



City of Appleton

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

Meeting Agenda - Final Fox Cities Transit Commission

Tuesday, October 25, 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
[22-1348](#) Approval of Minutes from previous meeting
Attachments: [MeetingMinutes 27-Sept-2022.pdf](#)
4. **Public Hearings/Appearances**
[22-1349](#) Public Participation on Agenda Items
5. **Action Items**
[22-1350](#) Approval of Payments
Attachments: [September 2022 Payments.pdf](#)
[22-1351](#) Award Geotechnical & Environmental Services Contract to Westwood Infrastructure, Inc.
Attachments: [2022 Transit Center Environmental and Geotechnical Services.pdf](#)
[22-1352](#) Certify Valley Transit Public Transportation Agency Safety Plan (PTASP)
Attachments: [VT PTASP 10-1-22.pdf](#)
6. **Information Items**
[22-1353](#) VTII Service Update
[22-1354](#) Financial Report
Attachments: [Monthly Income Statement September 2022.pdf](#)
[22-1355](#) Ridership Report
Attachments: [FCTC Monthly FR - Sept 2022.pdf](#)
[FCTC Monthly DR - Sept 2022.pdf](#)

- [22-1356](#) Valley Transit 2023 Proposed Budget
Attachments: [2023 Valley Transit Proposed Budget.pdf](#)
- [22-1357](#) 2022 Third Quarter KPI
Attachments: [Quarterly KPI - FR_QTR3 2022 .pdf](#)
[Quarterly KPI - DR_QTR3 2022 .pdf](#)
- [22-1358](#) Staffing Update
- [22-1359](#) Neenah Transit Center Relocation
- [22-1360](#) Appleton Transit Center Project Update
- [22-1361](#) Request for Future Agenda Items

7. **Next Meeting Date & Time**
- **November 8, 2022, 3:00 PM**
- **November 22, 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.



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
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Meeting Minutes - Final Fox Cities Transit Commission

Tuesday, September 27, 2022

3:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

In person attendees: Vice-Chairperson Thao, Wurdinger, Yang, Torrance, Dexter

Virtual attendees: Kasimor, VandeHey

Present: 7 - Kasimor, Dexter, VandeHey, Wurdinger, Thao, Torrance and Yang

Excused: 5 - Chairperson Dearborn, Detienne, Patza, Del Toro and Lendrum

3. Approval of minutes from previous meeting

[22-1196](#)

Approval of minutes from previous meeting

Attachments: [Meeting Minutes 24-Aug-2022.pdf](#)

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

4. **Public Hearings/Appearances**

[22-0793](#)

Public Participation on Agenda Items

No public participation on agenda items.

5. **Action Items**

[22-1198](#)

Authorization to Award Scheduling and Planning Software Contract to Optibus Inc.

Attachments: [Award Recommendation Optibus.pdf](#)

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

6. **Information Items**

[22-1197](#)

Approval of Payments

Attachments: [August 2022 Payments.pdf](#)

This action item was moved to information items.

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

[22-1199](#)

VTII Service Update

Justin Running presented.

This Presentation was presented.

[22-1200](#)

Financial Report

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

This Presentation was presented.

[22-1201](#)

Ridership Report

Attachments: [FCTC Monthly FR - August 2022.pdf](#)

[FCTC Monthly DR - August 2022.pdf](#)

This Presentation was presented.

[22-1202](#)

2022 - 2023 Snow Removal Contract with Bob & Dave's Lawn & Landscape Maintenance

Attachments: [Snow removal contract memo.pdf](#)

[Snow and Salt Contract - Bob & Daves final.pdf](#)

This Presentation was presented.

[22-1203](#)

Staffing Update

This Presentation was presented.

[22-1204](#)

Capital Projects Update

This Presentation was presented.

[22-1205](#)

Request for Future Agenda Items

This Presentation was discussed.

7. **Next Meeting Date & Time**
 - **October 11, 2022, 3:00 PM - Cancelled**
 - **October 25, 2022, 3:00 PM**

8. **Adjournment**

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/9 TO 2022/9											
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION		
58071000		VT 5307 Admin									
58071000 620100		Training/Conferences									
001522 WISCONSIN PUBLIC TRA	85708	0	2022	9	INV P	200.00		pcard	Conference		
ACCOUNT TOTAL						200.00					
58071000 620500		Employee Recruitment									
002158 CAREERBUILDER	86548	0	2022	9	INV P	143.44	100522		555837	August 2022 Posting	
002158 CAREERBUILDER	86549	0	2022	9	INV P	286.88	092822		555720	July 2022 Postings	
						430.32					
002694 RNS COMMUNICATIONS I	85817	220446	2022	9	INV P	600.00	091422		555565	Advertising	
ACCOUNT TOTAL						1,030.32					
58071000 630100		Office supplies									
999990 QUILL CORPORATION	85686	0	2022	9	INV P	62.69		pcard	Office supplies		
999990 WALMART.COM AA	86730	0	2022	9	INV P	65.98		pcard	Office supplies		
999990 WALMART.COM AA	86731	0	2022	9	INV P	116.00		pcard	office supplies		
999990 QUILL CORPORATION	86732	0	2022	9	INV P	60.99		pcard	Office Supplies		
999990 QUILL CORPORATION	86849	0	2022	9	INV P	273.99		pcard	Office supplies		
999990 QUILL CORPORATION	86850	0	2022	9	INV P	23.36		pcard	office supplies		
						603.01					
ACCOUNT TOTAL						603.01					
58071000 630200		Subscriptions									
999990 GAN*WINEWSPAPERCIRC	85685	0	2022	9	INV P	40.00		pcard	September Subscript		
ACCOUNT TOTAL						40.00					
58071000 630300		Memberships & Licenses									
000516 FOX CITIES KIWANIS	86178	0	2022	9	INV P	175.00	092822		555742	2022-2023 membershi	
ACCOUNT TOTAL						175.00					
58071000 630400		Postage / Freight									
001583 UNITED STATES POSTAL	86843	0	2022	9	INV P	1.92		pcard	FCTC Postage		
ACCOUNT TOTAL						1.92					
58071000 630700		Food & Provisions									
999990 JIMMY JOHNS # 446	86844	0	2022	9	INV P	357.45		pcard	Octoberfest		
999990 JIMMY JOHNS # 446	86845	0	2022	9	INV P	103.67		pcard	Octoberfest		
999990 JIMMY JOHNS # 446	86846	0	2022	9	INV P	185.47		pcard	Octoberfest		
						646.59					
ACCOUNT TOTAL						646.59					

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/9 TO 2022/9									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION		
58071000 631603				Other Misc. Supplies					
000864 MEMORIAL FLORIST AND	86738	0	2022 9	INV P			Flowers	82.00	pcard
001198 SAM'S CLUB	86788	0	2022 9	INV P			Water	24.40	pcard
				ACCOUNT TOTAL				106.40	
58071000 632002				Outside Printing					
001121 QUICK PRINT CENTER,	85689	0	2022 9	INV P			Business cards	86.15	pcard
				ACCOUNT TOTAL				86.15	
58071000 632300				Safety Supplies					
000274 CINTAS CORPORATION	86762	0	2022 9	INV P			Mats and safety sup	56.19	pcard
				ACCOUNT TOTAL				56.19	
58071000 640300				Bank Service Fees					
000814 LOOMIS ARMORED US, L	85495	0	2022 9	INV P	091422		Armored Service	173.58	
				ACCOUNT TOTAL				173.58	
58071000 640400				Consulting Services					
001275 SRF CONSULTING GROUP	86189	0	2022 9	INV P	092822		Planning support pr	568.16	
				ACCOUNT TOTAL				568.16	
58071000 640800				Contractor Fees					
001237 SHRED-IT USA	86847	0	2022 9	INV P			Document shredding	55.45	pcard
001771 RED SHOES PR, INC.	85480	0	2022 9	INV P	091422		August Marketing ef	4,992.75	
				ACCOUNT TOTAL				5,048.20	
58071000 641200				Advertising					
001771 RED SHOES PR, INC.	85483	0	2022 9	INV P	091422		August digital adve	3,500.00	
				ACCOUNT TOTAL				3,500.00	
58071000 641301				Electric					
001575 WE ENERGIES	548	0	2022 9	INV P	090722		ELEC 707600246-0000	6,231.68	
				ACCOUNT TOTAL				6,231.68	
58071000 641302				Gas					
001575 WE ENERGIES	548	0	2022 9	INV P	090722		GAS 707600246-00001	123.22	
				ACCOUNT TOTAL				123.22	
				ORG 58071000 TOTAL				18,590.42	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/9 TO 2022/9	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
58072000								VT 5307 vehicle Maintenance
58072000	630901							Shop Supplies
	000035 AIRGAS USA, LLC	86197	0	2022 9	INV P	56.77	092822	555706 Shop supplies
	000453 FASTENAL COMPANY	85683	0	2022 9	INV P	7.09	pcard	Shop supplies
	001194 SAFETY-KLEEN	86198	0	2022 9	INV P	50.00	092822	555792 Shop supplies
	001194 SAFETY-KLEEN	86666	0	2022 9	INV P	481.05	100522	555895 Shop supplies
						531.05		
	001316 SUPERIOR CHEMICAL CO	86665	0	2022 9	INV P	642.90	100522	555900 Shop supplies
	001595 JX TRUCK CENTER	85488	0	2022 9	INV P	485.94	091422	555529 Parts
	001655 AUTOMOTIVE SUPPLY CO	85497	0	2022 9	INV P	77.55	091422	555477 Parts and shop supp
	001983 AMAZON	86851	0	2022 9	INV P	143.23	pcard	Shop supplies
	999990 TARTAN SUPPLY CO LLC	86085	0	2022 9	INV P	482.53	pcard	Aug custodial suppl
	999990 TARTAN SUPPLY CO LLC	86086	0	2022 9	INV P	124.90	pcard	Aug custodial suppl
						607.43		
					ACCOUNT TOTAL	2,551.96		
58072000	632200							Gas Purchases
	000763 KWIK TRIP, INC	85485	0	2022 9	INV P	493.30	091422	555535 August fuel
					ACCOUNT TOTAL	493.30		
58072000	632601							Repair Parts
	000241 CASPER'S TRUCK EQUIP	86196	0	2022 9	INV P	70.00	092822	555723 Equipment parts
	000561 GENFARE, DIVISION OF	85492	0	2022 9	INV P	5,470.40	091422	555510 Parts
	000561 GENFARE, DIVISION OF	86663	0	2022 9	INV P	3,089.06	100522	555851 Farebox Parts
						8,559.46		
	000569 GILLIG LLC	86219	0	2022 9	INV P	2,023.84	092822	555749 Parts
	000569 GILLIG LLC	86220	0	2022 9	INV P	1,057.28	092822	555749 Parts
						3,081.12		
	001595 JX TRUCK CENTER	85487	0	2022 9	INV P	1,599.84	091422	555529 Parts
	001595 JX TRUCK CENTER	86664	0	2022 9	INV P	6,069.58	100522	555859 Parts
						7,669.42		
	001655 AUTOMOTIVE SUPPLY CO	85497	0	2022 9	INV P	1,179.24	091422	555477 Parts and shop supp

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/9 TO 2022/9		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
002518	S&A SYSTEMS, INC	85493		0	2022	9 INV P	75.88	091422	555567 Parts
ACCOUNT TOTAL							20,635.12		
58072000	641700					Vehicle Repairs & Maint			
001378	TRI CITY GLASS AND D	86839		0	2022	9 INV P	377.00	pcard	Vehicle repair
ACCOUNT TOTAL							377.00		
58072000	641800					Equip Repairs & Maint			
002376	HOTSYS CLEANING SYSTE	85490		0	2022	9 INV P	127.70	091422	555523 Equipment service
ACCOUNT TOTAL							127.70		
58072000	643000					Health Services			
001588	THEDACARE, INC.	86186		0	2022	9 INV P	81.60	092822	555805 DOT Physicals
ACCOUNT TOTAL							81.60		
58072000	645100					Laundry Services			
000274	CINTAS CORPORATION	86763		0	2022	9 INV P	72.60	pcard	Uniforms, mats & sh
000274	CINTAS CORPORATION	86841		0	2022	9 INV P	66.97	pcard	Multiple invoices -
							139.57		
ACCOUNT TOTAL							139.57		
ORG 58072000 TOTAL							24,406.25		
58073000						VT 5307 Building Maintenance			
58073000	640700					Solid Waste/Recycling Pickup			
999990	GFL ENVIRONMENTAL IN	87393		0	2022	9 INV P	104.00	pcard	GFL ENVIRONMENTAL I
999990	GFL ENVIRONMENTAL IN	87394		0	2022	9 INV P	200.48	pcard	GFL ENVIRONMENTAL I
							304.48		
ACCOUNT TOTAL							304.48		
58073000	645100					Laundry Services			
000274	CINTAS CORPORATION	86762		0	2022	9 INV P	69.66	pcard	Mats and Safety sup
000274	CINTAS CORPORATION	86763		0	2022	9 INV P	372.42	pcard	Uniforms, mats & sh
000274	CINTAS CORPORATION	86840		0	2022	9 INV P	104.49	pcard	Mats - multiple inv
000274	CINTAS CORPORATION	86841		0	2022	9 INV P	248.28	pcard	Multiple invoices -
							794.85		
ACCOUNT TOTAL							794.85		
58073000	659900					Other Contracts/Obligation			
002401	CLEAN POWER, LLC	85159		0	2022	9 INV P	869.37	090722	555438 Janitorial Services
ACCOUNT TOTAL							869.37		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/9 TO 2022/9		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
				ORG 58073000 TOTAL				1,968.70		
58074000	VT 5307 Operations									
58074000	620100	Training/Conferences								
001611	FOX VALLEY TECHNICAL	86764	0	2022	9	INV	P	150.00	pcard	CDL testing
ACCOUNT TOTAL								150.00		
58074000	630300	Memberships & Licenses								
001611	FOX VALLEY TECHNICAL	86848	0	2022	9	INV	P	300.00	pcard	CDL testing
ACCOUNT TOTAL								300.00		
58074000	632002	Outside Printing								
000561	GENFARE, DIVISION OF	85491	0	2022	9	INV	P	3,091.45	091422	555510 Ticket stock
001496	WG, INC.	86179	0	2022	9	INV	P	355.00	092822	555821 Detour Decales
002963	EDM TECHNOLOGY	86221	0	2022	9	INV	P	1,126.84	092822	555735 Generic Transfers
ACCOUNT TOTAL								4,573.29		
58074000	632101	Uniforms								
000316	COONEY'S EMBROIDERY	85496	0	2022	9	INV	P	313.00	091422	555487 Uniforms
000316	COONEY'S EMBROIDERY	86195	0	2022	9	INV	P	50.00	092822	555729 Embroider
								363.00		
001396	UNIFIRST CORPORATION	86180	0	2022	9	INV	P	95.76	092822	555807 Uniforms
001396	UNIFIRST CORPORATION	86181	0	2022	9	INV	P	73.92	092822	555807 Uniforms
								169.68		
001983	AMAZON	85687	0	2022	9	INV	P	84.99	pcard	Uniforms
001983	AMAZON	85688	0	2022	9	INV	P	148.91	pcard	Uniforms
								233.90		
ACCOUNT TOTAL								766.58		
58074000	632200	Gas Purchases								
000763	KWIK TRIP, INC	85485	0	2022	9	INV	P	977.45	091422	555535 August fuel
001608	GARROW OIL CORPORATI	85486	0	2022	9	INV	P	30,797.85	091422	555507 #2 Clear diesel fue
001608	GARROW OIL CORPORATI	86565	0	2022	9	INV	P	23,670.86	092822	555744 #2 Clear Diesel fue
								54,468.71		
ACCOUNT TOTAL								55,446.16		
58074000	632602	Tires								

