



City of Appleton

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

Meeting Agenda - Final Fox Cities Transit Commission

Tuesday, February 23, 2021

3:00 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[21-0198](#) Approval of minutes from previous meeting
Attachments: [Meeting Minutes 26-Jan-2021.pdf](#)
4. **Public Hearings/Apearances**
[21-0199](#) Public Participation on Agenda Items
5. **Action Items**
[21-0200](#) Approval of Payments
Attachments: [January 2021 payments.pdf](#)
[21-0201](#) Approve Award of Contract for TransTrack Data Management System
Attachments: [TransTrack Request.pdf](#)
6. **Information Items**
[21-0202](#) Financial Report
Attachments: [January 2021 Income Statement.pdf](#)
[21-0203](#) Ridership and Revenue
Attachments: [2021 January Ridership.pdf](#)
[21-0204](#) Grand Chute Fire Department & Police Department Thank You Letter
Attachments: [Valley Transit Thank You Letter.pdf](#)
[21-0205](#) Transportation to Vaccination Clinics
[21-0206](#) Valley Transit COVID-19 Update

[21-0207](#) Request for Future Agenda Items

- 7. **Next Meeting Date & Time**
 - **March 9, 2021, 3:00 PM**
 - **March 23, 2021, 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
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Meeting Minutes - Final Fox Cities Transit Commission

Tuesday, January 26, 2021

3:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 11 - Kasimor, Dexter, VandeHey, Martin, Meltzer, Chairperson Dearborn, Stephenson, Wurdinger, Detienne, Nau and Mahoney

Excused: 1 - Buckingham

3. Approval of minutes from previous meeting

[21-0085](#)

Approval of minutes from previous meeting

Attachments: [MeetingMinutes 08-Dec-2020.pdf](#)

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

4. Public Hearings/Appearances

[21-0086](#)

Public Participation on Agenda Items

No public participation on agenda items

5. Action Items

6. Information Items

[21-0087](#)

Approval of Payments

Attachments: [November 2020 payments.pdf](#)

[December 2020 payments.pdf](#)

This action item has been moved to information items

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

- [21-0088](#) Financial Report
Attachments: [November 2020 Income Statement.pdf](#)
This Presentation was presented
- [21-0089](#) Ridership and Revenue
Attachments: [2020 November Ridership.pdf](#)
[2020 December Ridership.pdf](#)
This Presentation was presented
- [21-0090](#) Fourth Quarter KPI
Attachments: [2020 Q4 KPI.pdf](#)
This Presentation was presented
- [21-0091](#) Bus Production Status
This Presentation was presented
- [21-0092](#) Donation Letter
Attachments: [Donation Letter.pdf](#)
This Presentation was presented
- [21-0093](#) Valley Transit COVID-19 Update
This Presentation was presented
- [21-0094](#) Future Individual Meeting Requests
This Presentation was presented
- [21-0095](#) Request for Future Agenda Items
This Presentation was discussed

7. Pending Agenda Items

- [20-0795](#) Discussion of Funding Alternatives
Item will be removed for future agendas and brought back when discussion resumes.

- 8. **Next Meeting Date & Time**
 - **February 9, 2021, 3:00 PM - Cancelled**
 - **February 23, 2021, 3:00 PM**

- 9. Adjournment

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/1 TO 2021/1	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
58071000								VT 5307 Admin
58071000	630100							Office Supplies
	001983 AMAZON	49231	0	2021	1 INV P		41.83 pcard	Office supplies
	001983 AMAZON	49706	0	2021	1 INV P		39.55 pcard	Office supplies
							81.38	
	999990 WALGREENS #5102	48480	0	2021	1 INV P		8.43 pcard	office supplies
	999990 QUILL CORPORATION	49720	0	2021	1 INV P		156.35 pcard	Office supplies
							164.78	
							ACCOUNT TOTAL	246.16
58071000	630200							Subscriptions
	000999 NORTHERN MUSICAST, I	48474	0	2021	1 INV P		135.00 pcard	Service Jan 2021 th
	999990 FIRE PIXEL LLC	48475	0	2021	1 INV P		225.00 pcard	January website ser
							ACCOUNT TOTAL	360.00
58071000	630300							Memberships & Licenses
	001649 WISCONSIN DEPARTMENT	48854	0	2021	1 INV P		169.50 012821	546902 License and Title f
	002163 TRANSPORTATION DEVEL	47804	0	2021	1 INV P		345.00 011321	546661 2021 membership due
	002398 FOX VALLEY CHAPTER S	48794	0	2021	1 INV P		1,000.00 012821	546808 2021 Membership due
							ACCOUNT TOTAL	1,514.50
58071000	630700							Food & Provisions
	001198 SAM'S CLUB	49764	0	2021	1 INV P		53.56 pcard	Driver appreciation
							ACCOUNT TOTAL	53.56
58071000	632002							Outside Printing
	001121 QUICK PRINT CENTER,	49246	0	2021	1 INV P		820.50 pcard	Connector Brochures
							ACCOUNT TOTAL	820.50
58071000	641301							Electric
	001575 WE ENERGIES	529	0	2021	1 INV P		5,426.99 012821	546895 ELEC 7216-827-232 T
							ACCOUNT TOTAL	5,426.99
58071000	641302							Gas
	001575 WE ENERGIES	529	0	2021	1 INV P		2,459.62 012821	546895 GAS 7216-827-232 Tr
							ACCOUNT TOTAL	2,459.62
58071000	642400							Software Support
	000928 MSDSONLINE, INC.	49399	0	2021	1 INV P		566.67 021021	547059 MSDS Online velocit

