



City of Appleton

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

Meeting Agenda - Final Fox Cities Transit Commission

Tuesday, October 8, 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

[19-1462](#) Approval of minutes from previous meeting

Attachments: [Meeting Minutes September 24 2019.pdf](#)

4. **Public Hearings/Appearances**

[19-1463](#) Public Participation on Agenda Items

5. **Action Items**

[19-1464](#) Approve Staff Vehicle Purchase

[19-1465](#) Approve Pass Agreement between Valley Transit and Fox Valley Technical College

Attachments: [Agreement with FVTC - Pass Agm 2020.pdf](#)

6. **Information Items**

[19-1466](#) 2020 Budget Discussion

Attachments: [2020 Valley Transit Budget.pdf](#)

[19-1467](#) Request for Future Agenda Items

7. Next Meeting Date & Time

- November 12, 2019, 3:00 PM

- December 10, 2019, 3:00 PM

8. Adjournment

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

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



City of Appleton

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

Meeting Minutes - Final Fox Cities Transit Commission

Tuesday, September 24, 2019

3:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 10 - Kasimor, Detienne, Vice Chair Dearborn, Wurdinger, Brown, Wilson, Dexter, VandeHey, Firkus and Schultz

Excused: 3 - Chairperson Buckingham, Nau and Stephenson

3. Approval of minutes from previous meeting

[19-1359](#)

Approval of minutes from previous meeting

Attachments: [MeetingMinutes August 27 2019.pdf](#)

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

4. Public Hearings/Appearances

[19-1360](#)

Public Participation on Agenda Items

There was no public participation on the agenda items.

5. Action Items

[19-1362](#)

Drug and Alcohol Policy Update

Attachments: [Drug Free Workplace with CDL Valley Transit.pdf](#)

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

6. Information Items

[19-1361](#)

Approval of Payments

Attachments: [August 2019 payments.pdf](#)*This action item was moved to information items*

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

[19-1363](#)

Financial Report

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

This Presentation was presented

[19-1364](#)

Ridership and Revenue

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

This Presentation was presented

[19-1365](#)

Marketing Update

Attachments: [VT_Fox Cities Transit Commission_Presentation_V05_09242019.pdf](#)

This Presentation was presented

[19-1367](#)

TDP Discussion

This Presentation was discussed

[19-1366](#)

Request for Future Agenda Items

Next Meeting Date & Time**- October 8, 2019, 3:00 PM****- October 22, 2019, 3:00 PM - Cancelled****7. Adjournment**

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

**CONTRACT BETWEEN
CITY OF APPLETON / VALLEY TRANSIT
AND
FOX VALLEY TECHNICAL COLLEGE**

This Agreement is by and between the City of Appleton/Valley Transit (hereinafter referred to as the "City") and the Fox Valley Technical College (hereinafter referred to as "FVTC").

The FVTC wishes to encourage the use of City bus service by FVTC students. In exchange for the mutual consideration stated below, the parties agree as follows:

1. During the term of this Agreement, the City agrees to honor the FVTC Identification Card as a bus pass to allow Program and Adult Basic Education students enrolled at FVTC to utilize the City bus services.
2. The FVTC agrees to establish appropriate procedures to assure that one and only one FVTC Identification Card is distributed to each student enrolled at FVTC. If validation becomes a management issue, the City and FVTC will mutually agree to an alternative to the FVTC Identification Card.
3. The FVTC Identification Card will be valid for transportation on all City bus routes when shown by the students, at no additional charge as provided in this contract.
4. This agreement applies strictly to Valley Transit's fixed route bus service. FVTC students meeting the ADA paratransit eligibility criteria will have comparable access to Valley Transit II. A fare that is double the rate of the approved regular bus cash fare will be charged to students using Valley Transit II. The Connector services and the other Valley Transit paratransit services are not part of this agreement.
5. The FVTC Identification Card is not transferable and not for resale and shall be forfeited and confiscated if misused or presented for transportation by any person other than the person to whom issued.
6. This Contract shall be effective for the period of January 1, 2020, through December 31, 2025, with the option to extend this Contract for up to two (2) additional one (1) year periods. For City bus services provided for herein, the FVTC shall pay to the City \$46,000 in January of each year or in two payments, \$23,000 in January and \$23,000 in August of each year.
7. The City shall provide its established and regularly publicized bus service.

8. Additional bus service may be added if both the City and FVTC mutually agree based upon ridership need. The City shall invoice FVTC for additional service/routes which will be shared with FVTC yearly in January.
9. The FVTC Identification Card shall be valid for transportation on all days during all scheduled hours on all Valley Transit buses.
10. The City will keep ridership records of FVTC Identification Card usage. The City will provide quarterly ridership reports to the FVTC. FVTC and the City will work cooperatively to obtain and share any other information deemed necessary by either or both parties.
11. In providing and furnishing any of the aforementioned bus services, the City shall act as an independent contractor, and FVTC shall not have, and shall not exercise any control over the City's operation.
12. Individual student privileges may be revoked due to violations of the Valley Transit Code of Conduct. Valley Transit will make FVTC aware of the issues before actually revoking the privilege.
13. It is understood that the administration, management, marketing and promotion of the bus service program are the mutual responsibility of the City and FVTC. The City will work with FVTC to develop a marketing plan and to market the bus service program.
14. The City shall defend and hold harmless FVTC and its agents, servants, and employees against all loss, damages, legal expenses and other expenses which FVTC may sustain or become liable for on account of injury to or death of persons, or on account of damage to, loss or destruction of property resulting from the negligent operation of city buses.
15. The City and the FVTC agree to cooperatively establish administrative policies and procedures that will effectively safeguard the interest of both parties.
16. The City shall not be in default of any provision of the Agreement for failure to perform where such failure is due solely to strikes, walkouts, civil insurrections or disorders, orders of civil authorities, shortages of motor fuel or equipment, acts of God, or for any other cause or caused beyond the control of the City.
17. Should the City or FVTC be unable to fulfill the requirements of this agreement because of expected lack of funds, then either the City or FVTC may provide written notice of such expected lack of funds upon thirty (30) days prior written notice and this agreement shall be terminated.
18. FVTC or the City may cancel the contract for breach of any terms or condition of this contract or failure to perform as specified in this contract. FVTC or the City shall provide ten (10) calendar days written notice of contract breach and unless within ten (10) calendar

days such neglect has ceased and arrangements made to correct, the contract may be cancelled by giving sixty (60) days notice in writing by registered or certified mail of its intention to cancel the contract.

19. All accounts shall be settled on a prorated basis in the event of termination of this Agreement prior to its full term.

20. The term of this Agreement at the amounts stated in Item 6 shall be for the 2020 calendar year from January 1 through December 31, 2020 with an option by mutual agreement of FVTC and the City to renew each of the subsequent four (4) years.