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/9 TO 2022/9	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
	001926 GOODYEAR TIRE AND RU	85836	220246	2022	9	INV P	3,043.14	091422	555512 Bus tire lease prog
	001926 GOODYEAR TIRE AND RU	86607	220246	2022	9	INV P	3,218.75	092822	555750 Bus tire lease prog
							6,261.89		
						ACCOUNT TOTAL	6,261.89		
58074000	632603					Lubricants			
	000615 HARTLAND LUBRICANTS	85489	0	2022	9	INV P	1,997.40	091422	555520 Lubricants
						ACCOUNT TOTAL	1,997.40		
58074000	632700					Miscellaneous Equipment			
	001901 DOUBLEMAP, INC.	86194	0	2022	9	INV P	1,728.01	092822	555734 Equipment
						ACCOUNT TOTAL	1,728.01		
58074000	640800					Contractor Fees			
	002229 STAR PROTECTION AND	86188	0	2022	9	INV P	8,991.98	092822	555796 August Transit Cent
						ACCOUNT TOTAL	8,991.98		
58074000	643000					Health Services			
	001588 THEDACARE, INC.	85479	0	2022	9	INV P	173.00	091422	555584 DOT Physicals
	001588 THEDACARE, INC.	86182	0	2022	9	INV P	210.00	092822	555801 DOT Physicals
	001588 THEDACARE, INC.	86183	0	2022	9	INV P	877.00	092822	555802 DOT Physicals
	001588 THEDACARE, INC.	86184	0	2022	9	INV P	425.80	092822	555803 DOT Physicals
	001588 THEDACARE, INC.	86185	0	2022	9	INV P	646.85	092822	555804 DOT Physicals
	001588 THEDACARE, INC.	86186	0	2022	9	INV P	499.40	092822	555805 DOT Physicals
							2,832.05		
						ACCOUNT TOTAL	2,832.05		
						ORG 58074000 TOTAL	83,047.36		
58075000			VT 5307	ADA		Paratransit			
	58075000 632700					Miscellaneous Equipment			
	001983 AMAZON	86834	0	2022	9	INV P	984.20	pcard	Tablet cases
						ACCOUNT TOTAL	984.20		
58075000	640800					Contractor Fees			
	001186 RUNNING, INC.	87674	0	2022	9	INV P	87,450.80	101222	555985 September VTII, E1d
						ACCOUNT TOTAL	87,450.80		
58075000	641308					Cellular Phones			
	001442 VERIZON WIRELESS SER	86842	0	2022	9	INV P	710.69	pcard	Data plan
						ACCOUNT TOTAL	710.69		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/9 TO 2022/9									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION		
		ORG 58075000 TOTAL					89,145.69		
58076000		VT 5307 Ancillary Paratransit							
58076000 640800 1806		Contractor Fees							
001186 RUNNING, INC.	87674	0	2022 9 INV P	2,049.80	101222	555985	September VTII, Eld		
		ACCOUNT TOTAL					2,049.80		
58076000 640800 1807		Contractor Fees							
001186 RUNNING, INC.	87674	0	2022 9 INV P	171.25	101222	555985	September VTII, Eld		
		ACCOUNT TOTAL					171.25		
58076000 640800 1809		Contractor Fees OC Demand Resp							
001186 RUNNING, INC.	87677	0	2022 9 INV P	26,439.00	101222	555985	September Rural Ser		
		ACCOUNT TOTAL					26,439.00		
58076000 640800 1813		Contractor Fees-Neenah DAR							
001186 RUNNING, INC.	87676	0	2022 9 INV P	5,209.05	101222	555985	September NWDAR Ser		
		ACCOUNT TOTAL					5,209.05		
58076000 640800 1819		Contractor Fees-Connectr Hours							
001186 RUNNING, INC.	87675	0	2022 9 INV P	19,057.50	101222	555985	September Connector		
		ACCOUNT TOTAL					19,057.50		
58076000 640800 1820		Contractor Fees-Connector Area							
001186 RUNNING, INC.	87675	0	2022 9 INV P	4,424.00	101222	555985	September Connector		
		ACCOUNT TOTAL					4,424.00		
		ORG 58076000 TOTAL					57,350.60		
58079000		VT COVID-19 Response							
58079000 640800		Contractor Fees							
002401 CLEAN POWER, LLC	85502	0	2022 9 INV P	3,317.65	091422	555484	Bus cleaning		
		ACCOUNT TOTAL					3,317.65		
58079000 659900		Other Contracts/Obligation							
999990 ZOOM.US 888-799-9666	86729	0	2022 9 INV P	10.00	pcard		Meeting software ac		
		ACCOUNT TOTAL					10.00		
		ORG 58079000 TOTAL					3,327.65		
FUND 580 Valley Transit		TOTAL:					277,836.67		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/9 TO 2022/9	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
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** END OF REPORT - Generated by Debra Ebben **



"...meeting community needs...enhancing quality of life."

**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

1819 East Witzke Boulevard
Appleton, Wisconsin 54911-8401
(920) 832-5572 FAX (920) 993-3103
Email - dean.gazza@appleton.org

TO: Fox Cities Transit Commission

FROM: Dean R. Gazza

DATE: 10/25/2022

RE: Action: Award the 2022 Transit Center Environmental and Geotechnical Site Services to Westwood Professional Services in the amount of \$99,920 with a 10% contingency for a cost not to exceed \$109,912.

The 2022 Valley Transit budget has allocated monies to perform a needs assessment and create a master plan for the Transit Center facility all in accordance with all Federal Transit Administration Guidelines. This Master Plan will be the basis used to obtain federal funding for a future Joint Development Transit Center Project.

The work in this project consists of installing monitoring wells, environmental testing, and completion of a Phase 2 environmental investigation needed for the Valley Transit Site. The work also includes soil borings along with a geotechnical report that will be included in the master planning process. This work is needed to be completed in order to begin the FTA Grant Funding process.

Westwood Professional Services holds a master contract with the City of Appleton for all 2022 environmental and geotechnical services needed citywide.

The Parks, Recreation, and Facilities Management Department along with Valley Transit has reviewed the proposal and is in agreement that the proposal is acceptable. Therefore, we recommend moving forward with Westwood Professional Services in the amount of \$99,920 plus a contingency of 10% only to be utilized as needed.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.



Valley Transit

CONNECTING THE **FOX CITIES**

Public Transportation Agency Safety Plan

LAST UPDATED October 1, 2022

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PUBLIC TRANSPORTATION AGENCY SAFETY PLAN for Valley Transit

Transit Agency Information

Transit Agency	Name		Address
	Valley Transit		801 S Whitman Avenue
Accountable Executive	Name		Title
	Ron McDonald		General Manager
Chief Safety Officer	Name		Title
	Amy Erickson		Assistant General Manager
Mode(s) of Service Covered by This Plan:		List All FTA Funding Types (e.g., 5307, 5337, 5339):	
Fixed Route-Directly Operated		5307	
Paratransit-Contracted		5307	
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)			
Fixed Route-Directly Operated			
Paratransit- Contracted			
Does the agency provide transit services on behalf of another transit agency or entity?	Yes	No	Description of Arrangement(s)
		X	
Transit Agency(ies) or Entity(ies) for Which Service Is Provided	Name		Address

Plan Development, Approval, and Updates

Signature by the Accountable Executive	Name		Date of Signature
	Ron McDonald		
	Signature		
Approval by Board of Directors (or Equivalent)	Approving Entity		Date of Approval
	Fox Cities Transit Commission		
	Signatures		
	George Dearborn-Chairperson		
	Aldersperson Maiyoua Thao		
	Mike Patza		
	Larry Wurdinger		
	Aldersperson Israel Del Toro		
Richard Detienne			
Carol Kasimor			

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Background

The Moving Ahead for Progress in the 21st Century (MAP-21) Act grants the Federal Transit Administration (FTA) the authority to establish and enforce a comprehensive regulatory framework to oversee the safety of public transportation throughout the United States. As a component of this safety oversight framework, MAP-21 requires certain recipients of FTA Chapter 53 funding to develop and implement a Public Transit Agency Safety Plan (PTASP).

In addition to greater safety oversight responsibilities, MAP-21’s grant of expanded regulatory authority puts FTA in a position to provide guidance to transit agencies that strengthens the use of safety data to support management decisions, improves the commitment of transit leadership to safety, and fosters a culture of safety that promotes awareness and responsiveness to safety risks. The framework to this approach is called a safety management system (SMS), which moves the transit industry towards a more holistic, performance-based approach to safety. The SMS framework has been adopted by FTA in its National Public Transportation Safety Plan (“national safety plan”).

The PTASP for **Valley Transit (VT)** supports and is consistent with an SMS approach to safety risk management. SMS is an integrated collection of policies, processes, and behaviors meant to ensure a formalized, proactive, and data-driven approach to safety risk management. The aim of an SMS is to increase the safety performance of transit systems by proactively identifying, assessing, and controlling safety risks. The approach is meant to be flexible and scalable, so that transit agencies of all types and sizes can efficiently meet the basic requirements of MAP-21. The PTASP for **Valley Transit (VT)** addresses the following elements, outlined in **Table 1** (below):

<input type="checkbox"/> Safety Management Policy Statement:	A policy statement establishing senior management commitment to continual safety improvement, signed by the executive accountable for the operation of the agency and the board of directors.
<input type="checkbox"/> Document Control:	A description of the regular annual process used to review and update the plan including a timeline for implementation of the process.
<input type="checkbox"/> Core Safety Responsibilities:	A description of the responsibilities, accountabilities, and authority of the accountable executive, the key safety officers, and key members of the safety management team.
<input type="checkbox"/> Safety Training Program:	A description of the comprehensive safety training program for agency staff that ensures that staff are trained and competent to perform their safety duties.
<input type="checkbox"/> Safety Risk Management:	A description of the formal processes the agency uses to identify hazards, analyze and assess safety risks, and develop, implement and evaluate risk controls.
<input type="checkbox"/> Safety Risks:	A description the most serious safety risks to the public, personnel and property.
<input type="checkbox"/> Risk Control:	A description of the risk control strategies and actions that the agency will undertake to minimize exposure of the public, personnel and property to hazards, including a schedule for implementing the risk control strategies and the primary entity responsible for each strategy.
<input type="checkbox"/> Safety Assurance:	A list of defined safety performance indicators for reach priority risk and associated targets the agency will use to determine if it is achieving the specified safety goals.
<input type="checkbox"/> Desired Safety Outcomes:	A description of desired safety outcomes for each risk using the measurable safety performance indicators established.

Table 1: Elements of a Public Transportation Agency Safety Plan (PTASP)

1 SAFETY POLICIES AND PROCEDURES

1.1 COMMITMENT TO SAFETY

Policy Statement

The management of safety is one of our core business functions. **Valley Transit** is committed to developing, implementing, maintaining, and constantly improving processes to ensure that all our transit service delivery activities take place under a balanced allocation of organizational resources, aimed at achieving the highest level of safety performance and meeting established standards.

All levels of management and all employees are accountable for the delivery of this highest level of safety performance, starting with the Accountable Executive.

Valley Transit commits to:

- Support the management of safety through the provision of appropriate resources, that will result in an organizational culture that fosters safe practices, encourages effective employee safety reporting and communication, and actively manages safety with the same attention to results as the attention to the results of the other management systems of the organization.
- Integrate the management of safety among the primary responsibilities of all managers and employees.
- Clearly define for all staff, managers, and employees, their accountabilities, and responsibilities for the delivery of the organization's safety performance and the performance of our Safety Management System (SMS).
- Establish and operate hazard identification and analysis, and safety risk assessment activities, including an employee safety reporting program as a fundamental source for safety concerns and hazard identification, in order to eliminate or mitigate the safety risk of the consequences of hazards resulting from our operations or activities to a point which is consistent with our acceptable level of safety performance.
- Ensure that no action will be taken against any employee who discloses a safety concern through the employee safety reporting program, unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures.
- Comply with, and wherever possible exceed, legislative and regulatory requirements and standards.
- Ensure that sufficient skilled and trained human resources are available to implement safety management processes.
- Ensure that all staff are provided with adequate and appropriate safety-related information and training, are competent in safety management matters, and are allocated only tasks commensurate with their skills.
- Establish and measure our safety performance against realistic and data-driven safety performance indicators and safety performance targets.

