



City of Appleton

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

Meeting Agenda - Final Fox Cities Transit Commission

Wednesday, January 10, 2018

3:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[18-0009](#) Approval of Minutes from previous meeting

Attachments: [12-13-17 FCTC Minutes.pdf](#)

4. **Public Hearings/Apearances**

[18-0019](#) Public Participation on Agenda Items

5. **Action Items**

[18-0010](#) Approval of Payments

Attachments: [November 2017 Check Register.pdf](#)
[November 2017 P-Card Statement.pdf](#)

[18-0011](#) Discuss Frequency of FCTC meetings

[18-0012](#) Approve the Memorandum of Understanding Between The City of Appleton, Valley Transit and Community Care Inc. for Specialized Transportation Services for 2018

Attachments: [2018 Contract Valley Transit and Community Care.pdf](#)

6. **Information Items**

[18-0013](#) Transit Operations Supervisor Introduction

Attachments: [Table of Organization Jan 2018.pdf](#)

[18-0014](#) Financial Report

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

[18-0015](#) Ridership and Revenue

Attachments: [November 2017 Ridership and Revenue.pdf](#)

[18-0016](#) Capital Projects Update

[18-0017](#) Pending Items

Attachments: [Pending Items.pdf](#)

[18-0018](#) Request for Future Agenda Items

7. Next Meeting Date & Time
- January 24, 2018, 3:00 PM
- February 14, 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
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Meeting Minutes - Final 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

Present: 8 - Kasimor, Detienne, Nau, Chairperson Lobner, Dvorachek, Dearborn, Wurdinger and Brown

Excused: 2 - Vice Chair Buckingham and McCabe

3. Approval of minutes from previous meeting

[17-1763](#)

Approval of Minutes from previous meeting

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

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

4. Public Hearings/Appearances

[17-1764](#)

Public Participation on Agenda Items

There was no public participation on the agenda item.

5. Action Items

[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](#)

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

[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](#)

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

[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](#)

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

[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](#)

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

[17-1954](#)

Approve a New Hope Temporary Five Month Extension

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

Alderperson Dvorachek moved, seconded by Commissioner Detienne, that the Report Action Item be recommended for approval. Voice Vote. Commissioner Nau abstained. Motion Carried.

6. Information 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](#)

This action item was moved to information items.

Alderperson Dvorachek moved, seconded by Commissioner Nau, that the Report Action Item be approved. Voice Vote. Motion Carried.

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

This Presentation was presented

[17-1768](#) Financial Report

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

This Presentation was presented

[17-1769](#) Ridership and Revenue

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

This Presentation was presented

[17-1770](#) New Flyer Update

This Presentation was presented

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

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

This Presentation was presented

[17-1771](#) Pending Items

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

This Presentation was presented

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

*Commissioner Nau requested a discussion of frequency of meeting dates.
Aldersperson Dvorachek requested an update on the Valley Transit wash bay repairs.*

This Presentation was presented

7. Next Meeting Date & Time
 - December 27, 2017, 3:00 PM (Cancelled)
 - January 10, 2018, 3:00 PM
8. Adjournment

Check Register with General Ledger Accounts
Check Date 11/01/17 thru 11/30/17

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Date - 01/03/18

Check No.	Check Date	Payee Number	Payee Name	Voucher Number	Explanation -Remark-	Payment Amount	Bus. Unit	Obj Acct	Sub	Subl	Voucher Amount	Dis Take
532103	11/01/17	56709	BRICKLINE, INC.	378121	pvmt markg unit p-17	5,737.85-	5830	6408			1,653.00	
total											1,653.00	
532105		182019	CALUMET COUNTY DE	378124	sep 2017 service/far	1,240.98-	5860	4875		1818	480.80-	
				378124	sep 2017 service/far		5860	6408		1818	1,721.78	
total											1,240.98	
532120		162886	FOX VALLEY CAB	378141	sept nw-dar	8,347.50-	5860	4875		1813	2,212.00-	
				378141	sept nw-dar		5860	4875		1813	112.00-	
				378141	sept nw-dar		5860	4875		1813	458.50-	
				378141	sept nw-dar		5860	6408		1813	8,848.00	
				378141	sept nw-dar		5860	6408		1813	448.00	
				378141	sept nw-dar		5860	6408		1813	1,834.00	
total											8,347.50	
532130		17806	KOBUSSEN BUSES, L	378154	rural fares	51,252.67-	5860	4875		1809	3,534.00-	
				378154	rural fares		5860	6408		1809	17,141.72	
				378155	sept sheltered works		5860	6408		1808	37,644.95	
total											51,252.67	
532137		116759	NEW HOPE CENTER,	378177	sept 2017 service	17,304.11-	5860	6408		1815	17,304.11	
total											17,304.11	
532152		246271	RUNNING, INC.	378191	VTII Premium	157,787.45-	580	2130			8,082.00	
				378191	VTII Agency		580	2132			17,526.00	
				378191	local share		580	2132			20,682.75	
				378191	VTII Basic		580	2133			7,492.00	
				378191	local share		5850	4230			20,682.75-	
				378191	Family Care WC		5850	4230				
				378191	Community Care CC		5850	4230				
				378191	IRIS		5850	4230				
				378191	Tickets		5850	4875		1805	33,100.00-	
				378191	VTII Cash Fares		5850	4875		1805	4,610.00-	
				378191	VT II		5850	6408		1805	129,745.80	
				378191	fuel escalator		5850	6408			1,416.16	
				378191	Fuel Escalator		5850	6408				
				378191	Elderly Fares		5860	4875		1806	956.00-	
				378191	Sunday Fares		5860	4875		1807	704.00-	
				378191	Elderly		5860	6408		1806	3,859.85	
				378191	Sunday		5860	6408		1807	1,033.60	
				378192	Connector Tickets		580	2131			1,932.00	
				378192	Agency Local Share		580	2131			411.00	
				378192	Agency Local Share		5860	4230		1819	411.00-	
				378192	Connector ESA Fares		5860	4875		1820	1,052.00-	
				378192	Connector ESH Fares		5860	4875		1819	4,464.00-	
				378192	ESA Ticket Revenue		5860	4875		1820	492.00-	
				378192	ESH Ticket Revenue		5860	4875		1819	1,440.00-	
				378192	Connector ESA		5860	6408		1820	7,913.00	
				378192	Connector ESH		5860	6408		1819	25,190.40	
				378192	Fuel escalator/deesc		5860	6408		1819	414.64	
total											157,787.45	
532200	11/08/17	224354	ABC COMPANIES	378237	SUCTION HOSE	278.54-	580	2160			278.54	
total											278.54	
532222		189026	DIVERSIFIED INVES	378286	security consulting	1,302.95-	5810	6404			1,302.95	
total											1,302.95	
532223		182561	ERGOMETRICS & APP	378288	start operator test	125.00-	5810	6205			125.00	
total											125.00	
532236		35641	GARROW OIL CORPOR	378301	fuel	29,305.53-	5840	6322			14,531.61	
				378302	fuel		5840	6322			14,773.92	