21. City warrants that it has the authority to enter into this Agreement and that any approval required of and by the City of Appleton have been obtained are valid for the full term of this Agreement.

The City of Appleton hereby duly executes the Agreement the ____ day of _____, 2019.

By: _____
Timothy M. Hanna, Mayor

By: _____
Kami Lynch, City Clerk

By: _____
Ronald McDonald,
General Manager Valley Transit

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

The Fox Valley Technical College (FVTC) hereby duly executes this Agreement the _____ day of _____, 2019.

Witness: _____
Printed Name: _____

By: _____
Dr. Susan A. May
President, Fox Valley Technical College

Witness: _____
Printed Name: _____

By: _____
Elizabeth Burns
Associate VP of Student Services
Fox Valley Technical College

City Law A19-0887

CITY OF APPLETON 2020 BUDGET

VALLEY TRANSIT

General Manager: Ron C. McDonald

Assistant General Manager: Amy L. Erickson

Administrative Services Manager: Debra A. Ebben

CITY OF APPLETON 2020 BUDGET VALLEY TRANSIT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2019 EVENTS

Ridership

Valley Transit ridership is slightly down (2%) in the first six months of 2019. During January and February of 2019, the Fox Cities experienced several days of extreme weather conditions which effected Valley Transit's ridership. Most people chose to stay home while schools and businesses were closed several days.

Legislative Issues

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

Federal Funding– During 2015, congress passed the FAST Act (Fixing America's Surface Transportation) to improve the nation's surface transportation infrastructure. The five-year legislation reforms and strengthens transportation programs and provides long-term certainty and more flexibility for State and local governments. The FAST Act increases dedicated bus funding, provides both stable formula funding and a competitive grant program to address bus and bus facility needs and provides flexibility for recipients in the use of federal funds to maintain facilities and equipment in a state of good repair. The FAST Act is set to expire in 2020. Congress will most certainly enact legislation beyond the FAST Act. Valley Transit will work through the Wisconsin Public Transportation Association and American Public Transportation Association to challenge legislators for improved funding opportunities.

Although the FAST Act has provided more stable funding for Valley Transit, the new legislation, along with Valley Transit's reclassification to a large system and as a direct recipient of Federal Transit Authority (FTA) funds, has increased the amount of administrative time needed to meet our obligations to the FTA. Reporting requirements have increased from annual reports to quarterly reports and new reporting requirements have been developed along with a higher level of scrutiny from the FTA. During 2018, the FTA implemented a new asset reporting requirement (Transit Asset Management Plan - TAM) and in 2019/2020, Valley Transit will have two new safety reporting requirements; Public Transportation Safety Plan (PTASP) and Safety Management System (SMS).

State Budget – State funding for transit operations has remained at a consistent level, but remains at the 2011 level.

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

Audits

Single Financial Audit

Valley Transit received no findings in the 2018 financial audit conducted in early 2019.

Federal Funds (5310)

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

CITY OF APPLETON 2020 BUDGET VALLEY TRANSIT

MAJOR 2020 OBJECTIVES

Valley Transit's Strategic Plan was completed in early 2015 and updated in 2019. The plan includes recommendations for near-term, three, five and ten years. A near-term action plan and schedule has been developed and is being implemented. The focus of the near-term plan is to make sure the existing services function as efficiently and effectively as possible before adding additional services. Valley Transit has performance measures and tracking mechanisms in place which build on existing strengths of the system and address weaknesses. Improving on-time performance will continue to be a major focus in 2020, as will monitoring subcontractor performance to deal with performance issues. The asset management plan will continue to be fine-tuned for vehicles, facilities and equipment and will identify funding requirements for vehicle and equipment replacements and to maintain facilities in a state of good repair.

Valley Transit will continue to focus on strengthening the partnership with advocacy groups in the Fox Cities and increasing communication with Valley Transit stakeholders. Staff will continue to refine and improve the communication tools used to give potential riders information on how to use the system. Implementation of a bus tracking application for smart phones to provide real-time bus schedules to passengers was completed in 2018. During 2020, Valley Transit will continue to market the app, encouraging customers to utilize the new software. As part of the effort to increase ridership, Valley Transit will be working on partnerships with area businesses to increase ridership by their employees.

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

Valley Transit is required to complete a Transit Development Plan (TDP) every five years. The 2017 Budget included an expense of \$100,000 for the TDP. Transit system development plans refine and detail the recommendations for transit services set forth in the regional transportation plan. The TDP got a late start in 2017 due to the timing of State funding. The plan is expected to be completed in 2019. In 2020, the plan will be reviewed to determine the feasibility of recommendations with an implementation plan to follow.

Valley Transit will continue to work in partnership with East Central Wisconsin Regional Planning Commission, Green Bay Metro, GO Transit (Oshkosh), Fond du Lac Area Transit, Brown County, Bay Lake RPC and Wisconsin Department of Transportation to study the feasibility of a commuter service from Brown County to Dodge County along Interstate 41.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2017	2018	Adopted 2019	Amended 2019	2020	Change *
Program Revenues		\$ 10,250,786	\$ 9,798,169	\$ 10,271,508	\$ 18,071,508	\$ 10,575,722	2.96%
Program Expenses							
58071000	Administration	1,563,604	1,375,712	1,449,101	1,467,225	1,703,963	17.59%
58072000	Vehicle Maint.	767,093	974,998	840,171	10,356,992	927,309	10.37%
58073000	Facilities Maint.	154,201	187,464	204,159	203,946	533,732	161.43%
58074000	Operations	3,563,120	3,647,557	4,170,719	4,170,719	4,130,761	-0.96%
58075000	ADA Paratransit	1,750,443	1,949,835	2,432,566	2,432,566	2,298,659	-5.50%
58076000	Ancillary Paratransit	1,806,614	1,649,579	1,781,599	1,781,599	1,780,513	-0.06%
TOTAL		\$ 9,605,075	\$ 9,785,145	\$ 10,878,315	\$ 20,413,047	\$ 11,374,937	4.57%
Expenses Comprised Of:							
Personnel		4,138,026	4,072,629	4,325,995	4,325,995	4,377,560	1.19%
Training & Travel		34,664	20,061	29,350	29,350	29,200	-0.51%
Supplies & Materials		720,635	925,794	993,543	993,543	989,310	-0.43%
Purchased Services		4,091,858	4,103,363	4,512,163	4,536,492	4,631,360	2.64%
Miscellaneous Expense		622,352	632,835	672,264	672,264	882,507	31.27%
Capital Expenditures		(2,460)	30,463	345,000	9,855,403	465,000	34.78%
Full Time Equivalent Staff:							
Personnel allocated to programs		54.95	56.85	58.85	58.85	58.85	58.85%

CITY OF APPLETON 2020 BUDGET

VALLEY TRANSIT

Administration

Business Unit 58071000

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

Major changes in Revenue, Expenditures, or Programs:

Combined State and federal operating assistance is estimated at 57.5% of eligible expenses in 2020.