- Continually improve our safety performance through management processes that ensure that appropriate safety management action is taken and is effective; and
- Ensure externally supplied systems and services to support our operations are delivered meeting our safety performance standards.

1.2 ANNUAL PTASP REVIEW AND UPDATE

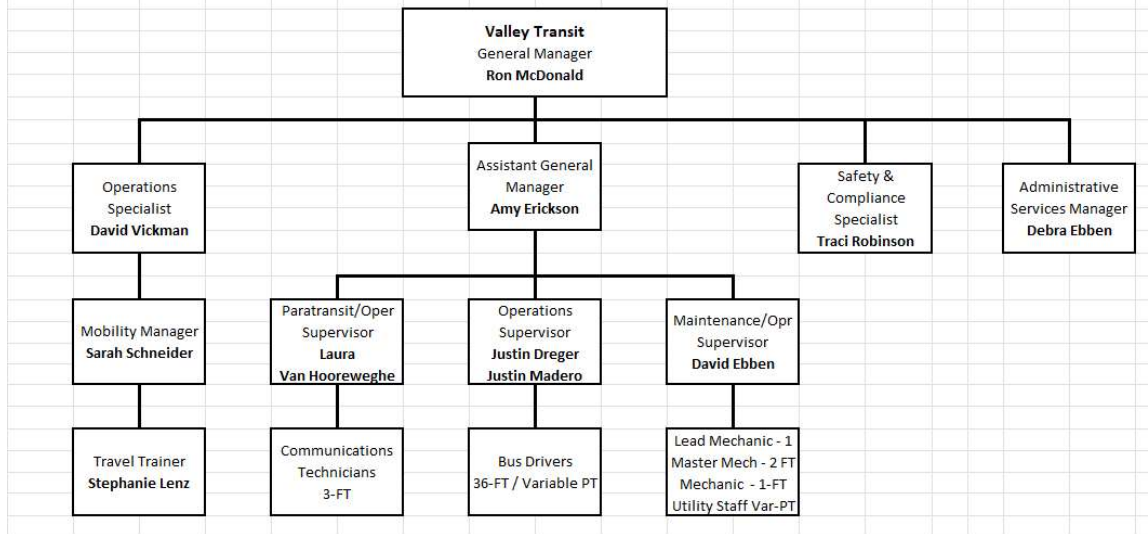
Valley Transit (VT) management will review the PTASP annually, update the document as necessary, and implement the changes within a timeframe that will allow the agency to timely submit to any annual or other periodic reviews, including its annual self-certification of compliance. At minimum, annual self-certification will consist of the Accountable Executive signing and dating this document.

Annual review and approval of the PTASP will be conducted by **Valley Transit (VT)** and the Safety Committee by **December 1** of each calendar year. Necessary updates outside the annual update window may be handled as PTASP addenda. Reviews of the PTASP and any subsequent updates, addenda, adoption, and distribution activities will be documented in the PTASP Activity Log at the beginning of this document.

1.3 ORGANIZATION STRUCTURE AND SYSTEM SAFETY RESPONSIBILITIES

While the Accountable Executive has the ultimate responsibility for **Valley Transit's** implementation of its PTASP, **Valley Transit's** executive management has the overall responsibility of safe and secure operations of **Valley Transit** and contract service operators. Each employee is required to carry out specific system safety responsibilities, depending on the employee's position, in compliance with the PTASP.

The information provided in the Staff Safety Roles and Responsibilities table (Appendix A) describes each position and general system safety responsibilities, and the agency's reporting structure.



2 SAFETY RISK MANAGEMENT (SRM)

2.1 HAZARD IDENTIFICATION

Establishing an effective hazard identification program is fundamental to safety management at **Valley Transit**. Hazard identification can be reactive or proactive in nature: safety event reporting, incident investigation, and trend monitoring are essentially reactive; other hazard identification methods proactively seek feedback through data collection, observation, and day-to-day operations analysis. Common hazard identification activities may include:

- Safety assessments
- Trend monitoring
- Hazard and safety event reporting
- Safety surveys
- Safety audits
- Evaluating customer suggestions and complaints

The number of near misses, known as accident precursor data, is significantly greater than the number of accidents for comparable types of events. The practice of reporting and learning from accident precursor data is a valuable complement to other hazard identification practices. To be successful, hazard identification must take place within a non-punitive and just safety culture. **Valley Transit** employs systematic safety improvements by discovering and learning of potential weaknesses in the system's safety.

2.1.1 Non-Punitive Reporting Policy

Valley Transit is committed to the safest transit operating standards practicable. To achieve this, it is imperative that **Valley Transit** have uninhibited reporting of all safety events that may compromise safe operations. To this end, every employee is responsible for the communication of any information that may affect the integrity of transit safety. Such communication must be completely free of any form of reprisal.

Valley Transit will not take disciplinary action against any employee who discloses a safety event. This policy shall not apply to information received by **Valley Transit** from a source other than the employee, or that involves an illegal act, or a deliberate or willful disregard of rules, regulations, or agency policies or procedures.

Valley Transit's method of collection, recording, and disseminating information obtained from transit safety reports has been developed to protect, to the extent permissible by law, the identity of any employee who provides transit safety information.

2.2 RISK ASSESSMENT

Once a hazard has been identified, **Valley Transit** will conduct an assessment to determine the potential consequences. Factors to be considered are the likelihood of occurrence, the severity of the consequences (should there be an occurrence), and the level of exposure to the hazard. **Valley Transit** will assess risks subjectively by experienced personnel using a risk assessment matrix. Results of the risk assessment process will help determine whether the risk is being appropriately managed or controlled. If the risks are acceptable, the hazard will continue to be monitored. If the risks are unacceptable, steps will be taken by **Valley Transit** to lower the risk to an acceptable or tolerable level, or to remove, avoid, or otherwise eliminate the hazard.

2.3 RISK MITIGATION

The assessment process may indicate that certain hazards have an acceptable level of risk, while others require mitigation to an acceptable or tolerable level. **Valley Transit** will further manage risk by completing a **Hazard Assessment Log (Appendix E)** that can help prioritize safety risks. The level of risk can be lowered by reducing the severity of the potential consequences, likelihood of occurrence, exposure to that risk, or by some combination.

In general, **Valley Transit** will take the following safety actions to mitigate risk – these actions can be categorized into three broad categories, including:

- 1. Physical Defenses:**

These include objects and technologies that are engineered to discourage, or warn against, or prevent inappropriate action or mitigate the consequences of events (e.g. traffic control devices, fences, safety restraining systems, transit controls/signals, transit monitoring systems, etc.)

- 2. Administrative Defenses:**

These include procedures and practices that mitigate the likelihood of accident/incident (e.g. safety regulations, standard operating procedures, personnel proficiency, supervision inspection, training, etc.)

- 3. Behavioral Defenses:**

These include behavioral interventions through education and public awareness campaigns aimed at reducing risky and reckless behavior of motorists, passengers and pedestrians; factors outside the control of the agency (e.g. the *Zero in Wisconsin* campaign)

2.4 PRIORITIZE SAFETY RISKS

Once a hazard has been identified and the risk level assessed, **Valley Transit** will prioritize safety risks.

3 SAFETY ASSURANCE

Safety assurance provides the necessary feedback to ensure that the SMS is functioning effectively and that **Valley Transit** is meeting or exceeding its safety objectives. Safety assurance requires a clear understanding of how safety performance will be evaluated, or in other words, what metrics will be used to assess system safety and determine whether the SMS is working properly. Having decided on the metrics by which success will be measured, safety management requires embedding these metrics in the organizational culture and encouraging their use for ongoing performance improvement.

3.1 DEFINING SAFETY GOALS AND OBJECTIVES/OUTCOMES

Setting safety goals and objectives is part of strategic planning and establishing safety policy for **Valley Transit**. Clearly defining safety goals is the first part in creating a safety performance measurement system.

Safety goals are general descriptions of desirable long-term impacts. For example, a general safety goal might be:

"Foster agency-wide support for transit safety by establishing a culture where management is held accountable for safety and everyone in the organization takes an active role in securing transit safety."

Safety objectives or outcomes are more specific statements that define measurable results. For example, a specific safety objective for the goal stated above might be:

"Establish regular transit safety meetings comprised of staff at varying levels, including executives, officers, managers, operators and maintenance personnel."

The safety objective/outcome will then be measured by defining specific performance metrics, including a baseline and target, that **Valley Transit** will determine is reasonable.

3.2 DEFINING SAFETY PERFORMANCE MEASURES

Performance measurement is the regular systematic collection, analysis, and reporting of data that track resources used, work produced, and whether specific outcomes were achieved. In other words, it is a tool to quantify and improve performance, and engage and communicate with **Valley Transit** staff and external stakeholders.

The two core functions of performance measurement include monitoring and evaluating progress. Performance can be measured in terms of inputs, outputs, outcomes, and efficiency, among many other criteria.

Valley Transit will utilize these basic principles of performance measurement, including:

- Stakeholder involvement and acceptance
- Focus on agency goals and activities
- Clarity and precision
- Creditability and robustness
- Variety of measures
- Number of measures
- Hierarchy of measures
- Forward-looking measures
- Integration into agency decision-making
- Timely reporting
- Understand agency specifics, including context and scale of operations
- Realism of goals and targets

3.2.1 Metrics

System safety data is collected through a variety of sources and includes:

- Near miss information
- Accident investigation reports
- Internal safety audits (or reviews)
- Safety committee meetings
- Injury reports (including occupational injury)
- Event reports (including accidents, incidents, and occurrences)
- System monitoring (including testing and inspection records)
- Hazard management program

This safety data will be analyzed and used for development of key safety performance indicators and targets.

Valley Transit will initially focus on areas based on data delivered to the National Transit Database (NTD), as the following:

- **Fatalities**
 - Total number of reportable fatalities, and rate per total vehicle revenue miles

- **Injuries**
 - Total number of reportable injuries, and rate per total vehicle revenue miles
- **Safety Events**
 - Total number of reportable events, and rate per total vehicle revenue miles
- **System Reliability**
 - Mean distance between major mechanical failures

These safety performance measures are used to select improvement targets for these four measures and for each mode of transit, in order to encourage improvements and monitor the safety performance of delivering transit services. In addition, **Valley Transit** will select additional performance measures and targets, both leading and lagging, to insure continual improvement of our SMS.

Valley Transit will make its safety performance measures improvement targets available to applicable state agencies and metropolitan planning organizations (MPOs), and, to the maximum extent practicable, will coordinate with both in the selection of safety performance targets.

The safety data collected from the above sources will be analyzed for potential safety impacts. Identified areas of concern are reported to appropriate personnel in the form of specific project reports, memos, and recommendations from the safety committee.

Records of system safety data are maintained for a minimum of three years. Certain information, such as safety certification backup documentation is maintained by **Valley Transit's** document control process. In addition to safety data, **Valley Transit** maintains other data and documentation of activities required by the PTASP. Distribution of safety-related reports and data is accomplished through the **Valley Transit** Forward Focus/Safety committee.

3.3 MONITORING PERFORMANCE AND EVALUATING RESULTS

Once safety goals, objectives/outcomes, and measures have been defined, they can be organized into a **Safety Performance Matrix (Appendix G)** or **Safety Performance Outline (Appendix F)**. Organizing information, particularly in a matrix, will allow **Valley Transit** to continuously monitor safety performance and evaluate results. **Valley Transit** will evaluate safety performance and update documentation at least semi-annually.

3.4 INTEGRATING RESULTS INTO AGENCY DECISION-MAKING PROCESSES

Valley Transit is committed to using the data collected and information learned to inform decision making and instill positive change. The main objective is the continuous improvement of transit system safety. When performance goals are not met, **Valley Transit** will work to identify why such goals were not met and what actions can be taken to minimize the gap in achieving defined goals. However, when goals are easily achieved, action will be taken to exceed expectations and re-establish a reasonable baseline.

Uses of Performance Results include:

- Focus attention on performance gaps and trigger in-depth investigations of what performance problems exist

- Help make informed resource allocation decisions
- Identify needs for staff training or technical assistance
- Help motivate employees to continue making program improvements
- Support strategic planning efforts by providing baseline information for tracking progress
- Identify best practices through benchmarking
- Respond to elected officials and the public’s demand for accountability

3.5 SUSTAINING A SAFETY MANAGEMENT SYSTEM

In order to sustain the SMS, **Valley Transit** will ensure that particular processes are employed to instill an organizational foundation. Examples of actions taken to sustain the SMS include:

- **Create measurement-friendly culture:**
All staff, including senior managers, should be actively engaged in creating measurement-friendly culture by promoting performance measurement as a means of continuous improvement. Senior managers will also lead by example and utilize performance metrics in decision making processes.
- **Build organization capacity:**
Investment in developing skilled human resources capacity is essential to sustaining an SMS. Both technical and managerial skills will be needed for data collection and analysis and setting goals. Managing staff and the governing board will commit the financial resources required for organizational capacity and maintaining an SMS on a continuous basis.
- **Reliability and transparency of performance results:**
The SMS will be able to produce and report its results, both good and bad. Performance information should be transparent and made available to all stakeholders. Messengers should be protected to preserve the integrity of the measurement system. The focus should be on opportunities for improvement rather than allocating blame.
- **Demonstrate continuous commitment to measurement:**
Visible commitment to using metrics is a long-term initiative. **Valley Transit** will demonstrate a commitment to performance measurement by establishing a formal process of reporting performance results, such as including transit safety and performance measurement as a standing agenda item at city council and county board meetings.

4 SAFETY PROMOTION

4.1 SAFETY PROMOTION, CULTURE AND TRAINING

Valley Transit believes safety promotion is critical to the success of an SMS by ensuring that the entire organization fully understands and trusts its safety policies, procedures, and structure. Further, safety promotion involves establishing an organizational and workplace culture that recognizes safety as a core value, training employees in safety principles, and allowing open communications of safety issues.