Check Register with General Ledger Accounts
Check Date 11/01/17 thru 11/30/17

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Date - 01/03/18

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											29,305.53	
532237		217365	GARROW OIL MARKET	378303	fuel	3,500.59-	5820	6309	1		875.59	
				378304	fuel		5820	6309	1		2,625.00	
total											3,500.59	
532244		312805	HOUCK TRANSIT ADV	378311	transparency printin	150.00-	5810	6320	2		150.00	
total											150.00	
532254		18438	LEVENHAGEN OIL CO	378320	fuel	32,533.02-	5840	6322			14,995.49	
total											14,995.49	
532274		288606	POMP'S TIRE - APP	378260	305/70R22.5/20 CNTNT	2,371.20-	580	2160			2,113.20	
				378261	LT225/75R16/10 TRANS		580	2160			258.00	
total											2,371.20	
532277		309551	QUOTIENT GROUP	378339	marketing services	1,575.00-	5810	6408			1,575.00	
total											1,575.00	
532281		18711	RICOH USA, INC.	378342	VT Lease	14,097.45-	5810	6320	1		31.34	
				378342	VT Lease		5810	6320	1		195.51	
				378342	VT Copies		5810	6320	1		80.18	
				378343	VT Lease		5810	6320	1		31.34	
				378343	VT Lease		5810	6320	1		195.51	
				378343	VT Copies		5810	6320	1		78.87	
total											612.75	
532284		56741	SPECTRA PRINT COR	378265	2018 System Map QTY	1,436.00-	580	2160			1,436.00	
total											1,436.00	
532290		8942	ULTIMATE CLEANING	378348	cleaning	560.52-	5830	6599			85.92	
				378349	cleaning		5830	6599			474.60	
total											560.52	
532319		312910	WASCHER, EVELYN	378405	vtII ticket refund	72.00-	580	2130			72.00	
total											72.00	
532339	11/15/17	58712	AT&T	378443	11/17 security syste	602.80-	5810	6413	7		241.12	
total											241.12	
532352		9216	FAITH TECHNOLOGIE	378472	valley transit dave	3,531.96-	5850	6418			294.00	
total											294.00	
532370		196091	KWIK TRIP, INC	378486	fuel	1,639.61-	5820	6322			244.34	
				378486	fuel		5840	6322			1,438.90	
				378486	fuel		5840	6322			43.63-	
total											1,639.61	
532371		312979	LANDSCAPE FORMS,	378487	transit center four	2,925.00-	5830	6327			2,925.00	
total											2,925.00	
532389		288606	POMP'S TIRE - APP	378431	305/70R22.5 BRM (BRM	2,484.25-	580	2160			724.05	
				378432	305/70R22.5 BRM (BRM		580	2160			1,694.20	
				378433	FLAT REPAIR OFF UNIT		580	2160			66.00	
total											2,484.25	
532420		313058	RATHE, MARY KAY	378547	vtII ticket return	60.00-	580	2130			60.00	

