



City of Appleton

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

Meeting Agenda - Final Fox Cities Transit Commission

Tuesday, April 26, 2022

3:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[22-0509](#) Approval of minutes from previous meeting

Attachments: [Meeting Minutes 22-March-2022.pdf](#)

4. **Public Hearings/Appearances**

[22-0510](#) Public Participation on Agenda Items

5. **Action Items**

[22-0511](#) Election of Fox Cities Transit Commission Chair

[22-0512](#) Election of Fox Cities Transit Commission Vice-Chair

[22-0513](#) Approval of Payments

Attachments: [March 2022 payments.pdf](#)

[22-0514](#) Valley Transit Contract Amendment Request by Lamers Bus Lines

6. **Information Items**

[22-0515](#) Meeting Date and Time

[22-0516](#) Ronald McDonald is the Contact Person for the Commission

[22-0518](#) VTII Service Update

[22-0519](#) Financial Report

Attachments: [2022 Monthly Income Statement March.pdf](#)

- [22-0520](#) Ridership Report
Attachments: [2022 March Ridership.pdf](#)
- [22-0521](#) Database Update / KPI Report
Attachments: [Quarterly KPI - QTR1 2022 .pdf](#)
- [22-0522](#) Tripper Discussion
- [22-0523](#) Request for Future Agenda Items

7. Next Meeting Date & Time

- **May 10, 2022, 3:00 PM**

- **May 24, 2022, 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, March 22, 2022

3:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

In person attendees: Chairperson Dearborn, Wurdinger, Thao, Dexter and Firkus.

Virtual attendees: Nau, Mahoney, Kasimor and Yang.

Present: 9 - Kasimor, Dexter, Chairperson Dearborn, Wurdinger, Nau, Mahoney, Firkus, Thao and Yang

Excused: 4 - VandeHey, Detienne, Patza and Torrance

3. Approval of minutes from previous meeting

[22-0353](#)

Approval of minutes from previous meeting

Attachments: [Meeting Minutes 22-Feb-2022.pdf](#)

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

4. Public Hearings/Appearances

[22-0354](#)

Public Participation on Agenda Items

No public participation on agenda items.

5. Action Items

[22-0356](#)

Approve Award Recommendation for a Valley Transit Support Vehicle

Attachments: [Support Vehicle recommendation.pdf](#)

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

6. Information Items

[22-0355](#) Approval of Payments

Attachments: [February 2022 payments.pdf](#)

This action item was moved to information items.

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

[22-0357](#) Financial Report

Attachments: [2022 FCTC Monthly Income Statement.pdf](#)

This Presentation was presented.

[22-0358](#) Ridership

Attachments: [2022 February Ridership.pdf](#)

This Presentation was presented.

[22-0360](#) VTII Service Update

Discussion attended by Paul Woodward.

This Presentation was discussed.

[22-0359](#) Budget Discussion

This Presentation was discussed.

[22-0361](#) Valley Transit Center Needs Assessment

This Presentation was discussed.

[22-0362](#) Request for Future Agenda Items

This Presentation was discussed.

7. Next Meeting Date & Time

- April 12, 2022, 3:00 PM - Cancelled

- April 26, 2022, 3:00 PM

8. Adjournment

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/3 TO 2022/3		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
58071000								VT 5307 Admin
58071000	620100							Training/Conferences
999990	PAYPAL *CASAHISPANA	74645	0	2022	3 INV P	50.00	pcard	Casa Hispana meetin
999990	PAYPAL *CASAHISPANA	74923	0	2022	3 INV P	50.00	pcard	Conference
						100.00		
						ACCOUNT TOTAL		100.00
58071000	620500							Employee Recruitment
002694	RNS COMMUNICATIONS I	73906	0	2022	3 INV P	350.00	031622	552909 Recruitment adverti
999990	THAI GINGER BISTRO	74896	0	2022	3 INV P	87.85	pcard	New supervisor
						ACCOUNT TOTAL		437.85
58071000	630100							Office Supplies
001198	SAM'S CLUB	74640	0	2022	3 INV P	17.68	pcard	Supplies
001983	AMAZON	74643	0	2022	3 INV P	143.14	pcard	Office supplies - M
001983	AMAZON	74899	0	2022	3 INV P	19.98	pcard	Misc supply
						163.12		
999990	QUILL CORPORATION	74554	0	2022	3 INV P	106.73	pcard	Office supplies
999990	QUILL CORPORATION	74555	0	2022	3 INV P	1.91	pcard	Office supplies
						108.64		
						ACCOUNT TOTAL		289.44
58071000	630200							Subscriptions
999990	GAN*WINEWSPAPER CIRC	73840	0	2022	3 INV P	40.00	pcard	Post Crescent
						ACCOUNT TOTAL		40.00
58071000	630300							Memberships & Licenses
999990	FOX VALLEY SHRM	74581	0	2022	3 INV P	80.00	pcard	Membership
999990	FOX VALLEY SHRM	74924	0	2022	3 INV P	-80.00	pcard	Membership credit -
						.00		
						ACCOUNT TOTAL		.00
58071000	630400							Postage / Freight
000460	FEDEX - FEDERAL EXPR	73844	0	2022	3 INV P	43.88	pcard	Postage
001583	UNITED STATES POSTAL	74623	0	2022	3 INV P	1.76	pcard	FCTC postage
						ACCOUNT TOTAL		45.64
58071000	630500							Awards & Recognition