4.1.1 Safety Culture

Positive safety culture must be generated from the top. The actions, attitudes, and decisions at the policy-making level must demonstrate a genuine commitment to safety. Safety must be recognized as the responsibility of each employee, with the ultimate responsibility for safety resting with the Accountable Executive. Employees must trust that they will have management support for decisions made in the interest of safety, while also recognizing that intentional breaches of safety will not be tolerated.

The primary goal of safety promotion at **Valley Transit** is to develop a positive safety culture that allows the SMS to succeed. A positive safety culture is defined as one which is:

A. An Informed Culture

- Employees understand the hazards and risks involved in their areas of operation
- Employees are provided with the necessary knowledge, training and resources
- Employees work continuously to identify and overcome threats to safety

B. A Just Culture

- Employees know and agree on what is acceptable and unacceptable behavior
- Human errors must be understood, but negligence and willful violations cannot be tolerated

C. A Reporting Culture

- Employees are encouraged to voice safety concerns and to share critical safety information without the threat of punitive action
- When safety concerns are reported, they are analyzed, and appropriate action is taken

D. A Learning Culture

- Learning is valued as a lifetime process beyond basic-skills training
- Employees are encouraged to develop and apply their own skills and knowledge to enhance safety
- Employees are updated on safety issues by management, and safety reports are fed back to staff so that everyone learns the pertinent lessons

4.1.2 Training

During the initial implementation of an SMS, specific training will be required for all employees and contract staff, to explain the agency's safety culture and describe how **Valley Transit's** SMS works. The Chief Safety Officer is the resource person for providing a corporate perspective on **Valley Transit's** approach to safety management.

Safety Management training topics may include:

A. Initial Safety Training for All Staff

1. Basic principles of safety management including the integrated nature of SMS, risk management, safety culture, etc.
2. Corporate safety philosophy, safety goals and objectives, safety policy, and safety standards
3. Importance of complying with the safety policy and SMS procedures, and the approach to disciplinary actions for different safety issues

4. Organizational structure, roles and responsibilities of staff in relation to safety
5. Transit agency's safety record, including areas of systemic weakness
6. Requirement for ongoing internal assessment of organization safety performance (e.g. employee surveys, safety audits, and assessments)
7. Reporting accidents, incidents, and perceived hazards
8. Lines of communication for safety managers
9. Feedback and communication methods for the dissemination of safety information
10. Safety promotion and information dissemination

B. Safety Training for Operations Personnel

1. Unique hazards facing operational personnel
2. Seasonal safety hazards and procedures (e.g. winter operations)
3. Procedures for hazard reporting
4. Procedures for reporting safety events (accidents and incidents)
5. Emergency procedures

C. Safety Training for Management

1. Principles of the SMS
2. Management responsibilities and accountabilities for safety
3. Legal issues (e.g. liability)

D. Training for the Safety Officer

1. Familiarization with different transit modes, types of operation, routes, etc.
2. Understanding the role of human performance in safety event causation and prevention
3. Operation of the SMS
4. Investigating safety events
5. Crisis management and emergency response planning
6. Safety promotion
7. Communication skills
8. Performing safety audits and assessments
9. Monitoring safety performance
10. National Transit Database (NTD) safety event reporting requirements

APPENDICES

Appendix A – Staff Safety Roles and Responsibilities

Appendix B – Safety Assessment and System Review

Appendix C – Facility Safety and Security Assessment

Appendix D – Risk Assessment Matrix

Appendix E – Hazard Identification and Risk Assessment Log

Appendix F – Prioritized Safety Risk Log

Appendix G – Safety Performance Matrix

Appendix H – Safety Performance Outline

City of Appleton
VALLEY TRANSIT INCOME STATEMENT
For Nine Months Ending September 30, 2022

Description	Month of September Actual	Prior Year September	YTD As of September Actual	Prior YTD September	2022 Amended Budget	2022 % of Total Budget
REVENUES						
Bus Fare Revenue	106,990	25,700	476,428	386,050	858,843	55.47%
Paratransit Fare Revenue	32,734	41,987	300,721	380,695	702,530	42.81%
Total Fare Revenue	139,724	67,687	777,149	766,745	1,561,373	49.77%
Other Charges for Service	9,101	7,487	76,306	56,448	65,000	117.39%
Other Revenues	500	6,499	30,658	36,372	14,000	218.98%
TOTAL REVENUES	149,325	81,673	884,113	859,565	1,640,373	53.90%
EXPENSES BY LINE ITEM						
Regular Salaries & Labor pool alloc	359,527	300,946	2,040,269	2,028,980	3,288,821	62.04%
Overtime	48,708	43,358	262,584	261,009	76,153	344.81%
Incentive Pay	-	-	-	-	1,335	0.00%
Other Compensation	-	-	1,925	2,415	-	0.00%
Fringes	109,575	101,368	784,674	799,338	1,335,129	58.77%
Unemployment Compensation	-	370	3,301	32,463	-	0.00%
Salaries & Fringe Benefits	517,810	446,042	3,092,753	3,124,205	4,701,438	65.78%
Training & Conferences	2,429	155	10,915	6,435	27,200	40.13%
Employee Recruitment	1,030	143	11,548	11,854	4,200	274.95%
Office Supplies	603	129	2,540	3,406	5,400	47.04%
Subscriptions	40	-	613	1,285	3,925	15.62%
Memberships & Licenses	475	220	14,495	16,343	20,016	72.42%
Postage & Freight	2	33	1,167	2,201	3,700	31.54%
Awards & Recognition	-	-	759	-	930	81.61%
Food & Provisions	647	-	1,218	420	1,240	98.23%
Insurance	10,031	9,687	233,280	220,247	222,790	89.13%
Insurance dividend & return of surplus	-	-	(34,713)	(48,910)	-	-
Depreciation Expense	102,544	82,694	922,900	744,243	1,230,534	75.00%
Administrative Expenses	117,801	93,061	1,164,722	957,524	1,519,935	76.63%
Landscape Supplies	-	-	928	834	1,500	61.87%
Shop Supplies & Tools (& misc)	2,658	1,606	32,225	40,009	246,548	13.07%
Printing & Reproduction	4,463	2,791	17,079	11,763	27,070	63.09%
Uniforms	767	-	2,191	1,820	9,280	23.61%
Gas Purchases	55,939	16,173	429,529	250,399	592,625	72.48%
Safety Supplies	56	-	2,662	4,945	500	532.40%
Vehicle & Equipment Parts	28,894	20,894	229,926	135,815	209,426	109.79%
Miscellaneous Equipment	2,712	3,999	6,906	5,440	25,100	27.51%
Signs	-	4,450	6,220	38,667	12,000	51.83%
Supplies & Materials	95,489	49,913	727,666	489,692	1,124,049	64.74%
Accounting/Audit	-	-	-	12,532	9,930	0.00%
Bank Services	174	427	2,459	2,644	6,500	37.83%
Consulting Services	568	-	20,107	2,228	-	0.00%
Solid waste/Recycling	304	-	2,740	2,664	5,060	54.15%
Contractor Fees	172,291	272,888	1,574,321	1,968,797	3,977,037	39.59%
Advertising	3,500	8,090	19,758	12,847	50,309	39.27%
Health Services	2,914	99	8,353	8,113	9,200	90.79%
Snow Removal Services	-	-	10,701	9,175	39,000	27.44%
Laundry Services	934	1,532	7,374	8,575	10,000	73.74%
Other Contracts/Obligations	898	854	40,239	47,565	100,478	40.05%
Purchased Services	181,583	283,890	1,686,052	2,075,140	4,207,514	40.07%
Electric	5,997	3,734	35,484	39,382	51,481	68.93%
Gas	123	114	18,031	12,570	17,500	103.03%
Water	1,463	1,470	5,661	5,512	7,850	72.11%
Waste Disposal/Collection	697	675	2,808	2,507	3,200	87.75%
Stormwater	1,994	1,994	7,901	7,916	9,401	84.04%

City of Appleton
VALLEY TRANSIT INCOME STATEMENT
For Nine Months Ending September 30, 2022

Description	Month of September Actual	Prior Year September	YTD As of September Actual	Prior YTD September	2022 Amended Budget	2022 % of Total Budget
Telephone	924	449	10,127	10,292	17,700	57.21%
Utilities	11,198	8,436	80,012	78,179	107,132	74.69%
Building/Grounds Repair & Maintenance	-	268	2,187	2,341	-	0.00%
Vehicle Repair & Maintenance	377	2,792	12,567	12,659	10,050	125.04%
Equipment Repair & Maintenance	128	286	6,020	6,413	13,674	44.03%
FMD Charges & Material	-	7,019	70,414	105,368	142,503	49.41%
Software Support	-	945	113,869	86,409	122,690	92.81%
Repairs & Maintenance	505	11,310	205,057	213,190	288,917	70.97%
Total Operating Expenses	924,386	892,652	6,956,262	6,937,930	11,948,985	58.22%
OPERATING INCOME (LOSS)	(775,061)	(810,979)	(6,072,149)	(6,078,365)	(10,308,612)	
NON-OPERATING REVENUES						
Federal Support	-	-	1,606,318	1,768,720	12,423,285	12.93%
State Support	2,123,781	2,238,552	5,400,258	5,591,843	2,959,167	182.49%
Appleton Support	275,230	275,230	1,393,786	1,451,026	725,763	192.04%
Other Local Support	209,761	221,572	2,023,274	2,116,007	2,050,780	98.66%
Investment Income	-	(14,722)	(25,900)	(2,141)	12,500	-207.20%
Donations	4,223	4,167	37,706	37,999	63,386	59.49%
TOTAL NON-OPERATING REVENUE	2,612,995	2,724,799	10,435,442	10,963,454	18,234,881	57.23%
Buildings	-	4,210	84,873	126,814	8,858,877	0.96%
Machinery & Equipment	-	-	43,215	-	38,056	113.56%
Furniture & Fixtures	-	-	-	-	25,000	0.00%
Vehicles	-	-	2,471,395	2,485,405	2,571,395	96.11%
Capital Expenditures	-	4,210	2,599,483	2,612,219	11,493,328	22.62%
NET INCOME (LOSS)	1,837,934	1,909,610	1,763,810	2,272,870	(3,567,059)	

City of Appleton
PURCHASED TRANSPORTATION
For Nine Months Ending September 30, 2021

Description	Month of September Actual	Prior Year September	YTD As of September Actual	Prior YTD September	2022 Amended Budget	2022 % of Total Budget
PURCHASED TRANSPORTATION EXPENSE						
VTII - Disabled	90,107	119,336	810,104	914,601	2,052,750	39.46%
VTII - Elderly	2,642	3,813	22,384	26,813	62,480	35.83%
PT - Optional (Sunday)	446	512	4,712	3,250	17,850	26.40%
Family Care Employment Transportation	-	34,396	-	261,545	613,360	0.00%
Outagamie County Demand Response Rural	26,985	22,898	252,001	205,009	275,007	91.63%
Outagamie County Human Services Transportation	-	1,768	2,907	8,619	11,900	24.43%
Neenah Dial - A - Ride	6,480	9,170	36,896	81,515	192,423	19.17%
Calumet County Van Service	-	3,391	8,093	27,076	27,666	29.25%
Connector - Extended Service Hours	23,330	24,632	221,630	208,663	412,000	53.79%
Connector - Extended Service Area	4,944	5,893	48,925	71,962	141,625	34.55%
Downtown Trolley	-	-	10,369	26,563	32,554	31.85%
Total Purchased Transportation	154,934	225,809	1,418,021	1,835,616	3,839,615	36.93%