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Check No.	Check Date	Payee Number	Payee Name	Voucher Number	Explanation -Remark-	Payment Amount	Bus. Unit	Obj Acct	Sub	Sub1	Voucher Amount	Dis Take
total											60.00	
532427		313091	VICKMAN, DAVID	378560	cdl test/temps	30.00-	5810	6303			30.00	
total											30.00	
532437	11/22/17	182019	CALUMET COUNTY DE	378567	service/fares	569.43-	5860	4230		1818	268.28	
				378567	service/fares		5860	4875		1818	1,718.10-	
				378567	service/fares		5860	6408		1818	2,019.25	
total											569.43	
532443		303087	COMPSYCH	378573	dot eval	840.00-	5840	6430			840.00	
total											840.00	
532452		20968	FISCHER-ULMAN CON	378583	e-17 misc concrete &	117,413.70-	5830	6809	99	1800	16,961.49	
total											16,961.49	
532453		162886	FOX VALLEY CAB	378584	oct nw dar fares	9,082.50-	5860	4875		1813	2,376.50-	
				378584	oct nw dar fares		5860	4875		1813	147.00-	
				378584	oct nw dar fares		5860	4875		1813	504.00-	
				378584	oct nw dar fares		5860	6408		1813	9,506.00	
				378584	oct nw dar fares		5860	6408		1813	588.00	
				378584	oct nw dar fares		5860	6408		1813	2,016.00	
total											9,082.50	
532456		17806	KOBUSSEN BUSES, L	378588	rural	60,949.36-	5860	4875		1809	3,792.00-	
				378588	rural		5860	6408		1809	18,567.96	
				378589	sheltered workshop		5860	6408		1808	46,173.40	
total											60,949.36	
532466		116759	NEW HOPE CENTER,	378604	oct 2017 service	17,251.36-	5860	6408		1815	17,251.36	
total											17,251.36	
532476		309551	QUOTIENT GROUP	378631	marketing services	1,575.00-	5810	6408			1,575.00	
total											1,575.00	
532479		246271	RUNNING, INC.	378634	VTII Premium	175,047.36-	580	2130			9,066.00	
				378634	VTII Agency		580	2132			19,960.00	
				378634	Tick. Local		580	2132			23,415.00	
				378634	Prem. Tick Local		580	2132				
				378634	VTII Basic		580	2133			8,752.00	
				378634	local share		5850	4230			23,415.00-	
				378634	Family Care WC		5850	4230				
				378634	Community Care CC		5850	4230				
				378634	IRIS		5850	4230				
				378634	Tickets		5850	4875		1805	37,778.00-	
				378634	VTII Cash Fares		5850	4875		1805	4,384.00-	
				378634	VT II		5850	6408		1805	144,498.30	
				378634	Fuel Escalator		5850	6408			2,692.79	
				378634	Elderly Fares		5860	4875		1806	1,100.00-	
				378634	Sunday Fares		5860	4875		1807	1,089.00-	
				378634	Elderly		5860	6408		1806	4,441.25	
				378634	Sunday		5860	6408		1807	1,598.85	
				378635	Connector Tickets		580	2131			1,774.00	
				378635	Agency Local Share		580	2131			468.00	
				378635	Agency Local Share		5860	4230		1819	468.00-	
				378635	Connector ESA Fares		5860	4875		1820	1,040.00-	
				378635	Connector ESH Fares		5860	4875		1819	4,698.00-	
				378635	ESA Ticket Revenue		5860	4875		1820	532.00-	
				378635	ESH Ticket Revenue		5860	4875		1819	1,242.00-	
				378635	Connector ESA		5860	6408		1820	8,056.50	
				378635	Connector ESH		5860	6408		1819	25,344.00	
				378635	Fuel escalator/deesc		5860	6408		1819	662.07	
				378636	ochst		5860	6408		1810	64.60	
total											175,047.36	

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Date - 01/03/18

Check No.	Check Date	Payee Number	Payee Name	Voucher Number	Explanation -Remark-	Payment Amount	Bus. Unit	Obj Acct	Sub	Subl	Voucher Amount	Dis Take
532483	11/22/17	173534	TRAPEZE SOFTWARE	378643	novus its	53,151.01-	580	1601			41,022.45	
				378644	novus drm & ct		580	1601			15,195.00	
				378645	2013 credit		580	1601			3,066.44-	
total											53,151.01	
532494		37022	WE ENERGIES	378658	7216-827-232 Elec	29,841.47-	5810	6413	1		990.95	
				378658	7216-827-232 Gas		5810	6413	2		116.21	
				378658	5028-442-903		5810	6413	1		2,118.88	
				378658	5070-604-479		5810	6413	2		35.65	
				378658	0425-072-359		5810	6413	1		316.98	
				378658	6404-083-107		5810	6413	2		9.57	
total											3,588.24	
532531	11/30/17	229112	ESTHER	378726	half page ad	200.00-	5810	6412			200.00	
total											200.00	
532569		288606	POMP'S TIRE - APP	378704	12R22.5/16 F/S 561	14,981.94-	580	2160			772.38	
				378705	12R22.5/16 F/S 561		580	2160			1,544.76	
				378706	LT225/75R16/10 TRANS		580	2160			129.00	
				378707	LT225/75R16/10 TRANS		580	2160			387.00	
				378708	305/70R22.5/20 CNTNT		580	2160			3,037.20	
				378709	305/70R22.5/20 CNTNT		580	2160			5,062.00	
				378710	305/70R22.5/20 CNTNT		580	2160			4,049.60	
total											14,981.94	
532572		11594	REGISTRATION FEE	378759	wi title & license	74.50-	5840	6303			74.50	
total											74.50	
532573				378760	wi title & license		5840	6303			74.50	
total											74.50	
532574				378761	wi title & license		5840	6303			74.50	
total											74.50	
532583		8942	ULTIMATE CLEANING	378751	cleaning	32,164.50-	5830	6599			85.92	
				378752	cleaning		5830	6599			474.60	
total											560.52	
total											656,526.97	



