



# City of Appleton

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

## Meeting Agenda - Final Fox Cities Transit Commission

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Monday, February 20, 2023

3:00 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[23-0153](#) Approval of minutes from previous meeting

**Attachments:** [Meeting Minutes 24-Jan-2023.pdf](#)

4. **Public Hearings/Appearances**

[23-0154](#) Public Participation on Agenda Items

5. **Action Items**

[23-0155](#) Approval of Payments

**Attachments:** [January 2023 Payments.pdf](#)

[23-0156](#) Request to approve Acceptance of Federal Transit Administration FY 2021 American Rescue Plan Act (ARP) grants of \$3,370,750 and \$32,147 and Coronavirus Response and Relief Supplemental Appropriations Act (CRSSAA) grant of \$32,146 (also appears on the Fox Cities Transit Commission agenda as an action item)

**Attachments:** [ARPA - CRSSAA Grant Acceptance memo.pdf](#)

[23-0157](#) Authorization to Award Whitman Facility Remodel Phase 1 Construction Project to SMA Construction Services LLC

**Attachments:** [Memo for Whitman Phase 1 Construction Contract.pdf](#)

[23-0158](#) Request to approve Submittal of Applications for Fiscal Year 2023 Federal 5339 (b) Funds for \$12,000,000 for the Whitman Facility Remodel Phase 2 and \$25,254,700 for the Downtown Appleton Joint Development Project (also appears on the Fox Cities Transit Commission agenda as an action item)

**Attachments:** [FCTC 5339 Grant application memo 2023.pdf](#)

**6. Information Items**

[23-0159](#) VTII Service Update

[23-0160](#) Financial Report

**Attachments:** [Monthly Income Statement January 2023.pdf](#)

[23-0161](#) Ridership Report

**Attachments:** [FCTC Monthly FR - Jan 2023.pdf](#)

[FCTC Monthly DR - Jan 2023.pdf](#)

[23-0162](#) Request for Future Agenda Items

**7. Next Meeting Date & Time**

**- March 7, 2023, 3:00 PM**

**- March 21, 2023, 3:00 PM**

**8. Adjournment**

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

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



# City of Appleton

100 North Appleton Street  
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## Meeting Minutes - Final Fox Cities Transit Commission

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Tuesday, January 24, 2023

3:00 PM

Council Chambers, 6th Floor

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1. Call meeting to order
2. Roll call of membership

*In person attendees: Chairperson Dearborn, Vice-Chair Thao, Detienne, Dexter, Patza, VandeHey, Wurdinger, Kasimor*

*Virtual attendees: Lendrum, Torrance*

**Present:** 10 - Kasimor, Dexter, VandeHey, Chairperson Dearborn, Wurdinger, Detienne, Thao, Patza, Torrance and Lendrum

**Excused:** 2 - Yang and Del Toro

3. Approval of minutes from previous meeting

[23-0047](#)

Approval of minutes from previous meeting

**Attachments:** [MeetingMinutes 13-Dec-2022.pdf](#)

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

4. Public Hearings/Appearances

[23-0048](#)

Public Participation on Agenda Items

*No public participation on agenda items.*

5. Action Items

[23-0050](#)

Authorization to Award Computer Aided Dispatch and Automated Vehicle Location (CAD/AVL) Software Contract to GMV

**Attachments:** [Award Recommendation GMV.pdf](#)

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

[23-0051](#) Authorization to Apply and Accept Rebuilding American Infrastructure with Sustainability and Equity (RAISE) discretionary grant

**Attachments:** [2023 RAISE Appleton Council Resolution.0117.pdf](#)  
[Conceptual Streetfront and Busway Rendering.pdf](#)

**Commissioner Kasimor moved, seconded by Commissioner Patza, that the Report Action Item be recommended for approval. Voice Vote. Motion Carried.**

[23-0076](#) Authorization to Utilize Stafford Rosenbaum LLP as legal counsel for the Transit Center Joint Development project

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

## 6. Information Items

[23-0049](#) Approval of Payments

**Attachments:** [November 2022 Payments.pdf](#)  
[December 2022 Payments.pdf](#)

*This action item was moved to information items.*

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

[23-0052](#) VTII Service Update

*Justin Running presented.*

**This Presentation was presented.**

[23-0053](#) Financial Report

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

**This Presentation was presented.**

[23-0054](#) Ridership Report

**Attachments:** [Ridership November 2022.pdf](#)  
[Ridership December 2022.pdf](#)

**This Presentation was presented.**

[23-0075](#)

4th Quarter KPI Report

**Attachments:** [Quarterly KPI QTR 4 2022 .pdf](#)

This Presentation was presented.