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/3 TO 2022/3									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
000763 KWIK TRIP, INC	74580	0	2022 3	INV	P	7.47		pcard	Supplies
001198 SAM'S CLUB	73839	0	2022 3	INV	P	155.02		pcard	Employee appreciati
001198 SAM'S CLUB	74553	0	2022 3	INV	P	37.96		pcard	Employee appreciati
						192.98			
999990 JIMMY JOHNS # 446	73841	0	2022 3	INV	P	152.69		pcard	Employee appreciati
999990 JIMMY JOHNS # 446	73842	0	2022 3	INV	P	159.68		pcard	Employee appreciati
999990 JIMMY JOHNS # 446	73843	0	2022 3	INV	P	152.69		pcard	Employee appreciati
						465.06			
			ACCOUNT TOTAL			665.51			
58071000 630700			Food & Provisions						
999990 CAMERON S COFFEE	74622	0	2022 3	INV	P	159.88		pcard	Supplies
			ACCOUNT TOTAL			159.88			
58071000 631603			Other Misc. Supplies						
000866 MENARDS	73828	0	2022 3	INV	P	4.98		pcard	MENARDS APPLETON WE
001573 4IMPRINT, INC.	74897	0	2022 3	INV	P	988.46		pcard	Misc supplies
999990 TLF*RICES GREENHOUSE	74905	0	2022 3	INV	P	84.00		pcard	Flowers
			ACCOUNT TOTAL			1,077.44			
58071000 632001			City Copy Charges						
001164 RICOH USA, INC.	74706	0	2022 3	INV	P	335.05	033022	553114	
			ACCOUNT TOTAL			335.05			
58071000 632002			Outside Printing						
001121 QUICK PRINT CENTER,	74900	0	2022 3	INV	P	436.75		pcard	Forms, tickets and
			ACCOUNT TOTAL			436.75			
58071000 632300			Safety Supplies						
000274 CINTAS CORPORATION	74621	0	2022 3	INV	P	14.45		pcard	CINTAS CORP
001655 AUTOMOTIVE SUPPLY CO	73468	0	2022 3	INV	P	74.47	030922	552746	Parts & Supplies
			ACCOUNT TOTAL			88.92			
58071000 632700			Miscellaneous Equipment						
000362 DELL MARKETING L.P.	73511	0	2022 3	INV	P	808.95	030922	552756	OptiPlex 3090 Micro
			ACCOUNT TOTAL			808.95			
58071000 632800			Signs						

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/3 TO 2022/3		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION	
001942	APPLETON SIGN COMPAN	73455		0	2022	3 INV P			1,440.00 030922	552744 Production & Instal
001942	APPLETON SIGN COMPAN	73910		0	2022	3 INV P			1,150.00 031622	552849 Production & Instal
									2,590.00	
ACCOUNT TOTAL									2,590.00	
58071000	640300									
000814	LOOMIS ARMORED US, L	73525		0	2022	3 INV P			166.22 030922	552778 Armored Service
ACCOUNT TOTAL									166.22	
58071000	640400									
001275	SRF CONSULTING GROUP	73916		0	2022	3 INV P			6,759.99 031622	552913 Planning support pr
ACCOUNT TOTAL									6,759.99	
58071000	640800									
001237	SHRED-IT USA	73838		0	2022	3 INV P			1,310.11 pcard	Shredding
001771	RED SHOES PR, INC.	73478		0	2022	3 INV P			6,063.75 030922	552796 Feb Marketing Effor
ACCOUNT TOTAL									7,373.86	
58071000	641200									
000084	ADI	73452		0	2022	3 INV P			750.00 030922	552739 2022 Advertising
001771	RED SHOES PR, INC.	73479		0	2022	3 INV P			3,500.00 030922	552796 March ad purchase
ACCOUNT TOTAL									4,250.00	
58071000	641301									
001575	WE ENERGIES	542		0	2022	3 INV P			5,282.23 030222	552733 ELEC 707600246-0000
001575	WE ENERGIES	543		0	2022	3 INV P			5,165.14 033022	553139 ELEC 707600246-0000
									10,447.37	
ACCOUNT TOTAL									10,447.37	
58071000	641302									
001575	WE ENERGIES	542		0	2022	3 INV P			5,705.74 030222	552733 GAS 707600246-00001
001575	WE ENERGIES	543		0	2022	3 INV P			3,665.51 033022	553139 GAS 707600246-00001
									9,371.25	
ACCOUNT TOTAL									9,371.25	
58071000	641800									
999990	FSC CORP	74624		0	2022	3 INV P			427.76 pcard	Office machine repa
ACCOUNT TOTAL									427.76	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/3 TO 2022/3		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
58071000	659900					Other Contracts/Obligation			
001142	RECYCLE THATSTUFF.CO	74901	0	2022	3 INV P		20.00	pcard	Monitor
						ACCOUNT TOTAL	20.00		
						ORG 58071000 TOTAL	45,891.88		
58072000	630901					VT 5307 vehicle Maintenance			
58072000	630901					Shop Supplies			
000035	AIRGAS USA, LLC	74143	0	2022	3 INV P		49.06	032322	552967 Shop supplies
000615	HARTLAND LUBRICANTS	73472	0	2022	3 INV P		2,064.92	030922	552769 Shop supplies
001003	NORTHSIDE HARDWARE,	74632	0	2022	3 INV P		10.07	pcard	Shop supplies
001316	SUPERIOR CHEMICAL CO	73480	0	2022	3 INV P		471.17	030922	552803 Shop supplies
001316	SUPERIOR CHEMICAL CO	74158	0	2022	3 INV P		937.40	032322	553037 Shop supplies
							1,408.57		
001333	TARTAN SUPPLY CO., I	74482	0	2022	3 INV P		221.57	pcard	Feb 22 Custodial su
001607	GRAINGER, INC.	73864	0	2022	3 INV P		632.98	pcard	Shop supplies
001655	AUTOMOTIVE SUPPLY CO	73468	0	2022	3 INV P		500.52	030922	552746 Parts & Supplies
001655	AUTOMOTIVE SUPPLY CO	73470	0	2022	3 INV P		1,091.13	030922	552746 Supplies, tools and
							1,591.65		
001983	AMAZON	74620	0	2022	3 INV P		28.00	pcard	Shop supplies
999990	L-COM	73826	0	2022	3 INV P		56.21	pcard	Cable
999990	L-COM	73827	0	2022	3 INV P		-2.62	pcard	Tax refund
							53.59		
						ACCOUNT TOTAL	6,060.41		
58072000	630902					Tools & Instruments			
001261	SNAP-ON INDUSTRIAL	74770	0	2022	3 INV P		66.89	040622	553217 Tools
001655	AUTOMOTIVE SUPPLY CO	73470	0	2022	3 INV P		81.40	030922	552746 Supplies, tools and
						ACCOUNT TOTAL	148.29		
58072000	632200					Gas Purchases			
000763	KWIK TRIP, INC	73476	0	2022	3 INV P		303.11	030922	552776 Feburary fuel
						ACCOUNT TOTAL	303.11		
58072000	632601					Repair Parts			
000006	ABC BUS, INC.	73453	0	2022	3 INV P		402.84	030922	552738 Parts

