



City of Appleton

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

Meeting Agenda - Final Fox Cities Transit Commission

Tuesday, August 24, 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
[21-1216](#) Approval of minutes from previous meeting
Attachments: [Meeting Minutes 27-July-2021.pdf](#)
4. **Public Hearings/Apearances**
[21-1217](#) Public Participation on Agenda Items
5. **Action Items**
[21-1218](#) Approval of Payments
Attachments: [July 2021 payments.pdf](#)
[21-1219](#) Authorization to Award Northern Winnebago Dial A Ride Contract to Running Inc.
Attachments: [Contract Award Recommendation for NWDAR Aug 2021.pdf](#)
6. **Information Items**
[21-1220](#) Financial Report
Attachments: [2021 July Income Statement.pdf](#)
[21-1221](#) Ridership and Revenue
Attachments: [2021 July Ridership.pdf](#)
[21-1222](#) Disadvantaged Business Enterprise Program Goal
Attachments: [DBE Goal 2022 - 2024.pdf](#)
[21-1223](#) Request for Future Agenda Items

- 7. **Next Meeting Date & Time**
 - **September 7, 2021, 3:00 PM - Recommend to Cancel**
 - **September 21, 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.



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Meeting Minutes - Final Fox Cities Transit Commission

Tuesday, July 27, 2021

3:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

In person attendees: Chairperson Dearborn, Wurdinger, Detienne, Kasimor, Leupold, Firkus, and VandeHey

Virtual attendees: Patza and Dexter

Present: 9 - Kasimor, Dexter, VandeHey, Chairperson Dearborn, Wurdinger, Detienne, Leupold, Firkus and Patza

Excused: 4 - Stephenson, Nau, Mahoney and Thao

3. Approval of minutes from previous meeting

[21-1070](#)

Approval of minutes from previous meeting

Attachments: [Meeting Minutes 22-June-2021.pdf](#)

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

4. **Public Hearings/Appearances**

[21-1071](#)

Public Participation on Agenda Items

No public participation on agenda items

5. **Action Items**

6. **Information Items**

[21-1072](#)

Approval of Payments

Attachments: [June 2021 payments.pdf](#)

This action item was moved to information items

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

[21-1090](#) Temporary Schedule Adjustments

Attachments: [Temporary Schedule Modification Request 07.27.2021.pdf](#)

This action item was moved to information items

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

[21-1073](#) Financial Report

Attachments: [2021 FCTC June Income Statement.pdf](#)

This Presentation was presented

[21-1074](#) Ridership and Revenue

Attachments: [2021 June Ridership.pdf](#)

This Presentation was presented

[21-1078](#) KPI Report Discussion

This Report Action Item was discussed

[21-1082](#) Request for Future Agenda Items

This Presentation was discussed

7. **Next Meeting Date & Time**
 - August 10, 2021, 3:00 PM - Cancelled
 - August 24, 2021, 3:00 PM

8. Adjournment

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/7 TO 2021/7	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
58071000				VT 5307	Admin				
58071000	620500				Employee Recruitment				
001848	LAMAR ADVERTISING	112588541	0	2021	7	INV P	3,700.00	071421	549307 Bus Driver Recruitm
001848	LAMAR ADVERTISING	112673281	0	2021	7	INV P	3,700.00	080421	549591 Driver recruitment
							7,400.00		
001942	APPLETON SIGN COMPAN	210669-1	0	2021	7	INV P	1,544.88	071421	549241 Tail Ads for valley
002158	CAREERBUILDER	CB04093460	0	2021	7	INV P	143.44	071421	549259 July Advertisements
002694	RNS COMMUNICATIONS I	21-53995	0	2021	7	INV P	350.00	080421	549621 Driver recruitment
002694	RNS COMMUNICATIONS I	60756	0	2021	7	INV P	350.00	pcard	Recruitment ads
							700.00		
				ACCOUNT TOTAL			9,788.32		
58071000	630100				Office Supplies				
001441	VERITIV OPERATING CO	508-65435495	0	2021	7	INV P	664.00	080421	549640 office supplies
999990	QUILL CORPORATION	17644064	0	2021	7	INV P	128.04	pcard	Office supplies
999990	QUILL CORPORATION	60548	0	2021	7	INV P	104.99	pcard	Office supplies
							233.03		
				ACCOUNT TOTAL			897.03		
58071000	630200				Subscriptions				
000999	NORTHERN MUSICAST, I	60546	0	2021	7	INV P	135.00	pcard	Subscription
001517	WISCONSIN MEDIA	July 2021	0	2021	7	INV P	15.00	pcard	Post Crescent
999990	MOODLE	18386	0	2021	7	INV P	211.68	pcard	Subscription
				ACCOUNT TOTAL			361.68		
58071000	630300				Memberships & Licenses				
000062	AMERICAN PUBLIC TRAN	392211	0	2021	7	INV P	4,500.00	072121	549378 Membership
				ACCOUNT TOTAL			4,500.00		
58071000	630400				Postage / Freight				
000460	FEDEX - FEDERAL EXPR	7-420-78489	0	2021	7	INV P	59.04	pcard	Shipping
001583	UNITED STATES POSTAL	60747	0	2021	7	INV P	7.00	pcard	Postage
				ACCOUNT TOTAL			66.04		
58071000	630700				Food & Provisions				
001198	SAM'S CLUB	60952	0	2021	7	INV P	67.32	pcard	Supplies

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/7 TO 2021/7									
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
						ACCOUNT TOTAL		67.32	
58071000 631603 001983 AMAZON	60755	0	2021 7	INV	P	Other Misc. Supplies		108.90	pcard Supplies
						ACCOUNT TOTAL		108.90	
58071000 632001 001164 RICOH USA, INC.	9028969555	0	2021 7	INV	P	City Copy Charges		398.41	072121 549437
						ACCOUNT TOTAL		398.41	
58071000 632002 001269 SPECTRA PRINT CORPOR	206029	0	2021 7	INV	P	Outside Printing		1,175.00	080421 549622 System maps
						ACCOUNT TOTAL		1,175.00	
58071000 640300 000814 LOOMIS ARMORED US, L	12828085	0	2021 7	INV	P	Bank Service Fees		141.92	070821 549194 Armored Service
						ACCOUNT TOTAL		141.92	
58071000 640800 001237 SHRED-IT USA	8182363597	0	2021 7	INV	P	Contractor Fees		91.08	pcard Document mangement
001771 RED SHOES PR, INC.	2848	0	2021 7	INV	P			6,672.25	071421 549331 June Marketing Effo
						ACCOUNT TOTAL		6,763.33	
58071000 641200 001495 WFRV-TV	3030658-1	0	2021 7	INV	P	Advertising		1,290.00	071421 549365 Advertising
001495 WFRV-TV	3030688-1	0	2021 7	INV	P			448.58	071421 549366 Advertising
								1,738.58	
001517 WISCONSIN MEDIA	0003874814	0	2021 7	INV	P			316.74	080421 549645 Legal ads
001517 WISCONSIN MEDIA	0003962300	0	2021 7	INV	P			179.88	080421 549644 Legal ads
								496.62	
002348 CASA HISPANA INC.	2021 Latino Fest	0	2021 7	INV	P			75.00	080421 549551 2021 Latino Fest
						ACCOUNT TOTAL		2,310.20	
58071000 641301 001575 WE ENERGIES	701172433-00271	7/21 0	2021 7	INV	P	Electric		4,198.57	072821 549539 ELEC 707600246-0000
						ACCOUNT TOTAL		4,198.57	
58071000 641302 001575 WE ENERGIES	701172433-00271	7/21 0	2021 7	INV	P	Gas		145.40	072821 549539 GAS 707600246-00001