Total Passengers

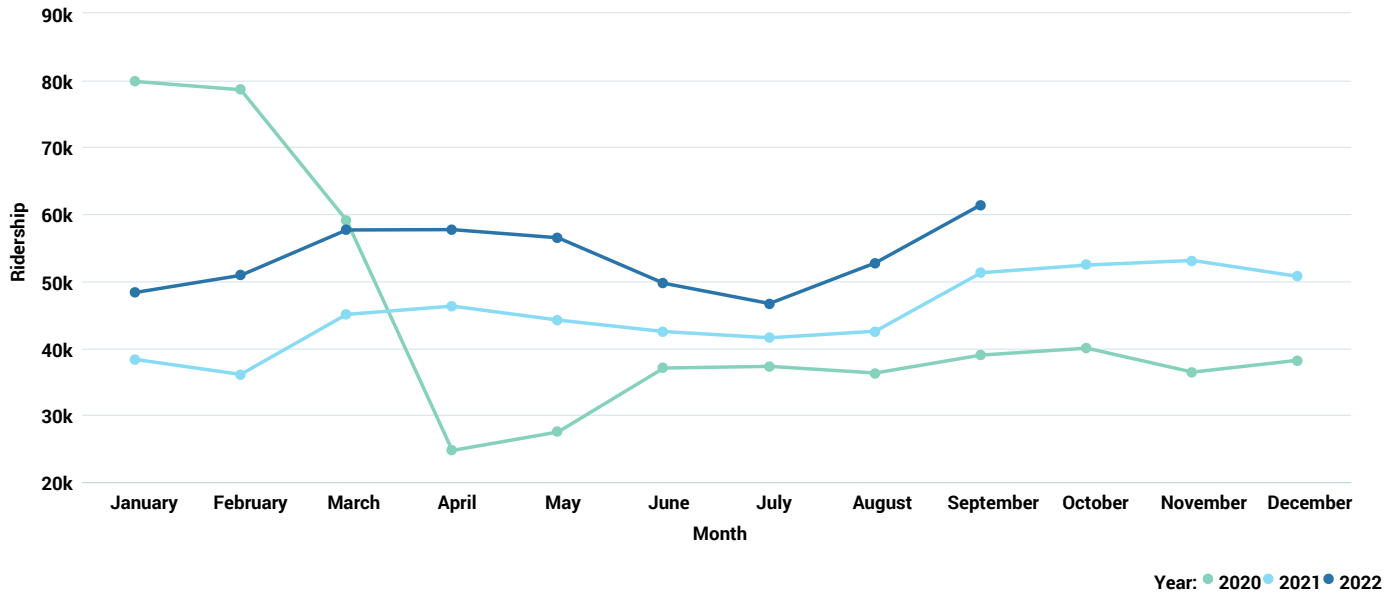
61,408

↗ 20% change
51,257 prev. year

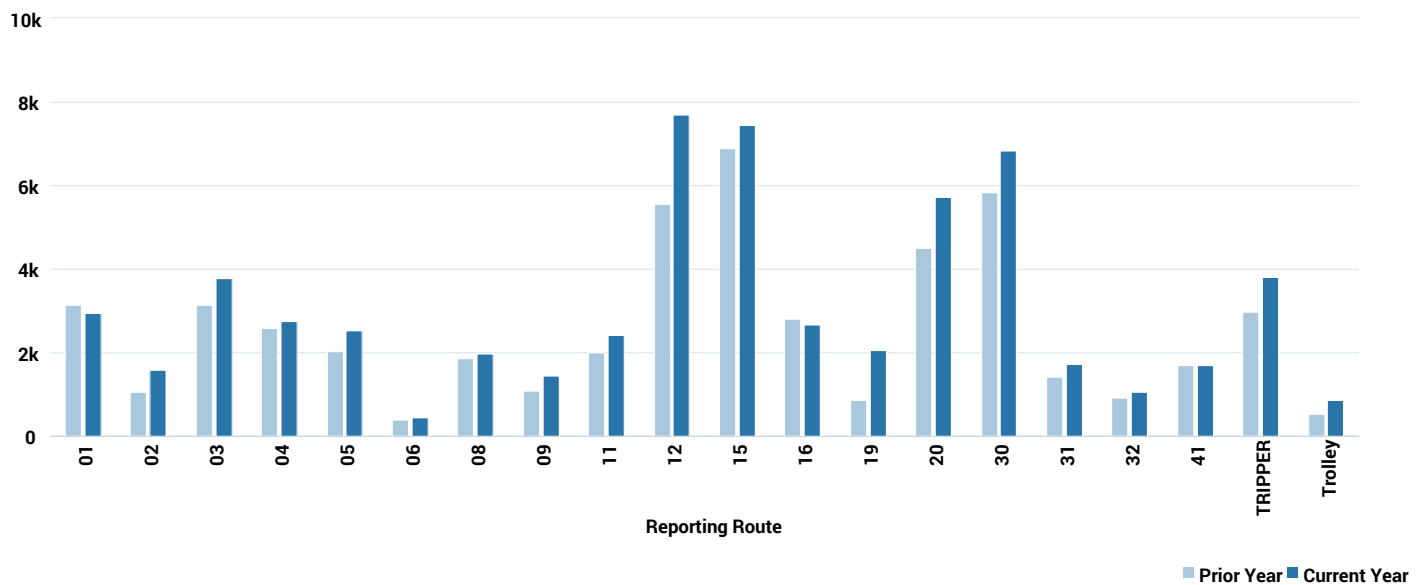
Monthly Fare Group Trend

Fare Group Desc	Prior Year	Current ▼	% Change
Passes & Tickets	21,897	24,415	11.5%
Cash	8,243	11,750	42.5%
AASD	9,523	10,791	13.3%
Transfers	7,624	7,294	-4.3%
FVTC	2,631	4,412	67.7%
Free	1,339	2,222	65.9%
Lawrence University	-	554	-

Monthly Ridership Trend by Year



Monthly Ridership by Route



Total Passengers

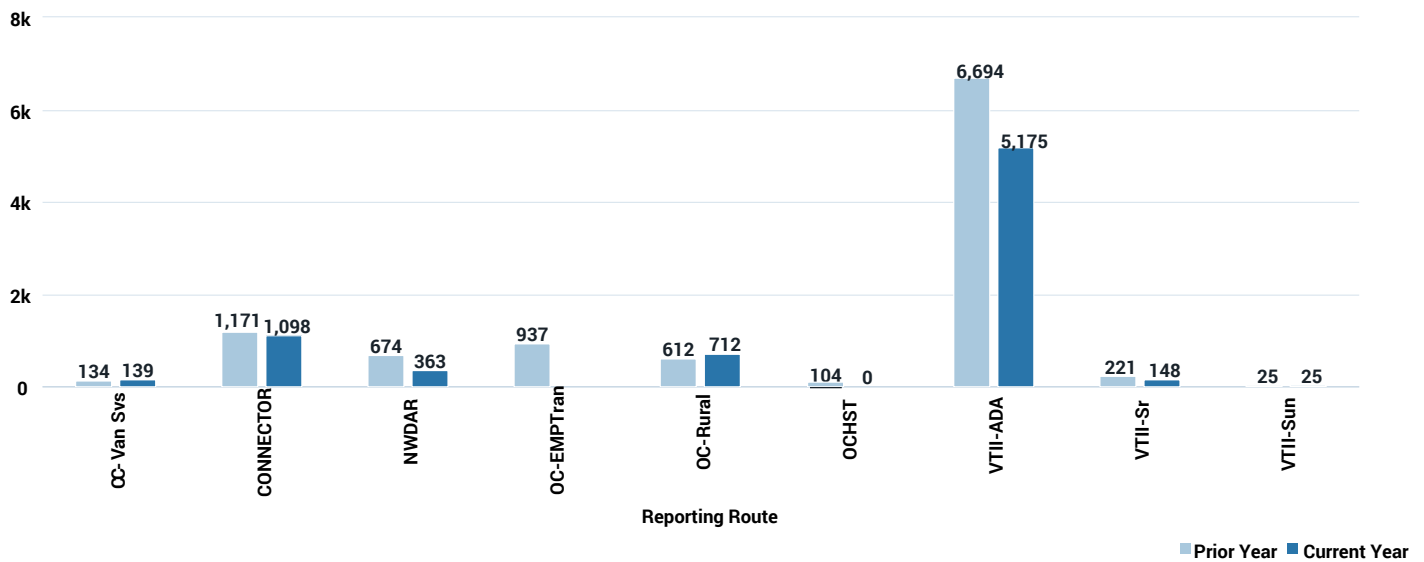
7,660

↘ -28% change
10,572 prev. year

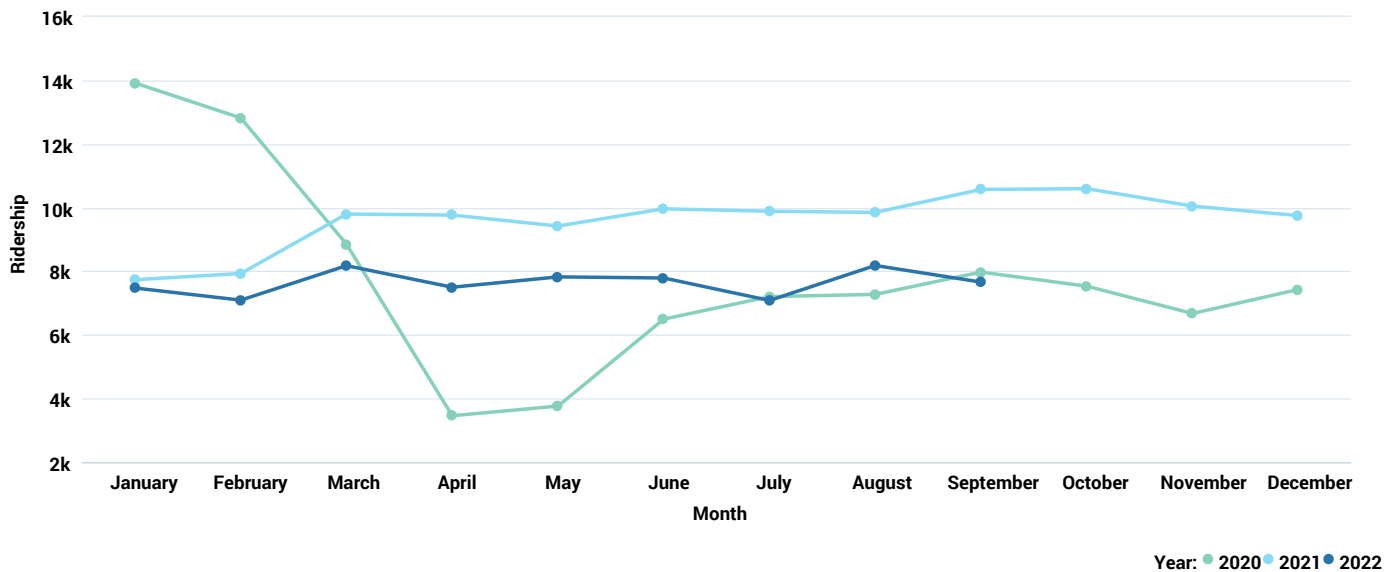
Change in Rides by Program

Reporting Route	Prior Year	Current Year ▼	% Change
VTII-ADA	6,694	5,175	-22.69%
CONNECTOR	1,171	1,098	-6.23%
OC-Rural	612	712	16.34%
NWDAR	674	363	-46.14%
VTII-Sr	221	148	-33.03%
CC-Van Svs	134	139	3.73%
VTII-Sun	25	25	0.00%
OCHST	104	0	-100.00%
OC-EMPTran	937	-	-100.00%

Monthly Ridership by Program



Ridership Trend by Year



CITY OF APPLETON 2023 BUDGET

VALLEY TRANSIT

General Manager: Ron C. McDonald

Assistant General Manager: Amy L. Erickson

Administrative Services Manager: Debra A. Ebben

CITY OF APPLETON 2023 BUDGET VALLEY TRANSIT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2022 EVENTS

Ridership

Valley Transit ridership is up (21%) in the first six months of 2022 when compared to 2021. Ridership fell in March 2020 when the President of the United States declared an emergency due to a pandemic. During the pandemic, Valley Transit provided uninterrupted essential service to customers who continued to need to travel. A vaccine was introduced into society in early 2021 allowing people to begin returning to work and school. Valley Transit has experienced continued increases in ridership since March 2021.

Legislative Issues

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

Federal Funding – During 2015, Congress passed the FAST Act (Fixing America's Surface Transportation) to improve the nation's surface transportation infrastructure. The five-year legislation reformed and strengthened transportation programs and provided long-term certainty and more flexibility for State and local governments. The FAST Act was extended for one year and expired in 2021. On November 15, 2021, the Bipartisan Infrastructure Investment and Jobs Act was signed into law. The law is the largest long-term investment in the Nation's infrastructure and economy in history. It provides funding over fiscal years 2022 through 2026.

Although the FAST Act and the new Bipartisan Infrastructure Law have provided more stable funding for Valley Transit, the new legislation, along with Valley Transit's classification as a large system and as a direct recipient of Federal Transit Administration (FTA) funds, continues to require a large amount of administrative time to meet our obligations to the FTA. Reporting requirements include quarterly financial and operational reports along with the fairly new asset reporting requirement (Transit Asset Management Plan – TAM) and new safety reporting requirements: Public Transportation Agency Safety Plan (PTASP) and Safety Management System (SMS).

In March 2020, the President of the United States signed the Coronavirus Aid, Relief, and Economic Security (CARES) Act into law. The CARES Act provides emergency assistance and health care response for individuals, families and businesses affected by the COVID-19 pandemic. The CARES Act also provides support for public transportation for capital, operating and other expenses generally eligible under federal grant programs. Valley Transit was allocated \$7,425,047 under this new program.

The American Rescue Plan Act of 2021 (ARPA), which President Biden signed on March 11, 2021, includes \$30.5 billion in federal funding to support the nation's public transportation systems as they continue to respond to the COVID-19 pandemic and support the President's call to vaccinate the U.S. population. Valley Transit was allocated \$3,370,750 under this program.

Valley Transit is a direct recipient of Section 5310 funding which provides assistance to programs serving the elderly and persons with disabilities beyond the ADA requirements. Valley Transit and the East Central Wisconsin Regional Planning Commission (ECWRPC) have an agreement in which ECWRPC assists Valley Transit in the administration of the 5310 Program. During 2021, Valley Transit was allocated \$32,147 of 5310 funding under the ARPA program and \$32,146 of 5310 funding under the Coronavirus Response and Relief Supplemental Appropriation Act (CRRSAA) program.

State Budget – State funding for transit operations has remained at a relatively consistent level.

Local Funding Options – Valley Transit's Strategic Plan maintains that the best long-term solution for stable and adequate funding is establishing a method for local funding options other than tax levies. Valley Transit remains committed to pursuing enabling legislation at the State level.

Audits

Single Financial Audit

A non-Federal entity that expends \$750,000 or more a year in Federal awards is required to have a single financial audit conducted in accordance with CFR (Code of Federal Regulations) 200.501. The independent auditor reports on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with Government Auditing Standards. Valley Transit received no findings in the 2021 financial audit conducted in early 2022.

CITY OF APPLETON 2023 BUDGET VALLEY TRANSIT

MAJOR 2023 OBJECTIVES

Valley Transit's ridership significantly decreased during the pandemic. As businesses and schools reopened and workers returned to work, Valley Transit spent all of 2021 and 2022 attempting to regain the ridership lost during 2020. During 2023, as part of the continuing effort to regain ridership, Valley Transit will work on partnerships with area businesses to increase ridership by their employees. Valley Transit will also focus on strengthening its partnerships with advocacy groups in the Fox Cities and increasing communication with Valley Transit stakeholders.

During 2021, Valley Transit completed a site assessment and master plan for the Valley Transit Whitman Avenue Facility. It was followed with architectural and engineering work completed in 2022. We hope to release a construction bid document in 2022, with renovation being completed in 2023. The renovation includes a building addition, implementing ADA compliance, HVAC upgrades, electrical upgrades, plumbing upgrades, office expansion, and all related site work.

In 2019, Valley Transit and East Central Wisconsin Regional Planning Commission (ECWRPC) undertook a strategic transit service planning process that resulted in a Transit Development Plan (TDP) for Valley Transit. The TDP is a short-term transit plan with recommendations for service improvements over a 5-year horizon. The final TDP was adopted by the Fox Cities Transit Commission on February 25, 2020.