The increase in personnel expense is partially due to the addition of a full time Mobility Manager in 2019 to work in partnership with the Aging and Disability Resource Center of Outagamie County to improve access to transportation by older adults and persons with disabilities. This position and the Travel Trainer position in the Operations program are both funded entirely by federal grants, Outagamie County local support, and offset with additional revenues.

The increase in depreciation expense is related to new buses and equipment purchased in 2019 and expected bus purchases in 2020.

The increase in Memberships and Licenses is due to the decision to join the American Public Transportation Association (APTA). APTA is a voice in Washington DC with Congress, the executive branch, the media and the public at large to advocate for its members to increase funding for public transportation and for the adoption of pro-transit policies. It is also an invaluable resource for connection networks, peer review and safety audit programs, industry standards, operational solutions, and best practices and policies.

The budget for signs in this program is due to Valley Transit purchasing and installing the media for the advertising carried on buses. This provides greater quality control and is included in the charges to advertisers.

PERFORMANCE INDICATORS

	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Projected 2019</u>	<u>Target 2020</u>
Client Benefits/Impacts					
Regional transit service					
Municipalities and County government units served	13	13	13	13	13
Strategic Outcomes					
Regulatory compliance					
Expense per revenue hour	\$ 90.14	\$ 91.64	\$ 91.77	\$ 95.93	\$ 98.93
Expense per revenue mile	\$ 5.06	\$ 5.21	\$ 5.27	\$ 5.50	\$ 5.66
Work Process Outputs					
Contract negotiating & monitoring					
# employee grievances filed	16	3	0	2	0

CITY OF APPLETON 2020 BUDGET

VALLEY TRANSIT

Administration

Business Unit 58071000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2017	2018	Adopted 2019	Amended 2019	2020
Revenues					
421000 Federal Grants	\$ 3,665,953	\$ 3,322,762	\$ 3,208,329	\$ 11,008,329	\$ 3,298,998
422400 Miscellaneous State Aids	2,627,353	2,686,456	2,840,530	2,840,530	2,926,385
423000 Misc Local Govt Aids	472,236	463,464	513,513	513,513	491,405
471000 Interest on Investments	7,759	42,600	12,500	12,500	12,500
487700 Advertising/Promo Fees	68,509	77,824	55,000	55,000	65,000
500100 Fees & Commissions	10,708	10,215	8,000	8,000	8,000
500400 Sale of City Property	1,621	918	-	-	-
500600 Gain (Loss) on Assets	-	(164,247)	-	-	-
501000 Miscellaneous Revenue	25	45	-	-	-
503500 Other Reimbursements	7,884	6,337	-	-	-
592100 Transfer In - General Fund	676,739	659,423	674,158	674,158	691,577
Total Revenue	\$ 7,538,787	\$ 7,105,797	\$ 7,312,030	\$ 15,112,030	\$ 7,493,865
Expenses					
610100 Regular Salaries	\$ 192,894	\$ 209,562	\$ 233,285	\$ 233,285	\$ 256,153
610500 Overtime Wages	1,534	-	-	-	-
615000 Fringes	278,052	132,530	82,087	82,087	89,529
620100 Training/Conferences	2,590	8,570	15,471	15,471	15,547
620500 Employee Recruitment	6,873	3,460	4,200	4,200	4,200
620600 Parking Permits	150	65	150	150	-
630100 Office Supplies	3,825	2,973	3,868	3,868	3,887
630200 Subscriptions	1,901	895	1,386	1,386	615
630300 Memberships & Licenses	4,672	4,654	4,233	4,233	14,163
630400 Postage\Freight	2,277	2,404	3,326	3,326	3,343
630500 Awards & Recognition	526	434	900	900	930
630700 Food & Provisions	1,513	1,482	1,200	1,200	1,240
631603 Other Misc. Supplies	2,250	2,312	375	375	375
632001 City Copy Charges	2,921	3,221	2,836	2,836	2,850
632002 Outside Printing	6,096	9,574	18,155	18,155	18,244
632300 Safety Supplies	-	555	500	500	500
632601 Repair Parts	4,380	-	-	-	-
632700 Miscellaneous Equipment	15,279	6,569	16,000	16,000	6,000
632800 Signs	-	-	-	-	10,000
640100 Accounting/Audit Fees	7,855	5,507	7,790	7,790	8,000
640300 Bank Service Fees	3,226	2,809	3,000	3,000	3,000
640400 Consulting Services	12,869	11,960	-	16,364	10,000
640800 Contractor Fees	11,025	57,659	51,080	52,840	51,080
641100 Temporary Help	13,963	10,507	5,000	5,000	5,000
641200 Advertising	23,294	12,022	42,000	42,000	42,000
641300 Utilities	77,061	76,464	84,239	84,239	78,201
641800 Equip Repairs & Maint	399	129	309	309	311
642400 Software Support	61,097	16,264	49,600	49,600	48,100
643000 Health Services	2,171	296	2,100	2,100	2,100
650100 Insurance	200,159	157,984	143,397	143,397	145,738
659900 Other Contracts/Obligation	400	2,016	350	350	350
660100 Depreciation Expense	622,352	632,835	672,264	672,264	882,507
Total Expense	\$ 1,563,604	\$ 1,375,712	\$ 1,449,101	\$ 1,467,225	\$ 1,703,963

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

<u>Printing</u>		<u>Software Support</u>	
Fare material	\$ 7,514	GFI maintenance agreement	\$ 14,000
Riders guides & maps	5,000	DoubleMap	34,100
Public information materials	4,530		<u>\$ 48,100</u>
Forms	1,200	<u>Advertising</u>	
	<u>\$ 18,244</u>	Events	\$ 12,309
<u>Contractor Fees</u>		Print	8,000
FCTC camera operator	\$ 1,080	Broadcast	8,000
Marketing	50,000	Bus driver ads	1,500
	<u>\$ 51,080</u>	Rider survey	10,191
		Legal notices	2,000
			<u>\$ 42,000</u>

CITY OF APPLETON 2020 BUDGET

VALLEY TRANSIT

Vehicle Maintenance

Business Unit 58072000

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- To maintain the vehicle fleet in a manner that will ensure that all service requirements are met
- To maintain the vehicle fleet in a manner that minimizes the number of road calls that require a replacement bus or cause a trip to be significantly delayed or missed
- To maintain the vehicle fleet in a manner that ensures that there are no vehicle accidents due to mechanical failure

Major changes in Revenue, Expenditures, or Programs:

The slight reduction in the vehicle maintenance program can be attributed to procurement of several new buses which do not require as much maintenance as the older fleet. Maintaining the older fleet still will be necessary until the buses are replaced.