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/1 TO 2021/1		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
ACCOUNT TOTAL							566.67		
58071000	643000	001588	THEDACARE, INC.	48791	0	Health Services 2021 1 INV P	65.45	012821	546884 DOT Physical
ACCOUNT TOTAL							65.45		
58071000	650100	001371	TRANSIT MUTUAL INSUR	47799	0	Insurance 2021 1 INV P	133,064.00	011321	546660 2021 Auto Liability
ACCOUNT TOTAL							133,064.00		
ORG 58071000 TOTAL							144,577.45		
VT 5307 Vehicle Maintenance									
Shop Supplies									
58072000	630901	000035	AIRGAS USA, LLC	49243	0	2021 1 INV P	100.44	pcard	Shop supplies
001333	TARTAN SUPPLY CO., I	49239			0	2021 1 INV P	375.43	pcard	January custodial s
001610	GARROW PROPANE CORPO	48839			0	2021 1 INV P	76.80	012821	546812 Propane
001655	AUTOMOTIVE SUPPLY CO	48449			0	2021 1 INV P	-502.00	pcard	Core returns
001655	AUTOMOTIVE SUPPLY CO	48450			0	2021 1 INV P	639.30	pcard	Supply
001655	AUTOMOTIVE SUPPLY CO	49208			0	2021 1 INV P	-129.88	pcard	Credit for returned
001655	AUTOMOTIVE SUPPLY CO	49209			0	2021 1 INV P	1,545.68	pcard	Shop supplies
001655	AUTOMOTIVE SUPPLY CO	49669			0	2021 1 INV P	29.60	pcard	Supply and parts
001655	AUTOMOTIVE SUPPLY CO	49670			0	2021 1 INV P	172.54	pcard	Parts, supplies and
							1,755.24		
ACCOUNT TOTAL							2,307.91		
58072000	630902	001655	AUTOMOTIVE SUPPLY CO	49670	0	Tools & Instruments 2021 1 INV P	116.68	pcard	Parts, supplies and
ACCOUNT TOTAL							116.68		
58072000	632601	001595	JX TRUCK CENTER	49666	0	Repair Parts 2021 1 INV P	53.16	pcard	Parts
001595	JX TRUCK CENTER	49667			0	2021 1 INV P	-615.86	pcard	Parts return
001595	JX TRUCK CENTER	49668			0	2021 1 INV P	233.22	pcard	Parts
							-329.48		
001655	AUTOMOTIVE SUPPLY CO	49669			0	2021 1 INV P	12.77	pcard	Supply and parts
001655	AUTOMOTIVE SUPPLY CO	49670			0	2021 1 INV P	1,032.70	pcard	Parts, supplies and
							1,045.47		
ACCOUNT TOTAL							715.99		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/1 TO 2021/1									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION		
58072000 641800				Equip Repairs & Maint					
000660 HYDROCLEAN EQUIPMENT	48838	0	2021 1	INV P	95.00	012821	546822 Equipment preventat		
				ACCOUNT TOTAL	95.00				
58072000 642400				Software Support					
002593 TRANSTRACK	48837	0	2021 1	INV P	2,400.00	012821	546885 2021 Software maint		
				ACCOUNT TOTAL	2,400.00				
58072000 643000				Health Services					
001588 THEDACARE, INC.	48791	0	2021 1	INV P	98.60	012821	546884 DOT Physical		
				ACCOUNT TOTAL	98.60				
58072000 680403 1800				vehicles					
000440 EWALD AUTOMOTIVE GRO	48950	200708	2021 1	INV P	30,032.00	012821	546793 2021 Ford Explorer		
				ACCOUNT TOTAL	30,032.00				
				ORG 58072000 TOTAL	35,766.18				
58073000				VT 5307 Building Maintenance					
58073000 640700				Solid waste/Recycling Pickup					
999990 GFL ENVIRONMENTAL IN	50036	0	2021 1	INV P	179.00	pcard	Dec 2020 Trash pick		
999990 GFL ENVIRONMENTAL IN	50037	0	2021 1	INV P	104.00	pcard	Recycling pickup De		
					283.00				
				ACCOUNT TOTAL	283.00				
58073000 645100				Laundry Services					
000274 CINTAS CORPORATION	49244	0	2021 1	INV P	38.89	pcard	Mats		
000274 CINTAS CORPORATION	49245	0	2021 1	INV P	715.31	pcard	Mats - multiple inv		
					754.20				
				ACCOUNT TOTAL	754.20				
58073000 659900				Other Contracts/Obligation					
002401 CLEAN POWER, LLC	48836	0	2021 1	INV P	844.04	012821	546790 ALL-January, 2021 C		
				ACCOUNT TOTAL	844.04				
58073000 680300 1800				Buildings					
002560 KUENY ARCHITECTS	48796	0	2021 1	INV P	16,229.50	012821	546827 Whitman Facilities		
				ACCOUNT TOTAL	16,229.50				
				ORG 58073000 TOTAL	18,110.74				

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/1 TO 2021/1	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
58074000							VT 5307 Operations
58074000	632101						Uniforms
000316	COONEY'S EMBROIDERY	49237	0	2021	1 INV P	949.00 pcard	Uniforms
					ACCOUNT TOTAL	949.00	
58074000	632200						Gas Purchases
000796	LEVENHAGEN OIL CORPO	48793	0	2021	1 INV P	13,575.61 012821	546828 #1 Ultra Low Sulfur
					ACCOUNT TOTAL	13,575.61	
58074000	640800						Contractor Fees
002229	STAR PROTECTION AND	48795	0	2021	1 INV P	1,920.00 012821	546870 TC Security 1-4 thr
					ACCOUNT TOTAL	1,920.00	
					ORG 58074000 TOTAL	16,444.61	
58075000							VT 5307 ADA Paratransit
58075000	641308						Cellular Phones
001442	VERIZON WIRELESS SER	49242	0	2021	1 INV P	841.70 pcard	Data for paratransi
					ACCOUNT TOTAL	841.70	
					ORG 58075000 TOTAL	841.70	
58076000							VT 5307 Ancillary Paratransit
58076000	659900						Other Contracts/Obligation
001600	LUTHERAN SOCIAL SERV	48995	0	2021	1 INV P	10,872.00 020321	546930 Operating and mobil
					ACCOUNT TOTAL	10,872.00	
					ORG 58076000 TOTAL	10,872.00	
58079000							VT COVID-19 Response
58079000	632300						Safety Supplies
001316	SUPERIOR CHEMICAL CO	48792	0	2021	1 INV P	554.68 012821	546872 Hand Sanitizer
001983	AMAZON	49238	0	2021	1 INV P	869.88 pcard	COVID safety suppli
					ACCOUNT TOTAL	1,424.56	
58079000	659900						Other Contracts/Obligation
999990	ZOOM.US 888-799-9666	48473	0	2021	1 INV P	10.00 pcard	Meeting platform
					ACCOUNT TOTAL	10.00	
					ORG 58079000 TOTAL	1,434.56	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/1 TO 2021/1	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
FUND 580 Valley Transit			TOTAL:		228,047.24			

