federal Share} & \\ - & \text{State Share} & \\ - & \text{Farebox Revenues} & \\ = & \text{Outagamie County's Estimated ADA Funding Requirement} & \end{array}$$

In 2018, Valley Transit estimates 102,000 ADA rides of which it is estimated that 40% will originate in Outagamie County. The base contract cost per ride is estimated to average \$16.77 on a monthly basis with a separate charge for administrative expenses. The Federal and State shares are

Intermunicipal Agreement cont'd

estimated to be 28.2% and 28.2%; therefore Outagamie County's estimated funding requirement will be:

\$ 684,216	Costs (40,800 rides at \$16.77 per ride)
65,641	40% of admin charges
(211,460)	Federal Share
(211,460)	State Share
<u>(195,840)</u>	Fares (40,800 rides at \$4.80 per ride)
\$ 131,097	Estimated funding

Outagamie County's actual costs will be based on actual ridership, contract costs (including fuel surcharge), federal share, state share, and fares in 2018. The full percentage of federal and state shares received by Valley Transit for transit funding assistance shall be applied to this service. All fares received as payment for the Outagamie County service shall also be applied in this formula. For 2018 the parties agree that Outagamie County's liability for ADA urban paratransit services will be capped at \$190,000 and all paratransit services will be capped at the full cost of its ancillary services.

B. *Elderly and Sunday Service*

As part of the service contract for ADA rides, Valley Transit will also provide rides to the elderly (non-ADA eligible) and Sunday service to ADA eligible passengers. Outagamie County requires certification of elderly riders for eligibility of this service. The service will be provided in the same service area described earlier. The formula for computing Outagamie County's actual contribution for this ancillary service will be based on the following:

$$\begin{aligned} & \text{Outagamie County Rides} \times \text{Contract Cost} \\ & - \text{Federal Share} \\ & - \text{State Share} \\ & - \text{Farebox Revenue} \\ & \text{+/- } \underline{\text{Local Surcharge (1/3 of Federal plus 1/3 of State Share)}} \\ & = \text{Outagamie County's Estimated Ancillary Funding Requirement} \end{aligned}$$

The contract costs (including fuel) for elderly rides will be \$16.77; Sunday service will be \$16.77. In 2018, Valley Transit estimates 3,325 Outagamie County elderly trips and 1,080 Outagamie County Sunday trips with estimated costs as follows:

\$ 55,760	Elderly Costs (3,325 x \$16.77)
(15,724)	Federal Share
(15,724)	State Share
(13,300)	Fares (3,325 x \$4.00/ride)
<u>\$ 10,483</u>	Local Surcharge (1/3 of Federal plus 1/3 of State Share)
\$ 21,495	Estimated funding

Intermunicipal Agreement cont'd

\$ 18,112	Sunday Costs (1,080 x \$16.77)
(5,107)	Federal Share
(5,107)	State Share
(11,880)	Fares (1,080 x \$11.00/ride)
<u>\$ 3,405</u>	Local Surcharge (1/3 of Federal plus 1/3 of State Share)
\$ (577)	Estimated funding

Here again, actual County costs will be based on actual ridership, contract costs per ride (including fuel surcharge), federal share, state share and fares in 2018. The full percentage of federal and state shares received by Valley Transit for transit funding assistance shall be applied in this formula. All fares received as payment for the Outagamie County service shall also be applied in this formula.

C. *Other Ancillary Transportation Service*

- 1) As part of this agreement, Valley Transit will be the funding mechanism for Outagamie County rural demand response paratransit service. These services will be managed separately from Valley Transit's ADA paratransit contract service (which combines with elderly, Sunday, and evening service).

The formula for computing Outagamie County's rural demand response paratransit service funding contribution will be as follows:

+ Cost of Service
- Federal Share (5310 funding)
- State Share (estimated at 28.5%)
+ Local Administrative Charge
= Outagamie County's Estimated Workshop Funding Requirement

In 2018, Valley Transit estimates 7,500 Outagamie County rural demand response paratransit trips with estimated costs as follows:

\$ 220,906	Costs (7,500 rides x \$32.96 plus \$4,400 fuel escalator less vehicle program \$30,694)
(43,626)	Federal Share
(62,295)	State Share
(45,000)	Fares (7,500 x \$6.00/ride)
<u>\$ 22,091</u>	Administrative charge
\$ 92,076	Estimated funding

- 2 **Method of Payment.** Outagamie County will pay Valley Transit the gross cost of ADA mandated paratransit, ADA optional paratransit, and elderly (non-ADA eligible) service as outlined in this contract on a quarterly basis. Valley Transit will invoice for this service in advance of the quarter. Federal and State operating assistance will be reimbursed to Outagamie County on a quarterly basis based on the amount paid in, actual costs, actual fares, and intergovernmental revenues. Final reconciliation of actual costs will occur at yearend.

Outagamie County will pay Valley Transit monthly for the Other Ancillary Services based on the billings received from the provider. Valley Transit will invoice for this service also. Payments are due

30 days from the invoice date. Interest will accrue at a rate of 18% per year (1.5% month) thereafter unless the billing is disputed by Outagamie County.

3. Service Criteria.

Elderly Service. Service to the elderly will be provided between the hours of 9:00 a.m. and 5:00 p.m. Monday through Friday. These hours may be changed at the discretion of Outagamie County.

Rural Service. Rural demand response service will be provided between the hours of 9:00 a.m. and 4:00 p.m. Tuesday and Thursday and between 9:00 a.m. and 5:00 p.m. Monday, Wednesday and Friday. These hours may be changed at the discretion of Outagamie County.

ADA Service. Service to people with disabilities will be provided Monday through Friday 5:30 a.m. to 10:30 p.m., and Saturdays 7:30 a.m. to 10:30 p.m.

Sunday Service. Service to people with disabilities will be provided on Sundays, 7:30 a.m. to 2:00 p.m.

General. There will be no service on six of the holidays where Valley Transit does not operate (Christmas, New Years, Labor Day, Memorial Day, July 4th, and Thanksgiving). The ADA paratransit will be in compliance with ADA regulation, 49 CFR Section 37.131.

4. Eligibility.

Elderly Service. Service will be provided to the elderly (those persons age 60 and over who are not eligible for ADA services), although Outagamie County will encourage the use of Valley Transit's fixed route service when possible.

Rural Service. Service will be provided to the elderly (those persons age 60 and over) or disabled individuals over age 5 traveling outside Valley Transit's ADA service area.

Sunday ADA. Sunday service will be available to ADA eligible people.

ADA Service. ADA eligibility is consistent with the ADA regulations, 49 CFR Section 37.125. The service will allow advance reservation up to 14 days in advance of a trip and ensure that ADA subscription trips not absorb more than 50 percent of the ADA trips at a given time unless modified by both parties to this contract.

5. Length of Agreement. This agreement shall be in effect commencing on January 1, 2018 through December 31, 2018.

6. Statistical Reports. Valley Transit agrees to provide the County information sufficient to complete the Outagamie County semi-annual reports for submission to the Wisconsin Department of Transportation as a requirement of the Section 85.21 transportation assistance program. The information submitted must pertain to the service identified in this agreement and must be provided in a timely manner. Valley Transit will also provide to the County all other reasonable ridership or financial information which the County requests.

7. Safety. Valley Transit will monitor the safety and operational requirements of its contracted ADA, elderly, and Sunday and rural services. In the event that the parties agree to contract with a third party for random safety and operational checks, the contract costs for such checks will be paid for by Outagamie County.

Intermunicipal Agreement cont'd

8. **Audit.** Valley Transit will include audit costs for its contracted ADA service in its budget without impact on Outagamie County's cost. However, any audits required for ancillary services will be added to the total cost of those services, and Outagamie County's cost impact will be as described in Section 1 above. Valley Transit shall establish and maintain accounts for the specialized transportation services receiving funding under this agreement. The accounts shall distinguish the costs of this transportation service from any other service.
9. **Records.** Valley Transit shall maintain such records as necessary for a period of three years from the close of the Federal fiscal year to which they pertain, which said record keeping will enable Valley Transit to meet any responsibilities it may have to the state and federal government.
10. **Inspection.** Valley Transit will allow inspection of records and programs, insofar as it is permitted by state and federal law, by representatives of Outagamie County, the Area Agency on Aging, the Department of Health and Social services and its authorized agents, and federal agencies, in order to confirm Valley Transit's compliance with the specifications of this agreement.
11. **Disclosure.** The use or disclosure by any party of any information concerning eligible clients who receive services for any purpose not connected with the administration of the service under this Contract is prohibited except with the informed, written consent of the eligible client or the client's legal guardian.
12. **Indemnification.** Each party to this agreement agrees to indemnify, save harmless and defend the other party from and against all liability, loss, damage, costs or expenses which a signing party may sustain, incur or be required to pay by reason of the other party's acts, errors or omissions.
13. **Fares.** Fares for elderly and ADA eligible riders in 2018 will be \$4.00 for basic service and \$6.00 for premium service. Fares for Sunday service will be \$11.00 in 2018. Fares for the rural transportation will be established by Outagamie County.
14. **Insurance.** Valley Transit agrees that, in order to protect itself and the County, its Officers, Boards, Employees and Representatives under the indemnity provisions of the paragraph above, it will at all times during the term of this Contract keep in force as required at a minimum:

<u>Coverage</u>	<u>Limit</u>
1. Worker's Compensation Statutory	\$1,000,000 General Aggregate
2. Comprehensive General Liability	\$1,000,000 Each Occurrence
3. Auto Liability	\$1,000,000 CSL

Policies shall be issued by a company or companies authorized to do business in the State of Wisconsin and licensed by the Wisconsin Insurance Department. The County shall be given thirty (30) days advance notice of cancellation or non-renewal during the term of this Contract.