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/3 TO 2022/3										
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION	
000006 ABC BUS, INC.	74140	0	2022	3	INV P	1,013.58	032322	552965	Parts	
						1,416.42				
000089 NEW FLYER OF AMERICA	73482	0	2022	3	INV P	3,950.96	030922	552785	Parts	
000089 NEW FLYER OF AMERICA	73483	0	2022	3	INV P	3,290.82	030922	552785	Parts	
000089 NEW FLYER OF AMERICA	73484	0	2022	3	INV P	1,282.65	030922	552785	Parts	
000089 NEW FLYER OF AMERICA	73485	0	2022	3	INV P	775.08	030922	552785	Parts	
000089 NEW FLYER OF AMERICA	73486	0	2022	3	INV P	.86	030922	552785	Part	
000089 NEW FLYER OF AMERICA	73487	0	2022	3	INV P	244.38	030922	552785	Parts	
000089 NEW FLYER OF AMERICA	73488	0	2022	3	INV P	11,739.90	030922	552785	Parts	
000089 NEW FLYER OF AMERICA	74157	0	2022	3	INV P	250.80	032322	553021	Parts	
000089 NEW FLYER OF AMERICA	74272	0	2022	3	INV P	47.98	033022	553105	Parts	
000089 NEW FLYER OF AMERICA	74273	0	2022	3	INV P	4,512.92	033022	553105	Parts	
000089 NEW FLYER OF AMERICA	74274	0	2022	3	INV P	447.52	033022	553105	Parts	
000089 NEW FLYER OF AMERICA	74275	0	2022	3	INV P	771.59	033022	553105	Parts	
000089 NEW FLYER OF AMERICA	74754	0	2022	3	INV P	771.59	040622	553202	Parts	
000089 NEW FLYER OF AMERICA	74756	0	2022	3	INV P	131.52	040622	553202	Parts	
000089 NEW FLYER OF AMERICA	74758	0	2022	3	INV P	126.96	040622	553202	Parts	
000089 NEW FLYER OF AMERICA	74761	0	2022	3	INV P	2,685.36	040622	553202	Parts	
000089 NEW FLYER OF AMERICA	74762	0	2022	3	INV P	339.36	040622	553202	Parts	
						31,370.25				
000561 GENFARE, DIVISION OF	73899	0	2022	3	INV P	944.71	031622	552875	Parts	
000569 GILLIG LLC	74141	0	2022	3	INV P	363.78	032322	552995	Parts	
000569 GILLIG LLC	74142	0	2022	3	INV P	3,303.03	032322	552995	Parts	
						3,666.81				
001595 JX TRUCK CENTER	73473	0	2022	3	INV P	6,279.87	030922	552773	Parts	
001595 JX TRUCK CENTER	73474	0	2022	3	INV P	1,216.50	030922	552773	Parts	
001595 JX TRUCK CENTER	74145	0	2022	3	INV P	3,978.25	032322	553007	Parts	
001595 JX TRUCK CENTER	74146	0	2022	3	INV P	1,136.94	032322	553007	Parts	
001595 JX TRUCK CENTER	74147	0	2022	3	INV P	2,935.68	032322	553007	Parts	
001595 JX TRUCK CENTER	74148	0	2022	3	CRM P	-550.81	032322	553007	Parts credit	
001595 JX TRUCK CENTER	74149	0	2022	3	CRM P	-132.97	032322	553007	Parts credit	
001595 JX TRUCK CENTER	74150	0	2022	3	CRM P	-154.84	032322	553007	Parts credit	
001595 JX TRUCK CENTER	74763	0	2022	3	INV P	197.92	040622	553189	Parts	
001595 JX TRUCK CENTER	74764	0	2022	3	INV P	139.71	040622	553189	Parts	
001595 JX TRUCK CENTER	74765	0	2022	3	INV P	4,679.40	040622	553189	Parts	
						19,725.65				
001655 AUTOMOTIVE SUPPLY CO	73466	0	2022	3	INV P	1,776.48	030922	552746	Parts	
001655 AUTOMOTIVE SUPPLY CO	73468	0	2022	3	INV P	159.71	030922	552746	Parts & Supplies	
001655 AUTOMOTIVE SUPPLY CO	73470	0	2022	3	INV P	309.11	030922	552746	Supplies, tools and	
						2,245.30				
ACCOUNT TOTAL						59,369.14				

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/3 TO 2022/3	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
58072000 641700					Vehicle Repairs & Maint			
000179 BERGSTROM CHEVROLET	73836	0	2022	3 INV P	308.44	pcard		Repairs
001597 NOLTE'S TOWING	73481	0	2022	3 INV P	241.82	030922	552786	Towing 518
999990 AUTOMATIC MOTORS INC	74592	0	2022	3 INV P	4,448.43	pcard		Vehicle repair
999990 AUTOMATIC MOTORS INC	74593	0	2022	3 INV P	517.50	pcard		Vehicle repair
					4,965.93			
					ACCOUNT TOTAL			5,516.19
58072000 641800					Equip Repairs & Maint			
000172 BAYCOM, INC.	74766	0	2022	3 INV P	93.75	040622	553161	Equipment repair
001392 U.S. VENTURE, INC	74768	0	2022	3 INV P	145.00	040622	553223	Equipment repairs
					ACCOUNT TOTAL			238.75
58072000 643000					Health Services			
001588 THEDACARE, INC.	74161	0	2022	3 INV P	81.60	032322	553039	DOT Physicals
001588 THEDACARE, INC.	74769	0	2022	3 INV P	136.00	040622	553220	DOT Physicals
					217.60			
					ACCOUNT TOTAL			217.60
58072000 659900					Other Contracts/Obligation			
001942 APPLETON SIGN COMPAN	73454	0	2022	3 INV P	1,792.50	030922	552744	New bus logo
					ACCOUNT TOTAL			1,792.50
					ORG 58072000 TOTAL			73,645.99
58073000					VT 5307 Building Maintenance			
58073000 641600					Build Repairs & Maint			
000758 KUETTEL'S SEPTIC SER	73475	0	2022	3 INV P	400.00	030922	552775	Floor pit cleaning
					ACCOUNT TOTAL			400.00
58073000 644000					Snow Removal Services			
000773 LAKE SHORE CLEANERS,	73907	0	2022	3 INV P	360.00	031622	552885	Snow removal - shel
000773 LAKE SHORE CLEANERS,	73908	0	2022	3 INV P	3,442.32	031622	552885	Snow removal - Tran
000773 LAKE SHORE CLEANERS,	73909	0	2022	3 INV P	209.76	031622	552885	Snow removal - Gara
					4,012.08			
					ACCOUNT TOTAL			4,012.08
58073000 659900					Other Contracts/Obligation			
002401 CLEAN POWER, LLC	73403	0	2022	3 INV P	869.37	030222	552668	ALL-March, 2022 Jan