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/7 TO 2021/7									
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
					ACCOUNT TOTAL				145.40
58071000 641307				Telephone					
002272 U.S. CELLULAR	0444804010	0	2021 7	INV	P	251.25	pcard		Cell phones
					ACCOUNT TOTAL				251.25
58071000 642400				Software Support					
999990 FIRE PIXEL LLC	3122-July	0	2021 7	INV	P	225.00	pcard		Website maintenance
999990 ACCESSIBE LTD	60900	0	2021 7	INV	P	490.00	pcard		Website plug-in
									715.00
					ACCOUNT TOTAL				715.00
58071000 643000				Health Services					
001588 THEDACARE, INC.	309510	0	2021 7	INV	P	79.05	080421	549630	DOT Physicals
					ACCOUNT TOTAL				79.05
58071000 659900				Other Contracts/Obligation					
000531 FOX VALLEY COMMUNICA	5199	0	2021 7	INV	P	100.00	080421	549569	Translating service
999990 SQ *JOSH RUSSELL PH	60794	0	2021 7	INV	P	79.12	pcard		Marketing
999990 SQ *JOSH RUSSELL PH	60795	0	2021 7	INV	P	79.12	pcard		Marketing
									158.24
					ACCOUNT TOTAL				258.24
					ORG 58071000 TOTAL				32,225.66
58072000				VT 5307 Vehicle Maintenance					
58072000 630901				Shop Supplies					
000035 AIRGAS USA, LLC	9979944973	0	2021 7	INV	P	48.89	071421	549240	Shop supplies
001194 SAFETY-KLEEN	86638361	0	2021 7	INV	P	225.16	071421	549335	Shop supplies
001194 SAFETY-KLEEN	86638745	0	2021 7	INV	P	352.48	071421	549335	Shop supplies
									577.64
001316 SUPERIOR CHEMICAL CO	305846	0	2021 7	INV	P	1,125.09	071421	549341	Shop supplies
001333 TARTAN SUPPLY CO., I	58874	0	2021 7	INV	P	543.52	pcard		Custodial supplies
001610 GARROW PROPANE CORPO	523716	0	2021 7	INV	P	191.47	071421	549283	Propane
001655 AUTOMOTIVE SUPPLY CO	011912582	0	2021 7	INV	P	156.08	071421	549249	Parts and supply
001655 AUTOMOTIVE SUPPLY CO	011913098	0	2021 7	INV	P	621.85	071421	549249	Parts, supply & too
001655 AUTOMOTIVE SUPPLY CO	011915403	0	2021 7	INV	P	177.64	080421	549546	Supplies & Parts
									955.57

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/7 TO 2021/7	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
	001791	RADIO ENGINEERING IN 476106	0	2021 7	INV	P	117.53	pcard	Shop supplies
	999990	FULL COMPASS SYS VT INC01999396	0	2021 7	INV	P	48.76	pcard	Bus supplies
		ACCOUNT TOTAL					3,608.47		
58072000	630902								Tools & Instruments
	001655	AUTOMOTIVE SUPPLY CO 011913098	0	2021 7	INV	P	116.08	071421	549249 Parts, supply & too
		ACCOUNT TOTAL					116.08		
58072000	632200								Gas Purchases
	000763	KWIK TRIP, INC 237302 June 2021	0	2021 7	INV	P	378.02	071421	549306 Fuel
		ACCOUNT TOTAL					378.02		
58072000	632601								Repair Parts
	000006	ABC BUS, INC. 3206934	0	2021 7	INV	P	735.79	071421	549239 Parts
	000006	ABC BUS, INC. 3215574	0	2021 7	INV	P	2,150.52	071421	549239 Parts
							2,886.31		
	000089	NEW FLYER OF AMERICA 82352143	0	2021 7	INV	P	1,962.73	072121	549427 Parts
	000089	NEW FLYER OF AMERICA 82404745	0	2021 7	INV	P	3,018.66	071421	549318 Parts
	000089	NEW FLYER OF AMERICA 82410002	0	2021 7	INV	P	1,031.84	071421	549318 Parts
	000089	NEW FLYER OF AMERICA 82423758	0	2021 7	INV	P	2,238.25	071421	549318 Parts
	000089	NEW FLYER OF AMERICA 82423810	0	2021 7	INV	P	75.91	071421	549318 Parts
	000089	NEW FLYER OF AMERICA 82430465	0	2021 7	INV	P	65.40	080421	549614 Parts
	000089	NEW FLYER OF AMERICA 82437351	0	2021 7	INV	P	299.52	080421	549614 Parts
	000089	NEW FLYER OF AMERICA 82439904	0	2021 7	INV	P	51.17	080421	549614 Parts
							8,743.48		
	000172	BAYCOM, INC. EQUIPINV_033192	0	2021 7	INV	P	152.00	071421	549252 Chargers
	000569	GILLIG LLC 40815610	0	2021 7	INV	P	804.78	071421	549285 Parts
	000569	GILLIG LLC 40823154	0	2021 7	INV	P	403.20	071421	549285 Parts
	000569	GILLIG LLC 40825420	0	2021 7	INV	P	178.59	080421	549574 Parts
	000569	GILLIG LLC 40828078	0	2021 7	INV	P	90.96	080421	549574 Parts
							1,477.53		
	000913	MOHAWK MANUFACTURING U070268	0	2021 7	INV	P	1,305.04	071421	549314 Parts
	000913	MOHAWK MANUFACTURING U071003	0	2021 7	INV	P	81.36	080421	549613 Parts
							1,386.40		
	001595	JX TRUCK CENTER 2459799P	0	2021 7	INV	P	193.84	071421	549299 Parts
	001595	JX TRUCK CENTER 2462949P	0	2021 7	INV	P	352.80	071421	549299 Parts
	001595	JX TRUCK CENTER 2464202P	0	2021 7	INV	P	318.96	071421	549299 Parts
	001595	JX TRUCK CENTER 2464203P	0	2021 7	INV	P	2,232.72	080421	549587 Parts