In the event any action, suit, or other proceeding is brought against the County upon any matter herein indemnified against, the County shall, within five (5) working days, give notice thereof to Valley Transit and shall cooperate with their attorneys in the defense of the action, suit or other proceeding.

15. **Discrimination.** In connection with the performance of work under this Agreement, Valley Transit agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, sexual orientation, developmental disability as defined in s51.01(5), Wisconsin Statutes, national origin, marital status, ancestry, arrest record, conviction record, or membership in the National Guard, State Defense Force or any reserve

component of the military forces of the United States or this state. This provision shall include, but not be limited to, the following; employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and section for training, including apprenticeship. Valley Transit further agrees to take affirmative action to ensure equal employment opportunities.

16. **Conditions.** This Contract is contingent upon authorization of Wisconsin and United States law and any material amendment or repeal of the same affecting relevant funding, or authority of Outagamie County or the City of Appleton shall serve to terminate this Contract, except as further agreed to by the parties hereto. It is also contingent upon continued funding by Valley Transit and Outagamie County in its budgetary process in the option years of this Agreement and upon the City of Appleton continuing the operation of Valley Transit.
17. **Modification/Termination.** Failure to comply with any part of this agreement may be considered cause for revision, suspension, or termination.

Revision or modification of this agreement must be agreed to by all parties involved by an addendum signed by the authorized representative of both parties.

This agreement can be reopened if State and Federal funding regulations restrict the type of service that can be funded in any ADA or ancillary service component of the Valley Transit budget. This does not apply to the federal funding rate.

Intermunicipal Agreement cont'd

DATED THIS _____ DAY OF _____, 2017

APPROVED AS TO FORM:

_____.
JAMES WALSH
CITY ATTORNEY

By: _____.
TIMOTHY M. HANNA, MAYOR

PROVISION HAS BEEN MADE TO PAY THE
LIABILITY, WHICH WILL ACCRUE UNDER
THE CONTRACT.

By: _____.
KAMI LYNCH, CITY CLERK

_____.
ANTHONY SAUCERMAN
DIRECTOR OF FINANCE

DATED THIS _____ DAY OF _____, 2017

By: _____.
THOMAS NELSON, COUNTY EXECUTIVE

APPROVED AS TO FORM:

By: _____.
ROSEMARY DAVIS, DIRECTOR, OUTAGAMIE COUNTY DEPARTMENT
OF HUMAN SERVICES

_____.
JOSEPH P. GUIDOTE, JR.
CORPORATION COUNSEL

**2018 INTERMUNICIPAL AGREEMENT IN ACCORDANCE WITH SECTION 66.0301, WISCONSIN
STATUTES, BETWEEN THE CITY OF APPLETON AND WINNEBAGO COUNTY TO PROVIDE
FOR COST SHARING OF TRANSIT SERVICE FOR ELDERLY AND DISABLED INDIVIDUALS**

WHEREAS, the Americans with Disabilities Act (hereinafter ADA), has resulted in an increase in trips provided by the City of Appleton's wholly owned transit service, Valley Transit, for individuals covered by the Act; and

WHEREAS, Winnebago County and the City of Appleton, in furtherance of the goals fostered by the ADA, wish to coordinate service to offset the increase in costs; and

WHEREAS, Winnebago County provides transportation services for clients of the Winnebago County Department of Community Programs requiring transport to sites of client service; and

WHEREAS, it has been determined to be beneficial to Valley Transit and Winnebago County, to have the City of Appleton, via Valley Transit assume the responsibility for the payment of certain urban and rural specialized transportation service routes; and

WHEREAS, Section 66.0301, Wisconsin Statutes, provides a means by which municipalities may agree to share the cost of mutually beneficial services; and

WHEREAS, the City of Appleton is the owner of Valley Transit and assumes responsibility for and direction of its operations; and

WHEREAS, Winnebago County assumes responsibility and direction of its operation;

NOW, THEREFORE, the City of Appleton and Winnebago County, by their respective authorized representatives, do hereby agree as follows:

1. Cost Sharing Arrangements.

A. ADA Service

Winnebago County agrees to pay the local share of ADA paratransit contract costs for trips originating in the Winnebago County portion of Valley Transit's ADA service area (all of that part of the City of Appleton which lies within Winnebago County, the Cities of Neenah and Menasha, the Village of Fox Crossing, and the area which is within 3/4 of a mile from all Valley Transit fixed routes within the Town of Neenah). The parties agree that approximately 18% of such trips occur in the Winnebago County portion of Valley Transit's service area. The parties further agree that, throughout this Agreement, wherever reference is made to Valley Transit having obligations or responsibilities, the City of Appleton, as the contracting party and the owner of Valley Transit assures the compliance of Valley Transit with all of these duties and responsibilities.

The formula for computing Winnebago County's actual ADA funding contribution will be as follows:

$$\begin{aligned} & \text{Winnebago County Rides x Contract Cost} \\ + & \text{Administrative Charges (18\%)} \\ - & \text{Federal Share} \\ - & \text{State Share} \\ - & \text{Farebox Revenues} \\ = & \text{Winnebago County's Estimated ADA Funding Requirement} \end{aligned}$$

In 2018, Valley Transit estimates 102,000 ADA rides of which it is estimated that 18% will originate in Winnebago County. The base contract cost per ride is estimated to average \$16.77 on a monthly basis with a separate cost for administrative expenses. The Federal and State shares are estimated to be 28.2% and 28.2% respectively; therefore Winnebago County's estimated funding requirement will be:

Intermunicipal Agreement cont'd

\$ 307,897	Costs (18,360 rides at \$16.77 per ride)
29,538	18% of admin charges
(95,157)	Federal Share
(95,157)	State Share
<u>(88,128)</u>	Fares (17,820 rides at \$4.80 per ride)
\$ 58,993	Estimated funding

Winnebago County's actual costs will be based on actual ridership, contract costs per ride (including fuel), federal share, state share, and fares in 2018. The full percentage of federal and state shares received by Valley Transit for transit funding assistance shall be applied to this service. All fares received as payment for the Winnebago County service shall also be applied in this formula. For 2018 the parties agree that Winnebago County's liability for all paratransit service will be capped at the full costs of its ancillary programs.

B. *Sunday Service*

As part of the service contract for ADA rides, Valley Transit will also provide rides on Sunday to ADA eligible passengers. The service will be provided in the same service area described earlier. The formula for computing Winnebago County's actual contribution for this ancillary service will be based on the following:

$$\begin{aligned}
 & \text{Winnebago County Rides x Contract Cost} \\
 & - \text{Federal Share} \\
 & - \text{State Share} \\
 & - \text{Farebox Revenue} \\
 & + \text{Local Surcharge (1/3 of Federal plus 1/3 of State Share)} \\
 & = \text{Winnebago County's Estimated Ancillary Funding Requirement}
 \end{aligned}$$

The basic contract cost for Sunday service (including fuel) is estimated to be \$16.77 per ride plus fuel. In 2018, Valley Transit estimates 84 Winnebago County Sunday trips with estimated costs as follows:

\$ 1,409	Sunday Costs (84 x \$16.77)
(397)	Federal Share
(397)	State Share
(924)	Fares (84 x \$11.00/ride)
<u>\$ 265</u>	Local Surcharge (1/3 of Federal plus 1/3 of State Share)
\$ (44)	Estimated funding

Here again, actual County costs will be based on actual ridership, contract costs per ride (including fuel surcharge), federal share, state share and fares in 2018. The full percentage of federal and state shares received by Valley Transit for transit funding assistance shall be applied in this formula. All fares received as payment for the Winnebago County service shall also be applied in this formula.

C. *County Specialized Transportation Service*

Intermunicipal Agreement cont'd

Finally, as part of this agreement, Valley Transit will be the funding mechanism for Winnebago County's Heritage program. This services will be managed by Valley Transit separately from Valley Transit's ADA paratransit (which combines with Sunday service) contract service.

The formula for computing Winnebago County's funding contribution will be as follows:

Cost of Service
- Federal Share (5310 funding)
- State Share (estimated at 28.2%)
+ Administrative charge
= Winnebago County's Estimated Specialized Transportation Funding Requirement

Estimated funding for 2018's Heritage program is:

\$ 10,920	Costs (780 x \$14.00)
(2,157)	Federal Share
(3,079)	State Share
(2,730)	Fares (780 x \$3.50/ride)
<u>\$ 1,092</u>	Administrative charge
\$ 4,046	Estimated funding

2. **Method of Payment.** Winnebago County will pay Valley Transit the gross cost of ADA mandated paratransit and ADA optional paratransit service on a quarterly basis. Valley Transit will invoice for this service. Federal and State operating assistance will be reimbursed to Winnebago County on a quarterly basis.

Winnebago County will pay Valley Transit monthly the Heritage program based on the billings received from the provider. Valley Transit will invoice for this service also. Payments are due 30 days from the invoice date. Interest will accrue at a rate of 18% per year (1.5% per month) thereafter.

3. **Service Criteria.**

ADA Service. Service to people with disabilities will be provided Monday through Friday 5:30 a.m. to 10:30 p.m., and Saturdays 7:30 a.m. to 10:30 p.m.

Sunday Service. Service to people with disabilities will be provided on Sundays, 7:30 a.m. to 2:00 p.m.