The COVID pandemic emerged a few months after the TDP was adopted. After COVID, all efforts to implement the TDP were suspended as Valley Transit's focus became following public health guidelines and ensuring service for essential trips. During this same period, Valley Transit's driver shortage worsened and resulted in the suspension of peak service beginning on August 30, 2021. The market and assumptions that shaped the recent TDP have changed significantly. In 2022, Valley Transit hired a consultant to reassess and revise the recommendations of the TDP to prepare for transit service in 2022 and moving forward. During 2023, Valley Transit will continue to evaluate the recommendations of the new report and develop an implementation plan for the feasible recommendations.

Valley Transit has performance measures and tracking mechanisms in place which build on existing strengths of the system and address weaknesses. Improving on-time performance will continue to be a major focus in 2023, as will monitoring subcontractor performance to deal with performance issues. The asset management plan will continue to be fine-tuned for vehicles, facilities and equipment and will identify funding requirements for vehicle and equipment replacements and to maintain facilities in a state of good repair.

During 2022, Valley Transit contracted with a design engineer to perform a needs assessment and create a master plan for the downtown Transit Center facility. As the population in the Fox Cities and beyond expand, the need for accessible, reliable transportation is essential. The current community needs have exceeded the capacity of the existing Transit Center. During 2023, Valley Transit will finalize this project so that the needs analysis and master plan can be the basis used to obtain federal funding for a new joint development Transit Center.

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2020	2021	Adopted 2022	Amended 2022	2023	Change *
Program Revenues		\$ 10,441,165	\$ 11,051,873	\$ 19,289,409	\$ 19,695,904	\$ 10,985,494	-43.05%
Program Expenses							
58071000	Administration	1,578,346	1,531,528	2,045,518	2,083,574	2,182,504	6.70%
58072000	Vehicle Maint.	792,807	882,024	865,736	3,387,131	915,701	5.77%
58073000	Facilities Maint.	180,569	145,343	8,696,528	8,861,925	201,990	-97.68%
58074000	Operations	3,764,019	3,935,737	4,482,734	4,697,883	5,041,663	12.47%
58075000	ADA Paratransit	1,117,835	1,410,639	2,316,706	2,316,706	2,398,535	3.53%
58076000	Ancillary Paratransit	1,177,582	1,291,028	1,876,615	1,876,615	1,278,507	-31.87%
TOTAL		\$ 8,611,158	\$ 9,196,299	\$ 20,283,837	\$ 23,223,834	\$ 12,018,900	-40.75%
Expenses Comprised Of:							
Personnel		3,996,712	3,956,539	4,701,438	4,701,438	4,892,226	4.06%
Training & Travel		16,712	23,123	31,400	31,400	34,480	9.81%
Supplies & Materials		807,093	824,484	953,111	1,168,260	1,427,360	49.76%
Purchased Services		2,939,672	3,414,110	4,817,354	4,817,354	4,323,076	-10.26%
Miscellaneous Expense		821,340	1,008,462	1,230,534	1,230,534	1,291,758	4.98%
Capital Expenditures		29,629	(30,419)	8,550,000	11,274,848	50,000	-99.42%
Full Time Equivalent Staff:							
Personnel allocated to programs		58.85	60.10	60.10	60.10	61.10	

**CITY OF APPLETON 2023 BUDGET
VALLEY TRANSIT**

Administration

Business Unit 58071000

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Provide administrative support to ensure that local funding from the municipalities and counties is equitable

Monitor all services to ensure cost effectiveness and efficiency and to avoid duplication of services

Reach out to riders and non-riders alike to demonstrate that Valley Transit provides low cost, safe, reliable, friendly public transportation that directly improves the quality of life for everyone

Continue to be a fiscally responsible organization that is accessible and supports a high quality of life in the Fox Cities

Fund Valley Transit in a manner that promotes stability and resilience and is flexible to accommodate a growing region

Major changes in Revenue, Expenditures, or Programs:

Combined State and federal operating assistance is estimated at 57% of eligible expenses in 2023.

The increase in Employee Recruitment is due to the current difficulty Valley Transit is experiencing with hiring qualified candidates. We anticipate higher recruitment costs during 2023.

The Contractor Fees are increased due to higher marketing costs associated with employee recruitment efforts and ongoing promotions to increase ridership.

The increase in depreciation expense is related to new buses and equipment purchased in 2022.

**CITY OF APPLETON 2023 BUDGET
VALLEY TRANSIT**

Administration

Business Unit 58071000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
421000 Federal Grants	\$ 1,938,727	\$ 2,442,566	\$ 11,483,560	\$ 11,998,957	\$ 3,470,641
422400 Miscellaneous State Aids	5,270,298	5,440,104	2,846,167	2,846,167	2,985,726
423000 Misc Local Govt Aids	429,789	418,254	509,207	509,207	537,860
471000 Interest on Investments	72,072	(25,996)	12,500	12,500	12,500
487700 Advertising/Promo Fees	43,415	80,870	65,000	65,000	65,000
500100 Fees & Commissions	4,139	1,512	8,000	8,000	8,000
500400 Sale of City Property	-	1,497	-	-	-
500600 Gain (Loss) on Assets	(13,411)	3,469	-	-	-
501000 Miscellaneous Revenue	1	1	-	-	-
502000 Donations	-	500	-	-	-
503500 Other Reimbursements	7,622	6,353	-	-	-
592100 Transfer In - General Fund	580,838	563,536	709,073	709,073	709,339
Total Revenue	\$ 8,333,490	\$ 8,932,666	\$ 15,633,507	\$ 16,148,904	\$ 7,789,066
Expenses					
610100 Regular Salaries	\$ 237,095	\$ 237,080	\$ 236,839	\$ 236,839	\$ 246,096
615000 Fringes	91,201	(234,934)	71,206	71,206	73,312
620100 Training/Conferences	6,456	3,412	15,328	15,328	14,160
620400 Tuition Reimbursement	2,702	4,429	2,200	2,200	2,200
620500 Employee Recruitment	3,757	13,461	4,200	4,200	7,280
630100 Office Supplies	2,989	4,052	4,139	4,139	4,363
630200 Subscriptions	2,150	1,614	3,925	3,925	1,020
630300 Memberships & Licenses	10,686	12,784	15,340	15,340	14,802
630400 Postage/Freight	1,238	2,833	2,836	2,836	2,990
630500 Awards & Recognition	450	2,405	930	930	930
630700 Food & Provisions	1,467	893	1,240	1,240	1,240
631603 Other Misc. Supplies	812	479	1,225	1,225	1,225
632001 City Copy Charges	3,258	4,212	2,759	2,759	3,587
632002 Outside Printing	14,509	6,079	17,987	17,987	18,963
632300 Safety Supplies	155	343	500	500	500
632700 Miscellaneous Equipment	13,523	717	4,500	4,500	6,700
632800 Signs	1,700	5,190	10,000	10,000	10,000
640100 Accounting/Audit Fees	8,738	10,678	7,892	7,892	8,080
640300 Bank Service Fees	3,948	4,260	6,500	6,500	6,680
640400 Consulting Services	4,404	2,503	-	-	-
640800 Contractor Fees	57,329	63,058	51,222	51,222	103,200
641200 Advertising	14,436	23,025	42,000	42,000	42,000
641300 Utilities	81,012	82,271	78,276	78,276	90,059
641800 Equipment Repairs & Maint.	-	-	230	230	242
642400 Software Support	6,763	70,001	96,380	96,380	93,787
643000 Health Services	384	923	2,015	2,015	2,015
650100 Insurance	185,414	200,398	135,315	135,315	135,315
659900 Other Contracts/Obligation	430	900	-	-	-
660100 Depreciation Expense	821,340	1,008,462	1,230,534	1,230,534	1,291,758
680401 Machinery & Equipment	-	-	-	38,056	-
Total Expense	\$ 1,578,346	\$ 1,531,528	\$ 2,045,518	\$ 2,083,574	\$ 2,182,504

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Outside Printing		Software Support	
Fare material	\$ 6,868	Fire Pixel, MSDS, Zoom	\$ 3,899
Rider's guides & maps	5,252	DoubleMap	34,234
Public information materials	5,873	Transtrack	55,119
Forms	970	Moodle, Yodeck	535
	<u>\$ 18,963</u>		<u>\$ 93,787</u>
Advertising		Contractor Fees	
Community/rider promotions	\$ 12,309	Shredding	\$ 1,200
Prospective rider promotions	10,000	Marketing	102,000
Employer outreach	5,000		<u>\$ 103,200</u>
Bus driver ads	1,500		
Rider survey	9,591		
Legal notices & translation services	3,600		
	<u>\$ 42,000</u>		

**CITY OF APPLETON 2023 BUDGET
VALLEY TRANSIT**

Vehicle Maintenance

Business Unit 58072000

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Maintain the vehicle fleet in a manner that will ensure that all service requirements are met

Maintain the vehicle fleet in a manner that minimizes the number of road calls that require a replacement bus or cause a trip to be significantly delayed or missed

Maintain the vehicle fleet in a manner that ensures that there are no vehicle accidents due to mechanical failure

Major changes in Revenue, Expenditures, or Programs:

The Capital expense for 2023 consists of replacing a support vehicle (\$50,000). The support vehicle is used to transport drivers to and from the transit center and to ferry passengers to destinations when transfers are missed due to a Valley Transit problem or weather issues. The vehicle is also used by the operations supervisors to respond to accidents, manage detours, perform ride checks and travel between the Administration building and the Transit Center. Capital funding has been budgeted to cover 80% of the cost of the project, with the remaining 20% to be funded from the depreciation reserve.

**CITY OF APPLETON 2023 BUDGET
VALLEY TRANSIT**

Vehicle Maintenance

Business Unit 58072000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
503000 Damage to City Property	\$ 18,579	\$ 47,981	\$ -	\$ -	\$ -
Total Revenue	\$ 18,579	\$ 47,981	\$ -	\$ -	\$ -
Expenses					
610100 Regular Salaries	\$ 348,931	\$ 396,614	\$ 393,535	\$ 393,535	\$ 438,041
610500 Overtime Wages	14,652	8,992	8,037	8,037	8,374
615000 Fringes	112,429	124,323	128,085	128,085	134,372
620100 Training/Conferences	149	972	5,000	5,000	5,000
630901 Shop Supplies	46,681	40,858	43,450	43,450	43,450
630902 Tools & Instruments	79,504	8,332	10,000	10,000	10,000
631603 Other Misc. Supplies	265	305	400	400	400
632101 Uniforms	381	-	220	220	220
632200 Gas Purchases	2,240	3,888	5,000	5,000	11,000
632601 Repair Parts	78,469	242,775	139,000	139,000	139,000
632700 Miscellaneous Equipment	32,763	6,364	12,700	12,700	10,000
641700 Vehicle Repairs & Maint.	21,129	14,362	10,050	10,050	10,050
641800 Equipment Repairs & Maint.	6,722	7,536	13,375	13,375	9,350
642400 Software Support	17,452	23,424	18,810	18,810	18,810
643000 Health Services	637	1,345	725	725	725
645100 Laundry Services	1,582	1,564	2,000	2,000	1,560
650100 Insurance	6,229	-	25,349	25,349	25,349
659900 Other Contracts/Obligation	445	370	-	-	-
680401 Machinery & Equipment	22,147	-	-	-	-
680403 Vehicles	-	-	50,000	2,571,395	50,000
Total Expense	\$ 792,807	\$ 882,024	\$ 865,736	\$ 3,387,131	\$ 915,701

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Shop Supplies

Janitorial supplies	\$ 12,450
Liquid gases	4,000
Shop supplies (grease, tools)	27,000
Total	\$ 43,450

Software Support

GFI Maintenance agreement	\$ 14,000
StarTran - Fleet Maintenance	2,110
Noregon, SOI, Transp Ref	2,700
Total	\$ 18,810

Vehicle & Equipment Parts

Misc parts (doors, windows, etc.)	\$ 15,000
Brake system parts	25,000
Electrical system parts	8,000
Wheelchair ramp parts	4,000
Heating/cooling system parts	20,000
Transmission parts	20,000
Engine parts	20,000
PM's and oil changes	27,000
Total	\$ 139,000

Vehicles

Operations support vehicle - replacement	\$ 50,000
Total	\$ 50,000

**CITY OF APPLETON 2023 BUDGET
VALLEY TRANSIT**

Facilities Maintenance

Business Unit 58073000

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Provide clean, safe shelters for passengers waiting to board the bus

Provide a clean, safe working environment for employees

Maintain facilities that enhance the beauty of the community

Major changes in Revenue, Expenditures, or Programs:

The Administration/Maintenance building capital project for 2022 includes a facility-wide renovation of the Whitman Avenue facility in accordance with all Federal Transit Administration Guidelines and the Valley Transit Whitman Avenue Master Plan. The project follows the fully adopted facility master plan that was completed in 2020. The renovation includes a building addition, implementing ADA compliance, HVAC upgrades, electrical upgrades, plumbing upgrades, office expansion, and all related site work. This facility was built in 1983 and is in need of significant repair and remodeling. Capital funding has been budgeted in the Administration budget in 2022 to cover 100% of the cost. The project will be completed in 2023.