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/7 TO 2021/7	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
	001595 JX TRUCK CENTER	2465137P	0	2021 7	INV	P	595.82 080421	549587	Parts
							3,694.14		
	001655 AUTOMOTIVE SUPPLY CO	011912582	0	2021 7	INV	P	811.00 071421	549249	Parts and supply
	001655 AUTOMOTIVE SUPPLY CO	011913098	0	2021 7	INV	P	140.44 071421	549249	Parts, supply & too
	001655 AUTOMOTIVE SUPPLY CO	011915403	0	2021 7	INV	P	49.20 080421	549546	Supplies & Parts
							1,000.64		
	001791 RADIO ENGINEERING IN	475741	0	2021 7	INV	P	899.44 pcard		Parts
	001983 AMAZON	60883	0	2021 7	INV	P	55.70 pcard		Bus parts
	999990 BUS AIR LLC	60954	0	2021 7	INV	P	63.00 pcard		Parts
	999990 ADAPTIVE MICRO SYSTE	IA000834	0	2021 7	INV	P	2,364.73 pcard		Parts
							2,427.73		
				ACCOUNT TOTAL			22,723.37		
58072000	641800								Equip Repairs & Maint
	000172 BAYCOM, INC.	SRVCE000000034183	0	2021 7	INV	P	336.00 071421	549252	Radio repairs
	000172 BAYCOM, INC.	SRVCE000000034619	0	2021 7	INV	P	28.00 080421	549549	Radio maintenance
							364.00		
	000660 HYDROCLEAN EQUIPMENT	10279	0	2021 7	INV	P	955.99 071421	549297	Equipment repairs
							1,319.99		
				ACCOUNT TOTAL			1,319.99		
58072000	643000								Health Services
	001588 THEDACARE, INC.	308055	0	2021 7	INV	P	65.45 071421	549345	DOT Physical
	001588 THEDACARE, INC.	308762	0	2021 7	INV	P	79.05 080421	549632	DOT Physicals
							144.50		
				ACCOUNT TOTAL			144.50		
58072000	659900								Other Contracts/Obligation
	001108 PROTANIC, INC.	67381	0	2021 7	INV	P	350.00 071421	549328	Testing and certifi
							350.00		
				ACCOUNT TOTAL			350.00		
				ORG 58072000 TOTAL			28,640.43		
58073000									VT 5307 Building Maintenance
58073000	640700								Solid waste/Recycling Pickup
	999990 GFL ENVIRONMENTAL IN	U300000	0	2021 7	INV	P	104.00 pcard		June Recycling
	999990 GFL ENVIRONMENTAL IN	U30000020293	0	2021 7	INV	P	179.00 pcard		Trash pickup - June
	999990 GFL ENVIRONMENTAL IN	U30000022052	0	2021 7	INV	P	104.00 pcard		June Recycling
	999990 GFL ENVIRONMENTAL IN	U30000023746	0	2021 7	INV	P	179.00 pcard		Trash - June 2021

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YEAR/PERIOD: 2021/7 TO 2021/7		ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
										566.00	
										ACCOUNT TOTAL	566.00
58073000	645100					Laundry Services					
000274	CINTAS CORPORATION	60750		0	2021	7	INV P	803.88	pcard	Mats multiple invoi	
000274	CINTAS CORPORATION	60751		0	2021	7	INV P	169.15	pcard	Mats - multiple inv	
										973.03	
										ACCOUNT TOTAL	973.03
58073000	659900					Other Contracts/Obligation					
002401	CLEAN POWER, LLC	129841		0	2021	7	INV P	844.04	070821	549169 ALL-Janitorial Serv	
										ACCOUNT TOTAL	844.04
										ORG 58073000 TOTAL	2,383.07
58074000					VT 5307 Operations						
58074000	632200				Gas Purchases						
000763	KWIK TRIP, INC	237302	June 2021	0	2021	7	INV P	566.31	071421	549306 Fuel	
001608	GARROW OIL CORPORATI	952960		210503	2021	7	INV P	17,331.24	071421	549282 #2 Ultra Low Sulfur	
										ACCOUNT TOTAL	17,897.55
58074000	632602				Tires						
001926	GOODYEAR TIRE AND RU	9800218263		210167	2021	7	INV P	2,990.84	071421	549286 Bus tire lease prog	
										ACCOUNT TOTAL	2,990.84
58074000	632603				Lubricants						
000615	HARTLAND LUBRICANTS	SI216450		0	2021	7	INV P	66.00	071421	549294 Lubricants	
000615	HARTLAND LUBRICANTS	SI216451		0	2021	7	INV P	1,034.00	071421	549294 Lubricants	
										1,100.00	
										ACCOUNT TOTAL	1,100.00
58074000	632800				Signs						
000361	DECKER SUPPLY COMPAN	915715		0	2021	7	INV P	1,709.50	080421	549559 Posts	
										ACCOUNT TOTAL	1,709.50
58074000	640800				Contractor Fees						
002229	STAR PROTECTION AND	202405		0	2021	7	INV P	1,575.00	071421	549337 TC Security 6-1 thr	
002229	STAR PROTECTION AND	202437		0	2021	7	INV P	3,829.95	071421	549337 Transit Center Secu	
002229	STAR PROTECTION AND	202465		0	2021	7	INV P	3,828.20	071421	549337 Transit Center Secu	
002229	STAR PROTECTION AND	202529		0	2021	7	INV P	3,563.80	080421	549623 Transit Center Secu	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/7 TO 2021/7	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
									12,796.95
									ACCOUNT TOTAL 12,796.95
58074000	643000								Health Services
001588	THEDACARE, INC.	307064	0	2021	7	INV P			158.10 071421 549343 DOT Physical
001588	THEDACARE, INC.	308055	0	2021	7	INV P			450.50 071421 549345 DOT Physical
001588	THEDACARE, INC.	308182	0	2021	7	INV P			851.00 071421 549344 DOT Physical
001588	THEDACARE, INC.	309245	0	2021	7	INV P			207.40 080421 549631 DOT Physicals
001588	THEDACARE, INC.	309510	0	2021	7	INV P			79.05 080421 549630 DOT Physicals
									1,746.05
									ACCOUNT TOTAL 1,746.05
									ORG 58074000 TOTAL 38,240.89
58075000									VT 5307 ADA Paratransit
58075000	640800								Contractor Fees
001186	RUNNING, INC.	24636	0	2021	7	INV P			107,157.80 071421 549333 June VTII, Elderly
									ACCOUNT TOTAL 107,157.80
58075000	641308								Cellular Phones
001442	VERIZON WIRELESS SER 60752		0	2021	7	INV P			750.73 pcard Data services
									ACCOUNT TOTAL 750.73
									ORG 58075000 TOTAL 107,908.53
58076000									VT 5307 Ancillary Paratransit
58076000	640800 1806								Contractor Fees
001186	RUNNING, INC.	24636	0	2021	7	INV P			2,091.35 071421 549333 June VTII, Elderly
									ACCOUNT TOTAL 2,091.35
58076000	640800 1807								Contractor Fees
001186	RUNNING, INC.	24636	0	2021	7	INV P			143.85 071421 549333 June VTII, Elderly
									ACCOUNT TOTAL 143.85
58076000	640800 1808								Contractor Fees
000750	KOBUSSEN BUSES, LTD 55023		0	2021	7	INV P			35,309.01 071421 549302 Employment transpor
									ACCOUNT TOTAL 35,309.01
58076000	640800 1809								Contractor Fees OC Demand Resp
000750	KOBUSSEN BUSES, LTD 55097		0	2021	7	INV P			20,037.75 071421 549302 OC Rural June servi
									ACCOUNT TOTAL 20,037.75