[23-0055](#)

Request for Future Agenda Items

This Presentation was discussed.

7. **Next Meeting Date & Time**
  - February 7, 2023, 3:00 PM - Cancelled
  - February 21, 2023, 3:00 PM

8. Adjournment

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/1 TO 2023/1		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
58071000								VT 5307 Admin
58071000	620100							Training/Conferences
999990	UNITED	01624579	94774	0	2023	1 INV P	733.75	pcard Airfare for confere
999990	WYNDHAM		94775	0	2023	1 INV P	1,355.17	pcard Conference
999990	WWW.PROJECTACTION.CO		94792	0	2023	1 INV P	25.00	pcard Travel Training
999990	FOX VALLEY SHRM		94794	0	2023	1 INV P	40.00	pcard Conference
							<b>2,153.92</b>	
							ACCOUNT TOTAL	2,153.92
58071000	630100							Office Supplies
999990	QUILL CORPORATION		94175	0	2023	1 INV P	48.65	pcard Office supplies
999990	QUILL CORPORATION		94176	0	2023	1 INV P	186.80	pcard office supplies
999990	QUILL CORPORATION		94177	0	2023	1 INV P	15.19	pcard Office supplies
999990	QUILL CORPORATION		95051	0	2023	1 INV P	147.28	pcard Office supplies
999990	QUILL CORPORATION		95052	0	2023	1 INV P	109.17	pcard office supplies
							<b>507.09</b>	
							ACCOUNT TOTAL	507.09
58071000	630200							Subscriptions
000999	NORTHERN MUSICAST, I		94173	0	2023	1 INV P	135.00	pcard Transit Center serv
							ACCOUNT TOTAL	135.00
58071000	630300							Memberships & Licenses
001522	WISCONSIN PUBLIC TRA		92813	0	2023	1 INV P	2,906.25	011123 557245 Membership
002163	TRANSPORTATION DEVEL		94239	0	2023	1 INV P	355.00	pcard Membership dues
999990	WAMM		94791	0	2023	1 INV P	50.00	pcard WI Assoc of Mobilit
999990	FOX VALLEY SHRM		94793	0	2023	1 INV P	55.00	pcard FOX VALLEY SHRM mem
							<b>105.00</b>	
							ACCOUNT TOTAL	3,366.25
58071000	630400							Postage / Freight
001583	UNITED STATES POSTAL		95086	0	2023	1 INV P	1.92	pcard FCTC postage
							ACCOUNT TOTAL	1.92
58071000	630700							Food & Provisions
001198	SAM'S CLUB		94232	0	2023	1 INV P	164.42	pcard Employee appreciati
999990	JIMMY JOHNS # 446		95048	0	2023	1 INV P	185.47	pcard Employee appreciati
999990	JIMMY JOHNS # 446		95049	0	2023	1 INV P	124.48	pcard Employee appreciati
999990	JIMMY JOHNS # 446		95050	0	2023	1 INV P	157.76	pcard Employee appreciati
							<b>467.71</b>	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/1 TO 2023/1									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
			ACCOUNT TOTAL			632.13			
58071000 631603			Other Misc. Supplies						
000763 KWIK TRIP, INC	95053	0	2023 1 INV P			7.47	pcard		Misc supplies
000864 MEMORIAL FLORIST AND	94240	0	2023 1 INV P			97.00	pcard		Flowers
			ACCOUNT TOTAL			104.47			
58071000 632300			Safety Supplies						
001983 AMAZON	95082	0	2023 1 INV P			111.98	pcard		Safety supplies
			ACCOUNT TOTAL			111.98			
58071000 632700			Miscellaneous Equipment						
000362 DELL MARKETING L.P.	94328	0	2023 1 INV P			883.99	012523	557367	Dell Laptop
999990 CDW GOVT #GC94364	94789	0	2023 1 INV P			59.04	pcard		Ergonomic Keyboard
			ACCOUNT TOTAL			943.03			
58071000 632800			Signs						
001942 APPLETON SIGN COMPAN	94108	0	2023 1 INV P			690.00	012523	557355	Advertising graphic
			ACCOUNT TOTAL			690.00			
58071000 641200			Advertising						
001771 RED SHOES PR, INC.	92774	0	2023 1 INV P			5,000.00	011123	557200	January digital adv
			ACCOUNT TOTAL			5,000.00			
58071000 641308			Cellular Phones						
000250 CELLCOM APPLETON PCS	94174	0	2023 1 INV P			207.50	pcard		Cell phones
			ACCOUNT TOTAL			207.50			
58071000 642400			Software Support						
002593 TRANSTRACK	92773	0	2023 1 INV P			3,016.00	011123	557224	Software Maintenanc
999990 WWW.FIELDWIRE.COM	94238	0	2023 1 INV P			1,044.00	pcard		Software access
			ACCOUNT TOTAL			4,060.00			
58071000 643000			Health Services						
001588 THEDACARE, INC.	92772	0	2023 1 INV P			288.00	011123	557220	DOT Pool Annual Mem
			ACCOUNT TOTAL			288.00			
58071000 650100			Insurance						
001371 TRANSIT MUTUAL INSUR	92775	0	2023 1 INV P			127,563.00	011123	557223	Bus insurance