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



MEMORANDUM

TO: Fox Cities Transit Commission, City of Appleton Finance Committee, City of Appleton Common Council

FROM: Ron McDonald, General Manager

DATE: February 12, 2021

RE: Award Recommendation for Data Management System

BACKGROUND

Valley Transit utilizes several software products to track and maintain data. These products are designed to suit specific transit business needs, including fare collection (Genfare), finance (TylerMunis), maintenance (TransTrack), vehicle location (DoubleMap), contracted paratransit/demand response services (Ecolane), fuel management (FleetWatch), passenger boarding/alighting counts (DoubleMap & Dilax), employee timekeeping (NovaTime), safety (Excel), asset planning management (Excel) and customer input (Access). Beyond these major sources of data, Valley Transit also maintains many spreadsheets with specialized information required for oversight, tracking and reporting needs. While these products automate data collection, store data, and provide some reporting, they do not allow for enterprise-wide data analysis, governance, consolidation, or coordination between products. The environment of isolated subsystems is also referred to as data silos.

The need for a centralized and integrated data management system has been a strategic goal for many years and is becoming increasingly more critical due to many factors. Three recent situations have emphasized the need to consolidate data silos into a data management system: Public Transit Agency Safety Plan (PTASP) requirements; COVID; and succession planning.

Valley Transit routinely completes data intensive reports and plans to comply with regulatory requirements, including National Transit Database (NTD) reports; WisDOT's performance reporting & annual application; and Transit Asset Management (TAM) plan & performance targets. The Federal Transit Administration recently published a new safety plan regulation requiring transit systems to develop a Public Transportation Agency Safety Plan (PTASP) by 12/31/2020. This plan, adopted by the FCTC on 11/20/2020, mandates ongoing tracking, monitoring and analysis of system-wide safety data. The PTASP and many other reporting requirements rely on combining and analyzing complex data from multiple data silos.

COVID presents a unique challenge to transit system management. The pandemic highlights the need to quickly assess data and react to trends. This includes elaborate combinations of ridership, vehicle capacity, service frequency, planning and fare collection data. Business intelligence data, e.g. dashboards, are necessary to adapt to the changing environment.

The current system of data silos relies on employees with specialized knowledge of individual software products and the subsequent spreadsheets used for managing and reporting data. When turnover occurs, the experience and knowledge of software products managed by the departing employee is lost. It is nearly impossible for staff to fully document sources of data, location of data, formulas and all meta data needed to effectively train new staff.

ANALYSIS

Valley Transit's current vendor for EAM (enterprise asset management) software is TransTrack Systems. TransTrack's EAM software product manages Valley Transit's fleet maintenance and fuel system data, including preventative maintenance scheduling, work orders, diesel fuel, fluids, asset management and parts. TransTrack's product also offers a more extensive cloud-based data management system designed to manage available transit data and integrate with existing software products (data silos). After systems are integrated, TransTrack has the unique capability of automating regulatory reports, including the full annual NTD report, PTASP metrics and TAM plan exhibits. TransTrack's data management system would consolidate Valley Transit's data silos by integrating with existing software products and provide a data warehouse. The system then provides all tools needed to govern major sources of data from one location. The product modules cover financial, maintenance, safety, fare/revenue/ridership, planning, personnel, operations, analytics, dashboards, and the many data elements that fall under these categories. In summary, the TransTrack product would consolidate data silos, provide a suite of modules to analyze data and automate many existing processes that require extensive labor and use of MS Excel to accomplish. The product would also provide the Valley Transit team with dashboards, improved data oversight and simplified access to system-wide data.

Valley Transit staff have participated in several meetings with TransTrack to review the product and evaluate its value. TransTrack has a proven record of integrating with software products used by Valley Transit at other transit systems. Valley Transit received very positive references from several existing transit system customers. The TransTrack proposal was also reviewed and approved by the City of Appleton IT Department.

The method of procurement chosen for this purchase is sole source. The decision to sole source was based on an existing contractual relationship with TransTrack. Additionally, the product offered is unique and innovative as discovered while researching data management solutions currently available and specific to the transit industry. Award to a different vendor would likely result in substantial duplication of costs concerning existing services provided by TransTrack and would not provide the same transit industry reporting offered by TransTrack. The sole source decision was reviewed and approved by COA purchasing staff.

FISCAL IMPACT

Implementation of the TransTrack data management system costs \$80,750. This includes data process review, training, integrations, and set-up (custom reports, configuration, etc.). Upon implementation, the annual software as a service fee is \$51,955. Total year-one implementation cost is \$138,705. Existing federal grants would cover 80% of total project cost. The remaining cost would be expensed from Valley Transit's annual budget.

After project year-one, there is an annual software as a service fee of \$53,514 in 2022; \$55,119 in 2023; \$56,773 in 2024; & \$58,476 in 2025.

RECOMMENDATION

Staff recommends authorization for Valley Transit to complete a sole source procurement, request subsequent budget amendments and enter a 5-year contract with TransTrack Solutions Group (Cedar Rapids, IA) to provide a data management system.



Valley Transit

CONNECTING THE FOX CITIES

NON-COMPETITIVE / SOLE SOURCE PROCUREMENT

JUSTIFICATION AND APPROVAL

1. Estimated Contract Amount: \$ 140,000

2. Recommended Supplier Name, Address, and Contact Information:

TransTrack Solutions Group
5265 Rockwell Drive NE
Cedar Rapids, IA 52402
(319) 318-2400

3. Description of requested items or services and their purpose (Attach additional sheets as necessary):

This procurement will provide a cloud-based data management system, training, support and implementation. Product modules cover financial, maintenance, safety, fare/revenue/ridership, planning, personnel, operations, analytics and many other data elements that fall under these categories. The product would consolidate data, provide a suite of modules to analyze data and automate many existing processes that require extensive labor and use of MS Excel to accomplish. TransTrack will integrate with existing VT products: Genfare, TylerMunis, TransTrack-EAM, FleetWatch, DoubleMap, Ecolane, Dilax and NovaTime. TransTrack will replace TIR system (customer service) and create forms to replace existing spreadsheets.