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/7 TO 2021/7	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	CHECK RUN CHECK	DESCRIPTION
58076000 640800 1810	001186 RUNNING, INC.	24638	0	Contractor Fees - OC TANF 2021 7 INV P	578.00 071421	549333 OCHST June services
				ACCOUNT TOTAL	578.00	
58076000 640800 1813	000528 FOX VALLEY CAB	4000ac2681a	0	Contractor Fees-Neenah DAR 2021 7 INV P	6,174.00 071421	549278 NWDAR June services
	000528 FOX VALLEY CAB	4000ac2682a	0	2021 7 INV P	693.00 071421	549278 NWDAR June services
	000528 FOX VALLEY CAB	4000ac2689a	0	2021 7 INV P	105.00 071421	549278 NWDAR June Services
					6,972.00	
				ACCOUNT TOTAL	6,972.00	
58076000 640800 1818	001621 CALUMET COUNTY	June 2021	0	Contractor Fees-CC Rural 2021 7 INV P	201.42 071421	549257 Calumet County Van
				ACCOUNT TOTAL	201.42	
58076000 640800 1819	001186 RUNNING, INC.	24637	0	Contractor Fees-Connectr Hours 2021 7 INV P	17,248.00 071421	549333 June Connector serv
				ACCOUNT TOTAL	17,248.00	
58076000 640800 1820	001186 RUNNING, INC.	24637	0	Contractor Fees-Connector Area 2021 7 INV P	8,325.75 071421	549333 June Connector serv
				ACCOUNT TOTAL	8,325.75	
58076000 640800 1821	000774 LAMERS BUS LINES, IN	581564 Revised	0	Contractor Fees-Trolley 2021 7 INV P	1,342.74 072121	549413 Summer Trolley
	000774 LAMERS BUS LINES, IN	581565 Revised	0	2021 7 INV P	2,743.86 072121	549413 Summer Trolley
	000774 LAMERS BUS LINES, IN	581924	0	2021 7 INV P	1,343.00 080421	549592 Trolley Service
	000774 LAMERS BUS LINES, IN	581925	0	2021 7 INV P	2,743.86 080421	549592 Trolley Service
	000774 LAMERS BUS LINES, IN	582051	0	2021 7 INV P	1,342.74 080421	549592 Trolley Service
	000774 LAMERS BUS LINES, IN	582052	0	2021 7 INV P	1,342.74 080421	549592 Trolley Service
	000774 LAMERS BUS LINES, IN	582053	0	2021 7 INV P	3,444.42 080421	549592 Trolley Service
					14,303.36	
				ACCOUNT TOTAL	14,303.36	
				ORG 58076000 TOTAL	105,210.49	
58079000				VT COVID-19 Response		
58079000 640800	002401 CLEAN POWER, LLC	130156	0	Contractor Fees 2021 7 INV P	3,313.10 071421	549263 June Bus cleaning
				ACCOUNT TOTAL	3,313.10	
58079000 659900	999990 ZOOM.US 888-799-9666	60651	0	Other Contracts/Obligation 2021 7 INV P	10.00 pcard	June services

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/7 TO 2021/7	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
					ACCOUNT TOTAL				10.00
					ORG 58079000 TOTAL				3,323.10
	FUND 580	Valley Transit			TOTAL:				317,932.17

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



Memorandum

TO: Fox Cities Transit Commission

FROM: Ron McDonald, General Manager

DATE: August 17, 2021

RE: Award Recommendation for Northern Winnebago Dial A Ride Service Contract

In addition to fixed-route bus service, Valley Transit offers a demand responsive ambulatory transportation service for elderly residents of the Cities of Neenah and Menasha, the Village of Fox Crossing, and a portion of Winnebago County within the City of Appleton (Heritage Area). The service is called Northern Winnebago Dial A Ride (NWDAR) and is currently provided by contract with LIR Transportation (Fox Valley Cab). The current agreement expires on December 31st, 2021.

In preparation for this procurement, Valley Transit staff developed a request for proposal (RFP) to select a contractor to provide this service. Staff considered lessons learned, competencies required by the next contractor, and incorporated these areas into the RFP.

The NWDAR RFP listed the contract length at eighteen months commencing on January 1st, 2022, with options to extend for two additional one-year periods. An 18-month contract was used to end the subsequent agreement on June 30th. This was done to ensure that future contracts begin in the summer, which is a better season to transition to a new contractor versus January 1st.

The RFP document was sent directly to known paratransit vendors; posted on the State of Wisconsin's VendorNet system; and advertised online with the *Post-Crescent*, *Oshkosh Northwester*, and *Green Bay Press-Gazette*. Proposals were due on June 10th, 2021.

Two proposals were received: Running Inc (Viroqua, WI) and LIR Transportation LLC (Appleton, WI).

ANALYSIS

An evaluation team was assembled to review the proposals. The team included Valley Transit staff and a City of Neenah representative. Each proposal was evaluated based on experience, professional competence, technical approach, understanding and completeness of proposal, capacity & price. The team discussed perceived benefits of both proposals. After considering the written proposals and pricing, the evaluation team unanimously concluded that Running Inc (Viroqua, WI) had proposed the best service for Valley Transit.

In summary, the evaluation committee agreed that Running Inc. proposed adequate staffing to provide the service at all service hours required; a compliant maintenance program; a compliant drug & alcohol testing program; a good understanding of customer service and safety; proper staff training; and sufficient vehicles to operate the service. Running Inc. also has access to Valley Transit's scheduling and reporting software that provides for improved oversight of the contract. Running Inc. was considered 'responsible' based on their performance under other contracts for existing Valley Transit services. Running's proposal was also 'responsive' to all the mandatory requirements listed in the RFP.

While Running Inc's per ride was rate higher than LIR Transportation's, the evaluation team considered it the best value based on each proposal's costs and benefits, including current experience with both contractors. See table below showing per ride rates in contract year-one.

Service	LIR Transportation	Running
January 2022 – June 2023	\$15.00	\$17.85
1 st Year Extension	\$15.45	\$18.21
2 nd year Extension	\$15.75	\$18.57

FISCAL IMPACT

Valley Transit's 2022 proposed operating budget will include \$171,003 for the NWDAR service contract. The estimated local share of \$64,959 will be paid by The City of Neenah, the Village of Fox Crossing and Winnebago County.

RECOMMENDATION

Staff recommends authorization for Valley Transit to enter into an 18-month contract with two 1-year optional extensions with Running Inc to provide paratransit services.

City of Appleton
VALLEY TRANSIT INCOME STATEMENT
For Seven Months Ending July 31, 2021

