



City of Appleton

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

Meeting Agenda - Final-revised Fox Cities Transit Commission

Tuesday, July 30, 2019

3:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[19-1068](#) Approval of minutes from previous meeting

Attachments: [MeetingMinutes May 28 2019.pdf](#)

4. **Public Hearings/Apearances**

[19-1069](#) Public Participation on Agenda Items

5. **Action Items**

[19-1070](#) Approval of Payments

Attachments: [May 2019 payments.pdf](#)

[June 2019 payments.pdf](#)

[19-1113](#) The Fox Cities Transit Commission will go into closed session according to State Statute §19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session regarding the negotiation of the contract with Kobussen and then reconvene into open session.

[19-1112](#) Request to Amend and Exercise Option Years for Specialized Transportation Contract (VT-16-008) and Rural Paratransit Contract (VT-16-007)

Attachments: [Kobussen Letter dated 6-24-2019.pdf](#)

6. **Information Items**

[19-1071](#)

Financial Report

Attachments: [2019 May Income Statement.pdf](#)
[2019 May Income Statement \(PT\).pdf](#)
[2019 June Income Statement.pdf](#)
[2019 June Income Statement \(PT\).pdf](#)

[19-1072](#)

2018 Financial Audit

Attachments: [Valley Transit 2018 Audit - Transit Management Letter.pdf](#)
[Valley Transit 2018 Audit - Final Report and Financial Statements.pdf](#)

[19-1073](#)

Ridership and Revenue

Attachments: [2019 May Ridership.pdf](#)
[2019 June Ridership.pdf](#)

[19-1074](#)

Transit Security

[19-1075](#)

Key Performance Indicators

Attachments: [2019 Q2 KPI.pdf](#)

[19-1076](#)

New Flyer Buses

[19-1077](#)

Website Redesign Update

[19-1078](#)

Wisconsin Department of Transportation Management Performance
Review in August

[19-1079](#)

Triennial Review in September

[19-1080](#)

Request for Future Agenda Items

7. Pending Items

[19-1081](#)

Marketing Update - Aug

[19-1082](#)

Transit Development Plan (TDP) Update - Aug

8. Next Meeting Date & Time

- August 13, 2019, 3:00 PM

- August 27, 2019, 3:00 PM

9. Adjournment

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

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



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Meeting Minutes - Final Fox Cities Transit Commission

Tuesday, May 28, 2019

3:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 13 - Kasimor, Detienne, Chairperson Buckingham, Nau, Vice Chair Dearborn, Wurdinger, Brown, Wilson, Dexter, VandeHey, Stephenson, Firkus and Schultz

3. Approval of minutes from previous meeting

[19-0757](#)

Approval of minutes from previous meeting

Attachments: [MeetingMinutes 23-April-2019.pdf](#)

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

4. Public Hearings/Appearances

[19-0758](#)

Public Participation on Agenda Items

There was no public participation on the agenda items

5. Action Items

6. Information Items

[19-0759](#)

Approval of Payments

Attachments: [2019 April Payments.pdf](#)

This action item was moved to information items

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

[19-0760](#)

Transit Security

This Presentation was presented

[19-0761](#)

Financial Report

Attachments: [2019 April Income Statement.pdf](#)
 [2019 April Income Statement \(PT\).pdf](#)

This Presentation was presented

[19-0762](#)

Ridership and Revenue

Attachments: [2019 April Ridership.pdf](#)

This Presentation was presented

[19-0763](#)

New Flyer Buses

This Presentation was presented

[19-0764](#)

Marketing Update - Hold for Future Agenda

[19-0765](#)

Transit Development Plan (TDP) Update - Hold for Future Agenda

[19-0766](#)

Request for Future Agenda Items

7. Next Meeting Date & Time

- June 11, 2019, 3:00 PM - Cancelled
- June 25, 2019, 3:00 PM - Cancelled
- July 16, 2019, 3:00 PM - Cancelled
- July 30, 2019, 3:00 PM

8. Adjournment

A motion was made by Commissioner Detienne, seconded by Commissioner Nau, that this meeting was adjourned. The motion carried unanimously.

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City of Appleton
INVOICE LIST BY GL ACCOUNT



YEAR/PERIOD: 2019/5 TO 2019/5 ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
58071000	VT 5307 Admin					
580.00.580.58070.0000.1000.620100.				Training/Conferences		
999990 BELAIR CANTINA	10640	0	2019	5 INV P	92.44 pcard	Milwaukee County tr
999990 LYFT *RIDE SAT 1AM 12080		0	2019	5 INV P	17.72 pcard	LYFT *RIDE SAT 1A
					110.16	
	ACCOUNT TOTAL				110.16	
580.00.580.58070.0000.1000.620500.				Employee Recruitment		
001372 TRANSITTALENT.COM LL 12350		0	2019	5 INV P	110.00 pcard	RECRUITMENT AD TRAN
002158 CAREERBUILDER	11766	0	2019	5 INV P	573.76 pcard	APRIL JOB POSTINGS
	ACCOUNT TOTAL				683.76	
580.00.580.58070.0000.1000.630100.				Office Supplies		
001983 AMAZON	12057	0	2019	5 INV P	34.64 pcard	Office supplies
002034 OFFICE DEPOT	12074	0	2019	5 INV P	21.99 pcard	Office supplies
999990 QUILL CORPORATION	10642	0	2019	5 INV P	213.81 pcard	Office supplies
999990 QUILL CORPORATION	10643	0	2019	5 INV P	46.30 pcard	Office supplies
					260.11	
	ACCOUNT TOTAL				316.74	
580.00.580.58070.0000.1000.630700.				Food & Provisions		
999990 SAMS CLUB #6321	12058	0	2019	5 INV P	190.95 pcard	Supplies
	ACCOUNT TOTAL				190.95	
580.00.580.58070.0000.1000.631603.				Other Misc. Supplies		
000763 KWIK TRIP, INC	12041	0	2019	5 INV P	6.00 pcard	Supplies
000763 KWIK TRIP, INC	12059	0	2019	5 INV P	3.99 pcard	Supplies
000763 KWIK TRIP, INC	12084	0	2019	5 INV P	3.99 pcard	Supplies
					13.98	
999990 SAMSClub #6321	12083	0	2019	5 INV P	76.80 pcard	Supplies
	ACCOUNT TOTAL				90.78	
580.00.580.58070.0000.1000.632001.				City Copy Charges		
001164 RICOH USA, INC.	11558	0	2019	5 INV P	370.65 052919	538144
	ACCOUNT TOTAL				370.65	
580.00.580.58070.0000.1000.632002.				Outside Printing		
001758 HOUCK TRANSIT ADVERT 10224		0	2019	5 INV P	700.00 050119	2561 advertising product

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City of Appleton
INVOICE LIST BY GL ACCOUNT



YEAR/PERIOD: 2019/5 TO 2019/5 ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
999990 THE GALLERY COLLECTI	12051	0	2019	5 INV P	197.93 pcard	Office supplies
				ACCOUNT TOTAL	897.93	
580.00.580.58070.0000.1000.632700. 000362 DELL MARKETING L.P.	10638	0	2019	5 INV P	1,300.00 pcard	DMI* DELL K-12/GOVT
				ACCOUNT TOTAL	1,300.00	
580.00.580.58070.0000.1000.640800. 001771 RED SHOES PR, INC.	10418	190097	2019	5 INV P	357.50 050819	538042 Marketing Services
001771 RED SHOES PR, INC.	10419	190097	2019	5 INV P	3,712.50 050819	538042 Marketing Services
					4,070.00	
				ACCOUNT TOTAL	4,070.00	
580.00.580.58070.0000.1000.641100. 000221 CADRE OF PREMIER STA	10645	0	2019	5 INV P	1,035.60 pcard	Com Tech temp
000221 CADRE OF PREMIER STA	12005	0	2019	5 INV P	1,035.60 pcard	Tem Com Tech
000221 CADRE OF PREMIER STA	12056	0	2019	5 INV P	1,216.83 pcard	Com Tech Temp
000221 CADRE OF PREMIER STA	12082	0	2019	5 INV P	1,035.60 pcard	Com Tech Temp
					4,323.63	
				ACCOUNT TOTAL	4,323.63	
580.00.580.58070.0000.1000.641200. 000062 AMERICAN PUBLIC TRAN	10223	0	2019	5 INV P	411.69 050119	2532 legal ad rfq s&d so
				ACCOUNT TOTAL	411.69	
580.00.580.58070.0000.1000.641301. 001575 WE ENERGIES	510	0	2019	5 INV P	4,425.33 052919	538162 ELEC 7216-827-232 T
				ACCOUNT TOTAL	4,425.33	
580.00.580.58070.0000.1000.641302. 001575 WE ENERGIES	510	0	2019	5 INV P	873.37 052919	538162 GAS 7216-827-232 Tr
				ACCOUNT TOTAL	873.37	
580.00.580.58070.0000.1000.641307. 000132 AT&T	10997	0	2019	5 INV P	358.12 051519	2617 92073007809356
				ACCOUNT TOTAL	358.12	
580.00.580.58070.0000.1000.641308. 000250 CELLCOM APPLETON PCS	11990	0	2019	5 INV P	204.07 pcard	Cell phones
				ACCOUNT TOTAL	204.07	

YEAR/PERIOD: 2019/5 TO 2019/5	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
580.00.580.58070.0000.1000.659900.	001885	IMAGE STUDIOS, INC.	10474	0	2019	5 INV P	600.00	050819	538000 bus photography
						ACCOUNT TOTAL	600.00		
						ORG 58071000 TOTAL	19,227.18		
58072000						VT 5307 Vehicle Maintenance			
580.00.580.58070.0000.2000.630901.	000035	AIRGAS USA, LLC	12007	0	2019	5 INV P	134.85	pcard	Supplies - multiple
000089	NEW FLYER OF AMERICA	10644	0	2019	5 INV P	81.10	pcard		Parts & supplies
000089	NEW FLYER OF AMERICA	11997	0	2019	5 INV P	50.92	pcard		Supply
000089	NEW FLYER OF AMERICA	12000	0	2019	5 INV P	740.41	pcard		Supply
000089	NEW FLYER OF AMERICA	12001	0	2019	5 INV P	12.12	pcard		NEW FLYER
000089	NEW FLYER OF AMERICA	12003	0	2019	5 INV P	141.10	pcard		Part & Supply
000089	NEW FLYER OF AMERICA	12004	0	2019	5 INV P	73.80	pcard		Supply
						1,099.45			
000866	MENARDS	10641	0	2019	5 INV P	19.22	pcard		Shop supplies
001194	SAFETY-KLEEN	11992	0	2019	5 INV P	283.81	pcard		Supply
001333	TARTAN SUPPLY CO., I	12079	0	2019	5 INV P	811.74	pcard		May custodial suppl
001595	JX TRUCK CENTER	12036	0	2019	5 INV P	359.96	pcard		Supply
001655	AUTOMOTIVE SUPPLY CO	10623	0	2019	5 INV P	107.73	pcard		Parts, supply, tool
001655	AUTOMOTIVE SUPPLY CO	10626	0	2019	5 INV P	6.97	pcard		Supply
001655	AUTOMOTIVE SUPPLY CO	10628	0	2019	5 INV P	33.60	pcard		Parts & supply
001655	AUTOMOTIVE SUPPLY CO	10629	0	2019	5 INV P	107.03	pcard		Supply
001655	AUTOMOTIVE SUPPLY CO	11961	0	2019	5 INV P	5.10	pcard		Parts & Supply
001655	AUTOMOTIVE SUPPLY CO	11963	0	2019	5 INV P	20.44	pcard		Supply
001655	AUTOMOTIVE SUPPLY CO	12029	0	2019	5 INV P	129.18	pcard		Parts, supply & too
001655	AUTOMOTIVE SUPPLY CO	12030	0	2019	5 INV P	8.10	pcard		Supplies
001655	AUTOMOTIVE SUPPLY CO	12031	0	2019	5 INV P	5.52	pcard		Supply
001655	AUTOMOTIVE SUPPLY CO	12032	0	2019	5 INV P	7.20	pcard		Supply
001655	AUTOMOTIVE SUPPLY CO	12034	0	2019	5 INV P	2.70	pcard		Supply
001655	AUTOMOTIVE SUPPLY CO	12064	0	2019	5 INV P	117.53	pcard		Supplies
001655	AUTOMOTIVE SUPPLY CO	12065	0	2019	5 INV P	10.99	pcard		Supplies
001655	AUTOMOTIVE SUPPLY CO	12066	0	2019	5 INV P	19.95	pcard		Parts & Supply
001655	AUTOMOTIVE SUPPLY CO	12067	0	2019	5 INV P	.99	pcard		Supply
						583.03			
						ACCOUNT TOTAL	3,292.06		
580.00.580.58070.0000.2000.630902.	001655	AUTOMOTIVE SUPPLY CO	10623	0	2019	5 INV P	66.15	pcard	Parts, supply, tool
001655	AUTOMOTIVE SUPPLY CO	12029	0	2019	5 INV P	179.95	pcard		Parts, supply & too