Capital projects for 2020 include replacing a staff vehicle (\$40,000) and a floor scrubber (\$75,000). The staff vehicle is used to transport drivers to and from the transit center and to ferry passengers to destinations when transfers are missed due to a Valley Transit problem or weather issues. The vehicle is also used by the operations supervisors to respond to accidents, manage detours, perform ride checks and travel between the Administration building and the Transit Center. The floor scrubber is a large, driveable sweeper / scrubber used in the maintenance department and garage. Capital funding has been budgeted to cover 80% of the cost of the projects, with the remaining 20% to be funded from the depreciation reserve. Please see pages 637 and 638 in the projects section.

The amended 2019 budget includes the purchase of five new replacement buses for the fixed route operation using 100% funding from the Volkswagen Transit Capital Grant. 20% of the total will be paid back over a 10-year period through a reduction in State shared revenue reimbursement. Valley Transit will reimburse the General Fund.

PERFORMANCE INDICATORS

	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Projected 2019</u>	<u>Target 2020</u>
Customer Benefits/Impacts					
Safe, reliable service					
Miles between road calls	15,679	18,404	20,000	20,000	20,000
Strategic Outcomes					
Vehicles that meet service obligations					
Avg. vehicle age for active fleet - years	12.18	11.39	11.39	9.47	8.96
Avg. vehicle mileage for active fleet	458,044	346,528	475,134	275,000	225,000
Maintenance cost/mile	\$0.90	\$1.09	\$0.91	\$0.96	\$1.07
Spare ratio	22%	32%	32%	32%	22%
Inventory turnover *	0.79	0.75	1.00	0.75	1.00
Work Process Outputs					
Preventive maintenance					
# vehicles maintained	30	30	33	33	33
Miles operated	941,888	941,888	938,611	938,611	938,611
# inspections completed	170	170	170	170	170
Clean buses					
# exterior cleanings	5,376	5,376	5,355	5,355	5,355
# interior cleanings	5,376	5,376	5,355	5,355	5,355
* Excluding fluids					

CITY OF APPLETON 2020 BUDGET

VALLEY TRANSIT

Vehicle Maintenance

Business Unit 58072000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2017	2018	Adopted 2019	Amended 2019	2020
Revenues					
503000 Damage to City Property	\$ 1,134	\$ 4,536	\$ -	\$ -	\$ -
	<u>\$ 1,134</u>	<u>\$ 4,536</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
610100 Regular Salaries	\$ 333,235	\$ 358,724	\$ 353,398	\$ 353,398	\$ 366,563
610500 Overtime Wages	12,528	14,409	7,080	7,080	7,409
615000 Fringes	131,170	129,462	133,575	133,575	135,048
620100 Training/Conferences	20,048	5,341	5,000	5,000	5,000
630901 Shop Supplies	34,881	48,553	40,450	40,450	42,450
630902 Tools & Instruments	3,059	5,976	12,000	12,000	10,000
631603 Other Misc. Supplies	31	-	-	-	-
632101 Uniforms	-	-	220	220	220
632200 Gas Purchases	2,235	2,698	5,000	5,000	5,000
632601 Repair Parts	188,896	334,301	178,000	178,000	178,000
632700 Miscellaneous Equipment	75	2,590	2,700	2,700	12,700
641700 Vehicle Repairs & Maint	17,349	33,834	17,450	17,450	14,950
641800 Equip Repairs & Maint	7,826	21,516	12,850	19,268	12,850
642400 Software Support	2,134	1,820	2,200	2,200	2,200
642501 CEA Operations/Maint.	-	-	2,000	2,000	2,000
643000 Health Services	1,003	885	525	525	525
645100 Laundry Services	1,752	1,576	1,560	1,560	1,591
650100 Insurance	9,542	5,688	16,163	16,163	15,803
659900 Other Contracts/Obligation	1,329	-	-	-	-
680401 Machinery & Equipment	-	7,625	-	29,396	75,000
680403 Vehicles	-	-	50,000	9,531,007	40,000
	<u>\$ 767,093</u>	<u>\$ 974,998</u>	<u>\$ 840,171</u>	<u>\$ 10,356,992</u>	<u>\$ 927,309</u>

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

<u>Shop Supplies</u>	
Janitorial supplies	\$ 11,450
Liquid gases	4,000
Shop supplies (grease,tools)	27,000
	<u>\$ 42,450</u>
<u>Vehicle & Equipment Parts</u>	
Misc parts (doors, windows, etc.)	\$ 15,000
Brake system parts	29,000
Electrical system parts	8,000
Wheelchair ramp parts	4,000
Heating/cooling system parts	20,000
Transmission parts	25,000
Engine parts	22,000
Engine rebuilds	28,000
PM's and oil changes	27,000
	<u>\$ 178,000</u>
<u>Machinery & Equipment</u>	
Floor scrubber	\$ 75,000
<u>Vehicles</u>	
Operations staff vehicle - replacement	<u>\$ 40,000</u>

CITY OF APPLETON 2020 BUDGET

VALLEY TRANSIT

Facilities Maintenance

Business Unit 58073000

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

To provide clean, safe shelter for passengers waiting to board the bus

To provide a clean, safe working environment for employees

To maintain facilities that enhance the beauty of the community

Major changes in Revenue, Expenditures, or Programs:

Capital projects for 2020 include replacing bus shelters and starting the architect and engineering project that will be needed for a remodel of the operations and maintenance facility. This facility was built in 1983 and is in need of significant repair and remodeling. Capital funding has been budgeted to cover 80% of the cost with the remaining 20% funded from the depreciation reserve. Please see pages 609 and 636 in the projects section for a further description.