Description	Month of July Actual	Prior Year July	YTD As of July Actual	Prior YTD July	2021 Amended Budget	2021 % of Total Budget
REVENUES						
Bus Fare Revenue	33,393	25,422	279,624	308,292	858,843	32.56%
Paratransit Fare Revenue	37,445	29,130	256,452	228,108	702,530	36.50%
Total Fare Revenue	70,838	54,552	536,076	536,400	1,561,373	34.33%
Other Charges for Service	-	-	35,986	28,415	65,000	55.36%
Other Revenues	1,000	500	27,820	23,171	14,000	198.71%
TOTAL REVENUES	71,838	55,052	599,881	587,986	1,640,373	36.57%
EXPENSES BY LINE ITEM						
Regular Salaries & Labor pool alloc	212,306	208,758	1,524,834	1,518,045	3,162,117	48.22%
Overtime	19,587	19,543	190,748	70,968	72,908	261.63%
Incentive Pay	-	-	-	-	1,335	0.00%
Other Compensation	-	-	2,415	924	-	0.00%
Fringes	89,203	83,783	611,099	580,834	1,263,800	48.35%
Unemployment Compensation	2,960	2,909	25,433	10,552	-	0.00%
Salaries & Fringe Benefits	324,056	314,993	2,354,529	2,181,324	4,500,160	52.32%
Training & Conferences	-	200	3,291	10,527	27,200	12.10%
Employee Recruitment	9,788	143	11,251	2,101	4,200	267.88%
Office Supplies	897	28	2,807	1,102	5,400	51.98%
Subscriptions	362	360	1,247	1,790	3,800	32.82%
Memberships & Licenses	4,575	5,500	15,925	12,456	18,222	87.39%
Postage & Freight	66	-	1,991	115	3,700	53.81%
Awards & Recognition	-	-	-	108	930	0.00%
Food & Provisions	67	-	420	986	1,240	33.87%
Insurance	9,687	15,970	200,873	163,545	222,790	90.16%
Insurance dividend & return of surplus	-	-	(48,910)	(51,753)	-	0.00%
Depreciation Expense	82,694	71,985	578,856	503,895	992,326	58.33%
Administrative Expenses	108,136	94,187	767,751	644,872	1,279,808	59.99%
Landscape Supplies	-	-	834	916	3,000	27.80%
Shop Supplies & Tools (& misc)	3,833	204	30,974	24,640	55,450	55.86%
Printing & Reproduction	1,573	1,695	8,137	18,044	27,070	30.06%
Uniforms	-	129	1,820	7,480	9,220	19.74%
Gas Purchases	18,276	20,389	200,942	151,633	572,500	35.10%
Safety Supplies	-	5,372	1,830	15,266	500	366.00%
Vehicle & Equipment Parts	26,814	13,823	115,674	124,311	205,500	56.29%
Miscellaneous Equipment	-	5,553	49	10,355	25,100	0.20%
Signs	1,710	1,815	12,679	2,895	12,000	105.66%
Supplies & Materials	52,206	48,980	372,939	355,540	910,340	40.97%
Accounting/Audit	12,532	8,200	12,532	8,200	9,930	126.20%
Bank Services	143	-	1,140	1,262	3,000	38.00%
Consulting Services	-	-	2,228	4,404	-	0.00%
Solid Waste/Recycling	566	-	2,381	1,486	4,600	51.76%
Contractor Fees	235,242	167,685	1,474,659	1,320,748	4,087,361	36.08%
Temp Help	-	-	-	-	5,000	0.00%
Advertising	2,310	-	4,637	10,056	50,309	9.22%
Health Services	1,970	-	7,660	3,874	9,200	83.26%
Snow Removal Services	-	-	10,348	11,191	29,983	34.51%
Laundry Services	973	744	6,456	5,323	10,000	64.56%
Other Contracts/Obligations	1,462	844	17,357	27,316	90,700	19.14%
Purchased Services	255,198	177,474	1,539,398	1,393,859	4,300,083	35.80%
Electric	3,729	7,900	31,961	31,735	51,481	62.08%

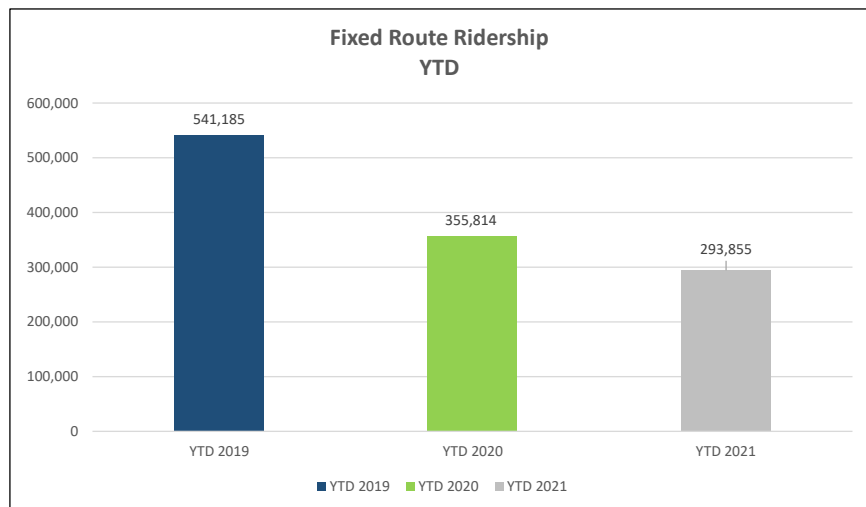
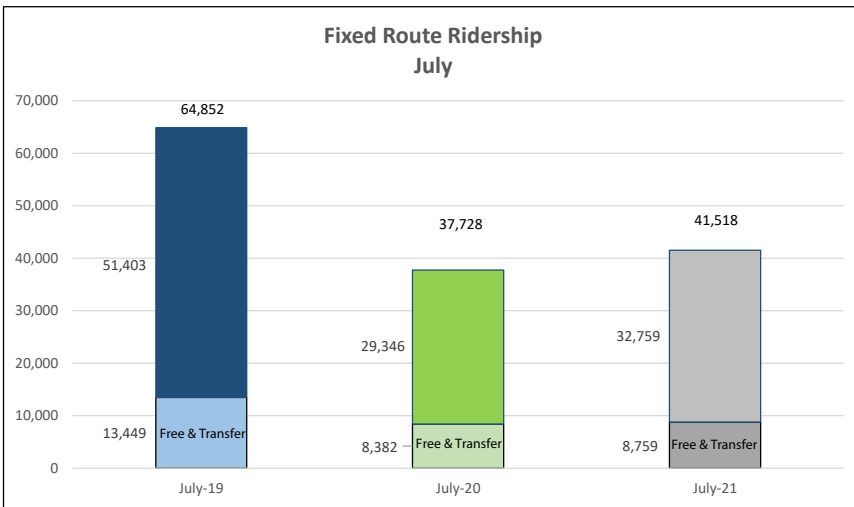
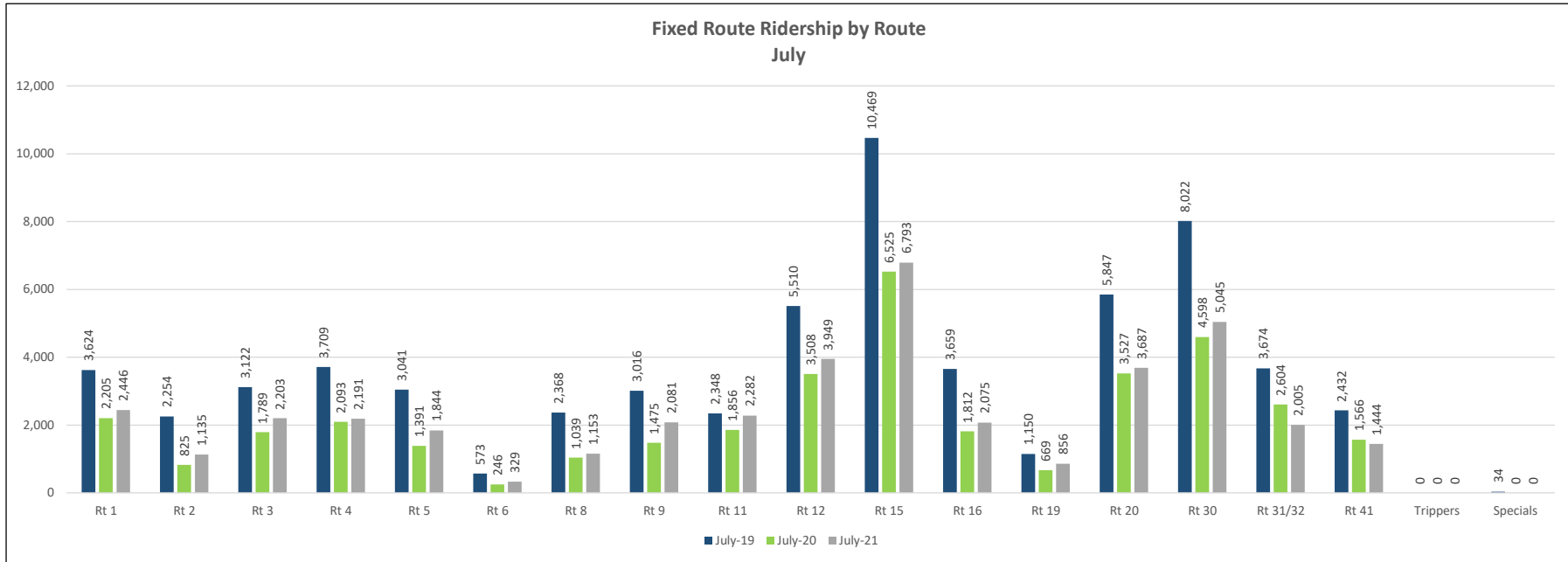
City of Appleton
VALLEY TRANSIT INCOME STATEMENT
For Seven Months Ending July 31, 2021