**CITY OF APPLETON 2023 BUDGET
VALLEY TRANSIT**

Facilities Maintenance

Business Unit 58073000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
501500 Rental of City Property	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
Total Revenue	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>
Expenses					
630899 Other Landscape Supplies	\$ 798	\$ 711	\$ 1,500	\$ 1,500	\$ 1,500
632508 Ice Control Materials	8,127	8,532	9,000	9,000	9,000
632700 Miscellaneous Equipment	-	-	1,000	1,000	-
640700 Waste/Recycling Pickup	3,467	3,817	5,060	5,060	5,430
641600 Building Repairs & Maint.	7,550	1,200	-	-	-
642000 Facilities Charges	113,067	123,668	124,258	124,258	124,258
644000 Snow Removal Services	11,613	11,975	22,992	22,992	22,992
645100 Laundry Services	8,623	10,818	8,000	8,000	13,780
645400 Grounds Repair & Maint.	2,140	1,668	-	-	-
650100 Insurance	-	-	14,590	14,590	14,590
659900 Other Contracts/Obligation	17,702	10,780	10,128	10,128	10,440
680300 Buildings	7,482	(27,826)	8,500,000	8,640,397	-
680402 Furniture & Fixtures	-	-	-	25,000	-
Total Expense	<u>\$ 180,569</u>	<u>\$ 145,343</u>	<u>\$ 8,696,528</u>	<u>\$ 8,861,925</u>	<u>\$ 201,990</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Snow Removal Services

Snow removal contractor	<u>\$ 22,992</u>
	<u>\$ 22,992</u>

**CITY OF APPLETON 2023 BUDGET
VALLEY TRANSIT**

Operations

Business Unit 58074000

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

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

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

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

Major changes in Revenue, Expenditures, or Programs:

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

The increase in fuel reflects the significant increase per gallon realized during 2022.

The increase in contractor fees reflects an increase in the number of hours that security services are provided at the Transit Center. Prior to COVID-19 and the Presidential Executive Order for Mask Mandates, security was provided 40 hours per week. Security services are currently provided during all hours of operation which is 93 hours per week.

**CITY OF APPLETON 2023 BUDGET
VALLEY TRANSIT**

Operations

Business Unit 58074000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
480100 Federal Grants	\$ 308,813	\$ 29,171	\$ 300,000	\$ 191,098	\$ -
487500 Farebox Revenue	523,381	530,063	820,000	820,000	820,000
487600 Special Transit Revenues	25,957	38,103	38,843	38,843	38,843
508500 Cash Short or Over	411	201	-	-	-
Total Revenue	\$ 858,562	\$ 597,538	\$ 1,158,843	\$ 1,049,941	\$ 858,843
Expenses					
610100 Regular Salaries	\$ 2,125,337	\$ 2,061,069	\$ 2,525,788	\$ 2,525,788	\$ 2,550,569
610500 Overtime Wages	198,566	356,614	68,116	68,116	67,757
615000 Fringes	767,071	896,865	1,097,023	1,097,023	1,117,020
620100 Training/Conferences	2,505	255	-	-	-
630100 Office Supplies	37	-	-	-	-
630300 Memberships & Licenses	2,159	1,538	-	-	-
630901 Shop Supplies & Tools	220	-	-	-	-
631603 Other Misc. Supplies	5,104	-	-	191,098	-
632002 Outside Printing	486	40	-	-	-
632101 Uniforms	22,497	7,696	9,060	9,060	9,070
632200 Gas Purchases	231,387	349,137	567,500	587,625	1,039,500
632300 Safety Supplies	176,615	7,742	-	-	-
632602 Tires	40,379	40,358	41,500	45,426	41,500
632603 Lubricants	3,651	18,432	25,000	25,000	25,000
632700 Miscellaneous Equipment	1,184	1,394	6,900	6,900	8,400
632800 Signs	14,774	34,527	2,000	2,000	2,000
640800 Contractor Fees	152,911	136,420	86,200	86,200	127,200
643000 Health Services	7,979	9,295	6,460	6,460	6,460
650100 Insurance	-	-	46,587	46,587	46,587
659900 Other Contracts/Obligation	11,157	14,355	600	600	600
Total Expense	\$ 3,764,019	\$ 3,935,737	\$ 4,482,734	\$ 4,697,883	\$ 5,041,663

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Gas Purchases *

Non-diesel fuel 11,000 gal. @ \$5.50/gal	\$ 60,500
Diesel fuel 178,000 gal. @ \$5.50/gal	979,000
	<u>\$ 1,039,500</u>

Lubricants

Diesel Exhaust Fluid	\$ 8,500
Oil	13,000
Gear Lube	1,400
Automatic Transmission Fluid	2,100
	<u>\$ 25,000</u>

Tires

Tire leasing program	\$ 36,000
Support vehicle tires	5,500
	<u>\$ 41,500</u>

Contractor Fees

Transit Center security	\$ 96,000
Bus cleaning/sanitizing	31,200
	<u>\$ 127,200</u>

* Valley Transit does not pay federal or State fuel taxes and attains bulk purchasing rates.

**CITY OF APPLETON 2023 BUDGET
VALLEY TRANSIT**

ADA Paratransit

Business Unit 58075000

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Comply with the requirements of the Americans with Disabilities Act (ADA)

Provide safe, reliable, convenient, and friendly specialized transportation

Meet the needs of the transit dependent population, including outreach efforts to agencies and companies that provide services to seniors and people with disabilities

Major changes in Revenue, Expenditures, or Programs:

During 2020 and 2021, the national pandemic kept ADA riders home and only using the system for essential trips. While Valley Transit will see a reduction in the contractor fees expense in 2022 due to the decreased ridership resulting from the COVID-19 pandemic, typical annual ridership and expense is being budgeted for 2023.

**CITY OF APPLETON 2023 BUDGET
VALLEY TRANSIT**

ADA Paratransit

Business Unit 58075000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
423000 Misc Local Govt Aids	\$ 418,174	\$ 482,596	\$ 792,579	\$ 792,579	\$ 978,840
487500 Farebox Revenue	218,220	279,896	460,000	460,000	460,000
Total Revenue	\$ 636,394	\$ 762,492	\$ 1,252,579	\$ 1,252,579	\$ 1,438,840
Expenses					
610100 Regular Salaries	\$ 76,283	\$ 78,747	\$ 133,994	\$ 133,994	\$ 186,152
615000 Fringes	25,146	31,172	38,815	38,815	70,533
620100 Training/Conferences	1,143	593	4,672	4,672	5,840
630100 Office Supplies	444	704	1,261	1,261	1,037
630300 Memberships & Licenses	1,590	2,220	4,676	4,676	3,518
630400 Postage/Freight	184	492	864	864	710
630899 Other Landscape Supplies	118	123	-	-	-
631603 Other Misc. Supplies	15	-	375	375	375
632001 City Copy Charges	485	732	841	841	853
632002 Outside Printing	3,265	5,305	5,483	5,483	4,507
632200 Gas Purchases	333	675	-	-	-
640100 Accounting/Audit Fees	1,300	1,854	2,038	2,038	1,920
640800 Contractor Fees	973,807	1,249,161	2,052,750	2,052,750	2,052,750
641200 Advertising	2,147	3,998	8,309	8,309	8,309
641300 Utilities	19,843	22,632	28,856	28,856	28,271
641800 Equipment Repairs & Maint.	-	-	70	70	58
642000 Facilities Charges	9,687	9,734	18,245	18,245	18,245
642400 Software Support	-	-	7,500	7,500	7,500
644000 Snow Removal Services	1,727	2,080	7,008	7,008	7,008
645400 Grounds Repair & Maint.	318	290	-	-	-
650100 Insurance	-	-	949	949	949
659900 Other Contracts/Obligations	-	2,720	-	-	-
680401 Machinery & Equipment	-	(2,593)	-	-	-
Total Expense	\$ 1,117,835	\$ 1,410,639	\$ 2,316,706	\$ 2,316,706	\$ 2,398,535

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Purchased transportation:

Valley Transit II - Disabled,

115,000 trips

\$ 2,052,750

\$ 2,052,750

**CITY OF APPLETON 2023 BUDGET
VALLEY TRANSIT**

Ancillary Paratransit

Business Unit 58076000

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Provide a transportation alternative to older adults for whom fixed route bus service is difficult

Provide employment transportation and limited Sunday service to people with disabilities

Coordinate transportation services to maximize the effectiveness of each local dollar spent

Provide employment transportation for 2nd and 3rd shift workers and those who need to travel to jobs outside the fixed route service area

Major changes in Revenue, Expenditures, or Programs:

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

The 2023 Budget continues to show an expense in Other Contracts/Obligations and a revenue in Federal Grant revenue for administration of the FTA Section 5310 grant funds. The Section 5310 program is a discretionary program designed to improve transportation for seniors and customers with disabilities. Valley Transit is the direct recipient of the funds and uses 45% of the total to support Valley Transit's services. The remaining 55% is awarded to a non-profit organization(s) through an application process conducted in partnership with East Central Wisconsin Regional Planning Commission.

**CITY OF APPLETON 2023 BUDGET
VALLEY TRANSIT**

Ancillary Paratransit

Business Unit 58076000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
421000 Federal Grants	\$ 42,857	\$ -	\$ 89,750	\$ 89,750	\$ 89,750
422400 Miscellaneous State Aids	-	133,738	113,000	113,000	97,159
423000 Misc. Local Govt Aids	332,813	340,189	713,124	713,124	382,799
487500 Farebox Revenue	160,546	181,269	242,530	242,530	244,430
502000 Donations & Memorials	51,353	50,000	63,386	63,386	63,136
592100 Transfer In - General Fund	571	-	16,690	16,690	15,471
Total Revenue	\$ 588,140	\$ 705,196	\$ 1,238,480	\$ 1,238,480	\$ 892,745
Expenses					
640800 Contractor Fees	\$ 1,134,725	\$ 1,219,680	\$ 1,786,865	\$ 1,786,865	\$ 1,188,757
659900 Other Contracts/Obligation	42,857	71,348	89,750	89,750	89,750
Total Expense	\$ 1,177,582	\$ 1,291,028	\$ 1,876,615	\$ 1,876,615	\$ 1,278,507

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Purchased transportation:

Valley Transit II - elderly purchased transportation - optional	\$ 80,330
Outagamie County - demand response - rural	289,125
Outagamie County - children & family transportation	11,900
Village of Fox Crossing - Dial-A-Ride	35,700
Neenah - Dial-A-Ride	142,800
Heritage	13,923
Calumet County - rural service	28,800
Connector late evening service	412,000
Connector service beyond current fixed route service boundaries	141,625
Trolley service - downtown	32,554
	<u>\$ 1,188,757</u>

Other Contracts/Obligations

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

**CITY OF APPLETON 2023 BUDGET
VALLEY TRANSIT**

	2020 <u>ACTUAL</u>	2021 <u>ACTUAL</u>	2022 <u>YTD ACTUAL</u>	2022 <u>ORIG BUD</u>	2022 <u>REVISED BUD</u>	2023 <u>BUDGET</u>
Program Revenues						
421000 Federal Grants	2,290,397	2,471,737	-	11,873,310	12,279,805	3,560,391
422400 Miscellaneous State Aids	5,270,298	5,573,843	2,471,395	2,959,167	2,959,167	3,082,885
423000 Miscellaneous Local Govt Aids	1,180,775	1,241,042	1,615,518	2,014,910	2,014,910	1,899,499
471000 Interest on Investments	72,072	(26,010)	-	12,500	12,500	12,500
487500 Farebox Revenue	902,147	991,231	325,882	1,522,530	1,522,530	1,524,430
487600 Special Transit Revenues	25,957	38,103	24,839	38,843	38,843	38,843
487700 Advertising/Promotional Fees	43,415	80,871	40,570	65,000	65,000	65,000
500100 Fees & Commissions	4,139	1,513	1,193	8,000	8,000	8,000
500400 Sale of City Property	-	1,498	1,679	-	-	-
500600 Gain (Loss) on Asset Disposal	(13,411)	3,470	-	-	-	-
501000 Miscellaneous Revenue	1	1	-	-	-	-
501500 Rental of City Property	6,000	6,000	500	6,000	6,000	6,000
502000 Donations & Memorials	51,353	50,500	16,815	63,386	63,386	63,136
503000 Damage to City Property	18,578	47,981	20,089	-	-	-
503500 Other Reimbursements	7,624	6,354	379	-	-	-
508500 Cash Short or Over	411	202	(105)	-	-	-
592100 Transfer In - General Fund	581,409	563,537	1,376,150	725,763	725,763	724,810
TOTAL PROGRAM REVENUES	10,441,165	11,051,873	5,894,904	19,289,409	19,695,904	10,985,494
Personnel						
610100 Regular Salaries	2,408,972	2,326,809	814,166	3,075,211	3,075,211	3,199,445
610200 Labor Pool Allocations	76,728	68,339	21,265	213,610	213,610	220,078
610500 Overtime Wages	213,218	365,606	103,456	76,153	76,153	76,131
610900 Incentive Pay	2,090	1,830	-	1,335	1,335	1,335
611000 Other Compensation	1,650	2,415	1,925	-	-	-
611400 Sick Pay	15,386	96,095	62,110	-	-	-
611500 Vacation Pay	252,169	250,048	63,962	-	-	-
611600 Holiday Pay	30,652	27,973	-	-	-	-
615000 Fringes	957,783	1,086,959	370,903	1,335,129	1,335,129	1,395,237
615500 Unemployment Compensation	3,724	32,463	165	-	-	-
617000 Pension Expense	22,586	(322,168)	-	-	-	-
617100 OPEB Expense	11,754	20,170	-	-	-	-
TOTAL PERSONNEL	3,996,712	3,956,539	1,437,952	4,701,438	4,701,438	4,892,226
Training~Travel						
620100 Training/Conferences	10,253	5,233	1,015	25,000	25,000	25,000
620400 Tuition Reimbursement	2,702	4,429	833	2,200	2,200	2,200
620500 Employee Recruitment	3,757	13,461	7,507	4,200	4,200	7,280
620600 Parking Permits	-	-	-	-	-	-
TOTAL TRAINING / TRAVEL	16,712	23,123	9,355	31,400	31,400	34,480
Supplies						
630100 Office Supplies	3,470	4,756	1,211	5,400	5,400	5,400
630200 Subscriptions	2,149	1,614	318	3,925	3,925	1,020
630300 Memberships & Licenses	14,435	16,543	8,975	20,016	20,016	18,320
630400 Postage/Freight	1,421	3,325	273	3,700	3,700	3,700
630500 Awards & Recognition	450	2,405	759	930	930	930
630700 Food & Provisions	1,467	893	160	1,240	1,240	1,240
630899 Other Landscape Supplies	916	834	928	1,500	1,500	1,500
630901 Shop Supplies	46,901	40,858	11,593	43,450	43,450	43,450
630902 Tools & Instruments	79,504	8,332	4,996	10,000	10,000	10,000
631603 Other Misc. Supplies	6,196	784	1,091	2,000	193,098	2,000
632001 City Copy Charges	3,743	4,944	1,042	3,600	3,600	4,440
632002 Outside Printing	18,261	11,425	1,334	23,470	23,470	23,470
632101 Uniforms	22,878	7,696	190	9,280	9,280	9,290
632200 Gas Purchases	233,961	353,699	187,952	572,500	592,625	1,050,500
632300 Safety Supplies	176,770	8,086	2,170	500	500	500
632508 Ice Control Materials	8,127	8,532	1,247	9,000	9,000	9,000
632601 Repair Parts	78,469	242,775	77,398	139,000	139,000	139,000
632602 Tires	40,379	40,358	43,538	41,500	45,426	41,500
632603 Lubricants	3,651	18,432	5,825	25,000	25,000	25,000
632700 Miscellaneous Equipment	47,471	8,476	809	25,100	25,100	25,100
632800 Signs	16,474	39,717	2,770	12,000	12,000	12,000
TOTAL SUPPLIES	807,093	824,484	354,579	953,111	1,168,260	1,427,360