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/3 TO 2022/3		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
ACCOUNT TOTAL							869.37				
58073000	680300	1800			Buildings						
002843	SALAS O'BRIEN NORTH	73917	0	2022	3	INV	P	3,900.00	031622	552912 Professional servic	
002843	SALAS O'BRIEN NORTH	73918	0	2022	3	INV	P	15,100.00	031622	552912 Geothermal Bore Des	
							19,000.00				
ACCOUNT TOTAL							19,000.00				
ORG 58073000 TOTAL							24,281.45				
58074000					VT 5307 Operations						
58074000	632200				Gas Purchases						
001608	GARROW OIL CORPORATI	74020	220196	2022	3	INV	P	25,133.27	031622	552873 #1 Ultra Low Sulfur	
001608	GARROW OIL CORPORATI	74712	220238	2022	3	INV	P	24,318.27	033022	553080 #2 Ultra Low Sulfur	
							49,451.54				
ACCOUNT TOTAL							49,451.54				
58074000	632602				Tires						
001926	GOODYEAR TIRE AND RU	74237	210167	2022	3	INV	P	3,030.18	032322	552996 Bus tire lease prog	
001926	GOODYEAR TIRE AND RU	74238	220246	2022	3	INV	P	3,031.69	032322	552996 Bus tire lease prog	
001926	GOODYEAR TIRE AND RU	74677	0	2022	3	INV	P	3,030.91	033022	553083 Jan miles	
001926	GOODYEAR TIRE AND RU	74678	0	2022	3	CRM	P	-3,031.69	033022	553083 Jan miles credit	
001926	GOODYEAR TIRE AND RU	74720	220246	2022	3	INV	P	2,941.27	033022	553083 Bus tire lease prog	
							9,002.36				
ACCOUNT TOTAL							9,002.36				
58074000	632603				Lubricants						
000615	HARTLAND LUBRICANTS	74144	0	2022	3	INV	P	4,562.10	032322	553001 Lubes & oil	
ACCOUNT TOTAL							4,562.10				
58074000	640800				Contractor Fees						
002229	STAR PROTECTION AND	73477	0	2022	3	INV	P	5,491.75	030922	552802 TC Security 2/1 thr	
002229	STAR PROTECTION AND	73901	0	2022	3	INV	P	3,914.00	031622	552914 TC Security 2-20 th	
							9,405.75				
ACCOUNT TOTAL							9,405.75				
58074000	643000				Health Services						
001588	THEDACARE, INC.	74161	0	2022	3	INV	P	551.65	032322	553039 DOT Physicals	
ACCOUNT TOTAL							551.65				
ORG 58074000 TOTAL							72,973.40				

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/3 TO 2022/3									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
58075000		VT 5307	ADA	Paratransit					
58075000 632002				Outside Printing					
001121 QUICK PRINT CENTER,	74900	0	2022 3	INV	P	628.85		pcard	Forms, tickets and
				ACCOUNT TOTAL		628.85			
58075000 640800				Contractor Fees					
001186 RUNNING, INC.	73882	0	2022 3	INV	P	80,911.05	031622	552911	Feb VTII, Elderly &
				ACCOUNT TOTAL		80,911.05			
58075000 641308				Cellular Phones					
001442 VERIZON WIRELESS SER	74898	0	2022 3	INV	P	710.69		pcard	Data plan March 202
				ACCOUNT TOTAL		710.69			
				ORG 58075000 TOTAL		82,250.59			
58076000		VT 5307	Ancillary	Paratransit					
58076000 640800 1806				Contractor Fees					
001186 RUNNING, INC.	73882	0	2022 3	INV	P	1,758.95	031622	552911	Feb VTII, Elderly &
				ACCOUNT TOTAL		1,758.95			
58076000 640800 1807				Contractor Fees					
001186 RUNNING, INC.	73882	0	2022 3	INV	P	116.45	031622	552911	Feb VTII, Elderly &
				ACCOUNT TOTAL		116.45			
58076000 640800 1809				Contractor Fees OC Demand Resp					
001186 RUNNING, INC.	73879	0	2022 3	INV	P	27,096.13	031622	552911	Feb Rural Service
				ACCOUNT TOTAL		27,096.13			
58076000 640800 1810				Contractor Fees - OC TANF					
001186 RUNNING, INC.	73881	0	2022 3	INV	P	510.00	031622	552911	Feb OCHST service
				ACCOUNT TOTAL		510.00			
58076000 640800 1813				Contractor Fees-Neenah DAR					
001186 RUNNING, INC.	73877	0	2022 3	INV	P	2,425.15	031622	552911	Feb NWDAR Service
				ACCOUNT TOTAL		2,425.15			
58076000 640800 1818				Contractor Fees-CC Rural					
001621 CALUMET COUNTY	73884	0	2022 3	INV	P	811.49	031622	552855	Calumet County Van
				ACCOUNT TOTAL		811.49			
58076000 640800 1819				Contractor Fees-Connectr Hours					
001186 RUNNING, INC.	73876	0	2022 3	INV	P	19,406.75	031622	552911	February Connector

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/3 TO 2022/3									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION		
				ACCOUNT TOTAL				19,406.75	
58076000 640800 1820				Contractor Fees-Connector Area					
001186 RUNNING, INC.	73876	0	2022 3	INV P			February Connector	4,874.75	031622 552911
				ACCOUNT TOTAL				4,874.75	
				ORG 58076000 TOTAL				56,999.67	
58079000				VT COVID-19 Response					
58079000 640800				Contractor Fees					
002401 CLEAN POWER, LLC	73471	0	2022 3	INV P			Level 1 bus cleanin	2,700.25	030922 552753
				ACCOUNT TOTAL				2,700.25	
58079000 659900				other contracts/Obligation					
999990 ZOOM.US 888-799-9666	74552	0	2022 3	INV P			Conference software	10.00	pcard
				ACCOUNT TOTAL				10.00	
				ORG 58079000 TOTAL				2,710.25	
FUND 580 Valley Transit				TOTAL:				358,753.23	

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

City of Appleton
VALLEY TRANSIT INCOME STATEMENT - Corrected
For three months Ending March 31, 2022