PERFORMANCE INDICATORS

	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Projected 2019</u>	<u>Target 2020</u>
Customer Benefits/Impacts					
Clean, safe protection from the elements					
# claims related to facilities	0	0	0	0	0
Clean, safe working environment for employees					
# workplace injuries	0	0	0	0	0
Strategic Outcomes					
Buildings that enhance beauty of community					
# customer complaints	0	0	0	0	0
Work Process Outputs					
Facilities maintained					
# major facilities	2	2	2	2	2
# minor facilities	41	41	41	41	41
Maintenance schedule					
# cleanings major facilities	565	565	565	565	565
# inspections	12	12	12	12	12

CITY OF APPLETON 2020 BUDGET

VALLEY TRANSIT

Facilities Maintenance

Business Unit 58073000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2017	2018	Adopted 2019	Amended 2019	2020
Revenues					
501500 Rental of City Property	\$ 6,000	\$ 6,317	\$ 6,000	\$ 6,000	\$ 6,000
	<u>\$ 6,000</u>	<u>\$ 6,317</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>
Expenses					
630600 Building Maint./Janitorial	\$ -	\$ (213)	\$ -	\$ -	\$ -
630899 Other Landscape Supplies	3,748	(15,551)	3,000	3,000	3,000
632508 Ice Control Materials	-	1,034	-	-	-
632700 Miscellaneous Equipment	3,555	-	1,000	1,000	1,000
640700 Waste/Recycling Pickup	3,124	3,742	4,600	4,600	4,600
640800 Contractor Fees	1,653	-	-	-	-
641600 Build Repairs & Maint	9,761	12,728	-	-	-
642000 Facilities Charges	106,099	126,498	111,672	111,672	119,152
642001 FMD Materials Charges	-	(5,799)	-	-	-
644000 Snow Removal Services	13,957	24,399	11,603	11,390	23,320
645100 Laundry Services	4,170	4,878	5,356	5,356	7,280
645400 Grounds Repair & Maint	3,985	1,416	-	-	-
650100 Insurance	-	-	13,696	13,696	15,090
659900 Other Contracts/Obligation	6,609	11,493	8,232	8,232	10,290
680300 Buildings	(2,460)	22,839	20,000	20,000	350,000
680402 Furniture & Fixtures	-	-	25,000	25,000	-
	<u>\$ 154,201</u>	<u>\$ 187,464</u>	<u>\$ 204,159</u>	<u>\$ 203,946</u>	<u>\$ 533,732</u>

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Buildings

Shelters	\$ 50,000
Whitman remodel	300,000
	<u>\$ 350,000</u>

CITY OF APPLETON 2020 BUDGET

VALLEY TRANSIT

Operations

Business Unit 58074000

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

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

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

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

Major changes in Revenue, Expenditures, or Programs:

Overtime expense has been relatively high in recent years due to the need to cover drivers' shifts for vacant positions caused by retirements and by absences due to illness and FMLA leave. During 2017, Valley Transit changed the table of organization to allow hiring of additional drivers with various scheduling options to control overtime expense.

During 2018, Valley Transit installed new bus tracking software (DoubleMap) which has provided more accurate data to record on-time performance. The previous software was outdated and no longer provided reliable on-time performance data. The national target for on-time performance is 90%.

A decrease in the price and usage of tires is reflected in the Vehicle & Equipment Parts account. In 2018, Valley Transit entered into a contract with Goodyear Tire to lease bus tires, which has reduced tire expense. The miscellaneous equipment budget includes an on-going program of camera replacement on the buses, as the cameras have exceeded their useful lives and do not provide the quality of image required.

The increase in contractor fees in this program is due to an increase in security services begun in April 2019.

PERFORMANCE INDICATORS

	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Projected 2019</u>	<u>Target 2020</u>
Client Benefits/Impacts					
Safe, reliable, convenient service					
Accidents per 100,000 mi	2.40	1.90	0.00	1.00	0.00
On-time performance percentage	82.0%	88.0%	95.0%	90.0%	90.0%
# customer complaints as a percentage of trips provided	0.02%	0.01%	0.02%	0.01%	0.01%
Strategic Outcomes					
Cost effective service delivery					
Expense per passenger trip	\$ 6.24	\$ 6.29	\$ 6.45	\$ 6.47	\$ 6.83
Efficient service delivery					
Passengers per revenue hour	16.3	16.5	16.6	16.6	16.6
Passengers per revenue mile	1.08	1.09	1.10	1.08	1.10
Farebox recovery	13.0%	13.0%	14.6%	12.8%	13.8%
Work Process Outputs					
Service Provided					
Hours of service	59,512	59,512	60,111	60,111	60,111
Miles of service	900,996	900,996	910,802	910,802	910,802
Trips taken	969,379	984,076	1,000,000	980,000	1,000,000

CITY OF APPLETON 2020 BUDGET

VALLEY TRANSIT

Operations

Business Unit 58074000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2017	2018	Adopted 2019	Amended 2019	2020
Revenues					
487500 Farebox Revenue	\$ 744,399	\$ 760,654	\$ 904,375	\$ 904,375	\$ 904,375
487600 Special Transit Revenues	43,910	41,306	38,843	38,843	38,843
508500 Cash Short or Over	173	131	-	-	-
	<u>\$ 788,482</u>	<u>\$ 802,091</u>	<u>\$ 943,218</u>	<u>\$ 943,218</u>	<u>\$ 943,218</u>
Expenses					
610100 Regular Salaries	\$ 1,952,860	\$ 1,995,654	\$ 2,334,016	\$ 2,334,016	\$ 2,331,703
610500 Overtime Wages	256,076	294,182	64,633	64,633	65,470
615000 Fringes	890,442	835,002	1,009,949	1,009,949	972,916
620100 Training/Conferences	4,200	-	-	-	-
630300 Memberships & Licenses	319	1,588	-	-	-
632002 Outside Printing	-	568	-	-	-
632101 Uniforms	3,855	6,615	4,780	4,780	9,000
632200 Gas Purchases	339,896	422,149	600,000	600,000	577,500
632602 Tires	58,964	31,895	49,500	49,500	41,500
632603 Lubricants	17,911	16,167	25,000	25,000	25,000
632700 Miscellaneous Equipment	9,745	17,215	6,900	6,900	6,900
632800 Signs	-	5,195	2,000	2,000	2,000
640800 Contractor Fees	13,640	13,635	17,000	17,000	45,000
641800 Equip Repairs & Maint	1,760	-	-	-	-
643000 Health Services	12,215	7,635	6,460	6,460	6,460
645100 Laundry Services	21	57	-	-	-
650100 Insurance	-	-	49,341	49,341	46,712
659900 Other Contracts/Obligation	1,216	-	1,140	1,140	600
	<u>\$ 3,563,120</u>	<u>\$ 3,647,557</u>	<u>\$ 4,170,719</u>	<u>\$ 4,170,719</u>	<u>\$ 4,130,761</u>

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Gas Purchases *

Non-diesel fuel 15,000 gal. @ \$2.50/gal	\$ 37,500
Diesel fuel 180,000 gal. @ \$3.00/gal	540,000
	<u>\$ 577,500</u>

Vehicle & Equipment Parts

Tire leasing program	32,000
Staff vehicle tires	9,500
	<u>\$ 41,500</u>

Contractor Fees

Transit Center security	<u>\$ 45,000</u>
-------------------------	------------------

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

CITY OF APPLETON 2020 BUDGET

VALLEY TRANSIT

ADA Paratransit

Business Unit 58075000

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- To comply with the requirements of the Americans with Disabilities Act (ADA)
- To provide safe, reliable, convenient, and friendly specialized transportation
- To meet the needs of the transit dependent population, including outreach efforts to agencies and companies that provide services to seniors and people with disabilities

Major changes in Revenue, Expenditures, or Programs:

ADA ridership increased approximately 11% during 2018 and 2019 is showing a continued upward trend.