J.P.Morgan

Spend Analysis by Merchant

Run Date: 01/03/2018
Report ID: 10013

Transaction Date: 10/27/2017 - 11/24/2017

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

Merchant Name	Amount		Amount % Of		Average Amount	Count	Count % Of	
		Total		Total				Total
CADRE	5,708.60	17.31	5,708.60	1	5,708.60	1	1.00	1.00
LAMERS BUS LINES, INC.	5,421.75	16.44	5,421.75	1	5,421.75	1	1.00	1.00
AUTOMOTIVE SUPPLY CO	4,489.82	14.11	4,489.82	30	149.66	30	30.00	30.00
WHBY WAPL WKSZ WZOR	3,102.00	9.41	3,102.00	1	3,102.00	1	1.00	1.00
NORTHSIDE TRUE VALUE	2,838.98	8.61	2,838.98	1	2,838.98	1	1.00	1.00
TCAW OCC HEALTH	2,085.10	6.32	695.03	3	695.03	3	3.00	3.00
GAN*WI NEWSPAPERS-CCC	1,496.00	4.54	1,496.00	1	1,496.00	1	1.00	1.00
GRANDSTAY OF ST CLOUD	1,299.14	4.48	324.78	4	324.78	4	4.00	4.00
MIDWEST COMMUNICATIONS	1,040.00	3.15	1,040.00	1	1,040.00	1	1.00	1.00
CELLCOM	574.75	1.74	287.38	2	287.38	2	2.00	2.00
UFIRST *UNIFIRST CORP	545.28	1.65	545.28	1	545.28	1	1.00	1.00
SPRINT *WIRELESS	416.00	1.26	416.00	1	416.00	1	1.00	1.00
AIRGASS NORTH	410.33	1.24	410.33	1	410.33	1	1.00	1.00
PETERBILT WI APPLETON	399.53	1.21	79.91	5	79.91	5	5.00	5.00
NOLTE'S SERVICE	369.85	1.12	369.85	1	369.85	1	1.00	1.00
SOI'SBS ROCHESTER HILL	313.95	0.95	313.95	1	313.95	1	1.00	1.00
NOREGON SYSTEMS, IN	270.00	0.82	270.00	1	270.00	1	1.00	1.00
BERGSTROM CHEVY CADILL	257.38	0.78	257.38	1	257.38	1	1.00	1.00
SQU*SQ *QUICK PRINT CE	228.16	0.69	76.05	3	76.05	3	3.00	3.00
SAFETY KLEEN SYSTEMS B	161.50	0.49	161.50	1	161.50	1	1.00	1.00
ENTERPRISE RENT-A-CAR	159.47	0.48	159.47	1	159.47	1	1.00	1.00
HOBBY-LOBBY #0193	152.22	0.46	152.22	1	152.22	1	1.00	1.00
MILLS FLEET FARM 100	148.80	0.45	148.80	1	148.80	1	1.00	1.00
SQ *SQ *QUICK PRINT CE	136.00	0.41	136.00	1	136.00	1	1.00	1.00
TRUDIGITAL	98.00	0.30	98.00	1	98.00	1	1.00	1.00
HYDROCLEAN EQU00 OF 00	85.00	0.26	85.00	1	85.00	1	1.00	1.00
COMPLETE OFFICE OF WIS	84.88	0.26	84.88	1	84.88	1	1.00	1.00



J.P.Morgan

Spend Analysis by Merchant

Run Date: 01/03/2018
Report ID: 10013

Transaction Date: 10/27/2017 - 11/24/2017

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

Merchant Name	Amount		Amount % Of		Average		Count		Count % Of	
	Total		Total		Amount		Count		Total	
GAN*WINEWSPAPERCIRC	75.50		0.23		75.50		1		1.00	
QUILL CORPORATION	59.97		0.18		59.97		1		1.00	
KWIK TRIP 41000004101	48.00		0.15		48.00		1		1.00	
KWIK TRIP 45200004523	43.64		0.13		43.64		1		1.00	
SAMS CLUB #6321	39.88		0.12		39.88		1		1.00	
FEDEX 26247642	31.07		0.09		31.07		1		1.00	
PILOT 00001347	27.00		0.08		27.00		1		1.00	
62023 - MONONA TERRACE	16.00		0.05		16.00		1		1.00	
Total	32,633.55		100.00		429.39		76		76.00	

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE CITY OF APPLETON, VALLEY TRANSIT, AND COMMUNITY CARE, INC.**

THIS MEMORANDUM OF UNDERSTANDING (“Agreement”) is entered into by and between the City of Appleton, Valley Transit (“**Valley Transit**”), with a mailing address of 801 South Whitman Avenue, Appleton, WI 54914, and Community Care, Inc. (“**Community Care**”), a nonprofit organization with a mailing address of 4435 West Lawrence Street, Appleton, WI 54914.

WHEREAS, Valley Transit provides safe and reliable public transportation to many people living in the communities that comprise the Fox Cities; and

WHEREAS, Valley Transit assumes responsibility for and direction of its operations; and

WHEREAS, Community Care has clients that have a disability and/or are aging and need Specialized Transportation Services; and

WHEREAS, Valley Transit and Community Care wish to cooperate in order to offer Specialized Transportation Services for those clients of Community Care who are in need of Specialized Transportation Services.