General. There will be no service on six of the holidays where Valley Transit does not operate (Christmas, New Years, Labor Day, Memorial Day, July 4th, and Thanksgiving). All elderly will be basic service and the ADA paratransit will be in compliance with ADA regulation, 49 CFR Section 37.131.

4. **Eligibility.**

Sunday ADA. Sunday service will be available to all ADA eligible people.

ADA Service. ADA eligibility is consistent with the ADA regulations, 49 CFR Section 37.125. The service will allow advance reservation up to 14 days in advance of a trip and ensure that ADA subscription trips not absorb more than 50 per cent of the ADA trips at a given time unless modified by both parties to this contract.

Intermunicipal Agreement cont'd

5. **Length of Agreement.** This agreement shall be in effect commencing on January 1, 2018 through December 31, 2018.
6. **Statistical Reports.** Valley Transit agrees to provide the County information sufficient to complete the Winnebago County semi-annual reports for submission to the Wisconsin Department of Transportation as a requirement of the Section 85.21 transportation assistance program. The information submitted must pertain to the service identified in this agreement and must be provided in a timely manner. Valley Transit will also provide to the County all other reasonable ridership or financial information which the County requests.
7. **Safety.** Valley Transit will monitor the safety and operational requirements of its contracted ADA, elderly, Sunday and Heritage service. In the event that the parties agree to contract with a thirdparty for random safety and operational checks, the contract costs for such checks will be paid for by Winnebago County.
8. **Audit.** Valley Transit will include audit costs for its contracted ADA service in its budget without impact on Winnebago County's cost. However, any audits required for ancillary services will be added to the total cost of those services, and Winnebago County's cost impact will be as described in Section 1 above. Valley Transit shall establish and maintain accounts for the specialized transportation services receiving funding under this agreement. The accounts shall distinguish the costs of this transportation service from any other service.
9. **Records.** Valley Transit shall maintain such records as necessary for a period of three years from the close of the Federal fiscal year to which they pertain, which said record keeping will enable Valley Transit to meet any responsibilities it may have to the state and federal government.
10. **Inspection.** Valley Transit will allow inspection of records and programs, insofar as it is permitted by state and federal law, by representatives of Winnebago County, the Area Agency on Aging, the Department of Health and Social services and its authorized agents, and federal agencies, in order to confirm Valley Transit's compliance with the specifications of this agreement.
11. **Disclosure.** The use or disclosure by any party of any information concerning eligible clients who receive services for any purpose not connected with the administration of the service under this Contract is prohibited except with the informed, written consent of the eligible client or the client's legal guardian.
12. **Indemnification.** Each party to this agreement agrees to indemnify, save harmless and defend the other party from and against all liability, loss, damage, costs or expenses which a signing party may sustain, incur or be required to pay by reason of the other party's acts, errors or omissions.
13. **Fares.** Fares for elderly and ADA eligible riders in 2018 will be \$4.00 for basic service and \$6.00 for premium service. Fares for Sunday hours will be \$11.00 in 2018.
14. **Insurance.** Valley Transit agrees that, in order to protect itself and the County, its Officers, Boards, Employees and Representatives under the indemnity provisions of the paragraph above, it will at all times during the term of this Contract keep in force as required at a minimum:

<u>Coverage</u>	<u>Limit</u>
1. Worker's Compensation Statutory	\$1,000,000 General Aggregate
2. Comprehensive General Liability	\$1,000,000 Each Occurrence
3. Auto Liability	\$1,000,000 CSL

Policies shall be issued by a company or companies authorized to do business in the State of Wisconsin and licensed by the Wisconsin Insurance Department. The County shall be given thirty (30) days advance notice of cancellation or non-renewal during the term of this Contract.

Intermunicipal Agreement cont'd

In the event any action, suit, or other proceeding is brought against the County upon any matter herein indemnified against, the County shall, within five (5) working days, give notice thereof to Valley Transit and shall cooperate with their attorneys in the defense of the action, suit or other proceeding.

15. **Discrimination.** In connection with the performance of work under this Agreement, Valley Transit agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, sexual orientation, developmental disability as defined in s51.01(5), Wisconsin Statutes, national origin, marital status, ancestry, arrest record, conviction record, or membership in the National Guard, State Defense Force or any reserve component of the military forces of the United States or this state. This provision shall include, but not be limited to, the following; employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and section for training, including apprenticeship. Valley Transit further agrees to take affirmative action to ensure equal employment opportunities.
16. **Conditions.** This Contract is contingent upon authorization of Wisconsin and United States law and any material amendment or repeal of the same affecting relevant funding, or authority of Winnebago County or the City of Appleton shall serve to terminate this Contract, except as further agreed to by the parties hereto. It is also contingent upon continued funding by Valley Transit and Winnebago County in its budgetary process in the option years of this Agreement and upon the City of Appleton continuing the operation of Valley Transit.
17. **Modification/Termination.** Failure to comply with any part of this agreement may be considered cause for revision, suspension, or termination.

Revision or modification of this agreement must be agreed to by all parties involved by an addendum signed by the authorized representative of both parties.

This agreement can be reopened if State and Federal funding regulations restrict the type of service that can be funded in any ADA or ancillary service component of the Valley Transit budget. This does not apply to the federal funding rate.

Intermunicipal Agreement cont'd

DATED THIS _____ DAY OF _____, 2017.

APPROVED AS TO FORM:

JAMES WALSH
CITY ATTORNEY

By: _____
TIMOTHY M. HANNA, MAYOR

PROVISION HAS BEEN MADE TO PAY THE
LIABILITY, WHICH WILL ACCRUE UNDER
THE CONTRACT.

By: _____
KAMI LYNCH, CITY CLERK

ANTHONY SAUCERMAN
DIRECTOR OF FINANCE

DATED THIS _____ DAY OF _____, 2017

By: _____
MARK HARRIS, COUNTY EXECUTIVE

SUE ERTMER
COUNTY CLERK

**2018 INTERMUNICIPAL AGREEMENT IN ACCORDANCE WITH SECTION 66.0301, WISCONSIN
STATUTES, BETWEEN THE CITY OF APPLETON AND CALUMET COUNTY TO PROVIDE FOR
COST SHARING OF TRANSIT SERVICE FOR ELDERLY AND DISABLED INDIVIDUALS**

WHEREAS, the Americans with Disabilities Act (hereinafter ADA), has resulted in an increase in trips provided by the City of Appleton's wholly owned transit service, Valley Transit, for individuals covered by the Act; and

WHEREAS, Calumet County and the City of Appleton, in furtherance of the goals fostered by the ADA, wish to coordinate service to offset the increase in costs; and

WHEREAS, Section 66.0301, Wisconsin Statutes, provides a means by which municipalities may agree to share the cost of mutually beneficial services; and

WHEREAS, the City of Appleton is the owner of Valley Transit and assumes responsibility for and direction of its operations;

NOW, THEREFORE, the City of Appleton and Calumet County, by their respective authorized representatives, do hereby agree as follows:

1. Cost Sharing Arrangements.

A. ADA and Sunday Service

Calumet County agrees to pay the local share of ADA and Sunday paratransit contract costs for trips originating in the Calumet County portion of Valley Transit's ADA service area (all of that part of the Cities of Appleton and Menasha which lies within Calumet County, and the area which is within 3/4 of a mile from all Valley Transit fixed routes within the Village of Harrison). The parties agree that approximately 4% of such trips occur in the Calumet County portion of Valley Transit's service area. The parties further agree that, throughout this Agreement, wherever reference is made to Valley Transit having obligations or responsibilities, the City of Appleton, as the contracting party and the owner of Valley Transit assures the compliance of Valley Transit with all of these duties and responsibilities.

The formula for computing Calumet County's actual ADA funding contribution will be as follows:

$$\begin{array}{rcl} & \text{Calumet County Rides x Contract Cost} & \\ + & \text{Administrative Charges (4\%)} & \\ - & \text{Federal Share} & \\ - & \text{State Share} & \\ - & \text{Farebox Revenues} & \\ = & \text{Calumet County's Estimated ADA Funding Requirement} & \end{array}$$

In 2018, Valley Transit estimates 102,000 ADA rides of which it is estimated that 4% will originate in Calumet County. The base contract cost per ride is estimated to average \$16.77 with a separate charge for administrative expenses. The Federal and State shares are estimated to be 28.2% and 28.2% respectively; therefore Calumet County's estimated funding requirements will be:

\$68,422	Costs (4,080 rides at \$16.77 per ride)
6,564	Administrative charges (4%)
(21,146)	Federal Share
(21,146)	State Share
<u>\$ (19,584)</u>	Fares (4,080 rides at \$4.80 per ride)
\$ 13,110	Estimated funding

Calumet County's actual costs will be based on actual ridership, contract costs (including fuel), federal share, state share, and fares in 2018. The full percentage of federal and state shares received by Valley Transit for transit funding assistance shall be applied to this service. All fares received as payment for the Calumet County service shall also be applied in this formula.