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YEAR/PERIOD: 2019/5 TO 2019/5	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
						246.10	
					ACCOUNT TOTAL	246.10	
580.00.580.58070.0000.2000.631603.	001655 AUTOMOTIVE SUPPLY CO	11960	0	2019	5 INV P	163.27 pcard	Supply
					ACCOUNT TOTAL	163.27	
580.00.580.58070.0000.2000.632200.	000763 KWIK TRIP, INC	10898	0	2019	5 INV P	185.96 051519	2656 fuel
					ACCOUNT TOTAL	185.96	
580.00.580.58070.0000.2000.632601.					Repair Parts		
000089 NEW FLYER OF AMERICA	10644	0	2019	5 INV P	1,754.98 pcard		Parts & supplies
000089 NEW FLYER OF AMERICA	11995	0	2019	5 INV P	489.09 pcard		Parts
000089 NEW FLYER OF AMERICA	11996	0	2019	5 INV P	421.78 pcard		Parts
000089 NEW FLYER OF AMERICA	11998	0	2019	5 INV P	225.28 pcard		Parts
000089 NEW FLYER OF AMERICA	11999	0	2019	5 INV P	2,867.20 pcard		Parts
000089 NEW FLYER OF AMERICA	12002	0	2019	5 INV P	1,195.60 pcard		Parts
000089 NEW FLYER OF AMERICA	12003	0	2019	5 INV P	477.40 pcard		Part & Supply
000089 NEW FLYER OF AMERICA	12054	0	2019	5 INV P	24.62 pcard		Parts
000089 NEW FLYER OF AMERICA	12081	0	2019	5 INV P	699.77 pcard		Parts
					8,155.72		
000172 BAYCOM, INC.	10472	0	2019	5 INV P	309.28 050819	537963	radio equipment
001595 JX TRUCK CENTER	11964	0	2019	5 INV P	202.04 pcard		Parts
001595 JX TRUCK CENTER	11965	0	2019	5 INV P	1,183.96 pcard		Parts
001595 JX TRUCK CENTER	12035	0	2019	5 INV P	1,990.08 pcard		Parts
001595 JX TRUCK CENTER	12069	0	2019	5 INV P	639.92 pcard		Parts
					4,016.00		
001655 AUTOMOTIVE SUPPLY CO	10623	0	2019	5 INV P	998.03 pcard		Parts, supply, tool
001655 AUTOMOTIVE SUPPLY CO	10624	0	2019	5 INV P	8.61 pcard		Parts
001655 AUTOMOTIVE SUPPLY CO	10625	0	2019	5 INV P	-368.50 pcard		Core return
001655 AUTOMOTIVE SUPPLY CO	10627	0	2019	5 INV P	5.40 pcard		Parts
001655 AUTOMOTIVE SUPPLY CO	10628	0	2019	5 INV P	180.00 pcard		Parts & supply
001655 AUTOMOTIVE SUPPLY CO	10630	0	2019	5 INV P	111.46 pcard		Parts
001655 AUTOMOTIVE SUPPLY CO	11959	0	2019	5 INV P	114.98 pcard		Parts
001655 AUTOMOTIVE SUPPLY CO	11961	0	2019	5 INV P	993.87 pcard		Parts & Supply
001655 AUTOMOTIVE SUPPLY CO	11962	0	2019	5 INV P	18.61 pcard		Parts
001655 AUTOMOTIVE SUPPLY CO	12028	0	2019	5 INV P	190.48 pcard		Parts
001655 AUTOMOTIVE SUPPLY CO	12029	0	2019	5 INV P	1,538.75 pcard		Parts, supply & too
001655 AUTOMOTIVE SUPPLY CO	12033	0	2019	5 INV P	1,448.90 pcard		Parts
001655 AUTOMOTIVE SUPPLY CO	12066	0	2019	5 INV P	260.83 pcard		Parts & Supply
001655 AUTOMOTIVE SUPPLY CO	12068	0	2019	5 INV P	360.00 pcard		Parts

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YEAR/PERIOD: 2019/5 ACCOUNT/VENDOR	TO 2019/5 DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
					5,861.42	
001837 LUMINATOR MASS TRANS	12043	0	2019	5 INV P	2,812.63 pcard	Equipment parts
999990 GPS CITY	12075	0	2019	5 INV P	113.46 pcard	Parts
	ACCOUNT TOTAL				21,268.51	
580.00.580.58070.0000.2000.641700. 000013 ACCURATE SUSPENSION	12027	0	2019	5 INV P	322.30 pcard	Bus Maintenance
	ACCOUNT TOTAL				322.30	
580.00.580.58070.0000.2000.641800. 000172 BAYCOM, INC.	10473	0	2019	5 INV P	220.00 050819	537963 service call
000289 KONECRANES, INC.	12055	0	2019	5 INV P	440.00 pcard	Equipment maintenanc
001791 RADIO ENGINEERING IN	11970	0	2019	5 INV P	148.82 pcard	Radio repairs
	ACCOUNT TOTAL				808.82	
	ORG 58072000 TOTAL				26,287.02	
58073000	VT 5307 Building Maintenance					
580.00.580.58070.0000.3000.644000. 000773 LAKE SHORE CLEANERS, 10667	Snow Removal Services	0	2019	5 INV P	90.00 050819	538006 snow removal
000773 LAKE SHORE CLEANERS, 10668		0	2019	5 INV P	393.67 050819	538006 snow removal
000773 LAKE SHORE CLEANERS, 10669		0	2019	5 INV P	116.19 050819	538006 snow removal
					599.86	
	ACCOUNT TOTAL				599.86	
580.00.580.58070.0000.3000.645100. 000274 CINTAS CORPORATION 12008	Laundry Services	0	2019	5 INV P	97.72 pcard	Mats
000274 CINTAS CORPORATION 12009		0	2019	5 INV P	39.59 pcard	Mats
000274 CINTAS CORPORATION 12010		0	2019	5 INV P	97.72 pcard	Mats
000274 CINTAS CORPORATION 12011		0	2019	5 INV P	39.59 pcard	Mats
000274 CINTAS CORPORATION 12012		0	2019	5 INV P	100.22 pcard	Mats
					374.84	
	ACCOUNT TOTAL				374.84	
580.00.580.58070.0000.3000.659900. 001394 ULTIMATE CLEANING, L 10241	Other Contracts/Obligation	0	2019	5 INV P	128.88 050119	2602 cleaning
001394 ULTIMATE CLEANING, L 10242		0	2019	5 INV P	474.60 050119	2602 cleaning
					603.48	

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YEAR/PERIOD: 2019/5 ACCOUNT/VENDOR	TO 2019/5 DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
ACCOUNT TOTAL					603.48	
ORG 58073000 TOTAL					1,578.18	
58074000	VT 5307 Operations					
580.00.580.58070.0000.4000.615500. 001643 WISCONSIN DEPARTMENT 10433	Unemployment Compensation	0	2019	5 INV P	553.35 050819	538079 reimb unemployment
ACCOUNT TOTAL					553.35	
580.00.580.58070.0000.4000.632101. 000410 EJ ARENA SPORTS, INC 11658	Uniforms	0	2019	5 INV P	322.00 052919	538104 uniforms kurtovic-g
ACCOUNT TOTAL					322.00	
580.00.580.58070.0000.4000.632200. 000763 KWIK TRIP, INC 10898	Gas Purchases	0	2019	5 INV P	2,171.92 051519	2656 fuel
000796 LEVENHAGEN OIL CORPO 10417		190378	2019	5 INV P	16,382.32 050819	538008 #2 Ultra Low Sulfur
ACCOUNT TOTAL					18,554.24	
580.00.580.58070.0000.4000.632602. 001996 MATTHEWS TIRE, INC. 12006	Tires	0	2019	5 INV P	268.00 pcard	Tires
ACCOUNT TOTAL					268.00	
580.00.580.58070.0000.4000.632603. 000615 HARTLAND LUBRICANTS 11991	Lubricants	0	2019	5 INV P	294.00 pcard	Lube
ACCOUNT TOTAL					294.00	
580.00.580.58070.0000.4000.640800. 002229 STAR PROTECTION AND 10420 002229 STAR PROTECTION AND 10421 002229 STAR PROTECTION AND 11444 002229 STAR PROTECTION AND 11445	Contractor Fees	190391 190391 190391 190391	2019 2019 2019 2019	5 INV P 5 INV P 5 INV P 5 INV P	760.00 050819 760.00 050819 769.50 052219 760.00 052219	538044 Security Services 538044 Security Services 2789 Security Services 2789 Security Services
					3,049.50	
ACCOUNT TOTAL					3,049.50	
580.00.580.58070.0000.4000.643000. 001588 THEDACARE, INC. 11993 001588 THEDACARE, INC. 11994	Health Services	0 0	2019 2019	5 INV P 5 INV P	77.87 pcard 77.87 pcard	DOT Physical DOT Physical
					155.74	
ACCOUNT TOTAL					155.74	
ORG 58074000 TOTAL					23,196.83	

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YEAR/PERIOD: 2019/5 TO 2019/5	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
58075000	580.00.580.58070.0000.5000.640800.	VT 5307 ADA Paratransit					
001186 RUNNING, INC.	11549	Contractor Fees	0	2019	5 INV P	155,011.70 052219	2785 april vtii elderly
ACCOUNT TOTAL						155,011.70	
ORG 58075000 TOTAL						155,011.70	
58076000	580.00.580.58070.0000.6000.640800.	VT 5307 Ancillary Paratransit					
001186 RUNNING, INC.	11549	Contractor Fees	0	2019	5 INV P	3,329.10 052219	2785 april vtii elderly
001186 RUNNING, INC.	11549		0	2019	5 INV P	659.20 052219	2785 april vtii elderly
						3,988.30	
000750 KOBUSSEN BUSES, LTD	10932		0	2019	5 INV P	46,893.00 051519	2654 april specialized t
000750 KOBUSSEN BUSES, LTD	10931		0	2019	5 INV P	18,043.86 051519	2654 april rural service
						64,936.86	
001186 RUNNING, INC.	11548		0	2019	5 INV P	145.35 052219	2785 ochst april service
000528 FOX VALLEY CAB	10899		0	2019	5 INV P	7,455.00 051519	2647 nwdar april service
000528 FOX VALLEY CAB	10900		0	2019	5 INV P	1,554.00 051519	2647 nwdar april service
000528 FOX VALLEY CAB	10901		0	2019	5 INV P	294.00 051519	2647 nwdar april service
						9,303.00	
001621 CALUMET COUNTY	11473		0	2019	5 INV P	1,504.38 052219	2736 april van service
001186 RUNNING, INC.	11550		0	2019	5 INV P	28,519.20 052219	2785 connector april ser
001186 RUNNING, INC.	11550		0	2019	5 INV P	12,164.00 052219	2785 connector april ser
						40,683.20	
ACCOUNT TOTAL						120,561.09	
ORG 58076000 TOTAL						120,561.09	
=====						=====	
FUND 580 Valley Transit						TOTAL:	345,862.00
=====						=====	

** END OF REPORT - Generated by Debra Ebben **

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City of Appleton
INVOICE LIST BY GL ACCOUNT



YEAR/PERIOD: 2019/6 TO 2019/6	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
58071000							VT 5307 Admin
580.00.580.58070.0000.1000.620100.							Training/Conferences
999990 CONCOURSE HOTEL	13880		0	2019	6 INV P	127.00 pcard	Triennial review wo
999990 CONCOURSE HOTEL	13882		0	2019	6 INV P	127.00 pcard	Triennial review wo
999990 CONCOURSE HOTEL	13883		0	2019	6 INV P	127.00 pcard	Triennial review wo
						381.00	
						ACCOUNT TOTAL	381.00
580.00.580.58070.0000.1000.620500.							Employee Recruitment
002158 CAREERBUILDER	14726		0	2019	6 INV P	143.44 pcard	ADVERTISEMENT FOR O
						ACCOUNT TOTAL	143.44
580.00.580.58070.0000.1000.630100.							Office Supplies
999990 THE GALLERY COLLECTI	13867		0	2019	6 INV P	-9.43 pcard	Tax credit
999990 QUILL CORPORATION	13869		0	2019	6 INV P	100.96 pcard	Office supplies - m
999990 QUILL CORPORATION	13870		0	2019	6 INV P	32.53 pcard	Office supplies
999990 QUILL CORPORATION	13896		0	2019	6 INV P	31.98 pcard	Office Supplies
999990 WM SUPERCENTER #1982	13917		0	2019	6 INV P	12.10 pcard	WM SUPERCENTER #198
999990 QUILL CORPORATION	13947		0	2019	6 INV P	134.58 pcard	QUILL CORPORATION
						302.72	
						ACCOUNT TOTAL	302.72
580.00.580.58070.0000.1000.630200.							Subscriptions
000062 AMERICAN PUBLIC TRAN	12138		0	2019	6 INV P	75.00 060519	538169 subscription
						ACCOUNT TOTAL	75.00
580.00.580.58070.0000.1000.630300.							Memberships & Licenses
001611 FOX VALLEY TECHNICAL	13916		0	2019	6 INV P	300.00 pcard	CDL
						ACCOUNT TOTAL	300.00
580.00.580.58070.0000.1000.630400.							Postage~Freight
000460 FEDEX - FEDERAL EXPR	13971		0	2019	6 INV P	57.15 pcard	FEDEX 787941285846
						ACCOUNT TOTAL	57.15
580.00.580.58070.0000.1000.630500.							Awards & Recognition
001198 SAM'S CLUB	13949		0	2019	6 INV P	33.96 pcard	SAMSClub #6321
						ACCOUNT TOTAL	33.96
580.00.580.58070.0000.1000.630700.							Food & Provisions
999990 CAMERON S COFFEE	13946		0	2019	6 INV P	191.76 pcard	CAMERON S COFFEE
						ACCOUNT TOTAL	191.76