Justification for Request: FTA Circular 4220.1F, Section 3.i.(1)(1) (Check all that Apply)

A. Unique Capability or Availability. The property or services are available from one source if one of the conditions described below is present:

- a. Unique or Innovative Concept. The offeror demonstrates a unique or innovative concept or capability not available from another source. Unique or innovative concept means a new, novel, or changed concept, approach, or method that is the product of original thinking, the details of which are kept confidential or are patented or copyrighted, and is available to the recipient only from one source and has not in the past been available to the recipient from another source.
- b. Patents or Restricted Data Rights. Patent or data rights restrictions preclude competition.
- c. Substantial Duplication Costs. In the case of a follow-on contract for the continued development or production of highly specialized equipment and major components thereof, when it is likely that award to another contractor would result in substantial duplication of costs that are not expected to be recovered through competition.
- d. Unacceptable Delay. In the case of a follow-on contract for the continued development or production of a highly specialized equipment and major components thereof, when it is likely that award to another contractor would result in unacceptable delays in fulfilling the recipient's needs.

B. Single Bid or Single Proposal. Upon receiving a single bid or single proposal in response to a solicitation, the recipient should determine if competition was adequate. This should include a review of the specifications for undue restrictiveness and might include a survey of potential sources that chose not to submit a bid or proposal.

a. Adequate Competition. FTA acknowledges competition to be adequate when the reasons for few responses were caused by conditions beyond the recipient's control. Many unrelated factors beyond the recipient's control might cause potential sources not to submit a bid or proposal. If the competition can be determined adequate, FTA's competition requirements will be fulfilled, and the procurement will qualify as a valid competitive award.

b. Inadequate Competition. FTA acknowledges competition to be inadequate when, caused by conditions within the recipient's control. For example, if the specifications used were within the recipient's control and those specifications were unduly restrictive, competition will be inadequate.

C. Unusual and Compelling Urgency. The Common Grant Rule for governmental recipients permits the recipient to limit the number of sources from which it solicits bids or proposals when a recipient has such an unusual and urgent need for the property or services that the recipient would be seriously injured unless it were permitted to limit the solicitation. The recipient may also limit the solicitation when the public exigency or emergency will not permit a delay resulting from competitive solicitation for the property or services.

D. Associated Capital Maintenance Item Exception Repealed. The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) repealed the special procurement preference previously authorized for associated capital maintenance items. Thus, any sole source procurement of associated capital maintenance items must qualify for an exception under the same standards that would apply to other sole source acquisitions.

E. Authorized by FTA. The Common Grant Rules provides Federal agencies authority to permit a recipient to use noncompetitive proposals. Under this authority, FTA has made the following determinations:

1. Team, Consortium, Joint Venture, Partnership. With some exceptions, when FTA awards a grant agreement or enters into a cooperative agreement with a team, consortium, joint venture, or partnership, or provides FTA assistance for a research project in which FTA has approved the participation of a particular firm or combination of firms in the project work, the grant agreement or cooperative agreement constitutes approval of those arrangements. In such cases, FTA expects the recipient to use competition, as feasible, to select other participants in the project. It can sometimes be difficult to determine whether a bidder or offeror is submitting its bid or offer as a team or other group with committed parties. The Recipient should clarify with the bidder or offeror how other entities included in its bid or offer are to be treated.

2. FAR Standards. To ensure that the recipient has flexibility equal to that of Federal contracting officers, FTA authorizes procurement by noncompetitive proposals in all of the circumstances authorized by FAR Part 6.3. In addition to circumstances discussed in the Common Grant Rules, the FAR authorizes less than full and open competitive procurements in one or more of the following circumstances:

a. Statutory Authorization or Requirement. To comply with Department of Transportation (DOT) appropriations laws that include specific statutory requirements, with the result that only a single contractor can perform certain project work.

b. National Emergency. To maintain a facility, producer, manufacturer, or other supplier

available to provide supplies or services in the event of a national emergency or to achieve industrial mobilization.

_____ c. Research. To establish or maintain an educational or other non-profit institution or a federally funded research and development center that has or will have an essential engineering, research, or development capability.

_____ d. Protests, Disputes, Claims, Litigation. To acquire the services of an expert or neutral person for any current or anticipated protest, dispute, claim, or litigation.

_____ e. International Arrangements. When precluded by the terms of an international agreement or a treaty between the United States and a foreign government or international organization, or when prohibited by the written directions of a foreign government reimbursing the recipient for the cost of the acquisition of the supplies or services for that government.

_____ f. National Security. When the disclosure of the recipient's needs would compromise the national security.

X g. Public Interest. When the recipient determines that full and open competition in connection with a particular acquisition is not in the public interest.

4. Explain why the product or service requested is the only one that can satisfy your requirements, as well as why alternatives are unacceptable. Be specific with regard to specifications. Use additional sheets as necessary.

The decision to sole source was based on Valley Transit's existing contractual relationship with TransTrack Solutions Group. TransTrack is the current EAM (enterprise asset management) software provider for fleet maintenance data (parts, fluids, asset management and maintenance records) and FleetWatch fuel management system. Award to a different vendor would increase/duplicate costs to integrate with the TransTrack EAM, FleetWatch or potentially replace these products with the other vendor's DMS module.

Also, the offeror's software product is unique and innovative. TransTrack has relationships with Valley Transit's existing vendors (Genfare, DoubleMap, FleetWatch and TylerMunis), which will expedite and ensure proper integration of data. TransTrack is the only vendor to automate the annual and monthly NTD reports; Transit Asset Management Plan exhibits; and the newly established PTASP performance metrics.

The sole source recommendation was reviewed and approved by the COA Purchasing Manager on 2/12/2021



Valley Transit

CONNECTING THE FOX CITIES

Prepared by: Dave Vickman

Date: 2/12/2021

I hereby certify, that, to the best of my knowledge, the above justification is accurate and request that a non-competitive / sole source request be approved for the procurement of the above requested item(s) and/or service(s).

Signature:

DVL

Date:

2/12/2021


CITY OF APPLETON
BUDGET AMENDMENT REQUEST
Budget Year 2021

<u>Description</u>	ORG	OBJECT	PROJ (in GL)			<u>Amount</u>
	PROJECT	SEG 1	SEG 2	SEG 3		
TransTrack Software	58071000 .	680401 .	1800			\$ 138,705
Federal Grant	58071000 .	421000 .	1800			\$ (110,964)
Misc Local	58071000 .	423000 .				\$ (27,741)
	.	.				
	.	.				
	.	.				
	.	.				
	.	.				
	.	.				\$ -

For the purpose of:

Purchase (and implement) TransTrack Data Management System for Valley Transit. Software is a centralized data management system that will consolidate data from many systems into one to assist in Federal and State reporting requirements.