Description	Month of July Actual	Prior Year July	YTD As of July Actual	Prior YTD July	2021 Amended Budget	2021 % of Total Budget
Gas	145	404	12,356	11,131	17,500	70.61%
Water	-	-	3,746	4,670	7,850	47.72%
Waste Disposal/Collection	-	-	1,670	1,807	3,200	52.19%
Stormwater	-	-	5,267	5,340	9,401	56.03%
Telephone	1,217	218	8,944	7,895	17,700	50.53%
Utilities	5,091	8,522	63,944	62,577	107,132	59.69%
Building/Grounds Repair & Maintenance	-	-	1,501	2,976	-	0.00%
Vehicle Repair & Maintenance	-	-	7,204	12,966	10,050	71.68%
Equipment Repair & Maintenance	1,320	572	5,870	5,463	13,674	42.93%
FMD Charges & Material	-	-	70,163	62,210	142,503	49.24%
Software Support	715	68	59,262	17,507	63,717	93.01%
CEA Equipment Rental	-	-	-	-	2,000	0.00%
Repairs & Maintenance	2,035	639	144,000	101,121	231,944	0.00%
Total Operating Expenses	746,722	644,796	5,242,561	4,739,293	11,329,467	46.27%
OPERATING INCOME (LOSS)	(674,884)	(589,744)	(4,642,680)	(4,151,307)	(9,689,094)	
NON-OPERATING REVENUES						
Federal Support	-	-	-	31,064	3,521,469	0.00%
State Support	-	-	3,353,291	820,372	5,628,972	59.57%
Appleton Support	275,230	286,847	1,926,610	2,007,929	707,359	272.37%
Other Local Support	-	480,585	1,923,439	2,390,796	1,881,788	102.21%
Investment Income	-	52	203	63,365	12,500	1.62%
Donations	-	4,167	25,498	30,457	62,308	40.92%
TOTAL NON-OPERATING REVENUE	275,230	771,651	7,229,041	5,343,983	11,814,396	61.19%
Buildings	-	-	27,206	7,482	310,614	8.76%
Machinery & Equipment	-	92,903	-	92,903	216,315	0.00%
Furniture & Fixtures	-	-	-	-	25,000	0.00%
Vehicles	-	-	2,485,405	38,830	5,113,457	48.61%
Capital Expenditures	-	92,903	2,512,611	139,215	5,665,386	44.35%
NET INCOME (LOSS)	(399,654)	89,004	73,750	1,053,462	(3,540,084)	

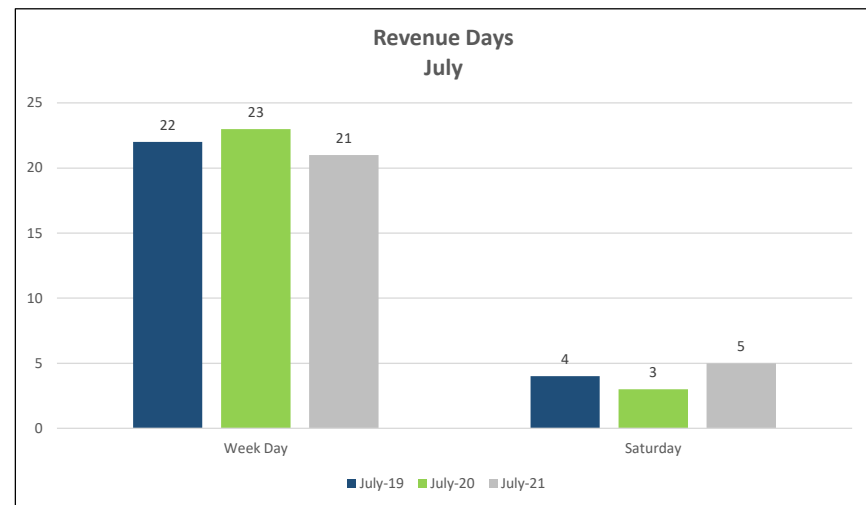
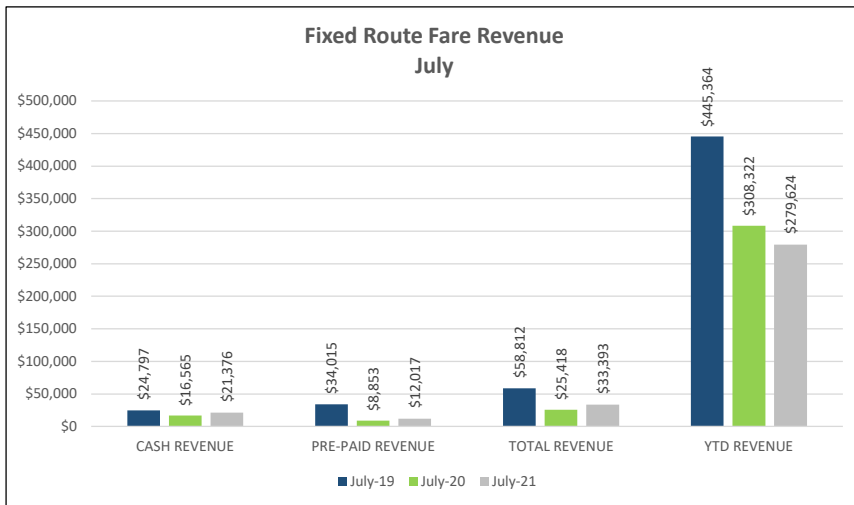
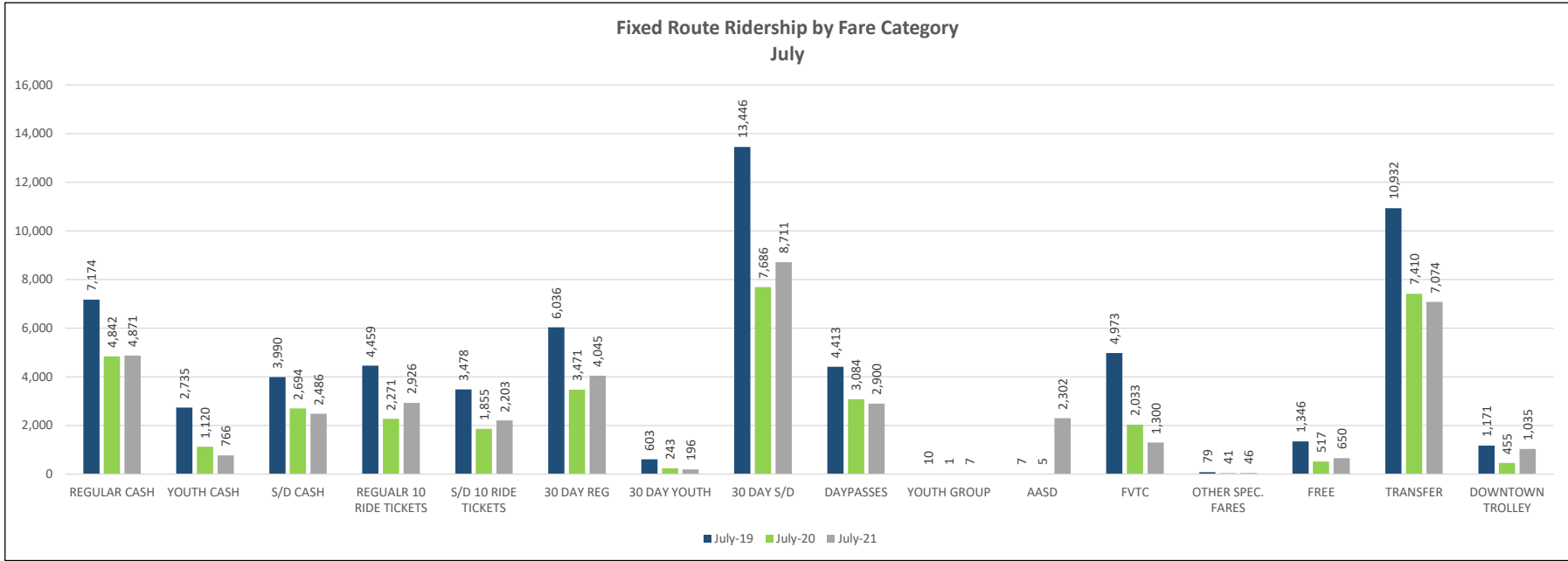
City of Appleton
PURCHASED TRANSPORTATION
For Seven Months Ending July 31, 2021