Description	Month of March Actual	Prior Year March	YTD As of March Actual	Prior YTD March	2022 Amended Budget	2022 % of Total Budget
REVENUES						
Bus Fare Revenue	31,316	32,852	83,574	76,190	858,843	9.73%
Paratransit Fare Revenue	60,983	36,530	100,724	103,170	702,530	14.34%
Total Fare Revenue	92,299	69,382	184,298	179,360	1,561,373	11.80%
Other Charges for Service	15,644	7,088	22,153	8,688	65,000	34.08%
Other Revenues	-	1,000	7,306	1,500	14,000	52.19%
TOTAL REVENUES	107,943	77,470	213,757	189,548	1,640,373	13.03%
EXPENSES BY LINE ITEM						
Regular Salaries & Labor pool alloc	306,307	249,415	670,401	586,500	3,288,821	20.38%
Call Time	-	-	-	-	-	0.00%
Overtime	34,841	33,730	58,660	89,142	76,153	77.03%
Incentive Pay	-	-	-	-	1,335	0.00%
Other Compensation	-	-	-	-	-	0.00%
Fringes	98,806	88,387	245,906	241,095	1,335,129	18.42%
Unemployment Compensation	-	1,956	-	1,956	-	0.00%
Salaries & Fringe Benefits	439,954	373,488	974,967	918,693	4,701,438	20.74%
Training & Conferences	933	835	1,143	1,824	27,200	4.20%
Employee Recruitment	788	525	1,838	922	4,200	43.76%
Office Supplies	289	389	722	1,512	5,400	13.37%
Subscriptions	40	-	103	716	3,925	2.62%
Memberships & Licenses	-	1,113	8,975	8,413	20,016	44.84%
Postage & Freight	46	251	205	309	3,700	5.54%
Awards & Recognition	666	-	716	-	930	76.99%
Food & Provisions	160	-	160	54	1,240	12.90%
Insurance	-	-	153,932	133,064	222,790	69.09%
Insurance dividend & return of surplus	-	(48,910)	-	(48,910)	-	0.00%
Depreciation Expense	102,544	-	307,632	-	1,230,534	25.00%
Administrative Expenses	105,466	(45,797)	475,426	97,904	1,519,935	31.28%
Landscape Supplies	-	-	-	-	1,500	0.00%
Shop Supplies & Tools (& misc)	7,286	5,124	16,470	11,632	55,450	29.70%
Printing & Reproduction	1,401	1,246	1,930	2,308	27,070	7.13%
Uniforms	-	-	190	1,085	9,280	2.05%
Gas Purchases	49,755	33,304	127,488	79,249	572,500	22.27%
Safety Supplies	89	218	2,131	1,780	500	426.20%
Vehicle & Equipment Parts	72,934	21,213	82,775	34,100	205,500	40.28%
Miscellaneous Equipment	809	49	809	50	25,100	3.22%
Signs	2,590	2,370	2,770	3,477	12,000	23.08%
Supplies & Materials	134,864	63,524	234,563	133,681	908,900	25.81%
Accounting/Audit	-	-	-	-	9,930	0.00%
Bank Services	166	147	569	307	6,500	8.75%
Consulting Services	6,760	-	6,760	2,154	-	0.00%
Solid Waste/Recycling	-	566	609	849	5,060	12.04%
Contractor Fees	188,145	180,521	513,042	579,926	3,977,037	12.90%
Advertising	4,250	375	4,250	1,539	50,309	8.45%
Health Services	769	1,036	2,376	2,138	9,200	25.83%
Snow Removal Services	4,012	6,054	6,992	9,339	39,000	17.93%
Laundry Services	-	1,298	1,588	2,697	10,000	15.88%
Other Contracts/Obligations	2,692	3,900	7,686	5,615	100,478	7.65%
Purchased Services	206,794	193,897	543,872	604,564	4,207,514	12.93%
Electric	10,447	8,965	15,757	14,157	51,481	30.61%

City of Appleton
VALLEY TRANSIT INCOME STATEMENT - Corrected
For three months Ending March 31, 2022

Description	Month of March Actual	Prior Year March	YTD As of March Actual	Prior YTD March	2022 Amended Budget	2022 % of Total Budget
Gas	9,371	5,982	14,631	8,442	17,500	83.61%
Water	1,512	1,598	1,837	1,759	7,850	23.40%
Waste Disposal/Collection	709	635	889	702	3,200	27.78%
Stormwater	1,994	2,037	2,655	2,713	9,401	28.24%
Telephone	925	1,950	2,963	3,464	17,700	16.74%
Utilities	24,958	21,167	38,732	31,237	107,132	36.15%
Building/Grounds Repair & Maintenance	400	-	400	400	-	-
Vehicle Repair & Maintenance	5,516	-	7,279	816	10,050	72.43%
Equipment Repair & Maintenance	667	1,536	1,045	3,669	13,674	7.64%
FMD Charges & Material	-	-	15,978	17,854	142,503	11.21%
Software Support	-	4,500	79,583	57,872	122,690	64.87%
Repairs & Maintenance	6,583	6,036	104,285	80,611	288,917	36.10%
Total Operating Expenses	918,619	612,315	2,371,845	1,866,690	11,733,836	20.21%
OPERATING INCOME (LOSS)	(810,676)	(534,845)	(2,158,088)	(1,677,142)	(10,093,463)	
NON-OPERATING REVENUES						
Federal Support	-	-	-	-	10,873,310	0.00%
State Support	-	-	-	-	5,430,562	0.00%
Appleton Support	275,230	-	825,690	-	725,763	113.77%
Other Local Support	724,279	806,741	760,566	854,734	2,014,910	37.75%
Investment Income	-	174	-	6,994	12,500	0.00%
Donations	4,167	4,167	12,648	12,997	63,386	19.95%
Fund Balance Applied	-	-	-	-	-	0.00%
TOTAL NON-OPERATING REVENUE	1,003,676	811,082	1,598,904	874,725	19,120,431	8.36%
Buildings	19,000	8,637	20,602	27,206	7,500,000	0.27%
Machinery & Equipment	-	-	10,379	-	-	#DIV/0!
Furniture & Fixtures	-	-	-	-	-	0.00%
Vehicles	-	1,964,298	2,471,395	1,994,330	2,521,395	98.02%
Capital Expenditures	19,000	1,972,935	2,502,376	2,021,536	10,021,395	0.00%
NET INCOME (LOSS)	174,000	(1,696,698)	(3,061,560)	(2,823,953)	(994,427)	