Requested by:


 Department Head

2/12/21
 Date



Information:

Action:

Finance Director _____ Date _____

Mayor _____ Date _____

Reported to Finance Committee: _____
 Date _____

_____ Date _____

Finance comments:

Budget Entry (BE) No.: _____

City of Appleton
VALLEY TRANSIT INCOME STATEMENT
For one month Ending January 31, 2021

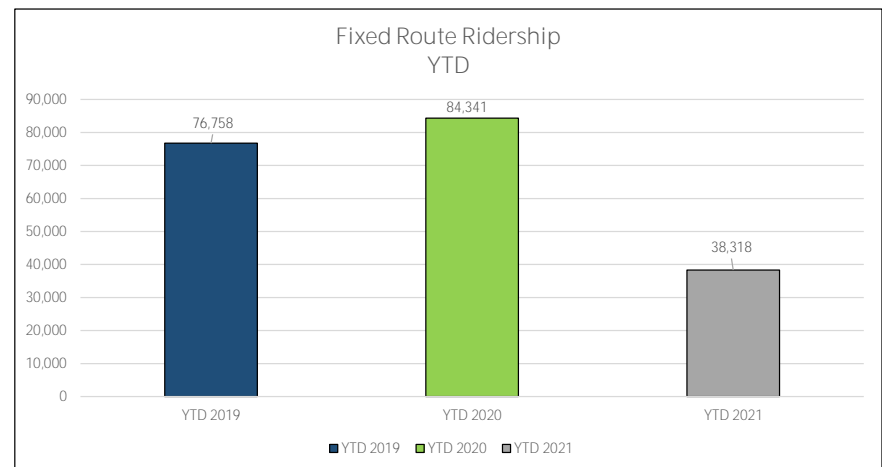
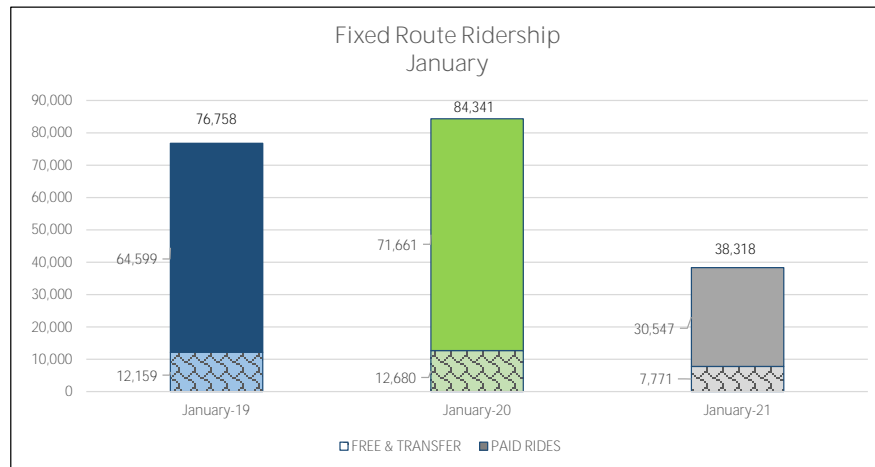
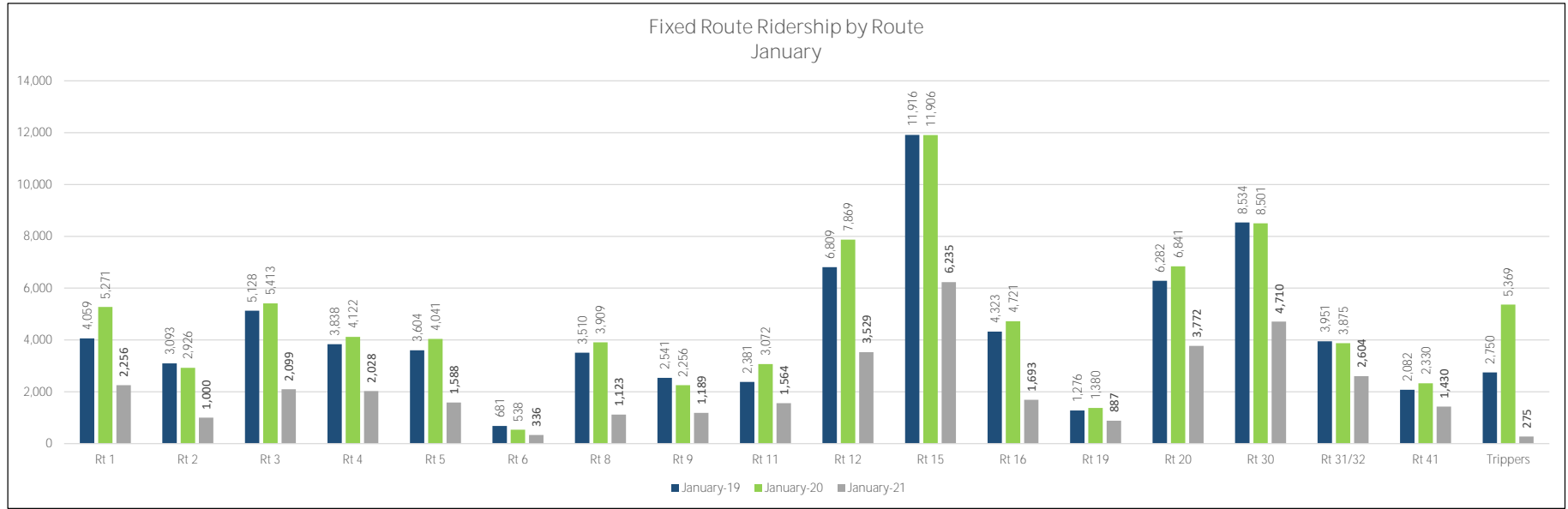
Description	Month of January Actual	Prior Year January	YTD As of January Actual	Prior YTD January	2021 Amended Budget	2021 % of Total Budget
REVENUES						
Bus Fare Revenue	14,037	32,876	14,037	32,876	858,843	1.63%
Paratransit Fare Revenue	30,110	55,592	30,110	55,592	702,530	4.29%
Total Fare Revenue	44,147	88,468	44,147	88,468	1,561,373	2.83%
Other Charges for Service	-	2,000	-	2,000	65,000	0.00%
Other Revenues	3,264	500	3,264	500	14,000	23.31%
TOTAL REVENUES	47,411	90,968	47,411	90,968	1,640,373	2.89%
EXPENSES BY LINE ITEM						
Regular Salaries & Labor pool alloc	119,551	140,170	119,551	140,170	3,162,117	3.78%
Overtime	21,185	9,799	21,185	9,799	72,908	29.06%
Incentive Pay	-	-	-	-	1,335	0.00%
Other Compensation	-	40	-	40	-	-
Fringes	65,716	64,579	65,716	64,579	1,263,800	5.20%
Unemployment Compensation	3,972	-	3,972	-	-	-
Salaries & Fringe Benefits	210,425	214,588	210,425	214,588	4,500,160	4.68%