Description	Month of July Actual	Prior Year July	YTD As of July Actual	Prior YTD July	2021 Amended Budget	2021 % of Total Budget
PURCHASED TRANSPORTATION EXPENSE						
VTII - Disabled	101,595	72,165	678,382	590,244	2,052,750	33.05%
VTII - Elderly	2,632	1,219	18,019	13,482	62,480	28.84%
PT - Optional (Sunday)	137	62	1,708	1,347	17,850	9.57%
Family Care Employment Transportation	33,473	33,272	191,053	205,498	564,054	33.87%
Outagamie County Demand Response Rural	20,652	10,670	135,560	100,087	272,303	49.78%
Outagamie County Human Services Transportation	204	-	6,647	3,468	11,900	55.86%
Neenah Dial - A - Ride	9,268	4,946	61,754	50,166	150,920	40.92%
Calumet County Van Service	988	643	17,990	21,558	26,100	68.93%
Connector - Extended Service Hours	16,770	17,469	153,425	170,141	412,000	37.24%
Connector - Extended Service Area	5,805	7,114	59,158	159,786	141,625	41.77%
Downtown Trolley	14,303	7,974	14,303	16,176	30,379	47.08%
Total Purchased Transportation	205,827	155,532	1,337,999	1,331,951	3,742,361	35.75%

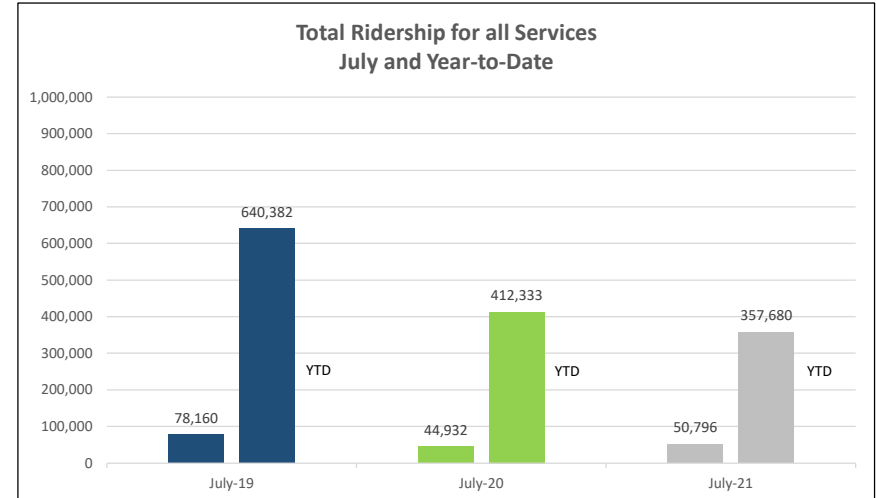
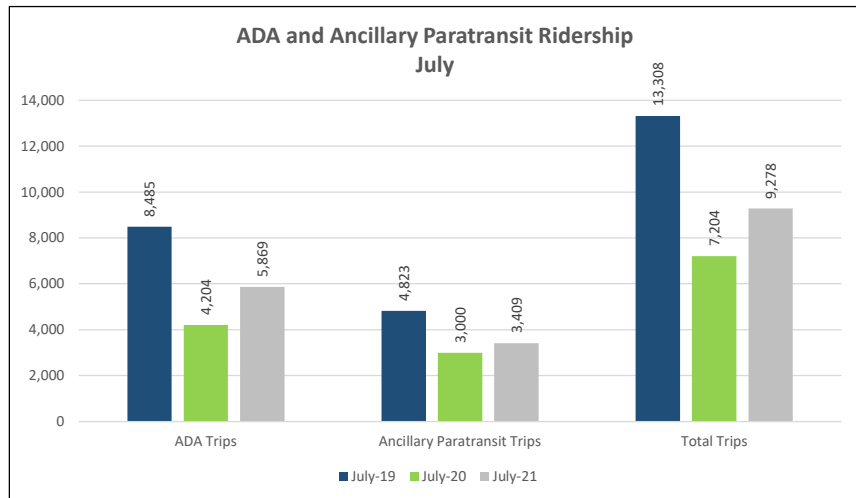
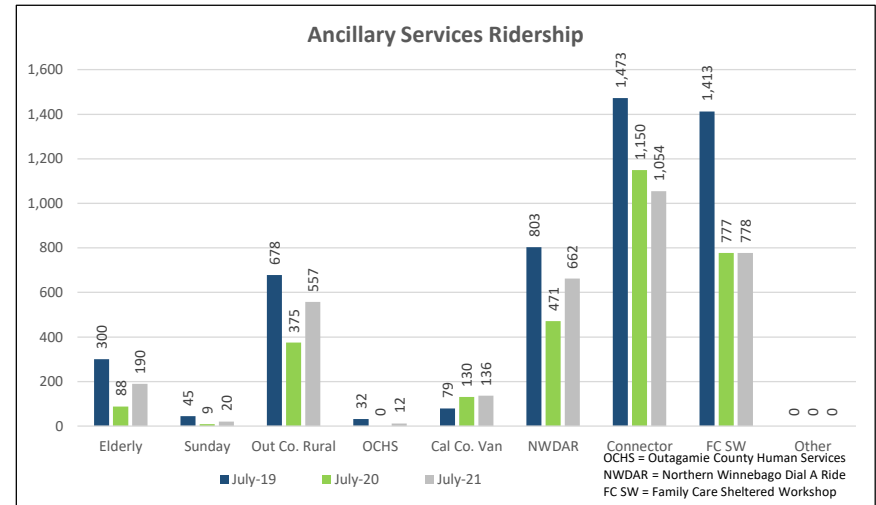
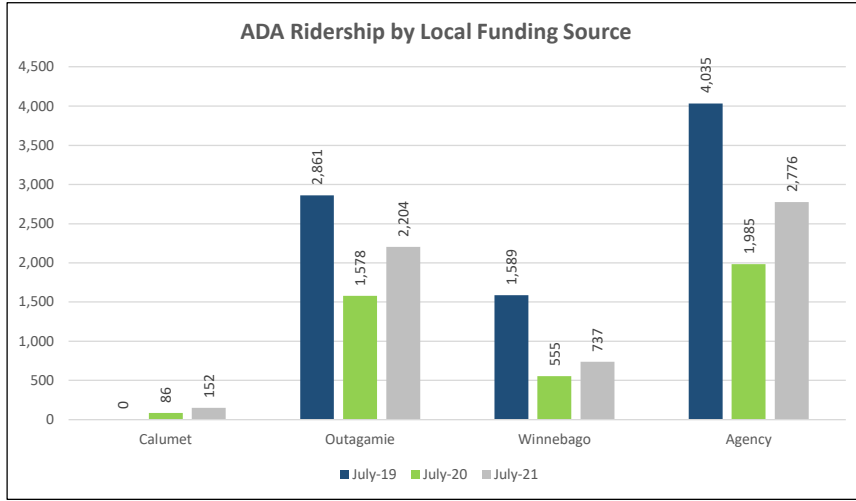
Valley Transit Ridership Report July 2021