NOW, THEREFORE, for the mutual consideration stated herein, Valley Transit and Community Care by their authorized representatives do hereby agree as follows:

1. Service. Valley Transit shall contract with an external third party (“**contractor**”) to provide Specialized Transportation Services for Community Care clients who are in need of Specialized Transportation Services, such as the elderly and disabled.
2. Cost. Expenses for the Specialized Transportation Services shall be paid for by Valley Transit, with part of the funds coming from Community Care (“contribution”). Community Care’s contribution shall be calculated on a monthly based on the following formula:

	Specialized Transportation Services Costs (routes x days x contract price)
-	Federal Share
-	State Share
-	Farebox Revenues
+	<u>Administrative Charge</u>
=	Community Care Estimated Contribution

In 2018, Valley Transit and Community Care estimate that there will be a total of 27,000 rides on ten (10) different Specialized Transportation Routes for a total of 255 days out of the calendar year. The contractor’s contract price per route shall be \$212.70. Based on this estimate, cost estimates for 2018 are as follows:

	\$542,385	Costs (10 routes X 255 days/service x \$212.70 contract price/route)
-	\$303,736	Federal and State Share
-	\$13,000	Farebox revenues
+	<u>\$101,245</u>	<u>Administrative Charge</u>
=	\$326,894	Community Care Estimated Contribution

Actual costs will be based on actual expenses, federal share amounts, state share amounts, and private pay local shares received in 2018.

3. Payment and Billing. Valley Transit will invoice Community Care for its actual calculated contribution on a monthly basis. Payment from Community Care to Valley Transit shall be due within thirty (30) calendar days of the date of the invoice from Valley Transit. In the event there is a disagreement between Valley Transit and Community Care regarding the invoice amount, Community Care must notify Valley Transit in writing within thirty (30) calendar day's receipt of said invoice.

4. Term. This Agreement shall be for the calendar year 2018, expiring at the 11:59 p.m. on December 31, 2018. Renewal shall occur upon mutual agreement by the Valley Transit and Community Care when placed in writing and executed at least thirty (30) calendar days prior to the termination date of this Agreement.

5. Inspection. Upon reasonable notice, and with the sole purpose of confirming compliance with the terms and conditions of this Agreement, Community Care must allow Valley Transit the right of entry during normal business hours in order to inspect their books and records.

6. Audit. In the event Valley Transit requires Community Care to conduct an audit as it relates to this Agreement, the cost for said audit shall be borne solely by Community Care. 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. For good and valuable consideration, Community Care 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, expense, costs (including attorney fees) arising out of this Agreement, caused in whole or in part by Community Care anyone for whose acts any of them may be liable, except where caused by sole negligence or willful misconduct of Valley Transit.

8. Insurance. Community Care agrees at all times during the existence of this Agreement to keep in force the following insurance coverage:

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

9. Discrimination. In connection with the performance of work under this Agreement, Valley Transit and Community Care both 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 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 receipt by Valley Transit of the federal and state funding referenced in Paragraph 2 above. In the event of a change to or discontinuance of the receipt of said funding by Valley Transit, this Agreement may be terminated by Valley Transit pursuant to paragraph 12(b) below.

11. Termination.

a. Termination by Community Care. Community Care may terminate the Contract if, through no act or fault of the Community Care or their agents or employees or any other persons or entities performing portions of the work under direct or indirect contract with Community Care, there is a material breach of a term of this Agreement, in which case Community Care may, upon thirty (30) calendar days' written notice to the Valley Transit, terminate this Agreement.

b. Termination by Valley Transit. Valley Transit may terminate this Agreement if the Contractor is substantially in breach of a provision of the Agreement, in which case the Owner may, without prejudice to any other rights or remedies of the Owner, and after giving Community Care thirty (30) calendar days' written notice, terminate this Agreement. This Agreement may also be terminated by pursuant to paragraph 11 above, which requires three (3) calendar days' written notice to Community Care.

12. Conflict of Terms. In the event that any provision in any of the above component parts of this Agreement conflicts with any provision in any other of the component parts, the provision in the component part first enumerated above shall govern over any other component part which follows it numerically, except as may be otherwise specifically stated.

13. Disputes. Valley Transit and Community Care shall endeavor to resolve any disputes by mediation which, unless the parties mutually agree otherwise, shall be held in Appleton, Wisconsin. The parties shall share the mediator's fee and any filing fees equally. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

14. Amendments. This Agreement may be amended at any time by mutual written agreement by Valley Transit and Community Care.

(Signature Page Attached)

IN WITNESS WHEREOF, the parties have caused this instrument to be executed in three (3) original counterparts on this _____ day of _____, 2018.

Community Care, Contractor:

Witness: _____
Printed Name: _____

By: _____
Printed Name: _____
Title: _____

Witness: _____
Printed Name: _____

By: _____
Printed Name: _____
Title: _____

Valley Transit, Owner:

Witness: _____
Printed Name: _____

By: _____
Ronald McDonald, General Manager

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

INSTRUCTIONS FOR EXECUTING CONTRACT

CORPORATION INSTRUCTIONS

If the Contractor is a **CORPORATION**, the following certificate should be executed:

I, _____, certify that I am the Secretary of _____ (Contractor), a corporation; that I have duly signed the foregoing contract for and on behalf of the Contractor as Secretary of said corporation by authority of its governing body, within the scope of its corporate powers.

Signature

(Corporate Seal)

Note: If the Contract is not signed by the secretary of the corporation, the above certified should be executed by some other officer of the corporation under the corporate seal. In lieu of the foregoing certificate, there may be attached to the Contract copies of so much of the records of the corporation as will show the official character and authority of the officer signing, duly certified by the secretary or assistant secretary under the corporate seal to be true copies.