B. *Elderly and Sunday Service*

As part of the service contract for ADA rides, Valley Transit will also provide rides on Sundays to ADA eligible and the elderly (non-ADA eligible). Calumet County may require certification of elderly riders for eligibility of this service. The service will be provided in the same service area described earlier. The formula for computing Calumet County's actual contribution for this ancillary service will be based on the following:

Calumet County Rides x Contract Cost	
- Federal Share	
- State Share	
- Farebox Revenue	
+ Local Surcharge (1/3 of Federal plus 1/3 State Share)	
= Calumet County's Estimated Ancillary Funding Requirement	

The contract costs (including fuel) for elderly rides will be \$16.77; Sunday service will be \$16.77. In 2018, Valley Transit estimates 175 Calumet County elderly trips and 36 Sunday trips with estimated costs as follows:

\$2,935	Elderly Costs (175 x \$16.77)
(828)	Federal Share
(828)	State Share
(700)	Fares (175 x \$4.00/ride)
<u>\$ 552</u>	Local Surcharge (1/3 of Federal plus 1/3 of State Share)
\$ 1,131	Estimated funding

\$ 604	Sunday Costs (36 x \$16.77)
(170)	Federal Share
(170)	State Share
(396)	Fares (36 x \$11.00/ride)
<u>\$ 113</u>	Local Surcharge (1/3 of Federal plus 1/3 of State Share)
\$ (19)	Estimated funding

Here again, actual County costs will be based on actual ridership, contract costs per ride, federal share, state share and fares in 2018. The full percentage of federal and state shares received by Valley Transit for transit funding assistance shall be applied in this formula. All fares received as payment for the Calumet County service shall also be applied in this formula.

C. *Other Ancillary Transportation Service*

- 1) As part of this agreement, Valley Transit will be the funding mechanism for the rural van service. This service will be managed by Calumet County separately from Valley Transit's ADA paratransit (which combines with elderly, Sunday, and evening service) contract service which Valley Transit will manage.

The formula for computing Calumet County's funding contribution will be as follows:

Cost of Service
 - Federal Share
 - State Share
 - Fares
+ Local Surcharge (1/2 of Federal plus 1/2 of State Share)
 = Calumet County's Estimated Ancillary Funding Requirement

In 2018 the cost estimate is as follows:

\$ 45,310	Costs
(12,777)	Federal Share
(12,777)	State Share
(16,800)	Fares
<u>\$ 12,777</u>	Local Surcharge (1/2 of Federal plus 1/2 of State Share)
\$ 15,733	Estimated funding

2. **Method of Payment.** Calumet County will pay Valley Transit the gross cost of ADA mandated paratransit, ADA optional paratransit, and elderly (non-ADA eligible) service on a quarterly basis upon receipt by Valley Transit of quarterly ridership reports. Valley Transit will invoice for this service. Federal and State operating assistance will be reimbursed to Calumet County on a quarterly basis.

Calumet County will pay Valley Transit monthly for the other Ancillary Services based on billings received from the provider. Valley Transit will invoice for this service also. All payments are due 30 days from the invoice date. Interest will accrue at a rate of 18% per year (1.5% per month) thereafter.

3. **Service Criteria.**

- Elderly Service.* Service to the elderly will be provided between the hours of 9:00 a.m. and 5:00 p.m. Monday through Friday.
- ADA Service.* Service to people with disabilities will be provided Monday through Friday 5:30 a.m. to 10:30 p.m., and Saturdays 7:30 a.m. to 10:30 p.m.
- Sunday Service.* Service to people with disabilities will be provided on Sundays, 7:30 a.m. to 2:00 p.m.
- General.* There will be no service on six of the holidays where Valley Transit does not operate (Christmas, New Years, Labor Day, Memorial Day, July 4th, and Thanksgiving). All elderly service will be basic and the ADA paratransit will be in compliance with ADA regulation, 49 CFR Section 37.131.

4. **Eligibility.**

- Elderly Service.* Service will be provided to the elderly (those persons age 60 and over who are not eligible for ADA services), although Calumet County will encourage the use of Valley Transit's fixed route service when possible.
- Sunday ADA.* Sunday service will be available to ADA eligible persons.
- ADA Service.* ADA eligibility is consistent with the ADA regulations, 49 CFR Section 37.125. The service will allow advance reservation up to 14 days in advance of a trip and ensure that ADA subscription trips not absorb more than 50 per cent of the ADA trips at a given time unless modified by both parties to this contract.

5. **Length of Agreement.** This agreement shall be in effect commencing on January 1, 2018 through December 31, 2018.
6. **Statistical Reports.** Valley Transit agrees to provide the County information sufficient to complete the Calumet County semi-annual reports for submission to the Wisconsin Department of Transportation as a requirement of the Section 85.21 transportation assistance program. The information submitted must pertain to the service identified in this agreement and must be provided in a timely manner. Valley Transit will also provide to the County all other reasonable ridership or financial information which the County requests.
7. **Safety.** Valley Transit will use internal staff to monitor the safety and operational requirements of its contracted ADA, elderly, Sunday and evening service and Calumet County Van Service.
8. **Audit.** Valley Transit will include audit costs for its contracted ADA service in its budget without impact on Calumet County's cost. Valley Transit shall establish and maintain accounts for the specialized transportation services receiving funding under this agreement. The accounts shall distinguish the costs of this transportation service from any other service.
9. **Records.** Valley Transit shall maintain such records as necessary for a period of three years from the close of the Federal fiscal year to which they pertain, which said record keeping will enable Valley Transit to meet any responsibilities it may have to the state and federal government.
10. **Inspection.** Valley Transit will allow inspection of records and programs, insofar as it is permitted by state and federal law, by representatives of Calumet County, the Area Agency on Aging, the

Department of Health and Social services and its authorized agents, and federal agencies, in order to confirm Valley Transit's compliance with the specifications of this agreement.

11. **Disclosure.** The use or disclosure by any party of any information concerning eligible clients who receive services for any purpose not connected with the administration of the service under this Contract is prohibited except with the informed, written consent of the eligible client or the client's legal guardian.
12. **Indemnification.** Each party to this agreement agrees to indemnify, save harmless and defend the other party from and against all liability, loss, damage, costs or expenses which a signing party may sustain, incur or be required to pay by reason of the other party's acts, errors or omissions.
13. **Fares.** Fares for elderly and ADA eligible riders in 2018 will be \$4.00 for curb-to-curb service and \$6.00 for premium service. Fares for Sunday service will be \$11.00 in 2018.
14. **Insurance.** Valley Transit agrees that, in order to protect itself and the County, its Officers, Boards, Employees and Representatives under the indemnity provisions of the paragraph above, it will at all times during the term of this Contract keep in force as required at a minimum:

<u>Coverage</u>	<u>Limit</u>
1. Worker's Compensation Statutory	\$1,000,000 General Aggregate
2. Comprehensive General Liability	\$1,000,000 Each Occurrence
3. Auto Liability	\$1,000,000 CSL

Policies shall be issued by a company or companies authorized to do business in the State of Wisconsin and licensed by the Wisconsin Insurance Department. The County shall be given thirty (30) days advance notice of cancellation or non-renewal during the term of this Contract.

In the event any action, suit, or other proceeding is brought against the County upon any matter herein indemnified against, the County shall, within five (5) working days, give notice thereof to Valley Transit and shall cooperate with their attorneys in the defense of the action, suit or other proceeding.

15. **Discrimination.** In connection with the performance of work under this Agreement, Valley Transit agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, sexual orientation, developmental disability as defined in s51.01(5), Wisconsin Statutes, national origin, marital status, ancestry, arrest record, conviction record, or membership in the National Guard, State Defense Force or any reserve component of the military forces of the United States or this state. This provision shall include, but not be limited to, the following; employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and section for training, including apprenticeship. Valley Transit further agrees to take affirmative action to ensure equal employment opportunities.
16. **Conditions.** This Contract is contingent upon authorization of Wisconsin and United States law and any material amendment or repeal of the same affecting relevant funding, or authority of Calumet County or the City of Appleton shall serve to terminate this Contract, except as further agreed to by the parties hereto. It is also contingent upon continued funding by Valley Transit and Calumet County in its budgetary process in the option years of this Agreement and upon the City of Appleton continuing the operation of Valley Transit.

17. **Modification/Termination.** Failure to comply with any part of this agreement may be considered cause for revision, suspension, or termination.

Revision or modification of this agreement must be agreed to by all parties involved by an addendum signed by the authorized representative of both parties.

This agreement can be reopened if State and Federal funding regulations restrict the type of service that can be funded in any ADA or ancillary service component of the Valley Transit budget. This does not apply to the federal funding rate.

DATED THIS _____ DAY OF _____, 2017
CITY OF APPLETON

APPROVED AS TO FORM:

JAMES WALSH
CITY ATTORNEY

By: _____
TIMOTHY M. HANNA, MAYOR

PROVISION HAS BEEN MADE TO PAY THE
LIABILITY, WHICH WILL ACCRUE UNDER
THE CONTRACT.

By: _____
KAMI LYNCH, CITY CLERK

ANTHONY SAUCERMAN
DIRECTOR OF FINANCE

DATED THIS _____ DAY OF _____, 2017

CALUMET COUNTY

By: _____
TODD ROMENESKO, CALUMET COUNTY ADMINISTRATOR

APPROVED AS TO FORM:

DAWN N. KLOCKOW, CORPORATION COUNSEL

**2018 INTERMUNICIPAL AGREEMENT PURSUANT TO SECTION 66.0301
OF THE WISCONSIN STATUTES BETWEEN THE CITIES OF
APPLETON AND NEENAH AND THE VILLAGE OF FOX CROSSING,
SAID AGREEMENT TO PROVIDE FOR COST-SHARING
OF TRANSIT SERVICES FOR THE ELDERLY**

WHEREAS, the City of Appleton, the owner of Valley Transit, assumes responsibility for and direction of its operations, and

WHEREAS, the City of Neenah and the Village of Fox Crossing operate Northern Winnebago Dial-A-Ride, a transportation program (hereinafter referred to as "DIAL-A-RIDE") for the benefit of the elderly of the Cities of Neenah and Menasha, and the Village of Fox Crossing, and

WHEREAS, the Cities of Appleton and Neenah and the Village of Fox Crossing wish to coordinate services to maximize outside revenue sources.