Valley Transit Ridership Report July 2021



Valley Transit Ridership Report July 2021





August 24, 2021

To: Fox Cities Transit Commission
Appleton City Council

From: Debra Ebben, Administrative Services Manager

Subject: City of Appleton, Valley Transit Disadvantaged Business Enterprise (DBE) Program

Background:

Valley Transit receives Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance we are required to establish a Disadvantaged Business Enterprise (DBE) Program. A Disadvantaged Business Enterprise is defined as a for-profit small business concern where socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations.

Valley Transit's DBE goals must be reviewed every three years and a new goal established to reflect any new trends. The purpose of this program is to ensure that DBE's as defined in Federal Regulations have an equal opportunity to receive and participate in DOT-assisted contracts. It is also our policy to:

- Ensure nondiscrimination in the award and administration of DOT – assisted contracts
- Create a level playing field on which DBE's can compete fairly for DOT-assisted contracts
- Ensure that the DBE Program is narrowly tailored in accordance with applicable law
- Ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBE's
- Help remove barriers to the participation of DBE's in DOT assisted contracts
- Assist the development of firms that can compete successfully in the market place outside the DBE program

Valley Transit has determined its overall goal for FY 2022 through 2024 as 3% of the Federal Financial assistance that it receives (approximately \$52,800 per year). We are required to advertise the goal, allowing time for public comment. Attached you will find Valley Transit's DBE goal submitted to the Federal Transit Administration for approval.

Attachment 2
Section 26.45: Overall Goal Calculation

Amount of Goal

1. Valley Transit has determined its overall goal for FY 2022 as 3% of the Federal Financial assistance that we will expend in DOT-assisted contracts, exclusive of FTA funds to be used for the purchase of transit vehicles.
2. Valley Transit expects to award approximately \$1,760,000 of DOT-assisted contracts during each year beginning FY 2022 through FY 2024. We have set a goal of spending approximately \$52,800 each year with DBEs during this timeframe.

Methodology used to Calculate Overall Goal

Step 1: 26.45(c)

Determine the base figure for the relative availability of DBEs.

The base figure for the relative availability of DBEs was calculated as follows:

$$\text{Base figure} = \frac{\text{Ready, willing, and able DBEs}=65}{\text{All firms ready, willing and able}=6,179}$$

The data source or demonstrable evidence used to derive the numerator was the certified DBE businesses listed for the State of Wisconsin in the WI UCP Eligibility Directory available on the WISDOT website at <https://wisconsin.gov/Pages/doing-bus/civil-rights/dbe/certified-firms.aspx>. The NAICS codes used relative to the types of contracts Valley Transit intends to enter into during the timeframe covered were 238290, 323111, 423430, 423610, 4424710, 441320, 485991, 488410, 541211, 541613, 561612 and 812332.

The data source or demonstrable evidence used to derive the denominator was the Wisconsin establishments listed on the web site for the Census Bureau's NAICS system at <https://data.census.gov/cedsci/table>. NAICS codes used included the same codes used to derive the numerator.

Using this information, we determined that the base figure for Valley Transit's overall goal is 1%.

Step 2: 26.45(d)

After calculating a base figure of the relative availability of DBEs, evidence was examined to determine what adjustment was needed to the base figure in order to arrive at the overall goal.

In order to reflect as accurately as possible the DBE participation expected in the absence of discrimination, the base figure has been adjusted by 0%.

The data used to determine the adjustment to the base figure is as follows:

- Adjusting the Step One Base with the Median Past Participation: The 5-year history of Valley Transit DBE goal achievement is used for this calculation. The median goal achieved was 5%. This median was added to the base goal of 1% and divided by 2 = 3%. Past participation is relatively indicative of contracting opportunities expected for the period covered by this goal. We are a small transit system whose budget remains relatively flat with the exception of annual salary adjustments. Contracting opportunities are small prime contracts (no sub-contracts) consisting of printing, small amount of landscaping, security services, marketing services, etc. Our larger contracts are paratransit contracts that we advertise the opportunity as Requests for Proposals (RFP) in which we are unable to attract any DBE participation to date.
- Disparity Studies: We were unable to find any disparity studies for our area.
- Analysis of Bidder's List: Valley Transit's bidder's list was reviewed to determine the number of DBEs that have bid or quoted on our DOT-assisted prime contracts or subcontracts in the past year (less than 1%). The analysis reflects no further adjustment to the DBE goal.

26.45(g)(i)

Valley Transit encourages DBE participants. Before establishing the overall goal triennially (as directed by the FTA), Valley Transit consulted with the City of Appleton Community Development Department Diversity Coordinator to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and Valley Transit's efforts to establish a level playing field for the participation of DBEs. After this consultation, Valley Transit determined that an adjustment to the goal would not be necessary.

Following this consultation, we published a notice of the proposed overall goals in the local newspaper and on the City of Appleton website, informing the public that the proposed goal and its rationale are available for inspection during normal business hours at the administration office for 30 days following the date of the notice, and informing the public that we and DOT would accept comments on the goals for 45 days from the date of the notice. No comments were received; therefore we did not adjust our goal.

Valley Transit published its DBE goals in the local newspaper on Sunday, August 8, 2021.

From this data, we have established our adjusted goal as 3%.