The increase in payroll expense in 2019 in this program is due to an increased allocation of the Paratransit Coordinator position and an allocation of the Mobility Manager position to this business unit. As fixed route management positions are fully staffed, the Paratransit Coordinator is able to spend more time providing oversight of ADA contracts and to conduct ADA passenger certifications.

The contract with the previous service provider ended July 1, 2019. The increase in contractor fees is a combination of increased projected ridership and a reflection of the new contract with the service provider.

To be compliant with "origin to destination service" as defined in the ADA (49 CFR 37.3), Valley Transit will be providing one type of ride under the new ADA service contract. The Premium fare has been discontinued and has been replaced with a basic service and fare. This is reflected in lower projected fares and increased Miscellaneous Local Aids paid by the counties and the Family Care organizations. The Family Care Agency ticket price has been increased to ensure the Family Care organizations are paying the entire local share associated with their usage of the service.

Procurement of Mobile Data Terminals for dispatching and scheduling ADA paratransit services in 2019 has reduced the Software Support expense, but increased the cell phone/data plan expense.

PERFORMANCE INDICATORS

	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Projected 2019</u>	<u>Target 2020</u>
Client Benefits/Impacts					
Safe, reliable, convenient mobility					
% on-time performance	98.0%	98.0%	98.0%	98.0%	98.0%
# customer complaints as a percentage of trips provided	0.05%	0.07%	0.05%	0.08%	0.05%
Strategic Outcomes					
Cost effective service delivery					
Cost per trip	\$ 18.45	\$ 18.56	\$ 21.40	\$ 20.69	\$ 19.99
Cost per mile	\$ 3.80	\$ 3.80	\$ 4.55	\$ 4.30	\$ 4.15
Trips per hour	4.2	4.0	3.9	4.0	4.0
Work Process Outputs					
Service Provided					
Hours of service/yr	22,774	26,176	26,000	26,396	28,771
Miles of service/yr	460,717	512,723	480,000	507,624	553,292
Trips taken/yr	94,868	105,061	102,000	105,508	115,000

CITY OF APPLETON 2020 BUDGET

VALLEY TRANSIT

ADA Paratransit

Business Unit 58075000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2017	2018	Adopted 2019	Amended 2019	2020
Revenues					
423000 Misc Local Govt Aids	\$ 398,775	\$ 452,068	\$ 528,674	\$ 528,674	\$ 665,161
487500 Farebox Revenue	461,386	503,646	491,640	491,640	460,000
	<u>\$ 860,161</u>	<u>\$ 955,714</u>	<u>\$ 1,020,314</u>	<u>\$ 1,020,314</u>	<u>\$ 1,125,161</u>
Expenses					
610100 Regular Salaries	\$ 60,817	\$ 72,850	\$ 75,998	\$ 75,998	\$ 103,385
615000 Fringes	28,416	30,252	31,974	31,974	49,384
620100 Training/Conferences	803	2,625	4,529	4,529	4,453
630100 Office Supplies	875	911	1,132	1,132	1,113
630200 Subscriptions	-	-	349	349	349
630300 Memberships & Licenses	1,069	1,425	1,239	1,239	4,057
630400 Postage\Freight	521	737	974	974	957
630899 Other Landscape Supplies	857	213	-	-	-
631603 Other Misc. Supplies	55	110	375	375	375
632001 City Copy Charges	668	987	-	-	816
632002 Outside Printing	3,269	4,614	6,145	6,145	5,226
632200 Gas Purchases	511	826	-	-	-
640100 Accounting/Audit Fees	1,797	1,687	2,500	2,500	2,500
640800 Contractor Fees	1,590,347	1,759,163	1,975,740	1,975,740	2,052,750
641100 Temporary Help	3,195	3,218	-	-	-
641200 Advertising	5,330	5,520	8,309	8,309	8,309
641300 Utilities	15,666	21,333	25,736	25,736	27,675
641800 Equip Repairs & Maint	385	39	91	91	89
642000 Facilities Charges	12,011	16,458	17,554	17,554	18,245
642400 Software Support	19,746	20,736	22,000	22,000	7,500
643000 Health Services	-	-	115	115	115
644000 Snow Removal Services	3,193	5,799	3,397	3,397	6,680
645400 Grounds Repair & Maint	912	332	-	-	-
650100 Insurance	-	-	4,409	4,409	4,681
680401 Machinery & Equipment	-	-	250,000	250,000	-
	<u>\$ 1,750,443</u>	<u>\$ 1,949,835</u>	<u>\$ 2,432,566</u>	<u>\$ 2,432,566</u>	<u>\$ 2,298,659</u>

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Purchased transportation:
Valley Transit II - Disabled,
115,000 trips

\$ 2,052,750

CITY OF APPLETON 2020 BUDGET

VALLEY TRANSIT

Ancillary Paratransit

Business Unit 58076000

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

Major changes in Revenue, Expenditures, or Programs:

The local share of all ancillary paratransit services other than the Connector and Trolley is paid by the three counties in which Valley Transit operates (Outagamie, Winnebago and Calumet), the cities of Neenah and Menasha, the Village of Fox Crossing, and the Family Care providers. The organizations that are paying for the local share determine what the fare and operating rules will be for each of the services. The local share for the Connector is currently being paid for by donations from and through the Fox Cities United Way and by support from the local municipalities that participate in the fixed route system. The local share for the Trolley is paid for by a donation from Appleton Downtown, Inc., an organization funded by local businesses located on and around College Avenue in downtown Appleton.

The 2020 Budget continues to show an expense in Other Contracts/Obligations and a revenue in Federal Grant revenue for administration of the FTA Section 5310 grant funds. The Section 5310 program is a discretionary program designed to improve transportation for seniors and customers with disabilities. Valley Transit is the direct recipient of the funds and uses 45% of the total to support Valley Transit's services. The remaining 55% is awarded to a non-profit organization(s) through an application process conducted in partnership with East Central Wisconsin Regional Planning Commission.