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City of Appleton
INVOICE LIST BY GL ACCOUNT



YEAR/PERIOD: 2019/6 TO 2019/6 ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
580.00.580.58070.0000.1000.631603. 000763 KWIK TRIP, INC 13948		0	2019 6	INV P	3.98 pcard	KWIK TRIP 63900006
				ACCOUNT TOTAL	3.98	
580.00.580.58070.0000.1000.632001. 001164 RICOH USA, INC. 13395		0	2019 6	INV P	368.94 062619	538599
				ACCOUNT TOTAL	368.94	
580.00.580.58070.0000.1000.632002. 001121 QUICK PRINT CENTER, 13890		0	2019 6	INV P	152.39 pcard	VTII tickets & Conn
				ACCOUNT TOTAL	152.39	
580.00.580.58070.0000.1000.632700. 999990 SOMMERVILLE FLAG 13884		0	2019 6	INV P	79.00 pcard	Flag
				ACCOUNT TOTAL	79.00	
580.00.580.58070.0000.1000.640800. 001771 RED SHOES PR, INC. 12112 001771 RED SHOES PR, INC. 12113 001771 RED SHOES PR, INC. 12114		190097 190097 190097	2019 6 2019 6 2019 6	INV P INV P INV P	3,552.50 060519 342.50 060519 4,091.25 060519	538259 Marketing Services 538259 Marketing Services 538259 Marketing Services
					7,986.25	
				ACCOUNT TOTAL	7,986.25	
580.00.580.58070.0000.1000.641100. 000221 CADRE OF PREMIER STA 13905 000221 CADRE OF PREMIER STA 13945 000221 CADRE OF PREMIER STA 13975		0 0 0	2019 6 2019 6 2019 6	INV P INV P INV P	1,035.60 pcard 1,190.94 pcard 1,035.60 pcard	Temporary Com Tech CADRE CADRE
					3,262.14	
				ACCOUNT TOTAL	3,262.14	
580.00.580.58070.0000.1000.641301. 001575 WE ENERGIES 511		0	2019 6	INV P	3,955.30 062619	538640 ELEC 7216-827-232 T
				ACCOUNT TOTAL	3,955.30	
580.00.580.58070.0000.1000.641302. 001575 WE ENERGIES 511		0	2019 6	INV P	432.17 062619	538640 GAS 7216-827-232 Tr
				ACCOUNT TOTAL	432.17	
580.00.580.58070.0000.1000.641307. 000132 AT&T 12647		0	2019 6	INV P	358.12 061219	538304 920-730-0780 935 6
				ACCOUNT TOTAL	358.12	

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YEAR/PERIOD: 2019/6 TO 2019/6 ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
580.00.580.58070.0000.1000.641308. 000250 CELLCOM APPLETON PCS 13891		0	2019 6	INV P	204.05 pcard	Cell Phones
				ACCOUNT TOTAL	204.05	
580.00.580.58070.0000.1000.643000. 001588 THEDACARE, INC. 13894		0	2019 6	INV P	77.87 pcard	TCAW OCC HEALTH
				ACCOUNT TOTAL	77.87	
				ORG 58071000 TOTAL	18,365.24	
58072000	VT 5307 Vehicle Maintenance					
580.00.580.58070.0000.2000.630901. 000035 AIRGAS USA, LLC 13906	Shop Supplies	0	2019 6	INV P	262.58 pcard	AIRGASS NORTH
000089 NEW FLYER OF AMERICA 13898		0	2019 6	INV P	62.00 pcard	Parts
000866 MENARDS 13944		0	2019 6	INV P	11.64 pcard	MENARDS APPLETON WE
001333 TARTAN SUPPLY CO., I 13684		0	2019 6	INV P	354.91 pcard	June custodial supp
001595 JX TRUCK CENTER 13878		0	2019 6	INV P	239.94 pcard	Supply
001655 AUTOMOTIVE SUPPLY CO 13862		0	2019 6	INV P	-5.52 pcard	Supply return
001655 AUTOMOTIVE SUPPLY CO 13863		0	2019 6	INV P	74.17 pcard	Supply
001655 AUTOMOTIVE SUPPLY CO 13864		0	2019 6	INV P	41.40 pcard	Supply
001655 AUTOMOTIVE SUPPLY CO 13875		0	2019 6	INV P	6.00 pcard	Supply
001655 AUTOMOTIVE SUPPLY CO 13877		0	2019 6	INV P	31.50 pcard	Supply
001655 AUTOMOTIVE SUPPLY CO 13924		0	2019 6	INV P	236.85 pcard	PAW*AUTOMOTIVE SUPP
001655 AUTOMOTIVE SUPPLY CO 13925		0	2019 6	INV P	9.90 pcard	PAW*AUTOMOTIVE SUPP
001655 AUTOMOTIVE SUPPLY CO 13926		0	2019 6	INV P	13.02 pcard	PAW*AUTOMOTIVE SUPP
					407.32	
002052 SPEEDY METALS, LLC 13951		0	2019 6	INV P	67.07 pcard	SPEEDY METALS
				ACCOUNT TOTAL	1,405.46	
580.00.580.58070.0000.2000.631603. 999990 HOBBY-LOBBY #0193 13885	Other Misc. Supplies	0	2019 6	INV P	29.37 pcard	Flag day parade
				ACCOUNT TOTAL	29.37	
580.00.580.58070.0000.2000.632200. 000763 KWIK TRIP, INC 12711	Gas Purchases	0	2019 6	INV P	273.60 061219 538366	fuel
				ACCOUNT TOTAL	273.60	
580.00.580.58070.0000.2000.632601. 000089 NEW FLYER OF AMERICA 13897	Repair Parts	0	2019 6	INV P	142.85 pcard	Parts

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City of Appleton
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YEAR/PERIOD: 2019/6 TO 2019/6	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
	000089 NEW FLYER OF AMERICA	13898	0	2019	6	INV P	635.40	pcard	Parts
	000089 NEW FLYER OF AMERICA	13899	0	2019	6	INV P	1,807.66	pcard	Parts
	000089 NEW FLYER OF AMERICA	13900	0	2019	6	INV P	160.90	pcard	Parts
	000089 NEW FLYER OF AMERICA	13901	0	2019	6	INV P	2,945.20	pcard	Parts
	000089 NEW FLYER OF AMERICA	13902	0	2019	6	INV P	405.06	pcard	Parts
	000089 NEW FLYER OF AMERICA	13903	0	2019	6	INV P	55.64	pcard	Parts
	000089 NEW FLYER OF AMERICA	13904	0	2019	6	INV P	442.34	pcard	Parts
							6,595.05		
	000641 HOGLUND BUS AND TRUC	13886	0	2019	6	INV P	281.65	pcard	Parts
	000641 HOGLUND BUS AND TRUC	13887	0	2019	6	INV P	1,049.40	pcard	Parts
	000641 HOGLUND BUS AND TRUC	13888	0	2019	6	INV P	730.99	pcard	Parts
	000641 HOGLUND BUS AND TRUC	13889	0	2019	6	INV P	578.98	pcard	Parts
							2,641.02		
	001595 JX TRUCK CENTER	13927	0	2019	6	INV P	169.12	pcard	JX TRUCK CENTER APP
	001655 AUTOMOTIVE SUPPLY CO	13860	0	2019	6	INV P	-316.00	pcard	Parts return
	001655 AUTOMOTIVE SUPPLY CO	13861	0	2019	6	INV P	32.18	pcard	Parts
	001655 AUTOMOTIVE SUPPLY CO	13874	0	2019	6	INV P	58.95	pcard	Parts
							-224.87		
	002191 COMPLETE RADIATOR SE	13929	0	2019	6	INV P	1,710.00	pcard	COMPLETE RADIATOR S
	999990 ADAPTIVE MICRO SYSTE	13972	0	2019	6	INV P	3,603.10	pcard	ADAPTIVE MICRO SYST
						ACCOUNT TOTAL	14,493.42		
	580.00.580.58070.0000.2000.641800.					Equip Repairs & Maint			
	001108 PROTANIC, INC.	13907	0	2019	6	INV P	450.00	pcard	Tank maintenance
						ACCOUNT TOTAL	450.00		
	580.00.580.58070.0000.2000.643000.					Health Services			
	001588 THEDACARE, INC.	13892	0	2019	6	INV P	77.87	pcard	TCAW OCC HEALTH
						ACCOUNT TOTAL	77.87		
						ORG 58072000 TOTAL	16,729.72		
	58073000					VT 5307 Building Maintenance			
	580.00.580.58070.0000.3000.630899.					Other Landscape Supplies			
	002121 HONEYMOON ACRES GREE	13589	190088	2019	6	INV P	685.10	062619	538558 2019 Flower Order
						ACCOUNT TOTAL	685.10		
	580.00.580.58070.0000.3000.640700.					Solid Waste/Recycling Pickup			
	000023 ADVANCED DISPOSAL SO	13234	0	2019	6	INV P	179.00	pcard	Trash disposal

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YEAR/PERIOD: 2019/6 TO 2019/6	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
				ACCOUNT TOTAL		179.00		
580.00.580.58070.0000.3000.641600.	000022 ADVANCED CORROSION C	12147	0	Build Repairs & Maint	2019 6 INV P	325.00	060519	538166 annual maint
				ACCOUNT TOTAL		325.00		
580.00.580.58070.0000.3000.645100.				Laundry Services				
000274 CINTAS CORPORATION	13908	0	0	2019 6 INV P	39.59	pcard		Mats
000274 CINTAS CORPORATION	13909	0	0	2019 6 INV P	39.59	pcard		Mats
000274 CINTAS CORPORATION	13910	0	0	2019 6 INV P	100.22	pcard		Mats
000274 CINTAS CORPORATION	13911	0	0	2019 6 INV P	100.22	pcard		Mats
000274 CINTAS CORPORATION	13912	0	0	2019 6 INV P	39.59	pcard		Mats
000274 CINTAS CORPORATION	13913	0	0	2019 6 INV P	100.22	pcard		Mats
000274 CINTAS CORPORATION	13914	0	0	2019 6 INV P	39.59	pcard		Mats
000274 CINTAS CORPORATION	13915	0	0	2019 6 INV P	100.22	pcard		Mats
					559.24			
				ACCOUNT TOTAL		559.24		
580.00.580.58070.0000.3000.659900.				Other Contracts/Obligation				
001394 ULTIMATE CLEANING, L	12139	0	0	2019 6 INV P	474.60	060519		538273 cleaning
001394 ULTIMATE CLEANING, L	12140	0	0	2019 6 INV P	128.88	060519		538273 cleaning
					603.48			
				ACCOUNT TOTAL		603.48		
580.00.580.58070.0000.3000.680402.				Furniture & Fixtures				
002218 DUO-GARD INDUSTRIES	13460	190339		2019 6 INV P	20,160.00	062619		538538 Bus Shelter
				ACCOUNT TOTAL		20,160.00		
				ORG 58073000 TOTAL		22,511.82		
58074000				VT 5307 Operations				
580.00.580.58070.0000.4000.611400.				Sick Pay				
000952 NATIONWIDE RETIREMEN	13503	0	0	2019 6 INV P	4,241.25	062619		538579 pehp contributions
				ACCOUNT TOTAL		4,241.25		
580.00.580.58070.0000.4000.611500.				Vacation Pay				
000952 NATIONWIDE RETIREMEN	13503	0	0	2019 6 INV P	1,338.70	062619		538579 pehp contributions
				ACCOUNT TOTAL		1,338.70		
580.00.580.58070.0000.4000.615500.				Unemployment Compensation				
001643 WISCONSIN DEPARTMENT	12645	0	0	2019 6 INV P	211.67	061219		538421 reimb unemployment
				ACCOUNT TOTAL		211.67		