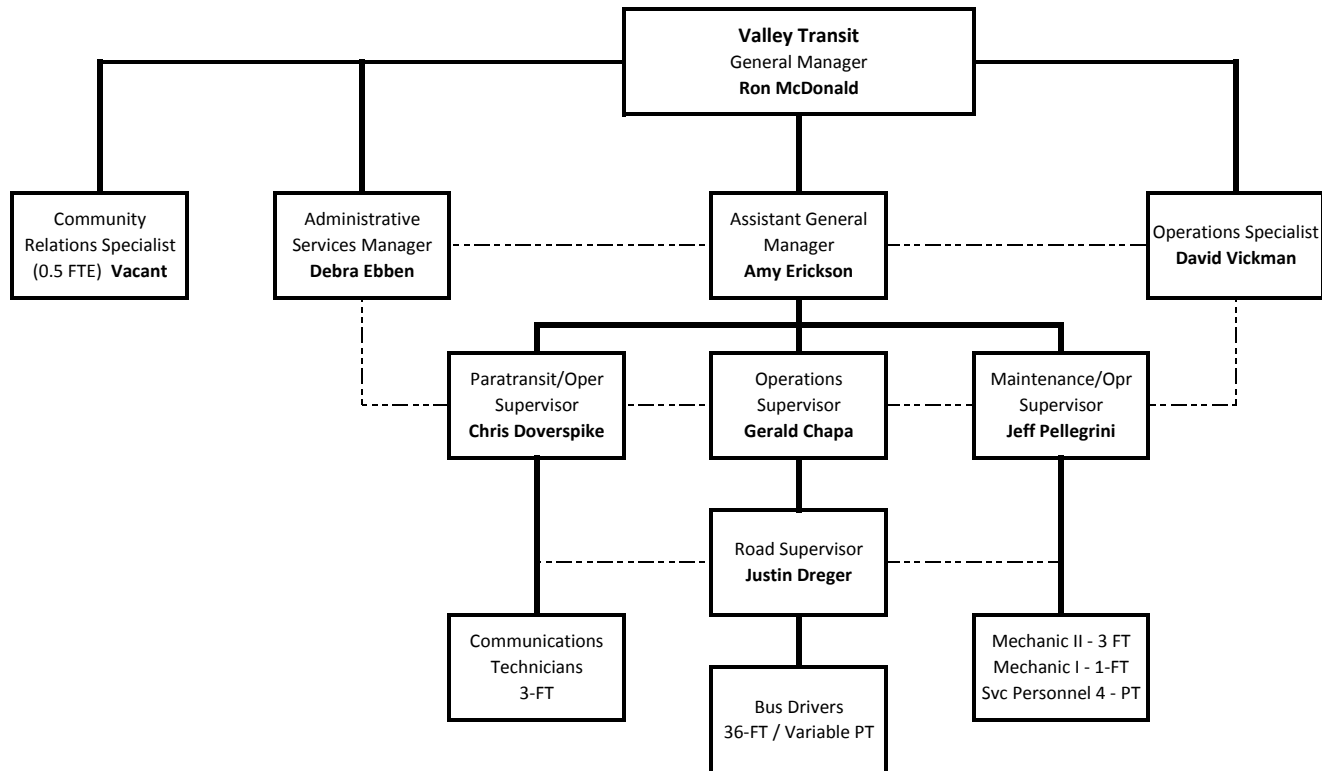
Note: The full name and business address of the Contractor should be inserted and the contract should be signed with his official signature. Please have the name of the signing party or parties, typewritten or printed under all signatures to the contract.

PARTNERSHIP INSTRUCTIONS

If the Contractor is operating as a **PARTNERSHIP**, each partner should sign the contract. If each partner does not sign the contract, there should be attached to the contract a duly authenticated power of attorney evidencing the signer's (signers') authority to sign such contract for and on behalf of the partnership.

INDIVIDUAL INSTRUCTIONS

If the Contractor is an **INDIVIDUAL**, the trade name (if the Contractor be operating under a trade name) should be indicated in the Contract and such individual should sign the Contract. If signed by one other than the Contractor there should be attached to the contract a duly authenticated power of attorney evidencing the signers' authority to execute the contract for and on behalf of the Contractor.



City of Appleton
VALLEY TRANSIT INCOME STATEMENT
For Eleven Months Ending November 30, 2017