Training & Conferences & Tuition	773	2,080	773	2,080	27,200	2.84%
Employee Recruitment	-	430	-	430	4,200	0.00%
Office Supplies	246	16	246	16	5,400	4.56%
Subscriptions	360	135	360	135	3,800	9.47%
Memberships & Licenses	1,515	4,925	1,515	4,925	18,220	8.32%
Postage & Freight	-	15	-	15	3,700	0.00%
Awards & Recognition	-	-	-	-	930	0.00%
Food & Provisions	54	134	54	134	1,240	4.35%
Insurance	133,064	-	133,064	-	222,790	59.73%
Insurance dividend & surplus	-	-	-	-	-	-
Depreciation Expense	-	-	-	-	992,326	0.00%
Administrative Expenses	136,012	7,735	136,012	7,735	1,279,806	10.63%
Landscape Supplies	-	-	-	-	3,000	0.00%
Shop Supplies & Tools (& misc)	2,425	2,095	2,425	2,095	55,450	4.37%
Printing & Reproduction	821	882	821	882	27,070	3.03%
Uniforms	949	55	949	55	9,220	10.29%
Gas Purchases	30,919	21,834	30,919	21,834	572,500	5.40%
Safety Supplies	1,425	-	1,425	-	500	284.91%
Vehicle & Equipment Parts	716	11,521	716	11,521	205,500	0.35%
Miscellaneous Equipment	-	-	-	-	25,100	0.00%
Signs	-	-	-	-	12,000	0.00%
Supplies & Materials	37,254	36,387	37,254	36,387	910,340	4.09%
Accounting/Audit	-	-	-	-	9,930	0.00%
Bank Services	-	-	-	-	3,000	0.00%
Solid Waste/Recycling	-	-	-	-	4,600	0.00%
Contractor Fees	100,165	291,741	100,165	291,741	4,087,361	2.45%
Temp Help	-	-	-	-	5,000	0.00%
Advertising	-	-	-	-	50,309	0.00%