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YEAR/PERIOD: 2019/6 ACCOUNT/VENDOR	TO 2019/6 DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
580.00.580.58070.0000.4000.632200. 000763 KWIK TRIP, INC 12711		0	Gas Purchases 2019	6 INV P	2,812.24	061219	538366 fuel
000796 LEVENHAGEN OIL CORPO 12108		190429	2019	6 INV P	16,809.70	060519	538226 #2 Ultra Low Sulfur
001608 GARROW OIL CORPORATI 13470		190474	2019	6 INV P	13,935.35	062619	538546 #2 Ultra Low Sulfur
			ACCOUNT TOTAL		33,557.29		
580.00.580.58070.0000.4000.632602. 001926 GOODYEAR TIRE AND RU 13471		190149	Tires 2019	6 INV P	1,978.35	062619	538549 Bus tire lease
001996 MATTHEWS TIRE, INC. 13895		0	2019	6 INV P	149.23	pcard	MATTHEWS TIRE APPL
			ACCOUNT TOTAL		2,127.58		
580.00.580.58070.0000.4000.632603. 001655 AUTOMOTIVE SUPPLY CO 13865		0	Lubricants 2019	6 INV P	29.40	pcard	Oil
001655 AUTOMOTIVE SUPPLY CO 13876		0	2019	6 INV P	29.40	pcard	Lubes
					58.80		
			ACCOUNT TOTAL		58.80		
580.00.580.58070.0000.4000.640800. 002229 STAR PROTECTION AND 12115		190391	Contractor Fees 2019	6 INV P	608.00	060519	538264 Security Services
002229 STAR PROTECTION AND 12116		190391	2019	6 INV P	817.00	060519	538264 Security Services
002229 STAR PROTECTION AND 12117		190391	2019	6 INV P	760.00	060519	538264 Security Services
002229 STAR PROTECTION AND 13493		190391	2019	6 INV P	760.00	062619	538605 Security Services
					2,945.00		
			ACCOUNT TOTAL		2,945.00		
580.00.580.58070.0000.4000.643000. 001588 THEDACARE, INC. 13893		0	Health Services 2019	6 INV P	77.87	pcard	TCAW OCC HEALTH
001588 THEDACARE, INC. 13894		0	2019	6 INV P	455.21	pcard	TCAW OCC HEALTH
					533.08		
			ACCOUNT TOTAL		533.08		
580.00.580.58070.0000.4000.659900. 999990 BHN*GIFTCARDS 13881		0	Other Contracts/Obligation 2019	6 INV P	2,493.13	pcard	Driver appreciation
			ACCOUNT TOTAL		2,493.13		
			ORG 58074000 TOTAL		47,506.50		
58075000			VT 5307 ADA Paratransit				
580.00.580.58070.0000.5000.632002. 001121 QUICK PRINT CENTER, 13890		0	Outside Printing 2019	6 INV P	801.00	pcard	VTII tickets & Conn

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City of Appleton
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YEAR/PERIOD: 2019/6 ACCOUNT/VENDOR	TO 2019/6 DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
ACCOUNT TOTAL					801.00	
580.00.580.58070.0000.5000.640800. 001186 RUNNING, INC.	13701	0	2019	6 INV P	159,796.40 070319	538718 vtii, elderly and s
ACCOUNT TOTAL					159,796.40	
ORG 58075000 TOTAL					160,597.40	
58076000	VT 5307 Ancillary Paratransit					
580.00.580.58070.0000.6000.640800. 001186 RUNNING, INC.	13701	0	2019	6 INV P	3,098.25 070319	538718 vtii, elderly and s
001186 RUNNING, INC.	13701	0	2019	6 INV P	432.60 070319	538718 vtii, elderly and s
					3,530.85	
000750 KOBUSSEN BUSES, LTD	13698	0	2019	6 INV P	46,893.00 070319	538685 specialized transpo
000750 KOBUSSEN BUSES, LTD	13697	0	2019	6 INV P	20,482.62 070319	538685 rural service
					67,375.62	
001186 RUNNING, INC.	13699	0	2019	6 INV P	629.85 070319	538718 ochst may service
000528 FOX VALLEY CAB	13702	0	2019	6 INV P	462.00 070319	538672 nwdar heritage
000528 FOX VALLEY CAB	13703	0	2019	6 INV P	6,961.50 070319	538672 nwdar neenah
000528 FOX VALLEY CAB	13704	0	2019	6 INV P	1,386.00 070319	538672 nwdar fox crossing
					8,809.50	
001621 CALUMET COUNTY	13696	0	2019	6 INV P	3,014.68 070319	538658 may van service
001186 RUNNING, INC.	13700	0	2019	6 INV P	28,778.00 070319	538718 connector may servi
001186 RUNNING, INC.	13700	0	2019	6 INV P	9,663.50 070319	538718 connector may servi
					38,441.50	
ACCOUNT TOTAL					121,802.00	
ORG 58076000 TOTAL					121,802.00	
=====					=====	
FUND 580 Valley Transit					TOTAL:	387,512.68
=====					=====	

** END OF REPORT - Generated by Debra Ebben **



Since 1938

KOBUSSEN BUSES LTD.

Trailways

Family Pride in Every Ride

June 24, 2019

Amy Erickson
Valley Transit
801 South Whitman Avenue
Appleton, WI 54914

Dear Amy:

Per section 18.0 of contract VT-16-007 and VT-16-008 the Contractor shall provide no less than six (6) months' notice of its intention to exercise any remaining option years of this contract.

Kobussen Buses would like to exercise a one-year extension of both contracts at an increase of five percent (5%). We realize that this is higher than CPI, however in order to keep up with the market wages we have raised driver wages by 11% over the past two years.

In exchange for this increase, Kobussen believes it is possible to reduce the Specialized Transportation routes (VT-16-008) by one route (\$213.15) which would save 10%.

From our meetings there are a few items we have changed or would like to see changed:

- Since April we have added extra capacity at the 1:00pm-4:30pm time period so there should no longer be capacity issues at this time.
- We would like to change the Specialized Transportation Contract (VT-16-008) to curb-to-curb instead of door-to-door. For the most part this service is driveway-to-driveway. However, we have had issues with leaving a bus unattended with passengers on board to go to the door of a house.
- We would like to change the Rural Paratransit Contract (VT-16-007) to 24-hour notice of rides instead of the day before. This will allow our schedulers to schedule trips more efficiently and get the information to the drivers timely. This could be changed back to the day before if we had access to Valley Transits scheduling software.

Sincerely,

Daniel J. Kobussen
Vice President
Kobussen Buses Ltd.

www.kobussen.com

ADAMS 477 North Pierce Street PO Box 97 Adams, WI 53910 Tel: 608.339.2411	BLOOMER 2115 21st Avenue Bloomer, WI 54724 Tel: 715.568.4232	KAUKAUNA W914 County Road CE Kaukauna, WI 54130 Tel: 920.766.0606	NEENAH 6302 Dixie Road Neenah, WI 54956 Tel: 920.722.8572	OSHKOSH 3043 Omro Road Oshkosh, WI 54904 Tel: 920.303.2269	OCONTO 200 S. Katch Drive Oconto, WI 54153 Tel: 920.834.3467	ORFORDVILLE 204 Dickson Street Orfordville, WI 53576 Tel: 608.879.9424	SUN PRAIRIE 1500 Forward Drive Sun Prairie, WI 53590 Tel: 608.825.8700	STURGEON BAY 112 N. 12th Avenue Sturgeon Bay, WI 54235 Tel: 920.818.0785	TURTLE LAKE 205 Oak Street Turtle Lake, WI 54889 Tel: 715.986.4470 ext. 2227
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City of Appleton
VALLEY TRANSIT INCOME STATEMENT
For Five Months Ending May 31, 2019

Description	Month of May Actual	Prior Year May	YTD As of May Actual	Prior YTD May	2019 Amended Budget	2019 % of Total Budget
REVENUES						
Bus Fare Revenue	52,754	57,102	330,180	337,993	943,218	35.01%
Paratransit Fare Revenue	64,398	63,424	313,991	303,885	751,370	41.79%
Total Fare Revenue	117,152	120,526	644,171	641,878	1,694,588	38.01%
Other Charges for Service	6,670	1,647	29,547	23,792	55,000	53.72%
Other Revenues	12,590	3,571	17,006	12,585	14,000	121.47%
TOTAL REVENUES	136,412	125,744	690,724	678,255	1,763,588	39.17%
EXPENSES BY LINE ITEM						
Regular Salaries & Labor pool alloc	293,927	278,445	1,049,241	1,039,114	2,995,362	35.03%
Call Time	-	-	-	-	-	0.00%
Overtime	33,117	37,286	129,879	98,714	71,713	181.11%
Incentive Pay	-	-	(1,790)	-	1,335	-134.08%
Other Compensation	-	500	1,050	1,500	-	-
Fringes	117,891	113,776	425,051	408,758	1,257,585	33.80%
Unemployment Compensation	553	1,366	1,931	4,869	-	-
Salaries & Fringe Benefits	445,488	431,373	1,605,362	1,552,955	4,325,995	37.11%
Training & Conferences	232	1,118	4,103	2,388	25,000	16.41%
Employee Recruitment	684	930	1,471	2,368	4,200	35.02%
Parking Permits	-	-	-	65	150	0.00%
Office Supplies	317	190	2,029	1,196	5,000	40.58%
Subscriptions	-	233	270	452	1,735	15.56%
Memberships & Licenses	46	-	5,861	5,696	5,472	107.11%
Postage & Freight	-	69	755	956	4,300	17.56%
Awards & Recognition	-	58	795	355	900	88.33%
Food & Provisions	191	150	751	491	1,200	62.58%
Insurance	19,971	15,641	94,977	146,347	227,006	33.25%
Insurance dividend & return of surplus	(4,877)	-	(19,508)	(68,141)	-	0.00%
Depreciation Expense	56,022	50,568	280,110	252,841	672,264	41.67%
Administrative Expenses	72,586	68,957	371,614	345,014	947,227	39.23%
Landscape Supplies	-	-	-	-	3,000	0.00%
Shop Supplies & Tools (& misc)	3,792	3,583	19,946	14,145	53,200	37.49%
Printing & Reproduction	1,269	1,173	5,481	10,907	27,136	20.20%
Uniforms	618	101	3,372	1,735	5,000	67.44%
Gas Purchases	18,740	35,638	162,503	170,758	605,000	26.86%
Safety Supplies	-	-	-	555	500	0.00%
Vehicle & Equipment Parts	21,831	21,626	78,982	100,836	252,500	31.28%
Miscellaneous Equipment	1,300	-	2,565	19,311	26,600	9.64%
Signs	-	-	17,510	-	2,000	875.50%
Supplies & Materials	47,550	62,121	290,359	318,247	974,936	29.78%
Accounting/Audit	-	-	-	-	10,290	0.00%
Bank Services	166	167	886	967	3,000	29.53%
Consulting Services	-	-	-	-	-	0.00%
Collection Services	48	56	746	822	4,600	16.22%
Contractor Fees	303,881	297,230	1,458,537	1,439,513	3,735,669	39.04%
Temp Help	4,324	-	16,622	543	5,000	332.44%
Advertising	412	-	2,691	1,250	50,309	5.35%

41.6% of Budget Year Completed

City of Appleton
VALLEY TRANSIT INCOME STATEMENT
For Five Months Ending May 31, 2019

Description	Month of May Actual	Prior Year May	YTD As of May Actual	Prior YTD May	2019 Amended Budget	2019 % of Total Budget
Health Services	156	147	4,344	1,779	9,200	47.22%
Snow Removal Services	600	10,110	32,324	18,419	15,000	215.49%
Laundry Services	375	-	3,679	1,377	6,916	53.20%
Other Contracts/Obligations	1,203	1,917	3,133	6,119	99,472	3.15%
Purchased Services	311,165	309,627	1,522,962	1,470,789	3,939,456	38.66%
Electric	4,190	3,729	24,013	22,783	55,000	43.66%
Gas	873	1,456	14,115	14,292	25,000	56.46%
Water	463	475	2,432	2,152	7,850	30.98%
Waste Disposal/Collection	202	207	941	815	3,124	30.12%
Stormwater	647	573	3,139	2,699	9,401	33.39%
Telephone	782	458	1,585	4,501	8,600	18.43%
Utilities	7,157	6,898	46,225	47,242	108,975	42.42%
Building/Grounds Repair & Maintenance	-	549	1,177	1,129	-	0.00%
Vehicle Repair & Maintenance	322	12,479	3,738	14,735	17,450	21.42%
Equipment Repair & Maintenance	809	1,706	22,849	7,324	13,250	172.45%
FMD Charges & Material	9,024	10,041	51,288	53,575	129,226	39.69%
Software Support	4,093	2,806	27,428	15,580	73,800	37.17%
CEA Equipment Rental	-	-	-	-	2,000	0.00%
Repairs & Maintenance	14,248	27,581	106,480	92,343	235,726	45.17%
Total Operating Expenses	898,194	906,557	3,943,002	3,826,590	10,532,315	37.44%
OPERATING INCOME (LOSS)	(761,782)	(780,813)	(3,252,278)	(3,148,335)	(8,768,727)	
NON-OPERATING REVENUES						
Federal Support	-	-	-	75,204	2,994,136	0.00%
State Support	-	-	-	-	2,736,001	0.00%
Appleton Support	270,925	263,593	1,354,625	1,317,965	660,829	204.99%
Other Local Support	223,714	195,519	1,659,475	1,523,875	1,610,003	103.07%
Investment Income	6,405	7,006	19,223	2,160	12,500	153.78%
Donations	4,167	4,167	21,871	21,691	62,678	34.89%
Fund Balance Applied	-	-	-	-	-	0.00%
TOTAL NON-OPERATING REVENUE	505,211	470,285	3,055,194	2,940,895	8,076,147	37.83%
Buildings	-	2,400	-	2,400	20,000	0.00%
Machinery & Equipment	-	117	731	95,055	304,396	0.24%
Vehicles	-	-	910,971	-	9,531,007	9.56%
Capital Expenditures	-	2,517	911,702	97,455	9,855,403	9.25%
NET INCOME (LOSS)	(256,571)	(313,045)	(1,108,786)	(304,895)	(10,547,983)	