NOW, THEREFORE, the Cities of Appleton and Neenah and the Village of Fox Crossing by their respective representatives, do hereby agree as follows:

1. **COST-SHARING AGREEMENT.**

Expenses for the Dial-A-Ride program will be shared based on the following formula:

Dial-A-Ride x Contract Cost
- Federal Share
- State Share
- Farebox Revenues
+ Administrative Charge
= City of Neenah and Village of Fox Crossing Estimated Contribution

Valley Transit, the City of Neenah and the Village of Fox Crossing estimate that there will be 10,000 rides in 2018. Cost estimates are as follows:

\$ 140,000	Cost for Dial-A-Ride (10,000 X \$14.00)
(27,649)	Federal Share
(39,480)	State Share
(35,000)	Fares (\$3.50)
<u>14,000</u>	Administrative Charge
\$ 51,871	City of Neenah and Village of Fox Crossing Estimated Contribution*

Actual costs will be based on actual ridership, federal share, state share, and fares in 2018.

*This cost figure is illustrative given that the amounts used in the formula are estimates.

2. **METHOD OF PAYMENT.** Payment by Valley Transit to the contractor will be made monthly based on ridership information provided by the City of Neenah and the Village of Fox Crossing to Valley Transit.

Valley Transit will invoice the City of Neenah and the Village of Fox Crossing for its contribution on a monthly basis.

3. **LENGTH OF AGREEMENT**. This agreement shall be for the calendar year 2018. Renewal shall occur upon mutual agreement by the parties 30 days prior to the termination date of this contract.

4. **PROGRAM ADMINISTRATION AND REPORTING**. Valley Transit, the City of Neenah and the Village of Fox Crossing shall be responsible for administration of the Dial-A-Ride Program.

5. **INSPECTION**. Both parties agree to allow inspection of each other's records and books so far as permitted by law. Record inspection shall be allowed upon reasonable notice in order to confirm compliance with the terms and conditions of this agreement.

6. **AUDIT**. Any audits required for Dial-A-Ride services will be added to the total cost of those services, and the City of Neenah's and the Village of Fox Crossing's cost impact will be as described in Section 1 above. Valley Transit shall establish and maintain accounts for the specialized transportation services receiving funding under this agreement. The accounts shall distinguish the costs of this transportation service from any other service.

7. **INDEMNIFICATION**. Each party to this agreement agrees to indemnify, save harmless and defend the other party from and against all liability, loss, damage, costs or expenses which a signing party may sustain, incur or be required to pay by reason of the other party's acts, errors or omissions.

8. **INSURANCE**. The Cities of Appleton and Neenah and the Village of Fox Crossing agree at all times during the existence of this Agreement to keep in force the following insurance coverages:

<u>Coverage</u>	<u>Limit</u>
Worker's Compensation	Statutory Limit
Comprehensive General Liability	\$1,000,000 Each Occurrence
Auto Liability	\$1,000,000 CSL

9. **DISCRIMINATION**. In connection with the performance of work under this agreement, the Cities of Appleton and Neenah and the Village of Fox Crossing agree not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, sexual orientation, development disability as defined in §5101 (5), Wis. Stats., national origin, marital status, ancestry, arrest record, conviction record, or membership in the National Guard, State Defense Force or any reserve component of the military forces of the United States or this State. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other form of compensation; and section for training, including apprenticeship. Valley Transit further agrees to take affirmative action to ensure equal employment opportunities.

10. **CONDITIONS**. This agreement is contingent upon authorization of Wisconsin and United States law and any material amendment or repeal of the same affecting relevant funding, or authority of the Cities of Appleton and Neenah and the Village of Fox Crossing shall serve to terminate this agreement.

11. **MODIFICATION/TERMINATION**. Failure to comply with any material part of this agreement may be considered cause for revision, suspension, or termination.

Revision or modification of this agreement must be agreed to by all parties involved by a written addendum signed by the authorized representatives of each party.

IN WITNESS WHEREOF the parties have executed this Agreement this ____ day of _____, ____.

CITY OF APPLETON:

Approved as to form:

By: _____
Timothy Hanna, Mayor

BY: _____
James P. Walsh, City Attorney

BY: _____
Kami Lynch, City Clerk

Provision has been made to pay the liability,
Which will accrue under this contract.

BY: _____
Anthony Saucerman, Director of Finance

CITY OF NEENAH:

Approved as to form:

BY: _____
Dean Kaufert, Mayor

BY: _____
James G. Godlewski, City Attorney

BY: _____
Patricia A. Sturn, City Clerk

VILLAGE OF FOX CROSSING:

Approved as to form:

BY: _____
Dale Youngquist, Village President

BY: _____
Andy Rossmeissl, Village Attorney

BY: _____
Karen Backman, Village Clerk

ADDENDUM TO CONTRACT

2012 PARATRANSIT CONTRACT BETWEEN VALLEY TRANSIT AND NEW HOPE CENTER INC.

THIS ADDENDUM to the 2012 Paratransit Contract between Valley Transit and New Hope Center, Inc., ("Contract") is intended to serve as an extension of the Contract between the City of Appleton transit service, Valley Transit ("Valley Transit") and New Hope Center, Incorporated ("New Hope"). Unless otherwise stated in this addendum, this Agreement does not in any way modify terms previously agreed upon in the Contract, which is attached hereto for reference as Exhibit A and incorporated herein by reference.

WITNESSETH, that Valley Transit and New Hope agree as follows:

1. Option Term. This shall memorialize an extension of the Contract between Valley Transit and New Hope effective January 1, 2018, for a five month period ending on May 31, 2018.

2. Insurance. New Hope shall provide Valley Transit and the City Clerk with an updated Certificate of Insurance pursuant to the required coverage levels set forth in the Contract through the incorporated RFP at Section II(H), naming Valley Transit, the City of Appleton, their boards, officers, employees and representatives as additional insureds.

3. Cost. The parties agree that the cost for the service in 2018 will be \$2.11 per mile.

4. Payments. New Hope will pay Valley Transit monthly for the service based on billings received by the provider. Valley Transit will also invoice for this service. All payments are due 30 days from the invoice date. Interest will accrue at a rate of 18% per year (1.5% per month) thereafter.

5. Formula. The formula for computing New Hope's funding contribution shall be the same formula used in previous years. It will be as follows:

$$\begin{array}{rcl} & \text{Cost of Service} & \\ - & \text{Federal Share} & \\ - & \text{State Share} & \\ + & \text{Local Surcharge (1/2 of Federal and State Share)} & \\ = & \text{New Hope Center's Estimated Funding Requirement} & \end{array}$$

6. Modification/Termination. Failure to comply with any part of this agreement may be considered cause for revision, suspension or termination. Revision or modification of this agreement must be agreed to by all parties involved by an addendum signed by the authorized representative of both parties. This agreement can be reopened if State and Federal funding regulations restrict the type of service that can be funded in any service component of the Valley Transit budget.

7. Indemnification. NEW HOPE AGREES TO INDEMNIFY, DEFEND AND HOLD HARMLESS THE CITY OF APPLETON AND VALLEY TRANSIT AND ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS FROM AND AGAINST ANY AND ALL LIABILITY, LOSS, DAMAGE, EXPENSES AND COSTS, INCLUDING ATTORNEY'S FEES, ARISING OUT OF THE ACTIVITIES PERFORMED AS DESCRIBED HEREIN, CAUSED IN

WHOLE OR IN PART BY ANY NEGLIGENT ACT OR OMISSION OF NEW HOPE, ANYONE DIRECTLY OR INDIRECTLY EMPLOYED BY ANY OF THEM OR ANYONE WHOSE ACTS ANY OF THEM MAY BE LIABLE, EXCEPT WHERE CAUSED BY THE SOLE NEGLIGENCE OR WILLFUL MISCONDUCT OF THE CITY OF APPLETON.

(Signature Page to Follow)

IN WITNESS WHEREOF, the parties have caused the foregoing instrument to be executed in three (3) original counterparts.

Dated this ____ day of _____, 2017.

New Hope Center, Inc.:

Witness: _____
Printed Name: _____

By: _____
Printed Name: _____
Title: _____

Witness: _____
Printed Name: _____

By: _____
Printed Name: _____
Title: _____

City of Appleton, Valley Transit:

Witness: _____
Printed Name: _____

By: _____
Ronald C. McDonald,
General Manager
Valley Transit

Witness: _____
Printed Name: _____

By: _____
Timothy M. Hanna, Mayor

Witness: _____
Printed Name: _____

By: _____
Kami Lynch, City Clerk

Provision has been made to pay the liability
that will accrue under this contract.