City of Appleton
VALLEY TRANSIT INCOME STATEMENT
For one month Ending January 31, 2021

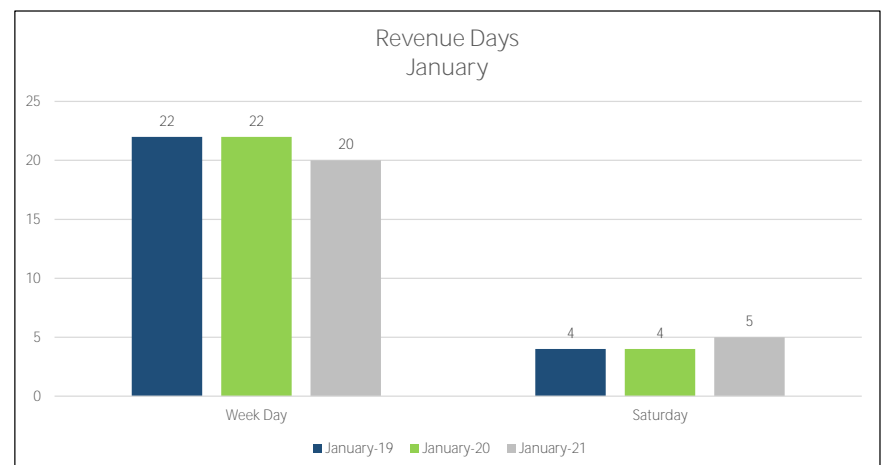
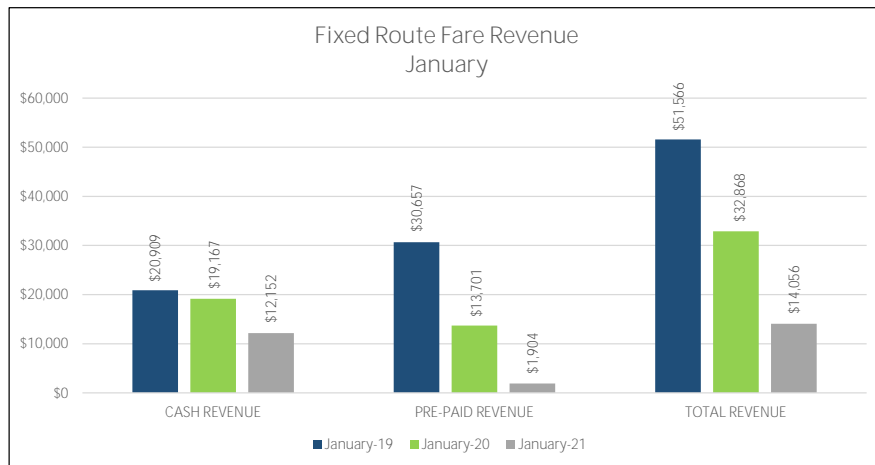
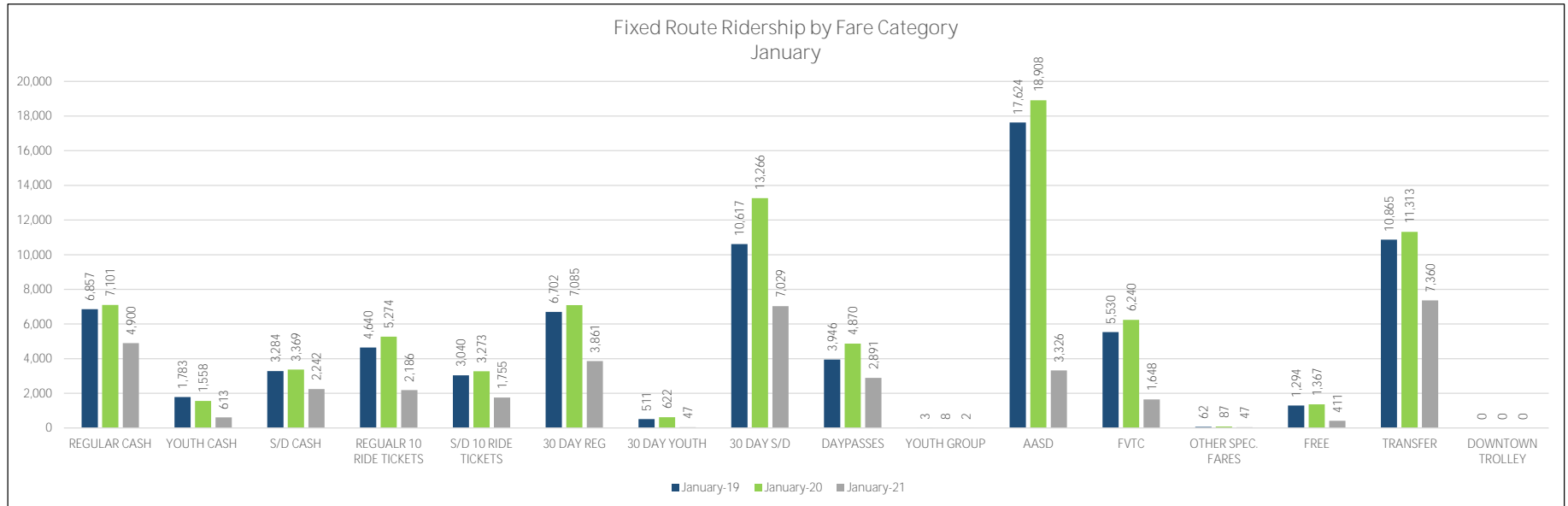
Description	Month of January Actual	Prior Year January	YTD As of January Actual	Prior YTD January	2021 Amended Budget	2021 % of Total Budget
Health Services	164	417	164	417	9,200	1.78%
Snow Removal Services	-	-	-	-	29,983	0.00%
Laundry Services	754	544	754	544	10,000	7.54%
Other Contracts/Obligations	-	-	-	-	90,700	0.00%
Purchased Services	101,083	292,702	101,083	292,702	4,300,083	2.35%
Electric	5,192	5,286	5,192	5,286	51,481	10.09%
Gas	2,460	2,579	2,460	2,579	17,500	14.06%
Water	-	-	-	-	7,850	0.00%
Waste Disposal/Collection	-	-	-	-	3,200	0.00%
Stormwater	-	-	-	-	9,401	0.00%
Telephone	1,049	617	1,049	617	17,700	5.93%
Utilities	8,701	8,482	8,701	8,482	107,132	8.12%
Vehicle Repair & Maintenance	-	-	-	-	10,050	0.00%
Equipment Repair & Maintenance	95	-	95	-	13,674	0.69%
FMD Charges & Material	-	-	-	-	142,503	0.00%
Software Support	2,967	16,423	2,967	16,423	63,717	4.66%
CEA Equipment Rental	-	-	-	-	2,000	0.00%
Repairs & Maintenance	3,062	16,423	3,062	16,423	231,944	1.32%
Total Operating Expenses	496,537	576,317	496,537	576,317	11,329,465	4.38%
OPERATING INCOME (LOSS)	(449,126)	(485,349)	(449,126)	(485,349)	(9,689,092)	
NON-OPERATING REVENUES						
Federal Support	-	-	-	-	3,185,855	0.00%
State Support	-	-	-	-	5,628,972	0.00%
Appleton Support	-	-	-	-	707,359	0.00%
Other Local Support	-	-	-	-	1,881,788	0.00%
Investment Income	-	-	-	-	12,500	0.00%
Donations	4,663	4,163	4,663	4,163	62,308	7.48%
Fund Balance Applied	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	4,663	4,163	4,663	4,163	11,478,782	0.04%
Buildings	-	-	-	-	-	#DIV/0!
Machinery & Equipment	-	-	-	-	50,000	0.00%
Furniture & Fixtures	-	-	-	-	-	0.00%
Vehicles	-	-	-	-	2,550,000	0.00%
Capital Expenditures	-	-	-	-	2,600,000	0.00%
NET INCOME (LOSS)	(444,463)	(481,186)	(444,463)	(481,186)	(810,310)	