City of Appleton
PURCHASED TRANSPORTATION
For Five Months Ending May 31, 2019

Description	Month of May Actual	Prior Year May	YTD As of May Actual	Prior YTD May	2019 Amended Budget	2019 % of Total Budget
PURCHASED TRANSPORTATION EXPENSE						
VTII - Disabled	164,520	163,403	757,423	781,013	1,975,740	38.34%
VTII - Elderly	4,118	3,763	18,494	20,607	64,120	28.84%
PT - Optional (Sunday)	1,356	1,696	6,583	7,397	21,984	29.94%
Family Care Sheltered Workshop	46,893	46,301	216,624	219,803	547,625	39.56%
Outagamie County Demand Response Rural	24,905	17,646	102,806	81,653	225,406	45.61%
Outagamie County Human Services Transportation	660	652	1,048	3,188	12,824	8.17%
Neenah Dial - A - Ride	11,746	11,844	57,785	55,454	150,920	38.29%
Calumet County New Hope	-	19,821	-	89,559	-	0.00%
Calumet County Van Service	3,807	2,375	13,874	10,430	34,650	40.04%
Connector - Extended Service Hours	35,072	30,882	181,402	162,081	487,808	37.19%
Connector - Extended Service Area	10,804	9,287	54,770	42,332	116,133	47.16%
Downtown Trolley	-	-	-	-	30,379	0.00%
Total Purchased Transportation	303,881	307,670	1,410,809	1,473,517	3,667,589	38.47%

City of Appleton
VALLEY TRANSIT INCOME STATEMENT
For Six Months Ending June 30, 2019

Description	Month of June Actual	Prior Year June	YTD As of June Actual	Prior YTD June	2019 Amended Budget	2019 % of Total Budget
REVENUES						
Bus Fare Revenue	56,372	58,692	386,551	396,685	943,218	40.98%
Paratransit Fare Revenue	54,547	58,546	371,475	362,431	751,370	49.44%
Total Fare Revenue	110,919	117,238	758,026	759,116	1,694,588	44.73%
Other Charges for Service	6,470	4,571	36,017	28,363	55,000	65.49%
Other Revenues	828	4,955	17,834	17,539	14,000	127.39%
TOTAL REVENUES	118,217	126,764	811,877	805,018	1,763,588	46.04%
EXPENSES BY LINE ITEM						
Regular Salaries & Labor pool alloc	197,647	215,499	1,246,889	1,254,611	2,995,362	41.63%
Call Time	-	-	-	-	-	0.00%
Overtime	16,421	30,769	146,300	129,483	71,713	204.01%
Incentive Pay	-	-	(1,790)	-	1,335	-134.08%
Other Compensation	-	450	1,050	1,950	-	0.00%
Fringes	78,373	80,504	503,423	489,262	1,257,585	40.03%
Unemployment Compensation	212	701	2,143	5,571	-	0.00%
Salaries & Fringe Benefits	292,653	327,923	1,898,015	1,880,877	4,325,995	43.87%
Training & Conferences	738	3,137	4,841	5,525	25,000	19.36%
Employee Recruitment	143	389	1,614	2,757	4,200	38.43%
Parking Permits	-	-	-	65	150	0.00%
Office Supplies	303	206	2,332	1,402	5,000	46.64%
Subscriptions	75	98	345	550	1,735	19.88%
Memberships & Licenses	331	340	6,191	6,036	5,472	113.14%
Postage & Freight	57	60	812	1,016	4,300	18.88%
Awards & Recognition	34	-	830	355	900	92.22%
Food & Provisions	192	-	943	491	1,200	78.58%
Insurance	19,971	15,641	71,055	161,989	227,006	22.71%
Insurance dividend & return of surplus	(4,877)	-	(19,508)	(68,141)	-	0.00%
Depreciation Expense	56,022	50,568	336,132	303,409	672,264	50.00%
Administrative Expenses	72,989	70,439	405,587	415,454	947,227	42.82%
Landscape Supplies	685	907	685	907	3,000	22.83%
Shop Supplies & Tools (& misc)	1,438	6,445	21,385	20,590	53,200	40.20%
Printing & Reproduction	1,322	893	6,803	11,799	27,136	25.07%
Uniforms	52	-	3,425	1,735	5,000	68.50%
Gas Purchases	33,831	52,891	196,334	223,649	605,000	32.45%
Safety Supplies	-	-	-	555	500	0.00%
Vehicle & Equipment Parts	16,680	27,024	95,662	127,860	252,500	37.89%
Miscellaneous Equipment	79	3,403	2,644	22,714	26,600	9.94%
Signs	-	-	17,510	-	2,000	875.50%
Supplies & Materials	54,087	91,563	344,448	409,809	974,936	35.33%
Accounting/Audit	-	-	-	-	10,290	0.00%
Bank Services	226	98	1,112	1,065	3,000	37.07%
Consulting Services	-	-	-	-	-	0.00%
Collection Services	179	488	925	1,310	4,600	20.11%
Contractor Fees	272,648	256,909	1,731,186	1,703,432	3,735,669	46.34%
Temp Help	3,262	-	19,885	543	5,000	397.70%
Advertising	-	600	2,691	1,850	50,309	5.35%

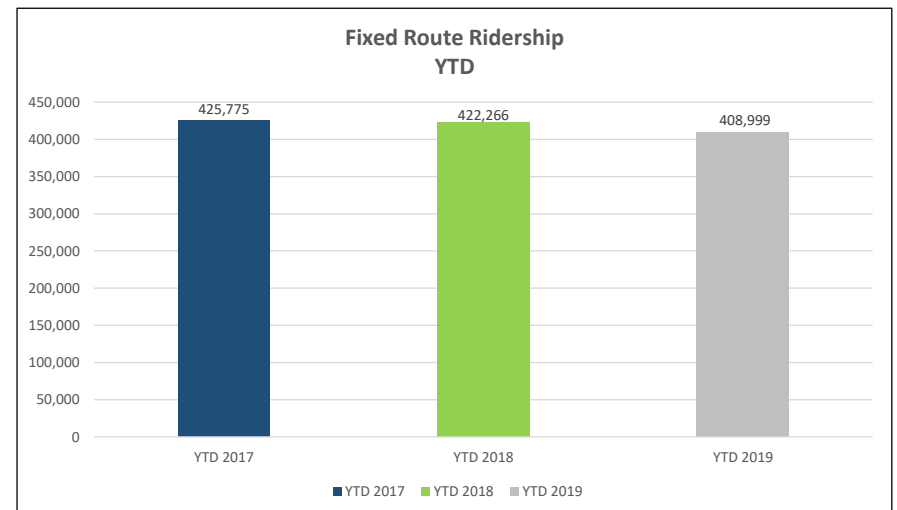
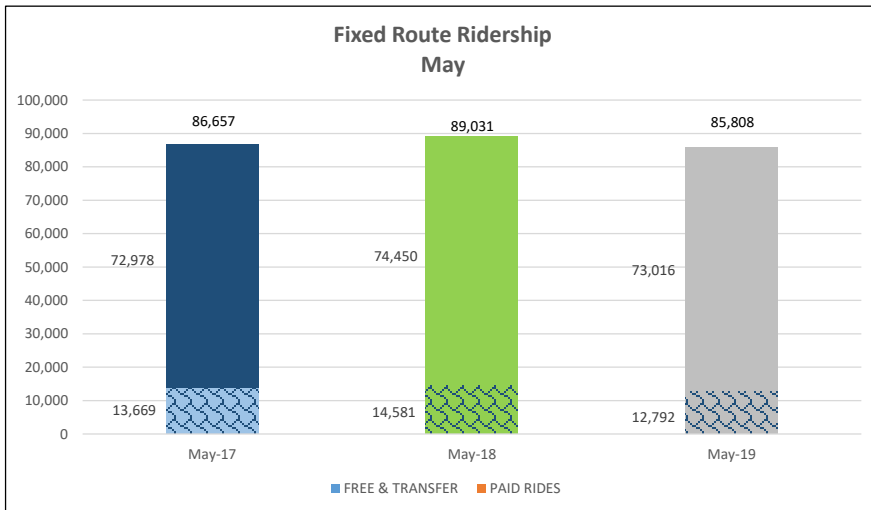
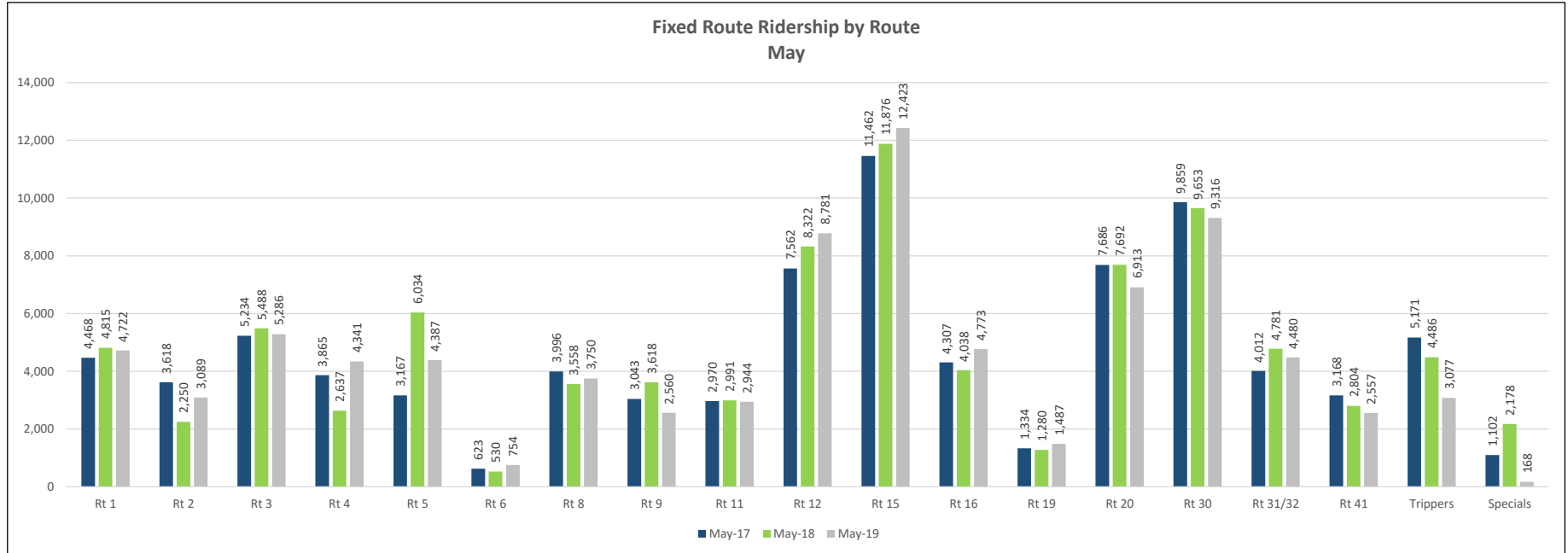
City of Appleton
VALLEY TRANSIT INCOME STATEMENT
For Six Months Ending June 30, 2019