**CITY OF APPLETON 2023 BUDGET
VALLEY TRANSIT**

	2020 <u>ACTUAL</u>	2021 <u>ACTUAL</u>	2022 <u>YTD ACTUAL</u>	2022 <u>ORIG BUD</u>	2022 <u>REVISED BUD</u>	2023 <u>BUDGET</u>
Purchased Services						
640100 Accounting/Audit Fees	10,038	12,532	-	9,930	9,930	10,000
640300 Bank Service Fees	3,948	4,260	1,017	6,500	6,500	6,680
640400 Consulting Services	4,404	2,503	18,214	-	-	-
640700 Solid Waste/Recycling Pickup	3,467	3,817	1,522	5,060	5,060	5,430
640800 Contractor Fees	2,318,772	2,668,319	709,479	3,977,037	3,977,037	3,471,907
641100 Temporary Help	-	-	-	-	-	-
641200 Advertising	16,583	27,023	5,276	50,309	50,309	50,309
641301 Electric	51,466	50,833	20,419	51,481	51,481	55,620
641302 Gas	13,021	17,177	16,844	17,500	17,500	23,000
641303 Water	8,066	7,199	1,837	7,850	7,850	7,850
641304 Sewer	3,042	3,297	889	3,200	3,200	4,160
641306 Stormwater	10,513	10,571	2,655	9,401	9,401	10,000
641307 Telephone	5,699	3,556	1,072	5,600	5,600	5,600
641308 Cellular Phones	9,047	12,270	3,708	12,100	12,100	12,100
641600 Building Repairs & Maint.	7,550	1,200	400	-	-	-
641700 Vehicle Repairs & Maint.	21,129	14,362	9,972	10,050	10,050	10,050
641800 Equipment Repairs & Maint.	6,722	7,536	1,660	13,675	13,675	9,650
642000 Facilities Charges	122,754	133,402	23,944	142,503	142,503	142,503
642400 Software Support	24,215	93,424	84,295	122,690	122,690	120,097
642501 CEA Operations/Maint.	-	-	-	-	-	-
643000 Health Services	8,999	11,562	3,941	9,200	9,200	9,200
644000 Snow Removal Services	13,340	14,055	8,705	30,000	30,000	30,000
645100 Laundry Services	10,205	12,382	2,481	10,000	10,000	15,340
645400 Grounds Repair & Maintenance	2,458	1,958	36	-	-	-
650100 Insurance	191,643	200,398	159,343	222,790	222,790	222,790
659900 Other Contracts/Obligation	72,591	100,474	12,148	100,478	100,478	100,790
TOTAL PURCHASED SVCS	<u>2,939,672</u>	<u>3,414,110</u>	<u>1,089,857</u>	<u>4,817,354</u>	<u>4,817,354</u>	<u>4,323,076</u>
Miscellaneous Expense						
660100 Depreciation Expense	821,340	1,008,462	512,722	1,230,534	1,230,534	1,291,758
TOTAL MISCELLANEOUS EXP	<u>821,340</u>	<u>1,008,462</u>	<u>512,722</u>	<u>1,230,534</u>	<u>1,230,534</u>	<u>1,291,758</u>
Capital Outlay						
680300 Buildings	7,482	(27,826)	45,842	8,500,000	8,640,397	-
680401 Machinery & Equipment	22,147	(2,593)	76,671	-	38,056	-
680402 Furniture & Fixtures	-	-	-	-	25,000	-
680403 Vehicles	-	-	2,500,509	50,000	2,571,395	50,000
TOTAL CAPITAL OUTLAY	<u>29,629</u>	<u>(30,419)</u>	<u>2,623,022</u>	<u>8,550,000</u>	<u>11,274,848</u>	<u>50,000</u>
TOTAL EXPENSE	<u>8,611,158</u>	<u>9,196,299</u>	<u>6,027,487</u>	<u>20,283,837</u>	<u>23,223,834</u>	<u>12,018,900</u>

CITY OF APPLETON 2023 BUDGET
VALLEY TRANSIT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

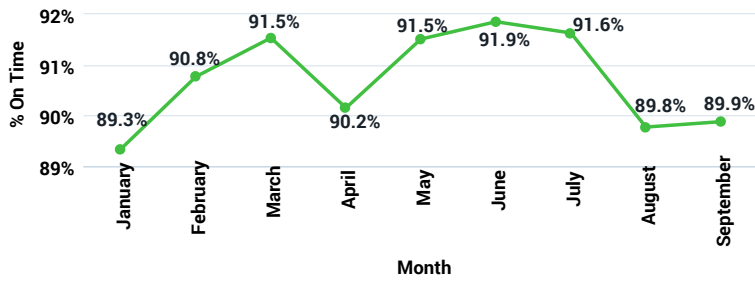
Revenues	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
Charges for Services	\$ 928,104	\$ 1,029,333	\$ 1,634,373	\$ 1,634,373	\$ 1,636,273
Miscellaneous	83,877	144,920	69,386	69,386	69,136
Total Revenues	<u>1,011,981</u>	<u>1,174,253</u>	<u>1,703,759</u>	<u>1,703,759</u>	<u>1,705,409</u>
Expenses					
Operating Expenses	7,789,554	8,187,838	10,503,303	10,503,303	10,677,142
Depreciation	817,979	1,008,462	1,230,534	1,230,534	1,291,758
Total Expenses	<u>8,607,533</u>	<u>9,196,300</u>	<u>11,733,837</u>	<u>11,733,837</u>	<u>11,968,900</u>
Revenues over (under) Expenses	(7,595,552)	(8,022,047)	(10,030,078)	(10,030,078)	(10,263,491)
Non-Operating Revenues (Expenses)					
Investment Income	72,072	(25,996)	12,500	12,500	12,500
Gain (Loss) on Sale of Capital Assets	(17,119)	3,470	-	-	-
Operating Subsidies	6,247,001	6,553,151	8,307,387	8,307,387	8,502,775
Total Non-Operating	<u>6,301,954</u>	<u>6,530,625</u>	<u>8,319,887</u>	<u>8,319,887</u>	<u>8,515,275</u>
Income (Loss) Before Contributions and Transfers	(1,293,598)	(1,491,422)	(1,710,191)	(1,710,191)	(1,748,216)
Contributions and Transfers In (Out)					
Transfer In - General Fund	581,409	563,537	725,763	725,763	724,810
Capital Contributions	2,545,822	2,783,471	8,540,000	8,540,000	40,000
Change in Net Assets	1,833,633	1,855,586	7,555,572	7,555,572	(983,406)
Total Net Assets - Beginning	<u>8,493,758</u>	<u>10,327,391</u>	<u>12,182,977</u>	<u>12,182,977</u>	<u>19,738,549</u>
Total Net Assets - Ending	<u>\$ 10,327,391</u>	<u>\$ 12,182,977</u>	<u>\$ 19,738,549</u>	<u>\$ 19,738,549</u>	<u>\$ 18,755,143</u>

SCHEDULE OF CASH FLOWS

Working Cash - Beginning	\$ 381,160	\$ 627,266
+ Change in Net Assets	7,555,572	(983,406)
+ Depreciation	1,230,534	1,291,758
- Fixed Assets	(8,550,000)	(50,000)
+ F/A Funded by Restricted Cash	10,000	10,000
Working Cash - End of Year	<u>\$ 627,266</u>	<u>\$ 895,618</u>

Reliability

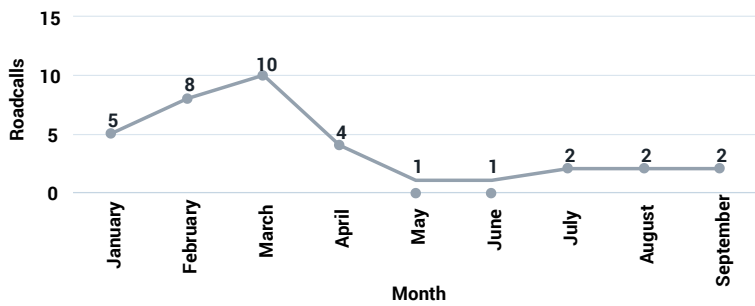
On Time Performance



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.

Note: A significant detour to routes 11 & 19 beginning on 8/15 negatively impacted OTP.

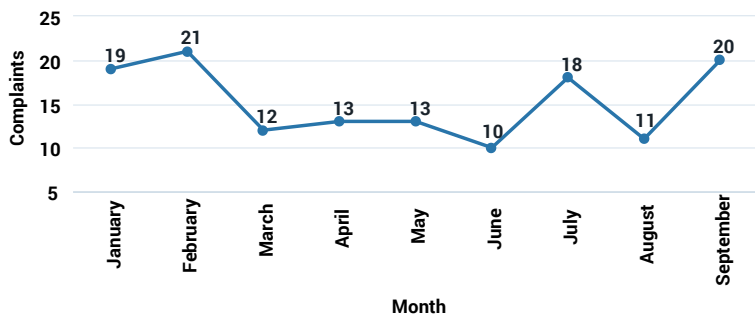
Service Roadcalls



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

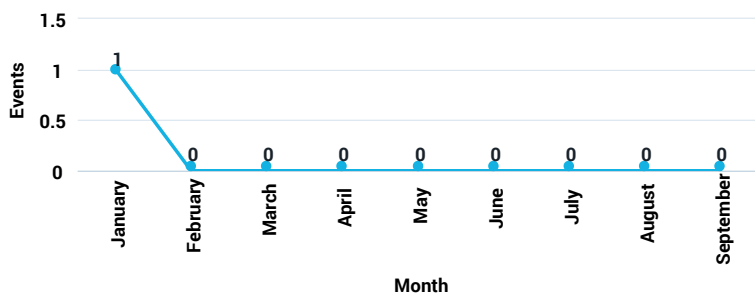
Complaints



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.

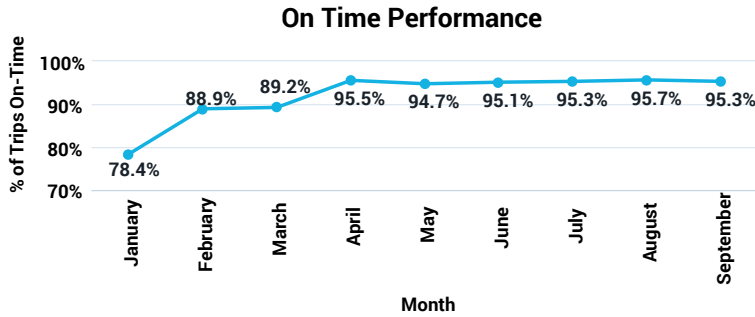
Safety

Reportable Safety Events



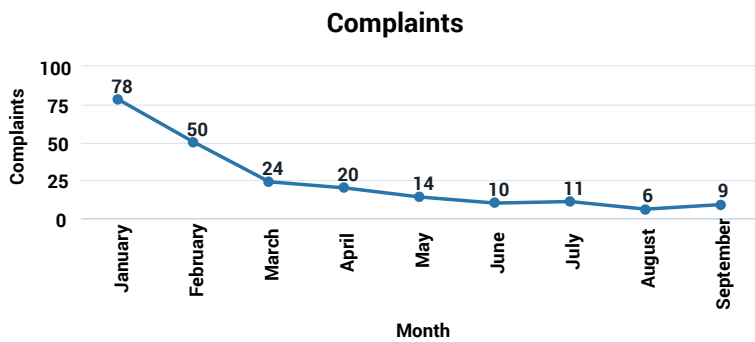
This graph provides data on the number of reportable safety & security events on transit property or involving revenue vehicles. Reportable events, as defined by the National Transit Database, include: injuries requiring immediate medical attention away from scene; property damage exceeding \$25,000; 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



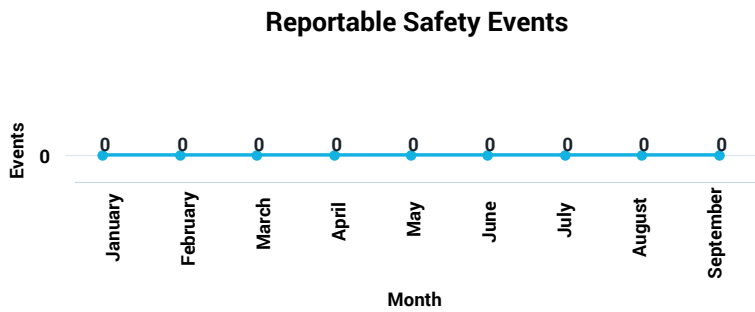
On time performance is a primary indicator of service reliability. Valley Transit's goal is to **exceed 90%** on time performance for scheduled trips. A VTII vehicle is on time if it arrives for pick-up with a 30 minute window. The window is 15 minutes before to 15 minutes after the scheduled pick-up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

Service Quality



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



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 accidents.

* 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.