Description	Month of November Actual	Prior Year November	YTD As of November Actual	Prior YTD November	2017 Amended Budget	2017 % of Total Budget
REVENUES						
Bus Fare Revenue	52,946	56,695	721,188	724,054	943,218	76.46%
Paratransit Fare Revenue	57,399	104,569	634,691	615,740	725,330	87.50%
Total Fare Revenue	110,345	161,264	1,355,879	1,339,794	1,668,548	81.26%
Other Charges for Service	6,467	4,040	64,242	48,725	55,000	116.80%
Other Revenues	4,022	8,075	24,773	24,790	6,000	412.88%
TOTAL REVENUES	120,834	173,379	1,444,894	1,413,309	1,729,548	83.54%
EXPENSES BY LINE ITEM						
Regular Salaries & Labor pool alloc	190,910	287,161	2,269,233	2,306,689	2,757,694	82.29%
Call Time	-	-	-	-	-	0.00%
Overtime	26,833	37,104	232,264	154,615	68,411	339.51%
Incentive Pay	-	-	-	-	315	0.00%
Other Compensation	-	46	1,962	29,913	-	-
Fringes	77,859	120,604	891,709	945,149	1,119,648	79.64%
Unemployment Compensation	-	666	11,931	666	-	-
Salaries & Fringe Benefits	295,602	445,581	3,407,099	3,437,032	3,946,068	86.34%
Training & Conferences	520	401	6,058	8,549	10,000	60.58%
Employee Recruitment	278	995	5,679	17,137	3,200	177.47%
Parking Permits	-	158	150	334	360	0.00%
Office Supplies	278	1,515	4,279	5,885	4,500	95.09%
Subscriptions	98	6	1,554	849	844	184.12%
Memberships & Licenses	254	270	5,925	5,403	5,727	103.46%
Postage & Freight	29	82	2,608	2,004	4,300	60.65%
Awards & Recognition	305	(30)	526	226	810	64.94%
Food & Provisions	-	29	1,513	1,950	1,080	140.09%
Insurance	17,475	15,391	237,940	215,697	216,982	88.59%
Insurance dividend & return of surplus	-	-	(45,714)	(46,400)	-	0.00%
Depreciation Expense	56,106	49,568	617,161	545,251	566,881	108.87%
Administrative Expenses	75,343	68,385	837,679	756,885	814,684	102.82%
Landscape Supplies	-	-	-	1,312	3,000	0.00%
Shop Supplies & Tools (& misc)	6,254	3,564	34,420	35,181	41,020	83.91%
Printing & Reproduction	2,561	493	10,739	18,528	28,200	38.08%
Uniforms	79	204	3,709	2,267	4,575	81.07%
Gas Purchases	45,941	22,512	298,693	272,234	605,000	49.37%
Safety Supplies	-	-	-	579	500	0.00%
Vehicle & Equipment Parts	23,379	25,829	215,903	227,720	233,602	92.42%
Miscellaneous Equipment	3,429	1,365	20,365	2,482	11,100	183.47%
Signs	-	-	-	222	2,000	0.00%
Supplies & Materials	81,643	53,967	583,829	560,525	928,997	62.85%
Accounting/Audit	-	-	9,652	11,765	11,500	83.93%
Bank Services	388	315	2,825	2,688	3,000	94.17%
Consulting Services	1,303	162	2,183	162	100,000	2.18%
Collection Services	199	817	2,438	3,621	4,450	54.79%
Contractor Fees	272,951	436,824	3,062,830	2,960,617	3,461,840	88.47%
Temp Help	3,711	2,891	7,945	18,170	3,000	264.83%
Advertising	200	7,935	22,006	38,798	50,309	43.74%
Health Services	1,341	941	11,281	7,810	9,200	122.62%

City of Appleton
VALLEY TRANSIT INCOME STATEMENT
For Eleven Months Ending November 30, 2017

Description	Month of November Actual	Prior Year November	YTD As of November Actual	Prior YTD November	2017 Amended Budget	2017 % of Total Budget
Snow Removal Services	-	-	10,271	8,431	15,000	68.47%
Laundry Services	321	786	4,566	4,039	6,100	74.85%
Other Contracts/Obligations	1,121	3,020	64,993	35,683	97,340	66.77%
Purchased Services	281,535	453,691	3,200,990	3,091,784	3,761,739	85.09%
Electric	3,192	3,676	41,171	48,058	61,900	66.51%
Gas	161	130	14,631	12,773	38,300	38.20%
Water	-	738	5,730	6,590	7,850	72.99%
Waste Disposal/Collection	-	325	2,130	2,515	2,975	71.60%
Stormwater	-	508	6,447	6,546	8,175	78.86%
Telephone	427	1,245	11,512	11,326	14,300	80.50%
Utilities	3,780	6,622	81,621	87,808	133,500	61.14%
Building/Grounds Repair & Maintenance	53	799	12,176	7,492	5,000	243.52%
Vehicle Repair & Maintenance	173	1,195	15,809	5,877	10,000	158.09%
Equipment Repair & Maintenance	294	258	10,017	8,789	8,485	118.06%
FMD Charges & Material	17,937	12,902	109,617	94,014	118,057	92.85%
Software Support	5,708	5,528	64,338	62,354	64,600	99.59%
CEA Equipment Rental	-	-	-	-	2,355	0.00%
Repairs & Maintenance	24,165	20,682	211,957	178,526	208,497	101.66%
Total Operating Expenses	762,068	1,048,928	8,323,175	8,112,560	9,793,485	84.99%
OPERATING INCOME (LOSS)	(641,234)	(875,549)	(6,878,281)	(6,699,251)	(8,063,937)	
NON-OPERATING REVENUES						
Federal Support	-	-	1,929,330	2,079,155	3,845,633	50.17%
State Support	-	-	2,379,798	1,896,005	2,819,760	84.40%
Appleton Support	241,656	224,082	1,915,796	2,464,902	673,297	284.54%
Other Local Support	278,652	203,078	2,713,647	2,656,633	1,437,609	188.76%
Investment Income	(7,264)	(22,126)	7,913	(8,501)	12,500	63.30%
Donations	4,167	4,167	47,112	69,170	62,653	75.20%
Fund Balance Applied	-	-	-	-	308,354	0.00%
TOTAL NON-OPERATING REVENUE	517,211	409,201	8,993,596	9,157,364	9,159,806	98.19%
Buildings	-	-	935	2,700	76,060	0.00%
Machinery & Equipment	-	-	-	-	1,465,712	0.00%
Infrastructure Construction	16,961	-	16,961	-	17,000	0.00%
Capital Expenditures	16,961	-	17,896	2,700	1,558,772	0.00%
NET INCOME (LOSS)	(140,984)	(466,348)	2,097,419	2,455,413	(462,903)	