Description	Month of June Actual	Prior Year June	YTD As of June Actual	Prior YTD June	2019 Amended Budget	2019 % of Total Budget
Health Services	689	1,292	5,033	3,071	9,200	54.71%
Snow Removal Services	-	-	32,324	18,419	15,000	215.49%
Laundry Services	559	1,115	4,238	2,492	6,916	61.28%
Other Contracts/Obligations	3,097	603	6,229	6,723	99,472	6.26%
Purchased Services	280,660	261,105	1,803,623	1,738,905	3,939,456	45.78%
Electric	3,720	3,708	27,734	26,491	55,000	50.43%
Gas	432	127	14,547	14,419	25,000	58.19%
Water	-	1,440	2,432	3,592	7,850	30.98%
Waste Disposal/Collection	-	508	941	1,323	3,124	30.12%
Stormwater	-	1,728	3,139	4,427	9,401	33.39%
Telephone	760	1,720	4,334	6,221	8,600	50.40%
Utilities	4,912	9,231	53,127	56,473	108,975	48.75%
Building/Grounds Repair & Maintenance	325	2,328	1,502	3,457	-	0.00%
Vehicle Repair & Maintenance	-	7,473	3,738	22,207	17,450	21.42%
Equipment Repair & Maintenance	450	862	23,299	8,186	13,250	175.84%
FMD Charges & Material	-	-	51,288	53,575	129,226	39.69%
Software Support	4,093	2,806	31,521	18,386	73,800	42.71%
CEA Equipment Rental	-	-	-	-	2,000	0.00%
Repairs & Maintenance	4,868	13,469	111,348	105,811	235,726	47.24%
Total Operating Expenses	710,169	773,730	4,616,148	4,607,329	10,532,315	43.83%
OPERATING INCOME (LOSS)	(591,952)	(646,966)	(3,804,271)	(3,802,311)	(8,768,727)	
NON-OPERATING REVENUES						
Federal Support	-	418,327	-	493,531	2,994,136	0.00%
State Support	-	753,549	-	753,549	2,736,001	0.00%
Appleton Support	270,925	263,593	1,625,550	1,581,558	660,829	245.99%
Other Local Support	178,855	227,764	1,838,330	1,751,638	1,610,003	114.18%
Investment Income	-	522	-	2,683	12,500	0.00%
Donations	4,167	4,337	26,038	26,028	62,678	41.54%
Fund Balance Applied	-	-	-	-	-	0.00%
TOTAL NON-OPERATING REVENUE	453,947	1,668,092	3,489,918	4,608,987	8,076,147	43.21%
Buildings	20,160	87,463	20,160	89,863	20,000	100.80%
Machinery & Equipment	-	-	731	95,055	304,396	0.24%
Vehicles	-	-	910,971	-	9,531,007	9.56%
Capital Expenditures	20,160	87,463	931,862	184,918	9,855,403	0.00%
NET INCOME (LOSS)	(158,165)	933,663	(1,246,215)	621,758	(10,547,983)	

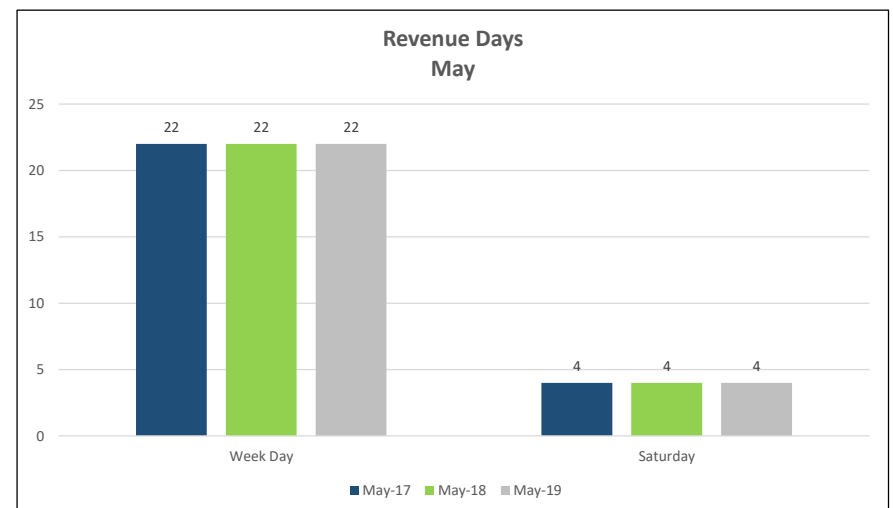
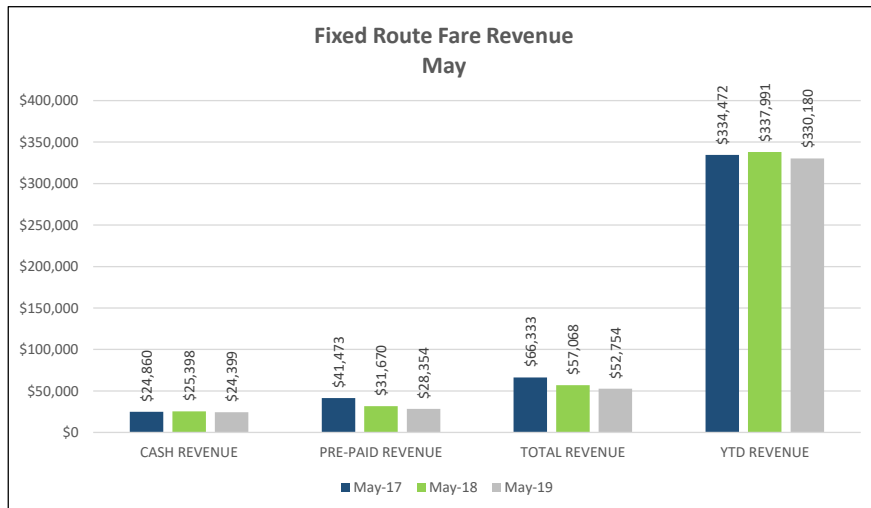
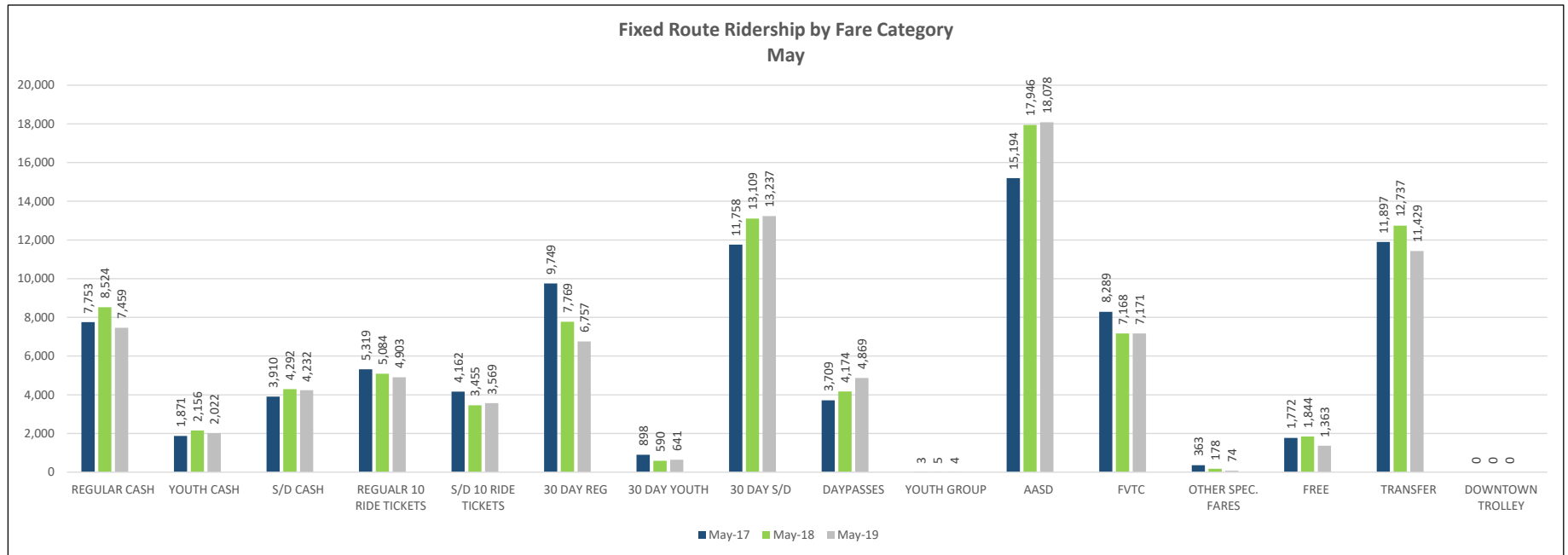
City of Appleton
PURCHASED TRANSPORTATION
For Six Months Ending June 30, 2019

Description	Month of June Actual	Prior Year June	YTD As of June Actual	Prior YTD June	2019 Amended Budget	2019 % of Total Budget
PURCHASED TRANSPORTATION EXPENSE						
VTII - Disabled	137,400	150,219	894,823	931,232	1,975,740	45.29%
VTII - Elderly	3,650	3,488	22,143	24,095	64,120	34.53%
PT - Optional (Sunday)	1,841	1,890	8,424	9,286	21,984	38.32%
Family Care Sheltered Workshop	42,630	44,716	259,254	264,519	547,625	47.34%
Outagamie County Demand Response Rural	21,205	12,808	124,011	94,461	225,406	55.02%
Outagamie County Human Services Transportation	291	659	1,339	3,847	12,824	10.44%
Neenah Dial - A - Ride	11,592	12,390	69,377	67,844	150,920	45.97%
Calumet County New Hope	-	-	-	89,559	-	0.00%
Calumet County Van Service	3,765	3,278	17,639	13,708	34,650	50.91%
Connector - Extended Service Hours	29,694	29,414	211,096	191,495	487,808	43.27%
Connector - Extended Service Area	9,679	8,487	64,449	50,819	116,133	55.50%
Downtown Trolley	-	-	-	-	30,379	0.00%
Total Purchased Transportation	261,747	267,349	1,672,555	1,740,865	3,667,589	45.60%