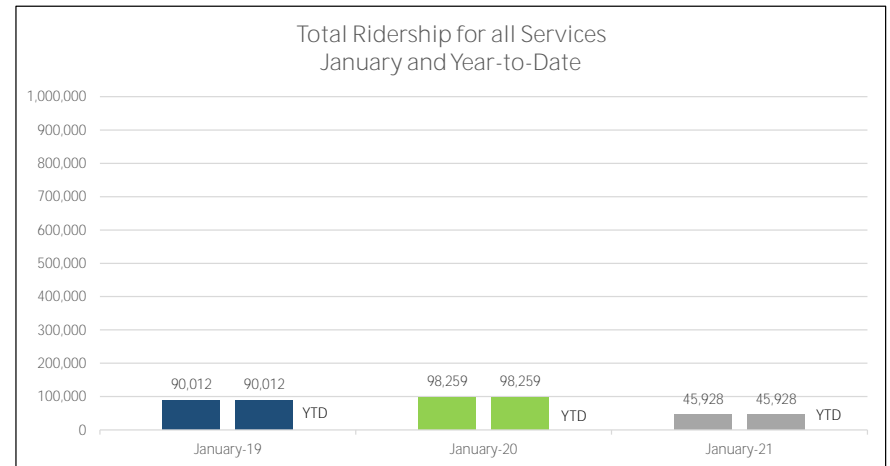
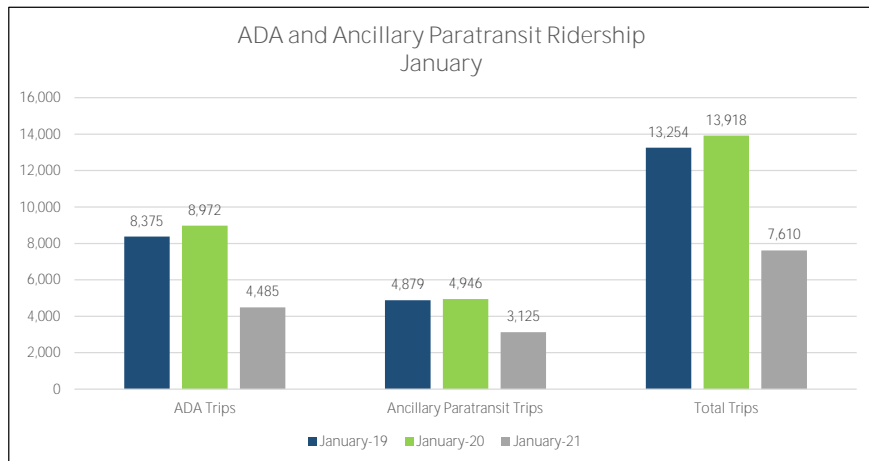
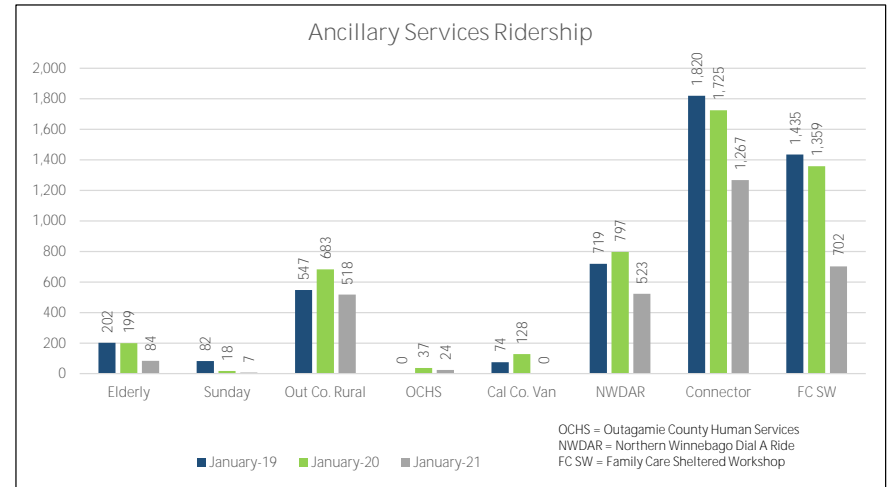
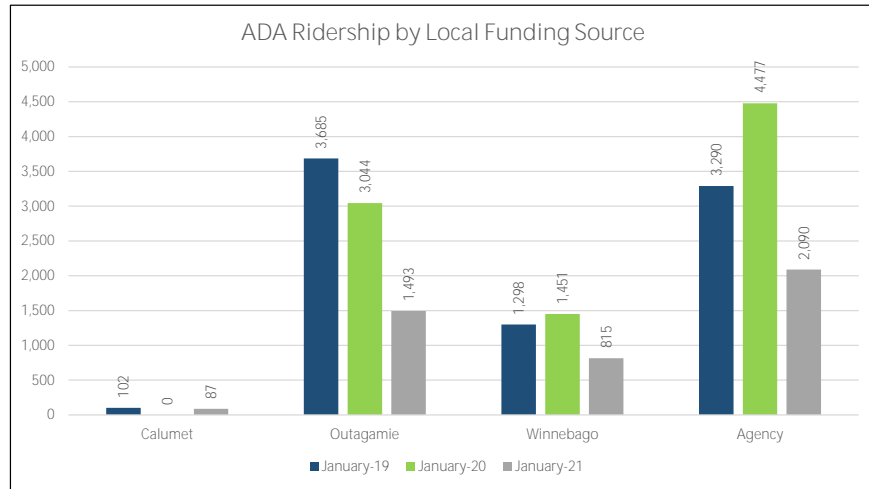
City of Appleton
PURCHASED TRANSPORTATION
For one month Ending January 31, 2021

Description	Month of January Actual	Prior Year January	YTD As of January Actual	Prior YTD January	2021 Amended Budget	2021 % of Total Budget
PURCHASED TRANSPORTATION EXPENSE						
VTII - Disabled	8,057	160,150	8,057	160,150	2,052,750	0.39%
VTII - Elderly	1,499	3,552	1,499	3,552	62,480	2.40%
PT - Optional (Sunday)	125	321	125	321	17,850	0.70%
Family Care Sheltered Workshop	32,099	44,314	32,099	44,314	564,054	5.69%
Outagamie County Demand Response Rural	18,145	19,678	18,145	19,678	272,303	6.66%
Outagamie County Human Services Transportation	408	629	408	629	11,900	3.43%
Neenah Dial - A - Ride	7,323	11,158	7,323	11,158	150,920	4.85%
Calumet County Van Service	-	2,903	-	2,903	26,100	0.00%
Connector - Extended Service Hours	23,168	32,110	23,168	32,110	412,000	5.62%
Connector - Extended Service Area	7,421	12,308	7,421	12,308	141,625	5.24%
Downtown Trolley	-	-	-	-	30,379	0.00%
Total Purchased Transportation	98,245	287,123	98,245	287,123	3,742,361	2.63%



Valley Transit Ridership Report January 2021





February 8, 2021

Ronald McDonald
Valley Transit-General manager
801 Whitman Ave.
Appleton, WI 54914

Mr. McDonald:

As you are aware, on the afternoon of Sunday, January 31, 2021, the Grand Chute Police Department and Grand Chute Fire Department along with over 16 other agencies responded to an incident which we had hoped would never come to fruition – a report of an active shooter at the Fox River Mall. As the situation continued to unfold, years of preparation, planning, training, and collaboration for a horrific event such as this materialized in the form of a coordinated regional response from our Fire / EMS, Law Enforcement, Emergency Management, CERT and our incident support partners.

As we mourn the tragic loss of life that accompanied this incident, we must also recognize that it was readily apparent that no incident of such magnitude could be properly handled without your assistance! The actions and perseverance displayed by each and every member of our public safety and incident support family on scene that day serves to confirm that the citizens and visitors of Grand Chute, as well as the rest of the Fox Valley are served by a collaborative and capable network of emergency and incident support responders. We are both humbled and honored to serve with alongside such dedicated, progressive, and professional men and women.

Thank you for your commitment to preserving the lives of those we serve.

Respectfully



Timothy Bantes
GCFD Fire Chief



Greg Peterson
GCPD Police Chief