Approved as to form:

Anthony D. Saucerman, Finance Director

James P. Walsh, City Attorney

City of Appleton
VALLEY TRANSIT INCOME STATEMENT
For Ten Months Ending October 31, 2017

Description	Month of October Actual	Prior Year October	YTD As of October Actual	Prior YTD October	2017 Amended Budget	2017 % of Total Budget
REVENUES						
Bus Fare Revenue	56,442	59,638	668,243	667,360	943,218	70.85%
Paratransit Fare Revenue	60,401	63,027	523,677	511,170	725,330	72.20%
Total Fare Revenue	116,843	122,665	1,191,920	1,178,530	1,668,548	71.43%
Other Charges for Service	-	-	57,775	44,685	55,000	105.05%
Other Revenues	500	500	20,751	16,715	6,000	345.85%
TOTAL REVENUES	117,343	123,165	1,270,446	1,239,930	1,729,548	73.46%
EXPENSES BY LINE ITEM						
Regular Salaries & Labor pool alloc	284,274	194,288	2,090,254	2,019,528	2,757,694	75.80%
Call Time	-	-	-	-	-	0.00%
Overtime	28,489	19,030	205,431	117,512	68,411	300.29%
Incentive Pay	-	-	-	-	315	0.00%
Other Compensation	-	-	1,962	29,867	-	-
Fringes	113,614	80,220	813,850	824,546	1,119,648	72.69%
Salaries & Fringe Benefits	426,377	293,538	3,111,497	2,991,453	3,946,068	78.85%
Training & Conferences	-	210	5,538	8,148	10,000	55.38%
Employee Recruitment	179	754	5,401	16,143	3,200	168.78%
Parking Permits	-	90	150	176	360	0.00%
Office Supplies	575	731	4,001	4,369	4,500	88.91%
Subscriptions	98	306	1,456	843	844	172.51%
Memberships & Licenses	-	-	5,671	5,133	5,727	99.02%
Postage & Freight	1,384	241	2,578	1,922	4,300	59.95%
Awards & Recognition	5	(10)	222	256	810	27.41%
Food & Provisions	200	653	1,513	1,921	1,080	140.09%
Insurance	17,475	15,391	220,465	200,307	216,982	80.54%
Insurance dividend & return of surplus	-	-	(45,714)	(46,400)	-	0.00%
Depreciation Expense	56,106	49,568	561,056	495,683	566,881	98.97%
Administrative Expenses	76,022	67,934	762,337	688,501	814,684	93.57%
Landscape Supplies	-	137	-	1,312	3,000	0.00%
Shop Supplies & Tools (& misc)	2,038	2,955	28,166	31,617	41,020	68.66%
Printing & Reproduction	305	1,234	8,178	18,035	28,200	29.00%
Uniforms	203	642	3,630	2,063	4,575	79.34%
Gas Purchases	1,514	26,204	252,752	249,722	605,000	41.78%
Safety Supplies	-	-	-	579	500	0.00%
Vehicle & Equipment Parts	2,251	30,729	192,524	201,891	233,602	82.42%
Miscellaneous Equipment	1,453	-	16,936	117	11,100	152.58%
Signs	-	-	-	222	2,000	0.00%
Supplies & Materials	7,764	61,901	502,186	505,558	928,997	54.06%
Accounting/Audit	-	265	9,652	11,765	11,500	83.93%
Bank Services	415	313	2,437	2,374	3,000	81.23%
Consulting Services	-	-	880	-	100,000	0.88%
Collection Services	138	337	2,239	2,805	4,450	50.31%
Contractor Fees	311,133	267,313	2,536,387	2,659,091	3,461,840	73.27%

City of Appleton
VALLEY TRANSIT INCOME STATEMENT
For Ten Months Ending October 31, 2017

Description	Month of October Actual	Prior Year October	YTD As of October Actual	Prior YTD October	2017 Amended Budget	2017 % of Total Budget
Temp Help	4,668	1,762	4,234	15,279	3,000	141.13%
Advertising	400	1,455	21,806	30,863	50,309	43.34%
Health Services	829	605	9,940	6,869	9,200	108.04%
Snow Removal Services	-	-	10,271	8,431	15,000	68.47%
Laundry Services	364	431	4,244	3,252	6,100	69.57%
Other Contracts/Obligations	540	7,181	63,872	32,663	97,340	65.62%
Purchased Services	318,487	279,662	2,665,962	2,773,392	3,761,739	70.87%
Electric	3,385	3,848	37,980	44,382	61,900	61.36%
Gas	81	81	14,470	12,643	38,300	37.78%
Water	651	-	5,730	5,852	7,850	72.99%
Waste Disposal/Collection	286	-	2,130	2,190	2,975	71.60%
Stormwater	508	-	6,447	6,038	8,175	78.86%
Telephone	1,128	707	11,086	10,081	14,300	77.52%
Utilities	6,039	4,636	77,843	81,186	133,500	58.31%
Building/Grounds Repair & Maintenance	2,436	473	12,123	2,999	5,000	242.46%
Vehicle Repair & Maintenance	-	-	15,637	4,682	10,000	156.37%
Equipment Repair & Maintenance	-	2,540	9,723	8,531	8,485	114.59%
FMD Charges & Material	9,246	9,309	91,681	81,112	118,057	77.66%
Software Support	5,708	5,528	58,630	56,827	64,600	90.76%
CEA Equipment Rental	-	-	-	-	2,355	0.00%
Repairs & Maintenance	17,390	17,850	187,794	154,151	208,497	90.07%
Total Operating Expenses	852,079	725,521	7,307,619	7,194,241	9,793,485	74.62%
OPERATING INCOME (LOSS)	(734,736)	(602,356)	(6,037,173)	(5,954,311)	(8,063,937)	
NON-OPERATING REVENUES						
Federal Support	-	-	1,929,330	2,079,155	3,845,633	50.17%
State Support	-	595,994	2,379,798	1,896,005	2,819,760	84.40%
Appleton Support	241,656	224,082	1,674,140	2,240,820	673,297	248.65%
Other Local Support	396,343	(510,308)	2,434,995	2,453,555	1,437,609	169.38%
Investment Income	(1,533)	(4,537)	15,176	13,625	12,500	121.41%
Donations	4,167	4,167	42,945	65,003	62,653	68.54%
Fund Balance Applied	-	-	-	-	308,354	0.00%
TOTAL NON-OPERATING REVENUE	640,633	309,398	8,476,384	8,748,163	9,159,806	92.54%
Buildings	-	2,700	935	2,700	76,060	1.23%
Machinery & Equipment	-	-	-	-	1,465,712	0.00%
Infrastructure Construction	-	-	-	-	17,000	0.00%
Capital Expenditures	-	2,700	935	2,700	1,558,772	0.00%
NET INCOME (LOSS)	(94,103)	(295,658)	2,438,276	2,791,152	(462,903)	

City of Appleton
PURCHASED TRANSPORTATION
For Ten Months Ending October 31, 2017

Description	Month of October Actual	Prior Year October	YTD As of October Actual	Prior YTD October	2017 Amended Budget	2017 % of Total Budget
PURCHASED TRANSPORTATION EXPENSE						
VTII - Disabled	154,246	131,515	1,393,279	1,423,727	1,903,548	73.19%
VTII - Elderly	4,441	2,876	35,422	26,262	58,680	60.36%
PT - Optional (Sunday)	1,598	856	12,985	11,176	20,119	64.54%
Family Care Sheltered Workshop	46,173	43,462	435,068	434,105	531,838	81.80%
Outagamie County Demand Response Rural	18,567	15,340	179,823	152,324	208,608	86.20%
Outagamie County Human Services Transportation	65	1,407	2,713	15,003	11,418	23.76%
Neenah Dial - A - Ride	12,110	11,762	126,742	113,105	145,530	87.09%
Calumet County New Hope	17,251	15,827	165,607	164,472	181,461	91.26%
Calumet County Van Service	2,019	955	16,335	16,320	43,700	37.38%
Connector - Extended Service Hours	26,421	28,902	337,624	273,735	384,000	87.92%
Connector - Extended Service Area	8,056	8,508	80,380	88,847	112,750	71.29%
Downtown Trolley	<u>12,045</u>	<u>7,807</u>	<u>29,911</u>	<u>33,181</u>	<u>30,024</u>	99.62%
Total Purchased Transportation	302,992	269,217	2,815,889	2,752,257	3,631,676	77.54%