PERFORMANCE INDICATORS

	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Projected 2019</u>	<u>Target 2020</u>
Client Benefits/Impacts					
Safe, reliable, convenient mobility					
Trips taken/yr	90,370	76,830	76,080	62,108	73,680
Strategic Outcomes					
Cost effective Service Delivery					
Cost per trip	\$ 19.99	\$ 21.47	\$ 23.42	\$ 24.71	\$ 24.17
Efficient Service Delivery					
Trips per hour	3.7	3.6	2.8	3.4	3.3
Work Process Outputs					
Service provided					
Hours of service/yr	24,276	21,093	27,400	20,939	21,395
Miles of service/yr	538,181	465,301	585,000	454,942	464,860

CITY OF APPLETON 2020 BUDGET

VALLEY TRANSIT

Ancillary Paratransit

Business Unit 58076000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2017	2018	Adopted 2019	Amended 2019	2020
Revenues					
421000 Federal Grants	\$ 121,872	\$ 83,621	\$ 89,750	\$ 89,750	\$ 89,750
423000 Misc Local Govt Aids	627,957	534,214	560,724	560,724	593,769
487500 Farebox Revenue	226,762	227,472	259,730	259,730	245,830
502000 Donations & Memorials	65,414	63,808	62,335	62,335	62,317
592100 Transfer In - General Fund	14,217	14,599	17,407	17,407	15,812
	<u>\$ 1,056,222</u>	<u>\$ 923,714</u>	<u>\$ 989,946</u>	<u>\$ 989,946</u>	<u>\$ 1,007,478</u>
Expenses					
632002 Outside Printing	\$ -	\$ 118	\$ -	\$ -	\$ -
640800 Contractor Fees	1,684,741	1,565,840	1,691,849	1,691,849	1,690,763
659900 Other Contracts/Obligation	121,873	83,621	89,750	89,750	89,750
	<u>\$ 1,806,614</u>	<u>\$ 1,649,579</u>	<u>\$ 1,781,599</u>	<u>\$ 1,781,599</u>	<u>\$ 1,780,513</u>

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Purchased transportation:	
Valley Transit II - elderly purchased transportation - optional	\$ 85,685
Specialized employment transportation - VP	564,054
Outagamie County - demand response - rural	259,550
Outagamie County - children & family transportation	11,900
Village of Fox Crossing - Dial-a-Ride	28,000
Neenah - Dial-A-Ride	112,000
Heritage	10,920
Calumet County - rural service	34,650
Connector late evening service	412,000
Connector service beyond current fixed route service boundaries	141,625
Trolley service - downtown	30,379
	<u>\$ 1,690,763</u>

Other Contracts/Obligations

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

CITY OF APPLETON 2020 BUDGET VALLEY TRANSIT

	2017 ACTUAL	2018 ACTUAL	2019 YTD ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2020 BUDGET
Program Revenues						
421000 Federal Grants	3,787,825	3,406,383	720,560	3,298,079	11,098,079	3,388,748
422400 Miscellaneous State Aids	2,627,353	2,686,456	675,869	2,840,530	2,840,530	2,926,385
423000 Miscellaneous Local Govt Aids	1,498,968	1,449,747	2,416,184	1,602,911	1,602,911	1,750,335
471000 Interest on Investments	7,759	42,600	45,725	12,500	12,500	12,500
487500 Farebox Revenue	1,432,547	1,491,771	760,990	1,655,745	1,655,745	1,610,205
487600 Special Transit Revenues	43,910	41,306	25,163	38,843	38,843	38,843
487700 Advertising/Promotional Fees	68,509	77,824	40,887	55,000	55,000	65,000
500100 Fees & Commissions	10,708	10,215	14,321	8,000	8,000	8,000
500400 Sale of City Property	1,621	918	512	-	-	-
500600 Gain (Loss) on Asset Disposal	-	(164,247)	-	-	-	-
501000 Miscellaneous Revenue	25	45	1	-	-	-
501500 Rental of City Property	6,000	6,317	3,000	6,000	6,000	6,000
502000 Donations & Memorials	65,414	63,808	30,205	62,335	62,335	62,317
503000 Damage to City Property	1,134	4,536	502	-	-	-
503500 Other Reimbursements	7,884	6,337	21,552	-	-	-
508500 Cash Short or Over	173	131	213	-	-	-
592100 Transfer In - General Fund	690,956	674,022	1,625,550	691,565	691,565	707,389
TOTAL PROGRAM REVENUES	10,250,786	9,798,169	6,381,234	10,271,508	18,071,508	10,575,722
Personnel						
610100 Regular Salaries	1,982,748	2,103,177	1,104,946	2,804,858	2,804,858	2,862,014
610200 Labor Pool Allocations	165,949	155,532	72,299	190,504	190,504	194,455
610500 Overtime Wages	270,137	308,591	162,193	71,713	71,713	72,879
610900 Incentive Pay	1,410	3,580	(2,590)	1,335	1,335	1,335
611000 Other Compensation	1,962	1,950	1,050	-	-	-
611400 Sick Pay	127,526	113,728	41,972	-	-	-
611500 Vacation Pay	182,126	168,197	84,864	-	-	-
611600 Holiday Pay	78,085	90,627	38,853	-	-	-
615000 Fringes	1,114,431	1,051,819	542,845	1,257,585	1,257,585	1,246,877
615500 Unemployment Compensation	12,164	6,774	2,142	-	-	-
617000 Pension Expense	201,488	64,218	-	-	-	-
617100 OPEB Expense	-	4,436	-	-	-	-
TOTAL PERSONNEL	4,138,026	4,072,629	2,048,574	4,325,995	4,325,995	4,377,560
Training~Travel						
620100 Training/Conferences	27,641	16,536	9,126	25,000	25,000	25,000
620500 Employee Recruitment	6,873	3,460	2,528	4,200	4,200	4,200
620600 Parking Permits	150	65	-	150	150	-
TOTAL TRAINING / TRAVEL	34,664	20,061	11,654	29,350	29,350	29,200
Supplies						
630100 Office Supplies	4,700	3,884	2,595	5,000	5,000	5,000
630200 Subscriptions	1,901	895	480	1,735	1,735	964
630300 Memberships & Licenses	6,060	7,667	6,713	5,472	5,472	18,220
630400 Postage\Freight	2,798	3,141	926	4,300	4,300	4,300
630500 Awards & Recognition	526	434	880	900	900	930
630600 Building Maint./Janitorial	-	(213)	-	-	-	-
630700 Food & Provisions	1,513	1,482	943	1,200	1,200	1,240
630899 Other Landscape Supplies	4,605	(15,338)	685	3,000	3,000	3,000
630901 Shop Supplies	34,881	48,553	22,683	40,450	40,450	40,450
630902 Tools & Instruments	3,059	5,976	3,036	12,000	12,000	12,000
631603 Other Misc. Supplies	2,336	2,422	587	750	750	750
632001 City Copy Charges	3,589	4,208	1,831	2,836	2,836	3,666
632002 Outside Printing	9,365	14,874	17,352	24,300	24,300	23,470
632101 Uniforms	3,855	6,615	3,531	5,000	5,000	9,220
632200 Gas Purchases	342,641	425,673	239,993	605,000	605,000	582,500
632300 Safety Supplies	-	555	-	500	500	500
632508 Ice Control Materials	-	1,034	1,232	-	-	-
632601 Repair Parts	193,276	334,301	90,371	178,000	178,000	178,000
632602 Tires	58,964	31,895	41,259	49,500	49,500	41,500
632603 Lubricants	17,911	16,167	11,509	25,000	25,000	25,000
632700 Miscellaneous Equipment	28,655	26,374	4,737	26,600	26,600	26,600
632800 Signs	-	5,195	17,510	2,000	2,000	12,000
TOTAL SUPPLIES	720,635	925,794	468,853	993,543	993,543	989,310
Purchased Services						