City of Appleton
VALLEY TRANSIT INCOME STATEMENT - Corrected
For three months Ending March 31, 2022

Description	Month of March Actual	Prior Year March	YTD As of March Actual	Prior YTD March	2022 Amended Budget	2022 % of Total Budget
PURCHASED TRANSPORTATION EXPENSE						
VTII - Disabled	93,399	79,311	267,375	161,828	2,052,750	13.03%
VTII - Elderly	2,022	1,413	7,658	3,320	62,480	12.26%
PT - Optional (Sunday)	110	55	963	268	17,850	5.39%
Family Care Employment Transportation	-	33,229	-	65,328	613,360	0.00%
Outagamie County Demand Response Rural	32,091	17,044	86,815	38,603	275,007	31.57%
Outagamie County Human Services Transportation	629	748	1,717	1,156	11,900	14.43%
Neenah Dial - A - Ride	3,243	5,565	9,746	14,742	192,423	5.06%
Calumet County Van Service	-	590	3,896	6,147	27,666	14.08%
Connector - Extended Service Hours	21,626	19,374	75,345	47,045	412,000	18.29%
Connector - Extended Service Area	5,766	7,888	17,819	18,025	141,625	12.58%
Downtown Trolley	-	-	-	-	32,554	0.00%
Total Purchased Transportation	158,886	165,217	471,334	356,462	3,839,615	12.28%

Total Passengers

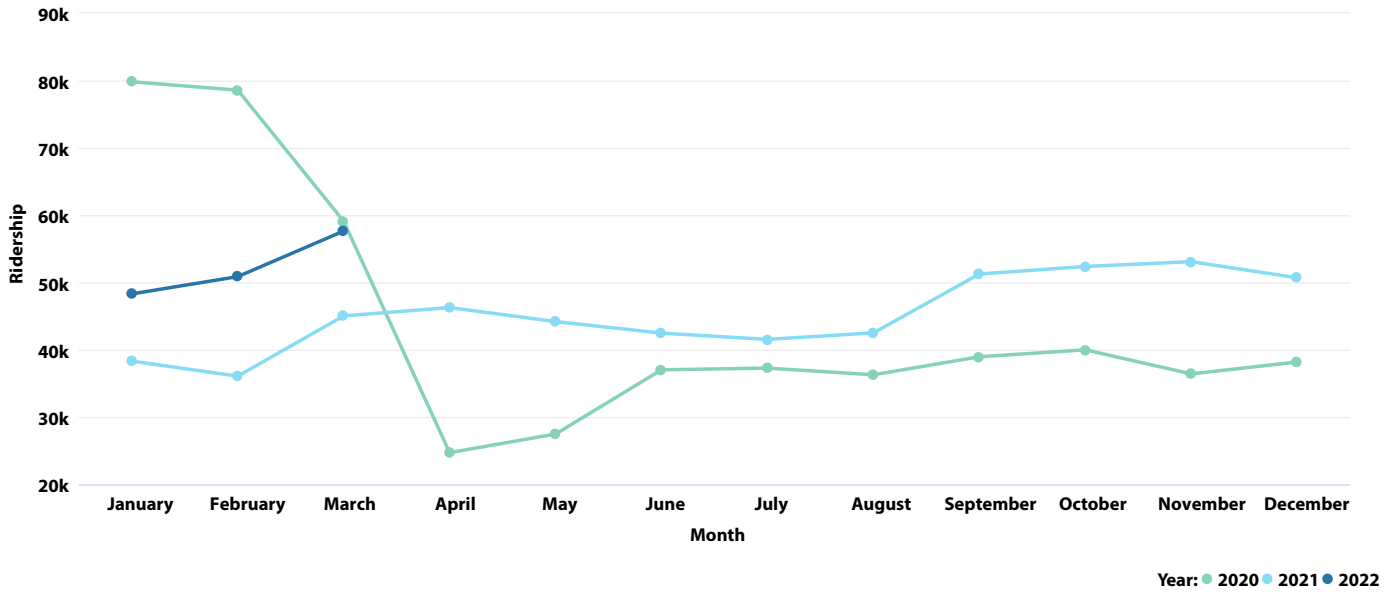
57,644

↑ 28%
change 45,029
prev. year

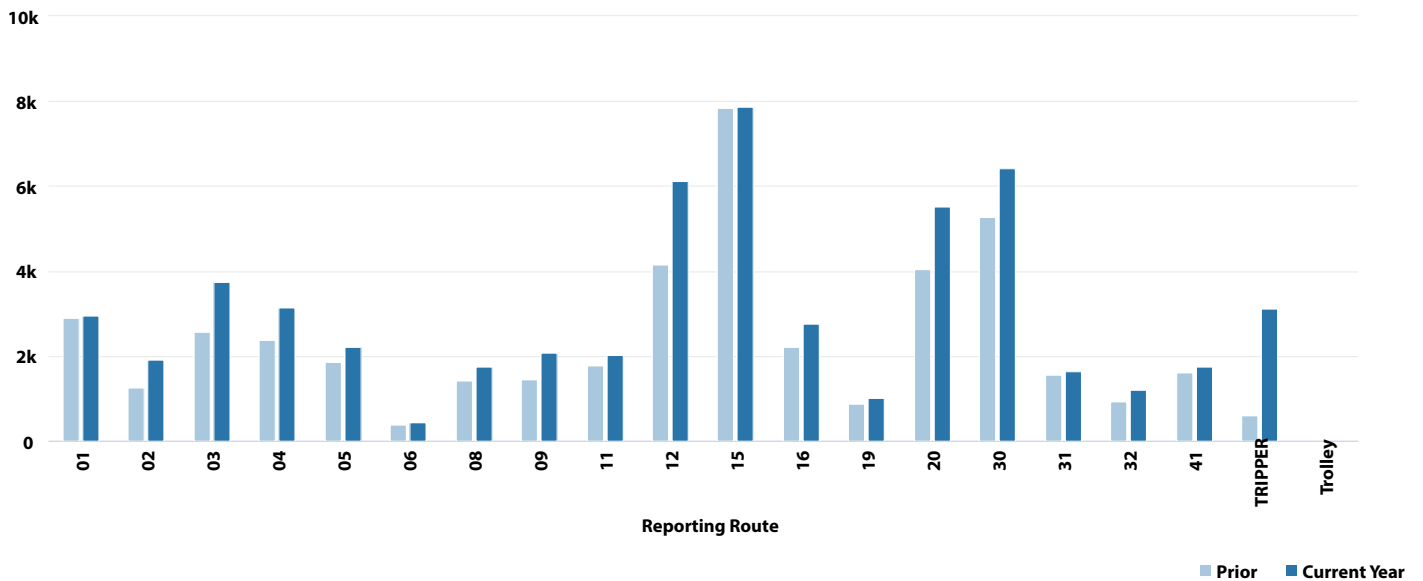
Monthly Fare Group Trend

Fare Group Desc	Prior Year	Current ▼	% Change
Passes & Tickets	20,307	24,889	22.6%
AASD	5,312	10,339	94.6%
Cash	8,467	8,434	-0.4%
Transfers	8,233	7,959	-3.3%
FVTC	2,124	4,196	97.6%
Free	586	1,452	147.8%
Lawrence University	-	375	-