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	AAASD	FVTC	OTHER SPEC. FARES	TOTAL PAID RIDES	FREE	TRANSFER	TOTAL RIDES W/TTRANSFER & FREE	DOWNTOWN TROLLEY	GRAND TOTAL RIDES
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	0	83,297
January-17	7,141	1,769	3,280	6,038	3,321	8,955	1,215	10,447	699	3,078	9	15,489	7,818	474	69,733	1,309	11,293	82,335	0	82,335
% CHG	-5.0%	0.3%	-1.7%	-7.4%	-7.5%	12.5%	16.9%	1.8%	23.3%	35.1%	200.0%	-12.1%	11.6%	-17.9%	-0.4%	14.3%	-6.8%	-1.2%		-1.2%
February-16	7,767	1,771	3,521	6,686	3,493	8,202	1,034	11,144	750	2,825	14	17,177	8,973	593	73,950	1,083	12,247	87,280	0	87,280
February-17	7,000	1,955	3,540	5,371	3,425	9,551	1,172	10,172	801	3,043	3	14,789	10,043	431	71,296	1,436	11,267	83,999	0	83,999
% CHG	-9.9%	10.4%	0.5%	-19.7%	-1.9%	16.4%	13.3%	-8.7%	6.8%	7.7%	-78.6%	-13.9%	11.9%	-27.3%	-3.6%	32.6%	-8.0%	-3.8%		-3.8%
March-16	8,110	2,168	4,004	6,918	4,410	8,483	1,069	12,280	809	3,371	17	15,369	8,405	371	75,784	1,310	13,354	90,448	0	90,448
March-17	7,967	2,011	3,984	5,932	3,857	10,530	1,113	12,247	835	3,600	43	13,901	10,315	521	76,856	1,356	12,566	90,778	0	90,778
% CHG	-1.8%	-7.2%	-0.5%	-14.3%	-12.5%	24.1%	4.1%	-0.3%	3.2%	6.8%	152.9%	-9.6%	22.7%	40.4%	1.4%	3.5%	-5.9%	0.4%		0.4%
April-16	7,534	2,110	3,789	6,648	4,196	8,722	1,094	11,243	696	3,046	160	17,324	8,427	486	75,475	1,744	12,594	89,813	0	89,813
April-17	7,447	1,925	3,670	4,997	3,802	9,590	871	11,101	772	3,092	76	13,578	8,172	488	69,581	1,639	11,609	82,829	0	82,829
% CHG	-1.2%	-8.8%	-3.1%	-24.8%	-9.4%	10.0%	-20.4%	-1.3%	10.9%	1.5%	-52.5%	-21.6%	-3.0%	0.4%	-7.8%	-6.0%	-7.8%	-7.8%		-7.8%
May-16	7,111	2,174	3,603	5,621	3,790	8,449	854	11,359	720	2,887	2	16,889	7,871	405	71,735	2,755	12,000	86,490	0	86,490
May-17	7,753	1,871	3,910	5,319	4,162	9,749	898	11,758	725	2,984	3	15,194	8,289	363	72,978	1,772	11,897	86,647	0	86,647
% CHG	9.0%	-13.9%	8.5%	-5.4%	9.8%	15.4%	5.2%	3.5%	0.7%	3.4%	50.0%	-10.0%	5.3%	-10.4%	1.7%	-35.7%	-0.9%	0.2%		0.2%
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	1,507	73,215
June-17	7,866	3,179	3,465	4,749	3,890	8,753	807	10,959	711	2,868	29	2,761	6,581	46	56,664	1,586	11,649	69,899	1,584	71,483
% CHG	1.2%	5.7%	-8.5%	-24.7%	1.6%	9.4%	-20.5%	-3.4%	4.3%	2.3%	16.0%	62.6%	8.4%	27.8%	0.5%	-34.5%	-9.8%	-2.5%	5.1%	-2.4%
July-16	7,323	2,974	3,847	5,845	3,605	7,471	898	10,202	664	2,755	50	7	5,795	15	51,451	1,771	12,112	65,334	2,124	67,458
July-17	7,413	2,540	3,750	4,643	3,449	7,124	983	9,932	734	2,914	111	16	5,855	47	49,511	1,602	10,822	61,935	2,330	64,265
% CHG	1.2%	-14.6%	-2.5%	-20.6%	-4.3%	-4.6%	9.5%	-2.6%	10.5%	5.8%	122.0%	128.6%	1.0%	213.3%	-3.8%	-9.5%	-10.7%	-5.2%	9.7%	-4.7%
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	1,730	79,326
August-17	8,617	2,710	4,091	5,053	3,640	8,464	1,574	10,931	728	3,213	64	89	7,680	42	56,896	3,358	11,855	72,109	2,120	74,229
% CHG	-0.9%	-16.1%	1.2%	-18.5%	-3.9%	1.3%	32.9%	-11.6%	-2.3%	-1.4%	190.9%	-25.2%	-8.5%	950.0%	-5.8%	-12.9%	-11.1%	-7.1%	22.5%	-6.4%
September-16	14,829	1,721	3,605	5,759	3,987	6,992	837	11,540	682	2,820	1	14,980	10,325	498	78,576	2,081	11,147	91,804	1,145	92,949
September-17	14,874	1,705	3,709	4,357	3,536	8,608	852	11,037	724	2,934	2	13,438	8,579	43	74,398	2,125	10,289	86,812	1,749	88,561
% CHG	0.3%	-0.9%	2.9%	-24.3%	-11.3%	23.1%	1.8%	-4.4%	6.2%	4.0%	100.0%	-10.3%	-16.9%	-91.4%	-5.3%	2.1%	-7.7%	-5.4%	52.8%	-4.7%
October-16	7,466	2,095	3,875	6,132	4,190	8,023	1,152	12,509	773	3,092	82	15,325	11,004	458	76,176	2,051	11,852	90,079	0	90,079
October-17	8,051	1,686	3,853	4,968	3,732	8,149	846	11,769	732	3,120	0	16,808	8,548	58	72,320	1,497	11,281	85,098	0	85,098
% CHG	7.8%	-19.5%	-0.6%	-19.0%	-10.9%	1.6%	-26.6%	-5.9%	-5.3%	0.9%	-100.0%	9.7%	-22.3%	-87.3%	-5.1%	-27.0%	-4.8%	-5.5%		-5.5%
YTD 2016	84,128	23,014	37,412	62,636	38,879	80,656	10,176	114,254	7,088	29,136	376	116,503	82,270	3,443	689,971	20,216	123,662	833,849	6,506	840,355
YTD 2017	84,129	21,351	37,252	51,427	36,814	89,473	10,331	110,353	7,461	30,846	340	106,063	81,880	2,513	670,233	17,680	114,528	802,441	7,783	810,224
% CHG	0.0%	-7.2%	-0.4%	-17.9%	-5.3%	10.9%	1.5%	-3.4%	5.3%	5.9%	-9.6%	-9.0%	-0.5%	-27.0%	-2.9%	-12.5%	-7.4%	-3.8%	19.6%	-3.6%
November-16	8,754	1,911	3,359	5,834	3,885	8,939	1,160	11,559	685	3,021	4	15,508	10,148	452	75,219	1,982	10,984	88,185	0	88,185
November-17	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%
December-16	10,651	1,910	3,269	5,902	3,463	9,092	945	10,620	734	3,075	6	13,062	8,191	324	71,244	1,800	10,957	84,001	0	84,001
December-17	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%

*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.

COMPARATIVE RIDERSHIP BY FARE REVENUE

[illegible]

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	TRIPPER ROUTES	*** SPECIALS	ROUTE TOTAL
JAN-16	5,637	3,288	5,020	3,800	3,765	737	4,579	1,730	2,930	7,703	10,667	3,568	1,639	6,411	9,469	4,053	2,943	5,358	0	83,297
JAN-17	5,570	3,712	5,142	3,847	3,310	435	4,517	1,773	2,976	7,599	10,849	3,840	1,365	6,104	9,470	3,632	2,867	5,224	103	82,335
% CHG	-1.2%	12.9%	2.4%	1.2%	-12.1%	-41.0%	-1.4%	2.5%	1.6%	-1.4%	1.7%	7.6%	-16.7%	-4.8%	0.0%	-10.4%	-2.6%	-2.5%	0.0%	-1.2%
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
FEB-17	5,237	4,171	4,814	3,971	3,205	582	4,244	1,721	2,988	8,668	10,898	3,612	1,454	6,531	9,550	3,659	2,856	4,922	916	83,999
% CHG	-13.0%	20.4%	-5.4%	3.0%	-16.8%	-18.9%	-11.9%	-2.9%	1.4%	-7.6%	2.5%	-10.9%	-11.1%	-1.4%	-4.6%	-12.3%	-3.4%	-6.7%	0.0%	-3.8%
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
MAR-17	5,479	3,680	5,476	4,209	3,722	638	4,023	2,432	3,163	8,551	12,323	4,318	1,505	7,338	10,663	4,391	3,530	4,556	781	90,778
% CHG	-8.7%	5.8%	10.8%	0.0%	3.2%	-11.9%	-12.4%	41.1%	-4.0%	-2.4%	-2.5%	5.1%	-12.6%	-1.6%	-3.0%	2.2%	2.5%	2.1%	0.0%	0.4%
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
APR-17	3,972	3,850	5,110	3,784	3,380	680	3,825	2,822	2,690	7,703	11,265	3,770	1,590	7,411	9,567	3,785	3,050	4,097	478	82,829
% CHG	-33.2%	6.6%	0.6%	-6.2%	-14.3%	-11.7%	-23.7%	46.8%	-9.2%	-13.3%	-0.6%	-14.4%	-8.1%	6.8%	-7.3%	-10.6%	-12.2%	-21.2%	0.0%	-7.8%
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	86,490
MAY-17	4,468	3,618	5,234	3,865	3,167	623	3,996	3,043	2,970	7,562	11,462	4,307	1,334	7,686	9,859	4,012	3,168	5,171	1,102	86,647
% CHG	-24.2%	6.7%	-0.8%	-0.3%	-10.0%	-5.3%	-18.5%	76.4%	-2.3%	-5.9%	6.7%	-5.7%	-9.1%	11.2%	-4.1%	0.8%	-2.8%	4.2%	0.0%	0.2%
JUN-16	4,956	2,320	3,368	3,844	3,068	684	2,810	2,905	3,156	6,156	11,023	4,294	1,484	7,084	9,363	3,283	2,966	451	0	73,215
JUN-17	3,720	2,369	4,329	3,660	2,724	494	2,602	4,051	2,432	6,004	10,905	4,157	990	6,938	8,587	3,216	2,741	880	684	71,483
% CHG	-24.9%	2.1%	28.5%	-4.8%	-11.2%	-27.8%	-7.4%	39.4%	-22.9%	-2.5%	-1.1%	-3.2%	-33.3%	-2.1%	-8.3%	-2.0%	-7.6%	95.1%	0.0%	-2.4%
JUL-16	4,453	2,292	3,191	3,583	2,833	613	2,180	3,363	2,831	5,350	10,488	3,785	1,475	6,643	8,687	3,116	2,575	0	0	67,458
JUL-17	3,341	2,110	3,190	3,155	2,519	481	1,611	4,744	2,615	5,203	10,162	3,201	987	6,651	8,245	2,943	2,697	0	410	64,265
% CHG	-25.0%	-7.9%	0.0%	-11.9%	-11.1%	-21.5%	-26.1%	41.1%	-7.6%	-2.7%	-3.1%	-15.4%	-33.1%	0.1%	-5.1%	-5.6%	4.7%	0.0%	0.0%	-4.7%
AUG-16	5,364	2,733	3,525	3,774	3,069	701	2,407	3,267	3,405	7,552	12,021	4,498	1,526	7,483	9,875	3,402	2,935	0	1,789	79,326
AUG-17	3,958	2,433	3,733	3,280	2,539	516	2,152	4,981	2,777	6,530	11,154	3,825	1,126	7,413	9,419	3,278	2,781	47	2,287	74,229
% CHG	-26.2%	-11.0%	5.9%	-13.1%	-17.3%	-26.4%	-10.6%	52.5%	-18.4%	-13.5%	-7.2%	-15.0%	-26.2%	-0.9%	-4.6%	-3.6%	-5.2%	0.0%	27.8%	-6.4%
SEP-16	6,456	3,736	5,857	3,865	3,419	976	4,821	2,522	2,516	9,805	11,154	4,058	1,431	7,499	9,956	3,372	2,885	4,277	4,344	92,949
SEP-17	4,403	2,903	7,285	3,261	3,578	733	3,061	3,697	2,207	8,416	10,688	3,821	1,171	7,559	9,733	3,473	2,759	4,866	4,947	88,561
% CHG	-31.8%	-22.3%	24.4%	-15.6%	4.7%	-24.9%	-36.5%	46.6%	-12.3%	-14.2%	-4.2%	-5.8%	-18.2%	0.8%	-2.2%	3.0%	-4.4%	13.8%	13.9%	-4.7%
OCT-16	6,144	3,876	5,519	3,890	3,582	655	4,312	1,893	2,863	10,485	11,988	4,075	1,538	7,263	10,024	3,425	3,084	4,638	825	90,079
OCT-17	3,793	3,672	6,581	3,344	3,974	669	3,350	2,649	2,604	8,255	11,033	4,527	1,003	6,479	9,843	3,574	2,663	5,987	1,098	85,098
% CHG	-38.3%	-5.3%	19.2%	-14.0%	10.9%	2.1%	-22.3%	39.9%	-9.0%	-21.3%	-8.0%	11.1%	-34.8%	-10.8%	-1.8%	4.4%	-13.7%	29.1%	33.1%	-5.5%
YTD 16	56,873	32,191	46,866	38,736	34,658	7,236	40,437	22,823	29,946	82,116	112,689	41,410	15,648	70,313	98,973	37,336	30,525	34,621	6,958	840,355
YTD 17	43,941	32,518	50,894	36,376	32,118	5,851	33,381	31,913	27,422	74,491	110,739	39,378	12,525	70,110	94,936	35,963	29,112	35,750	12,806	810,224
% CHG	-22.7%	1.0%	8.6%	-6.1%	-7.3%	-19.1%	-17.4%	39.8%	-8.4%	-9.3%	-1.7%	-4.9%	-20.0%	-0.3%	-4.1%	-3.7%	-4.6%	3.3%	84.0%	-3.6%
NOV-16	6,134	3,910	5,946	3,708	3,806	542	4,456	1,768	2,844	9,428	11,549	3,651	1,343	6,970	9,672	3,582	3,019	5,052	805	88,185
NOV-17	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-16	5,293	3,401	5,106	4,107	3,445	529	3,984	1,619	2,923	8,765	11,712	3,431	1,438	6,538	9,703	3,763	3,112	4,192	940	84,001
DEC-17	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%