City of Appleton
PURCHASED TRANSPORTATION
For Eleven Months Ending November 30, 2017

Description	Month of November Actual	Prior Year November	YTD As of November Actual	Prior YTD November	2017 Amended Budget	2017 % of Total Budget
PURCHASED TRANSPORTATION EXPENSE						
VTII - Disabled	145,208	263,830	1,538,487	1,572,826	1,903,548	80.82%
VTII - Elderly	3,924	6,059	39,346	29,446	58,680	67.05%
PT - Optional (Sunday)	1,163	1,970	14,148	12,290	20,119	70.32%
Family Care Sheltered Workshop	41,754	43,462	476,822	477,567	531,838	89.66%
Outagamie County Demand Response Rural	18,449	15,932	198,272	168,256	208,608	95.05%
Outagamie County Human Services Transportation	-	1,292	2,713	16,295	11,418	23.76%
Neenah Dial - A - Ride	11,176	12,312	137,928	125,416	145,530	94.78%
Calumet County New Hope	15,850	14,019	181,457	178,491	181,461	100.00%
Calumet County Van Service	1,428	383	17,763	16,703	43,700	40.65%
Connector - Extended Service Hours	29,441	60,058	367,065	304,891	384,000	95.59%
Connector - Extended Service Area	8,917	17,507	89,298	97,847	112,750	79.20%
Downtown Trolley	5,422	-	35,333	33,181	30,024	117.68%
Total Purchased Transportation	282,732	436,824	3,098,632	3,033,209	3,631,676	85.32%



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/TRANSFER & 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%
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	7,191	1,658	3,681	4,343	3,535	7,441	705	10,921	736	3,044	1	16,289	7,434	71	67,050	5,630	9,923	82,603	0	82,603
% CHG	-17.9%	-13.2%	9.6%	-25.6%	-9.0%	-16.8%	-39.2%	-5.5%	7.4%	0.8%	-75.0%	5.0%	-26.7%	-84.3%	-10.9%	184.1%	-9.7%	-6.3%		-6.3%
YTD 2016	92,882	24,925	40,771	68,470	42,764	89,595	11,336	125,813	7,773	32,157	380	132,011	92,418	3,895	765,190	22,198	134,646	922,034	6,506	928,540
YTD 2017	91,320	23,009	40,933	55,770	40,349	96,914	11,036	121,274	8,197	33,890	341	122,352	89,314	2,584	737,283	23,310	124,451	885,044	7,783	892,827
% CHG	-1.7%	-7.7%	0.4%	-18.5%	-5.6%	8.2%	-2.6%	-3.6%	5.5%	5.4%	-10.3%	-7.3%	-3.4%	-33.7%	-3.6%	5.0%	-7.6%	-4.0%	19.6%	-3.8%
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 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 ROUTESSPECIALS	*** ROUTESPECIALS	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%
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	3,704	3,126	7,039	3,743	3,861	582	3,192	2,429	2,174	7,929	10,787	4,074	876	6,524	9,162	3,842	2,682	5,804	1,073	82,603
% CHG	-39.6%	-20.1%	18.4%	0.9%	1.4%	7.4%	-28.4%	37.4%	-23.6%	-15.9%	-6.6%	11.6%	-34.8%	-6.4%	-5.3%	7.3%	-11.2%	14.9%	33.3%	-6.3%
YTD 16	63,007	36,101	52,812	42,444	38,464	7,778	44,893	24,591	32,790	91,544	124,238	45,061	16,991	77,283	108,645	40,918	33,544	39,673	7,763	928,540
YTD 17	47,645	35,644	57,933	40,119	35,979	6,433	36,573	34,342	29,596	82,420	121,526	43,452	13,401	76,634	104,098	39,805	31,794	41,554	13,879	892,827
% CHG	-24.4%	-1.3%	9.7%	-5.5%	-6.5%	-17.3%	-18.5%	39.7%	-9.7%	-10.0%	-2.2%	-3.6%	-21.1%	-0.8%	-4.2%	-2.7%	-5.2%	4.7%	78.8%	-3.8%
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%
NOV-16	761	368	754	516	502	272	332	1,626	2,116	777	1,131	1,406	10,561
NOV-17	508	387	734	427	434	320	433	1,257	1,970	582	1,146	1,617	9,815
% CHG	-33.2%	5.2%	-2.7%	-17.2%	-13.5%	17.6%	30.4%	-22.7%	-6.9%	-25.1%	1.3%	15.0%	-7.1%
YTD 16	8,748	4,208	7,165	5,899	6,253	5,052	7,398	14,825	25,143	10,418	12,672	16,504	124,285
YTD 17	6,392	4,664	7,430	5,190	4,895	3,911	8,557	13,978	24,736	8,252	14,099	18,973	121,077
% CHG	-26.9%	10.8%	3.7%	-12.0%	-21.7%	-22.6%	15.7%	-5.7%	-1.6%	-20.8%	11.3%	15.0%	-2.6%
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

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			01/24/18	Quarterly
Key Performance Indicators			01/24/18	Quarterly