Monthly Ridership Trend by Year



Monthly Ridership by Route

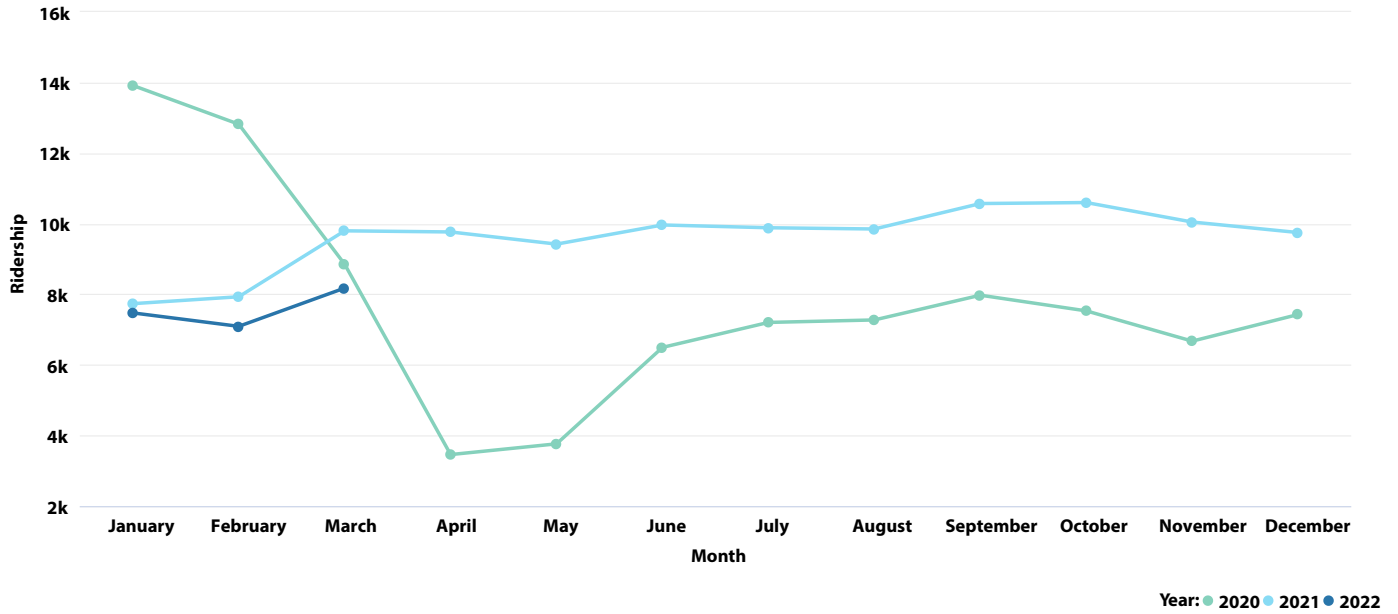


Total Passengers

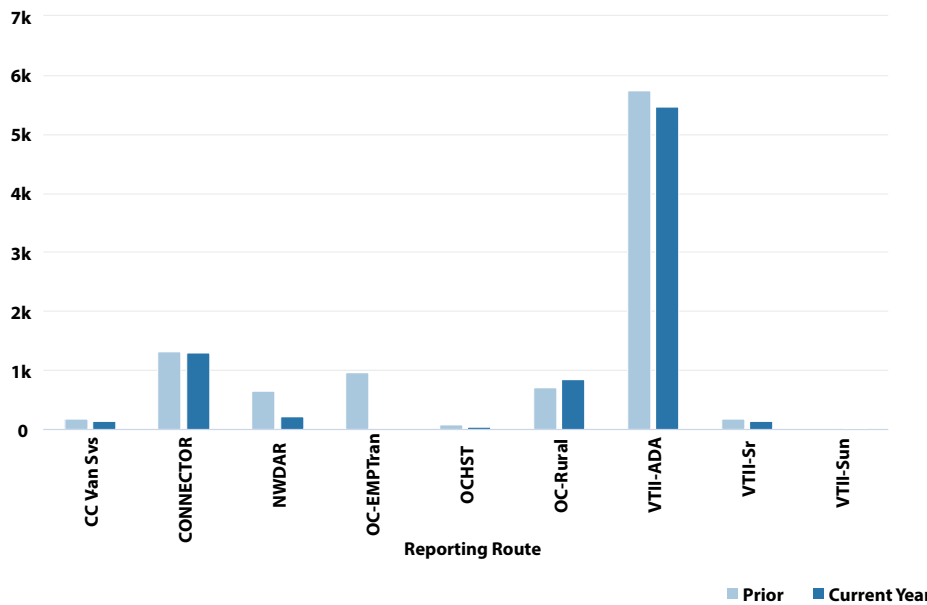
8,177

↘ -17% change | 9,799 prev. year

Ridership Trend by Year



Monthly Ridership by Route

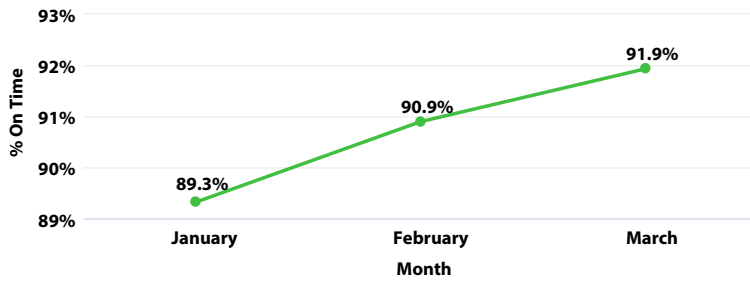


Change in Rides by Program

Reporting Route	Prior Year	Current Year	% Change
VTII-ADA	5,734	5,470	-4.60%
CONNECTOR	1,326	1,291	-2.64%
OC-Rural	706	845	19.69%
NWDAR	640	226	-64.69%
CC-Van Svs	171	146	-14.62%
VTII-Sr	183	146	-20.22%
OCHST	75	37	-50.67%
VTII-Sun	4	16	300.00%
OC-EMPTan	960	-	-100.00%