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-16	776	345	602	498	611	515	312	1,080	2,202	942	1,021	1,327	10,231
JAN-17	717	345	591	409	430	274	313	1,039	2,143	860	955	1,458	9,534
% CHG	-7.6%	0.0%	-1.8%	-17.9%	-29.6%	-46.8%	0.3%	-3.8%	-2.7%	-8.7%	-6.5%	9.9%	-6.8%
FEB-16	677	303	573	500	656	528	287	1,442	2,162	1,034	1,100	1,304	10,566
FEB-17	620	465	559	554	428	392	318	1,553	2,294	861	1,188	1,930	11,162
% CHG	-8.4%	53.5%	-2.4%	10.8%	-34.8%	-25.8%	10.8%	7.7%	6.1%	-16.7%	8.0%	48.0%	5.6%
MAR-16	871	446	785	662	717	522	312	1,482	2,677	1,154	1,362	1,625	12,615
MAR-17	883	558	766	604	537	404	440	1,594	2,593	933	1,376	2,091	12,779
% CHG	1.4%	25.1%	-2.4%	-8.8%	-25.1%	-22.6%	41.0%	7.6%	-3.1%	-19.2%	1.0%	28.7%	1.3%
APR-16	793	400	619	585	600	520	353	1,452	2,423	1,062	1,054	1,583	11,444
APR-17	479	579	610	562	450	426	479	1,443	2,491	909	1,475	1,736	11,639
% CHG	-39.6%	44.8%	-1.5%	-3.9%	-25.0%	-18.1%	35.7%	-0.6%	2.8%	-14.4%	39.9%	9.7%	1.7%
MAY-16	881	403	662	529	533	455	311	1,276	2,217	959	1,019	1,474	10,719
MAY-17	545	439	670	503	450	419	562	1,363	2,402	879	1,465	1,912	11,609
% CHG	-38.1%	8.9%	1.2%	-4.9%	-15.6%	-7.9%	80.7%	6.8%	8.3%	-8.3%	43.8%	29.7%	8.3%
JUN-16	732	343	534	535	487	490	1,159	951	2,150	935	1,123	1,443	10,882
JUN-17	494	312	697	502	379	331	1,355	957	2,233	579	1,399	1,555	10,793
% CHG	-32.5%	-9.0%	30.5%	-6.2%	-22.2%	-32.4%	16.9%	0.6%	3.9%	-38.1%	24.6%	7.8%	-0.8%
JUL-16	747	393	644	513	439	392	1,484	914	2,053	859	1,094	1,434	10,966
JUL-17	554	295	592	391	350	271	1,536	729	2,035	578	1,057	1,216	9,604
% CHG	-25.8%	-24.9%	-8.1%	-23.8%	-20.3%	-30.9%	3.5%	-20.2%	-0.9%	-32.7%	-3.4%	-15.2%	-12.4%
AUG-16	887	413	599	465	554	517	1,431	1,330	2,538	1,004	1,213	1,682	12,633
AUG-17	575	388	667	385	436	323	1,472	1,142	2,277	754	1,382	1,834	11,635
% CHG	-35.2%	-6.1%	11.4%	-17.2%	-21.3%	-37.5%	2.9%	-14.1%	-10.3%	-24.9%	13.9%	9.0%	-7.9%
SEP-16	862	361	652	576	598	487	997	1417	2144	875	1354	1666	11,989
SEP-17	566	391	882	432	549	389	1202	1507	2086	698	1507	1740	11,949
% CHG	-34.3%	8.3%	35.3%	-25.0%	-8.2%	-20.1%	20.6%	6.4%	-2.7%	-20.2%	11.3%	4.4%	-0.3%
OCT-16	761	433	741	520	556	354	420	1,855	2,461	817	1,201	1,560	11,679
OCT-17	451	505	662	421	452	362	447	1,394	2,212	619	1,149	1,884	10,558
% CHG	-40.7%	16.6%	-10.7%	-19.0%	-18.7%	2.3%	6.4%	-24.9%	-10.1%	-24.2%	-4.3%	20.8%	-9.6%
YTD 16	7,987	3,840	6,411	5,383	5,751	4,780	7,066	13,199	23,027	9,641	11,541	15,098	113,724
YTD 17	5,884	4,277	6,696	4,763	4,461	3,591	8,124	12,721	22,766	7,670	12,953	17,356	111,262
% CHG	-26.3%	11.4%	4.4%	-11.5%	-22.4%	-24.9%	15.0%	-3.6%	-1.1%	-20.4%	12.2%	15.0%	-2.2%
NOV-16	761	368	754	516	502	272	332	1,626	2,116	777	1,131	1,406	10,561
NOV-17	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-16	692	351	503	505	450	339	274	1,292	2,247	871	1,021	1,479	10,024
DEC-17	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



"...meeting community needs...enhancing quality of life."

**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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TO: Fox Cities Transit Commission

FROM: Dean R. Gazza

DATE: 11/6/2017

RE: Action: Award the City of Appleton Valley Transit "2017 Bus Garage HVAC Replacement Project" contract to Energy Control and Design, Inc. in the amount of \$63,540 with a contingency of \$8,020 for a contract total not to exceed \$71,560

Valley Transit has filed and received a 80/20 federal grant in the amount of \$110,305 for replacing the roof at the Transit Center and replacing the heaters in the bus garage. (\$88,244 Federal/\$22,061 local match). Of that amount, \$76,060 has been allocated to replace the HVAC system in the bus garage. Of the \$76,060 we have allocated \$4,500 for design and the remaining \$71,560 for construction. The existing heaters in the bus garage are at the end of their expected useful life and are in need of replacement.

The bids were received as follows:

Energy Control and Design, Inc. (low bid)	\$63,540
August Winter and Sons, Inc.	\$82,550

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to Energy Control and Design, Inc. The Parks, Recreation, and Facilities Management Department has also reviewed the bids and is in agreement with the engineer's recommendation. Therefore, we recommend awarding the contract to Energy Control and Design, Inc. in the amount of \$63,540 plus a contingency of \$8,020 only to be utilized as needed.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.

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	When Position Filled	Twice/year
Information System Update			01/10/18	Quarterly
Key Performance Indicators			12/13/17	Quarterly