**CITY OF APPLETON 2020 BUDGET
VALLEY TRANSIT**

	2017 ACTUAL	2018 ACTUAL	2019 YTD ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2020 BUDGET
640100 Accounting/Audit Fees	9,652	7,194	-	10,290	10,290	10,500
640300 Bank Service Fees	3,226	2,809	1,112	3,000	3,000	3,000
640400 Consulting Services	12,869	11,960	-	-	16,364	10,000
640700 Solid Waste/Recycling Pickup	3,124	3,742	1,283	4,600	4,600	4,600
640800 Contractor Fees	3,301,406	3,396,297	1,767,015	3,735,669	3,737,429	3,839,593
641100 Temporary Help	17,158	13,725	24,616	5,000	5,000	5,000
641200 Advertising	28,624	17,542	6,105	50,309	50,309	50,309
641301 Electric	45,372	48,635	31,525	55,000	55,000	50,225
641302 Gas	15,955	17,206	14,625	25,000	25,000	17,500
641303 Water	6,792	7,498	2,432	7,850	7,850	7,850
641304 Sewer	2,467	2,787	941	3,124	3,124	3,200
641306 Stormwater	8,013	9,163	3,139	9,401	9,401	9,401
641307 Telephone	5,535	5,681	3,877	5,600	5,600	5,600
641308 Cellular Phones	8,593	6,827	5,988	4,000	4,000	12,100
641600 Build Repairs & Maint	9,761	12,728	1,095	-	-	-
641700 Vehicle Repairs & Maint	17,349	33,834	4,406	17,450	17,450	14,950
641800 Equip Repairs & Maint	10,370	21,684	45,058	13,250	19,668	13,250
642000 Facilities Charges	118,110	142,956	51,288	129,226	129,226	137,397
642001 FMD Materials Charges	-	(5,799)	-	-	-	-
642400 Software Support	82,977	38,820	36,642	73,800	73,800	57,800
642501 CEA Operations/Maint.	-	-	-	2,000	2,000	2,000
643000 Health Services	15,388	8,815	5,714	9,200	9,200	9,200
644000 Snow Removal Services	17,150	30,198	31,841	15,000	14,787	30,000
645100 Laundry Services	5,943	6,511	4,981	6,916	6,916	8,871
645400 Grounds Repair & Maintenance	4,897	1,748	407	-	-	-
650100 Insurance	209,701	163,672	90,563	227,006	227,006	228,024
659900 Other Contracts/Obligation	131,426	97,130	7,436	99,472	99,472	100,990
TOTAL PURCHASED SVCS	4,091,858	4,103,363	2,142,089	4,512,163	4,536,492	4,631,360
Miscellaneous Expense						
660100 Depreciation Expense	622,352	632,835	336,132	672,264	672,264	882,507
TOTAL MISCELLANEOUSL EXP	622,352	632,835	336,132	672,264	672,264	882,507
Capital Outlay						
680300 Buildings	(2,460)	22,838	17,545	20,000	20,000	350,000
680401 Machinery & Equipment	-	7,625	731	250,000	279,396	75,000
680402 Furniture & Fixtures	-	-	35,654	25,000	25,000	-
680403 Vehicles	-	-	4,212,371	50,000	9,531,007	40,000
TOTAL CAPITAL OUTLAY	(2,460)	30,463	4,266,301	345,000	9,855,403	465,000
TOTAL EXPENSE	9,605,075	9,785,145	9,273,603	10,878,315	20,413,047	11,374,937

CITY OF APPLETON 2020 BUDGET
VALLEY TRANSIT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2017 Actual	2018 Actual	2019 Budget	2019 Projected	2020 Budget
Revenues					
Charges for Services	\$ 1,476,457	\$ 1,533,078	\$ 1,749,588	\$ 1,749,588	\$ 1,722,048
Miscellaneous	96,054	106,323	76,335	76,338	68,317
Total Revenues	<u>1,572,511</u>	<u>1,639,401</u>	<u>1,825,923</u>	<u>1,825,926</u>	<u>1,790,365</u>
Expenses					
Operating Expenses	8,982,721	9,152,309	9,861,051	9,861,051	10,027,430
Depreciation	622,352	632,834	672,264	672,264	882,507
Total Expenses	<u>9,605,073</u>	<u>9,785,143</u>	<u>10,533,315</u>	<u>10,533,315</u>	<u>10,909,937</u>
Revenues over (under) Expenses	(8,032,562)	(8,145,742)	(8,707,392)	(8,707,389)	(9,119,572)
Non-Operating Revenues (Expenses)					
Investment Income	7,759	42,600	12,500	12,500	12,500
Gain (Loss) on Sale of Capital Assets	-	(164,247)	-	-	-
Operating Subsidies	6,905,780	7,041,102	7,465,520	7,465,520	7,693,468
Total Non-Operating	<u>6,913,539</u>	<u>6,919,455</u>	<u>7,478,020</u>	<u>7,478,020</u>	<u>7,705,968</u>
Income (Loss) Before Contributions and Transfers	(1,119,023)	(1,226,287)	(1,229,372)	(1,229,369)	(1,413,604)
Contributions and Transfers In (Out)					
General Fund	690,956	674,022	691,565	691,565	707,389
Capital Contributions	<u>1,073,780</u>	<u>565,291</u>	<u>276,000</u>	<u>7,884,322</u>	<u>372,000</u>
Change in Net Assets	645,713	13,026	(261,807)	7,346,518	(334,215)
Total Net Assets - Beginning	<u>5,241,267</u>	<u>5,616,070</u>	<u>5,629,096</u>	<u>5,629,096</u>	<u>12,975,614</u>
Total Net Assets - Ending	<u>\$ 5,886,980</u>	<u>\$ 5,629,096</u>	<u>\$ 5,367,289</u>	<u>\$ 12,975,614</u>	<u>\$ 12,641,399</u>

* as restated

SCHEDULE OF CASH FLOWS

Working Cash - Beginning	\$ 422,659	\$ 557,119
+ Change in Net Assets	7,346,518	(334,215)
+ Depreciation	672,264	882,507
- Fixed Assets	(9,855,403)	(465,000)
+ F/A Funded by Restricted Cash	1,971,081	93,000
Working Cash - End of Year	<u>\$ 557,119</u>	<u>\$ 733,411</u>