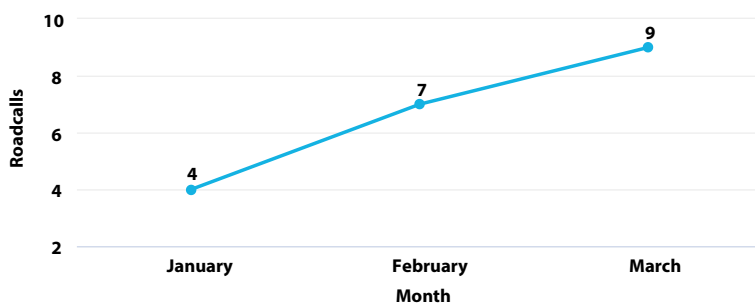
Reliability

On Time Performance



On time performance is a primary indicator of service reliability. Valley Transit's goal is to **exceed 90%** on time performance. A bus is on time if it departs a designated time point between one minute early and five minutes late.

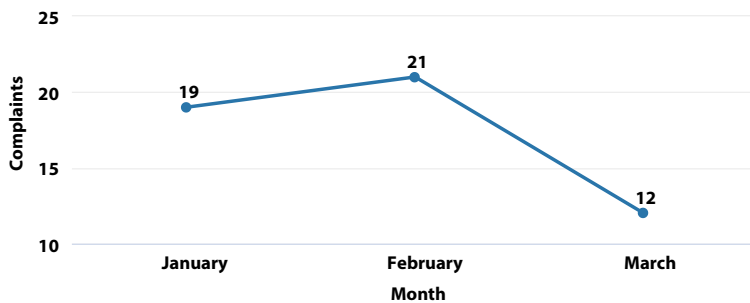
Service Roadcalls



A roadcall occurs when a vehicle system failure results in the replacement of a bus in service. This measure is another indicator of service reliability. Valley Transit's goal is to **minimize** roadcalls through preventative maintenance and by analyzing each event to help prevent service interruptions whenever possible.

Service Quality

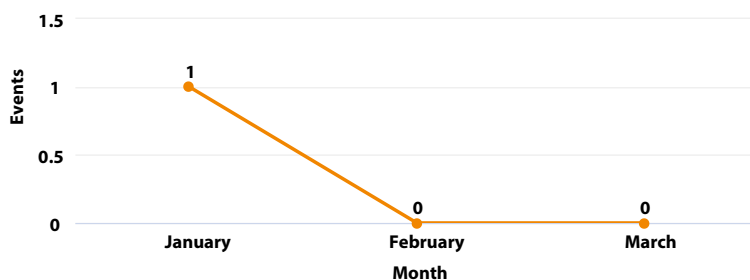
Complaints



The number of monthly complaints and trend over time provides insight into the quality of service. The continual goal is to **minimize** complaints and respond to feedback in a timely manner.

Safety

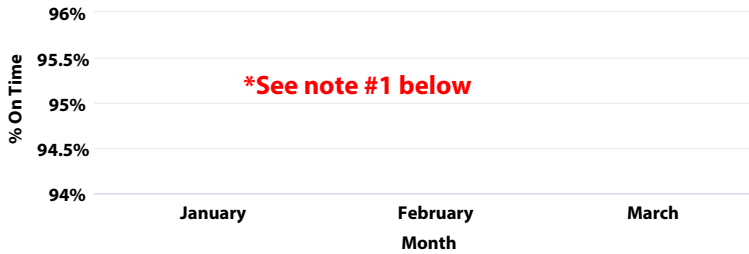
Reportable Safety Events



This graph provides data on the number of reportable safety & security events on transit property or involving revenue vehicles. Reportable events, as defined by the National Transit Database, include: injuries requiring immediate medical attention away from scene; property damage exceeding \$25,000; collisions when vehicle is towed away; evacuation; or fatalities. Valley Transit's goal is to provide safe service and **minimize** the likelihood of all accidents.

Reliability

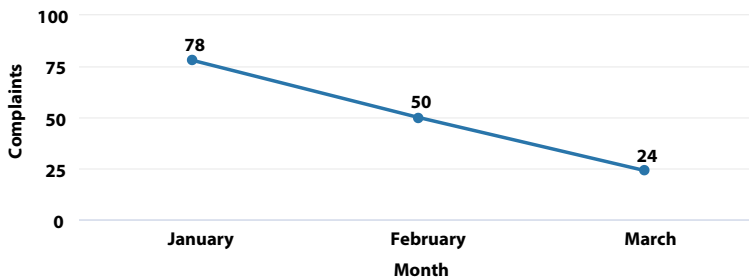
On Time Performance



On time performance is a primary indicator of service reliability. Valley Transit's goal is to **exceed 90%** on time performance for scheduled trips. A VTII vehicle is on time if it arrives for pick-up with a 30 minute window. The window is 15 minutes before to 15 minutes after the scheduled pick-up time.

Service Quality

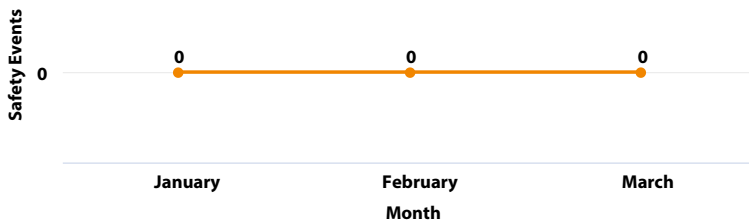
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Notes:

1. Demand Response OTP is currently unavailable. There is a data calculation issue between the source software (Ecolance) and the data management system (TransTrack). An update on this measure will be provided during the FCTC meeting.
2. Valley Transit demand response programs include VTII, VT Senior, VTII - Sunday, VT Connector, Northern Winnebago DAR, Outagamie County Rural, Outagamie County Human Services Transportation and Calumet County Van Service.