Valley Transit Ridership Report May 2019

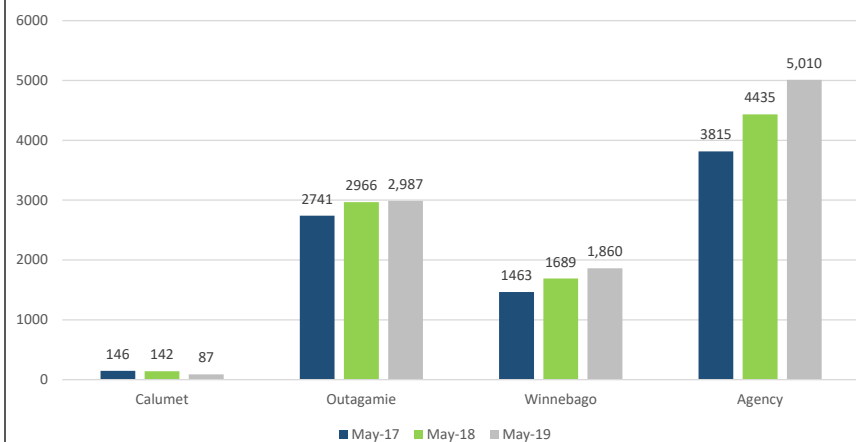


Valley Transit Ridership Report May 2019

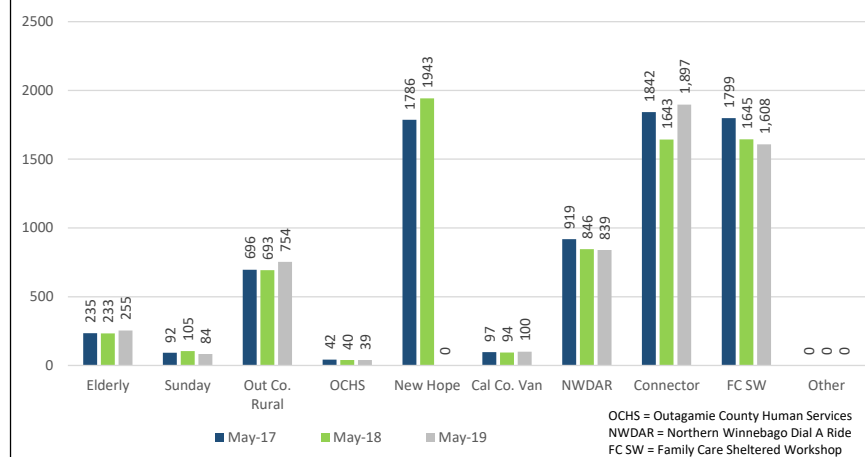


Valley Transit Ridership Report May 2019

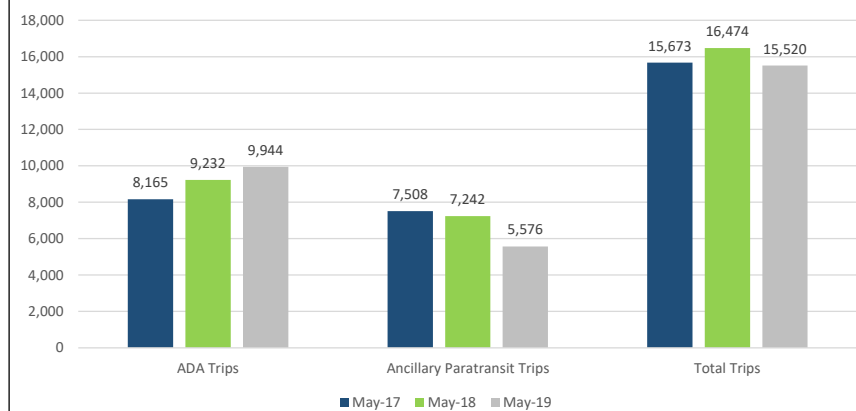
ADA Ridership by Local Funding Source



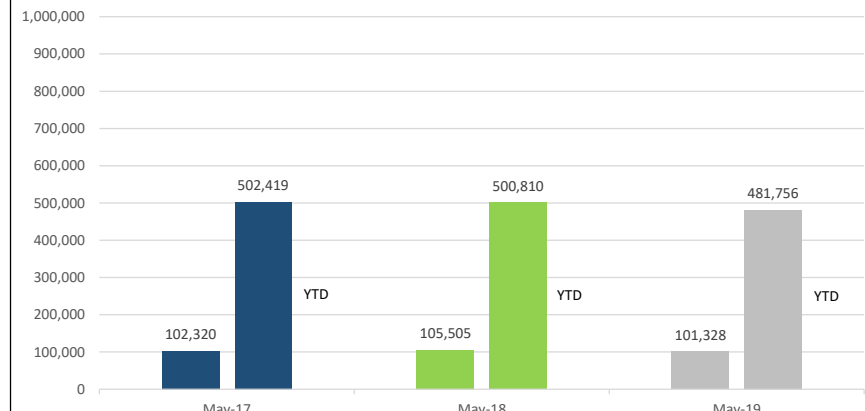
Ancillary Services Ridership



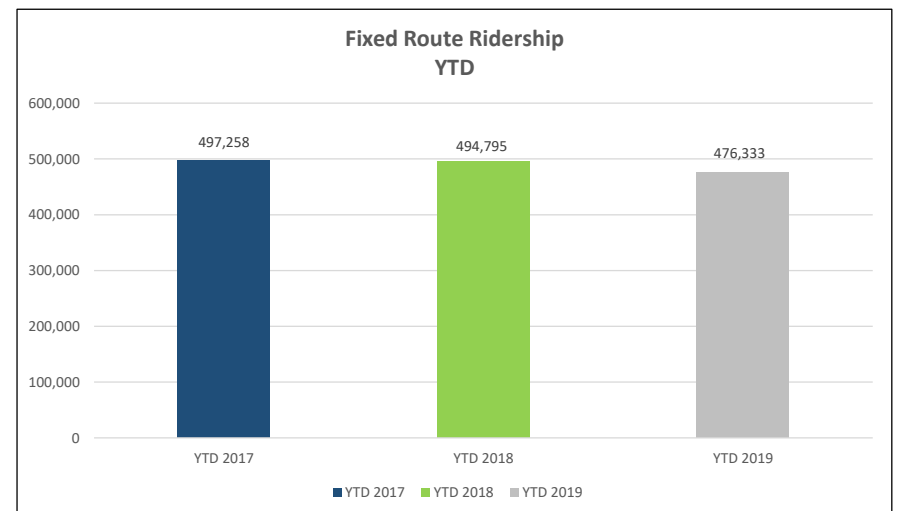
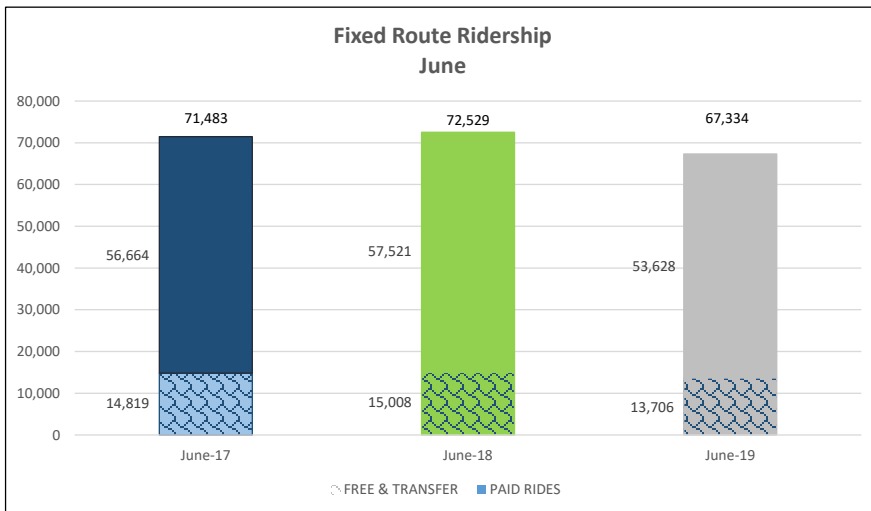
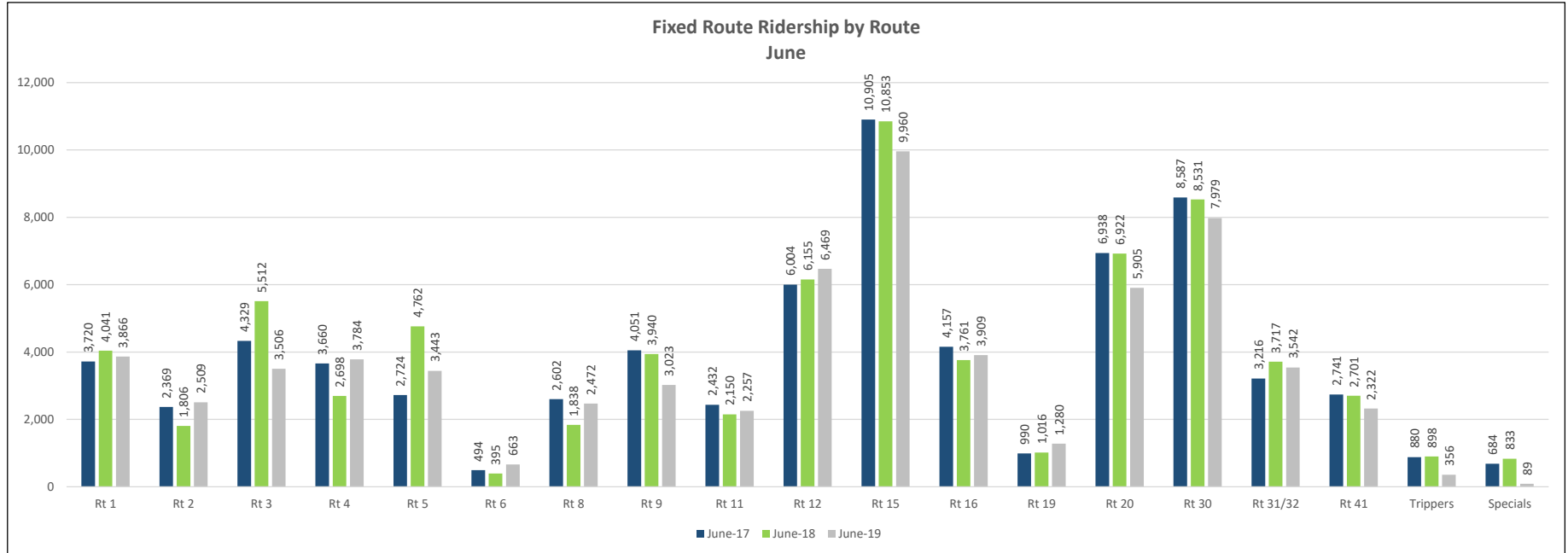
ADA and Ancillary Paratransit Ridership May



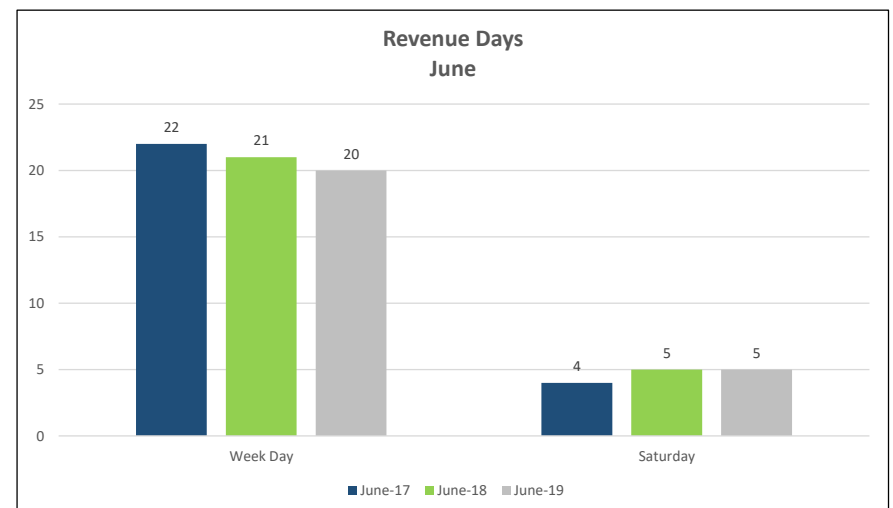
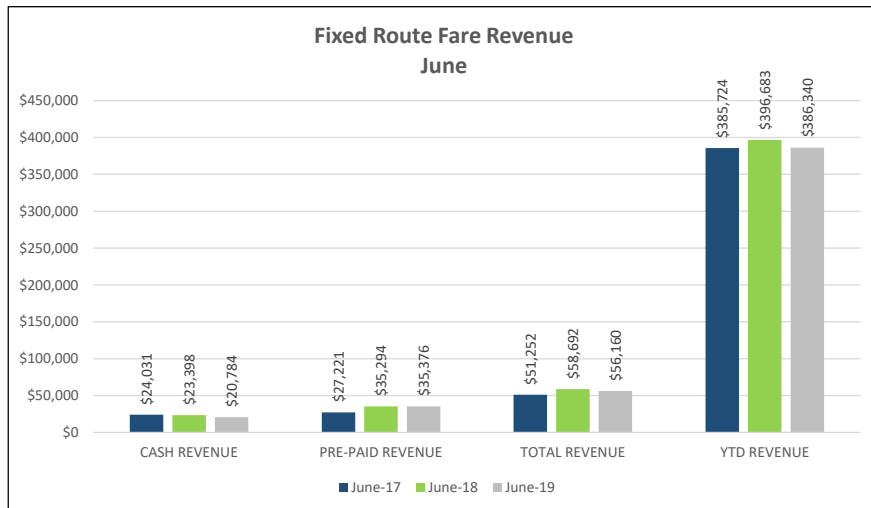
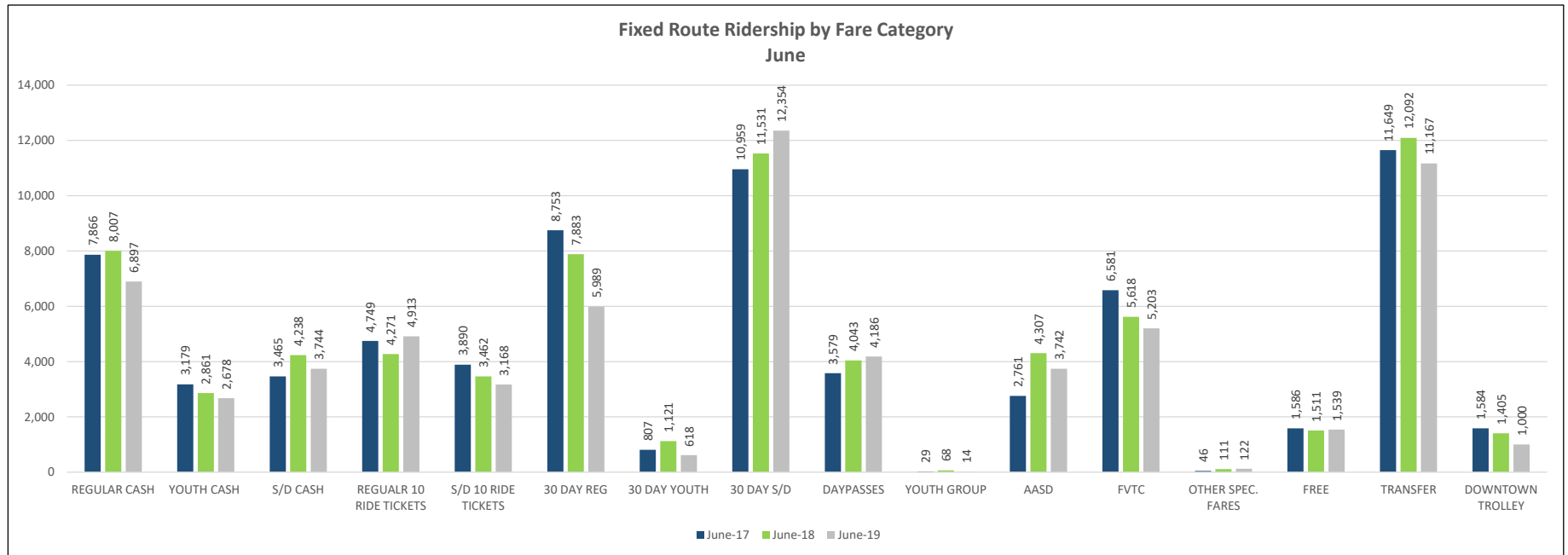
Total Ridership for all Services May and Year-to-Date



Valley Transit Ridership Report June 2019

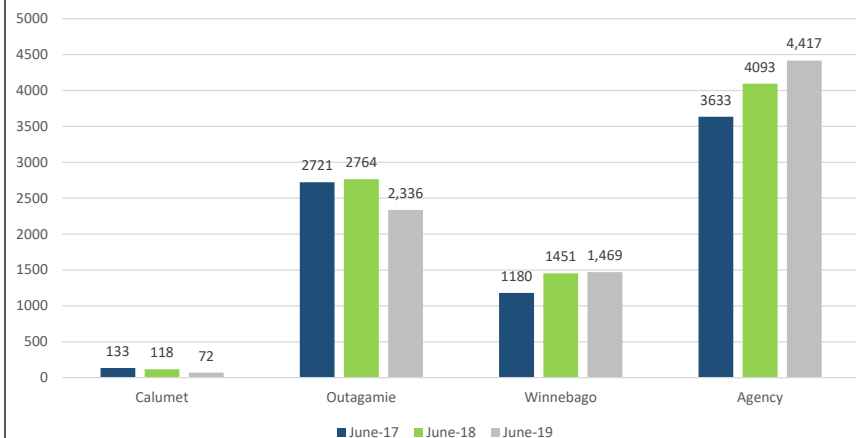


Valley Transit Ridership Report June 2019

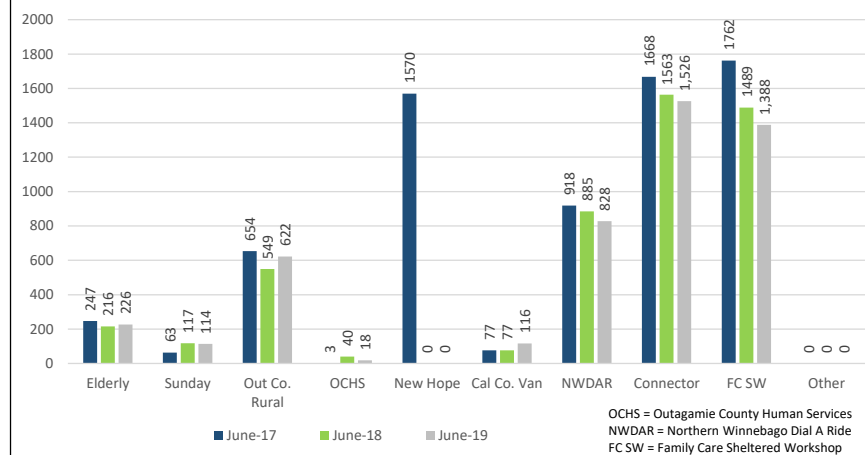


Valley Transit Ridership Report June 2019

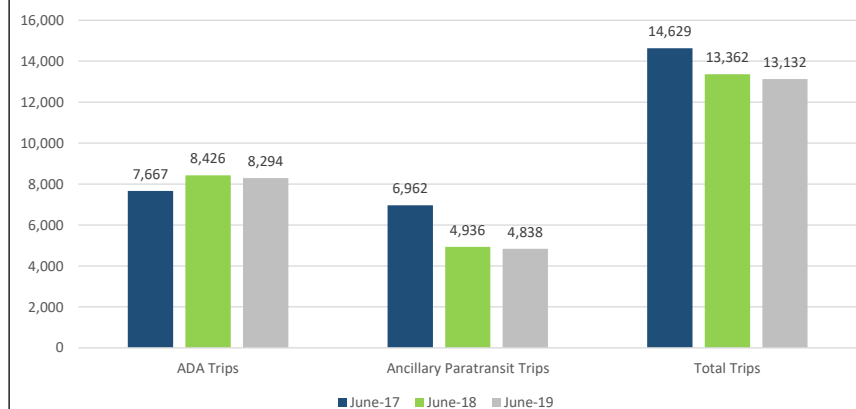
ADA Ridership by Local Funding Source



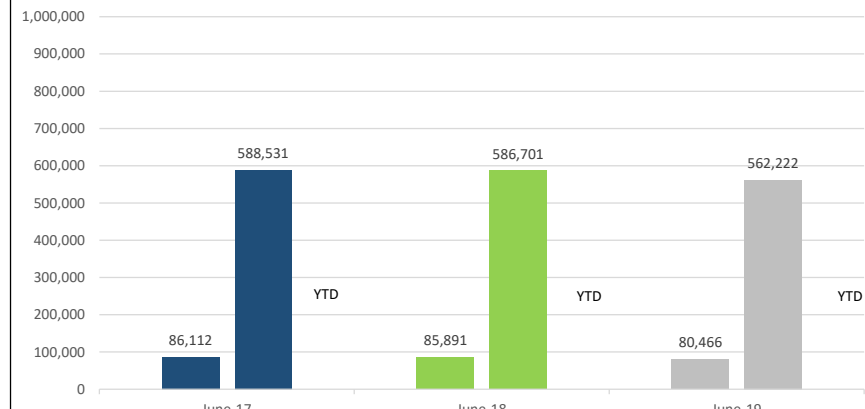
Ancillary Services Ridership



**ADA and Ancillary Paratransit Ridership
June**



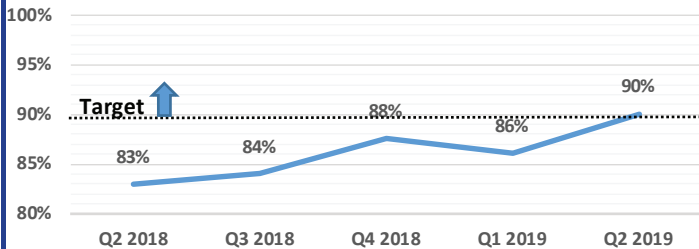
**Total Ridership for all Services
June and Year-to-Date**



VALLEY TRANSIT

Key Performance Indicators - 2019, 2nd Quarter

ON TIME PERFORMANCE - FIXED ROUTE

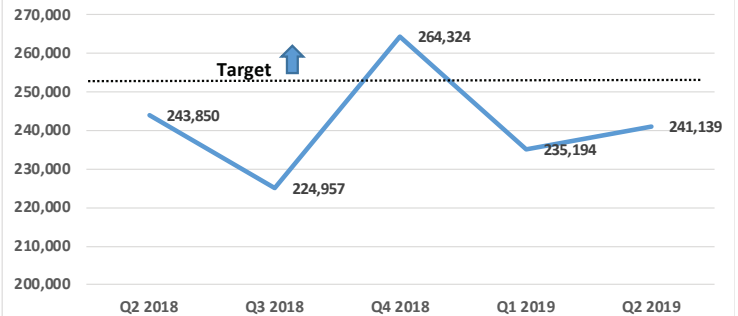


90%

Dashboard rating scale:
 ● Target is $\geq 90\%$ per qtr
 ● Below target

Data Source: DoubleMap ITS System Report

TOTAL PASSENGER TRIPS - FIXED ROUTE

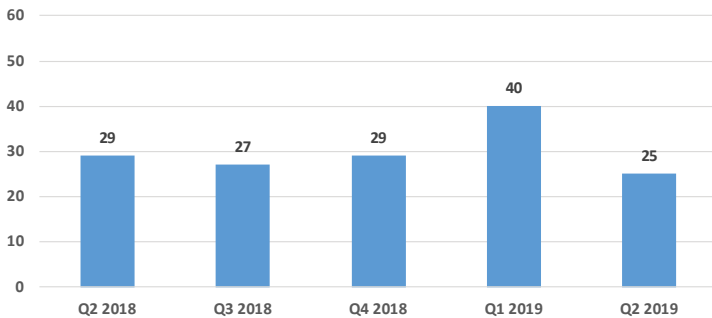


241,139

Dashboard rating scale:
 ● Target is $> 250K$ per qtr
 ● Below target

Data Source: GFI Fareboxes and Contractor Ridership Report

COMPLAINTS - FIXED ROUTE

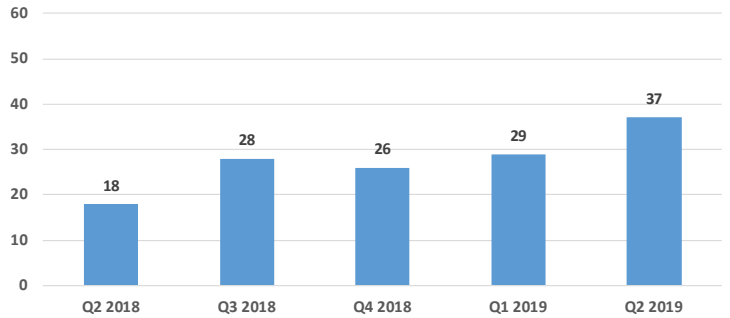


Complaints/
Rides= .01%

Dashboard rating scale:
 ● Target is $\leq .08\%$ per qtr
 ● Above target

Data Source: Transit Input Reports

COMPLAINTS - PARATRANSIT

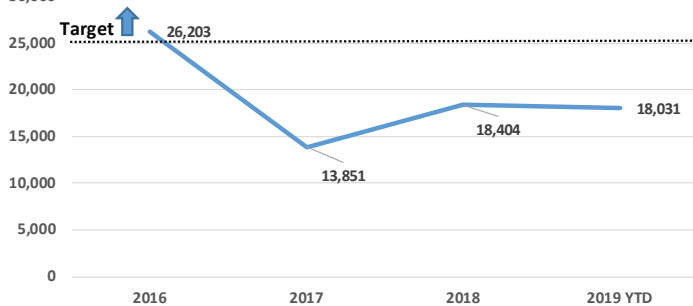


Complaints/
Rides= .10%

Dashboard rating scale:
 ● Target is $\leq .10\%$ per qtr
 ● Above target

Data Source: Transit Input Reports

MILES BETWEEN ROAD CALLS - FIXED ROUTE

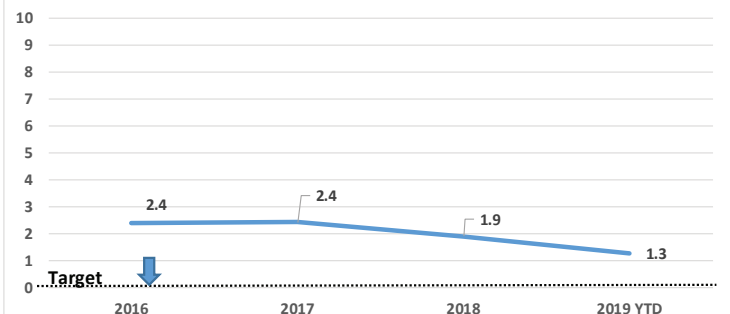


18,031

Dashboard rating scale:
 ● Target is $\geq 25,000$ (YTD)
 ● Below target

Data Source: Maintenance Staff & Transit Fleet Software - Road Call History Report

VEHICLE ACCIDENTS PER 100,000 MILES



1.3

Dashboard rating scale:
 ● Target is zero (YTD)
 ● Above target

Data Source: Transit Mutual Insurance

VALLEY TRANSIT

Key Performance Indicators - Definitions

On Time Performance

The line graph shows quarterly on-time performance of the fixed route bus system. A bus is considered 'on time' if it arrives at each designated time point between one minute early and up to five minutes late. Each route has multiple time points along the route which are distributed to make sure that buses arrive at stops generally within the scheduled time frame. On time performance is calculated by dividing the number of on time stops at time points by all stops at time points.

On time performance is important to our customers because they need to know that we will regularly pick them up and get them to their destination on time. Weather, detours and schedule adjustments can impact on time performance.

Total Passenger Trips - Fixed Route

This indicator shows the quarterly number of trips provided by Valley Transit bus routes. A trip is counted each time a passenger gets on a bus. The total number of trips and a comparison from year to year provides a measure of the mobility/access provided to customers over time. Valley Transit's target is to provide over 1 million rides per year based on current service levels.

Complaints - Fixed Route & Paratransit

These charts by service mode display the total number of complaints received each quarter. The performance measure evaluates complaints as a percentage of rides. This measure indicates the level of concern customers have with the system. All complaints are investigated and resolved to improve customer service.

Note: Two different rating factors are used to measure fixed route and paratransit complaints as a percentage of rides. The .10% target for paratransit complaints is based on a '1 complaint for every 1,000 rides' standard that is used by the State of Wisconsin for Medicaid transportation. This standard was adjusted for the fixed route target, since each trip via bus potentially includes transfers (1 complaint for every 1,250 rides).

Miles between Road Calls - Fixed Route

Miles between road calls is one indicator measuring the effectiveness of the preventative maintenance program. It tracks how often customers are inconvenienced by service disruptions due to vehicle break downs.

Note: A majority of the buses in Valley Transit's fleet has surpassed their useful life (12 years or 500,000 miles) and require replacement. As vehicles are replaced, this indicator will improve.

Vehicle Accidents per 100,000 miles

This is one common indicator used to measure the safety of fixed route bus operations. Accident data includes both preventable and non-preventable events because all accidents impact budget expenses, customer satisfaction, on time performance and use of staff time.

By reviewing every accident, we can learn how to operate buses more defensively, reduce risk, reduce costs associated with accidents and revise procedures or conditions to help with accident prevention.