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/1 TO 2023/1	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
				ACCOUNT TOTAL		127,563.00	
58071000 680401 1800	003040 OPTIBUS INC	92839	0	Machinery & Equipment 2023 1 INV P		30,551.76 011123	557190 Planning & Scheduling
				ACCOUNT TOTAL		30,551.76	
				ORG 58071000 TOTAL		176,316.05	
58072000				VT 5307 Vehicle Maintenance			
58072000 630901	001983 AMAZON	94241	0	Shop Supplies 2023 1 INV P		13.99 pcard	Shop supplies
				ACCOUNT TOTAL		13.99	
58072000 632601	000089 NEW FLYER OF AMERICA	94120	0	Repair Parts 2023 1 INV P		38.16 012523	557403 Parts
001595 JX TRUCK CENTER	94112	0	0	2023 1 INV P		312.55 012523	557389 Parts
001595 JX TRUCK CENTER	94113	0	0	2023 1 INV P		375.06 012523	557389 Parts
001595 JX TRUCK CENTER	94114	0	0	2023 1 INV P		863.76 012523	557389 Parts
001595 JX TRUCK CENTER	94115	0	0	2023 1 CRM P		-431.92 012523	557389 Parts
001595 JX TRUCK CENTER	94116	0	0	2023 1 CRM P		-32.96 012523	557389 Parts
001595 JX TRUCK CENTER	94117	0	0	2023 1 CRM P		-62.76 012523	557389 Parts
001595 JX TRUCK CENTER	94118	0	0	2023 1 CRM P		-87.98 012523	557389 Parts
001595 JX TRUCK CENTER	94121	0	0	2023 1 INV P		3,005.14 012523	557389 Parts
						3,940.89	
001655 AUTOMOTIVE SUPPLY CO	94109	0	0	2023 1 INV P		363.65 012523	557358 Parts
				ACCOUNT TOTAL		4,342.70	
58072000 632700	001607 GRAINGER, INC.	95054	0	Miscellaneous Equipment 2023 1 INV P		227.07 pcard	Misc Equipment for
002488 WISCONSIN LIFT TRUCK	94172	0	0	2023 1 INV P		2,867.81 pcard	Misc equipment
				ACCOUNT TOTAL		3,094.88	
58072000 650100	001371 TRANSIT MUTUAL INSUR	92775	0	Insurance 2023 1 INV P		22,643.00 011123	557223 Bus insurance
				ACCOUNT TOTAL		22,643.00	
				ORG 58072000 TOTAL		30,094.57	
58073000				VT 5307 Building Maintenance			
58073000 640700	999990 GFL ENVIRONMENTAL IN	94922	0	Solid waste/Recycling Pickup 2023 1 INV P		232.50 pcard	GFL trash Jan '23
999990 GFL ENVIRONMENTAL IN	94923	0	0	2023 1 INV P		104.00 pcard	GFL recycling Jan '



INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/1 TO 2023/1		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
									336.50
						ACCOUNT TOTAL			336.50
58073000	644000					Snow Removal Services			
003022	BOB & DAVE'S	94110	0	2023	1 INV P		985.00	012523	557360 Snow/salt services
003022	BOB & DAVE'S	94111	0	2023	1 INV P		1,323.75	012523	557360 Snow & Salt service
							2,308.75		
						ACCOUNT TOTAL	2,308.75		
58073000	659900					Other Contracts/Obligation			
002401	CLEAN POWER, LLC	93590	0	2023	1 INV P		573.22	011823	557269 ALL-Janitorial Serv
						ACCOUNT TOTAL	573.22		
						ORG 58073000 TOTAL	3,218.47		
58074000						VT 5307 Operations			
58074000	632200					Gas Purchases			
001608	GARROW OIL CORPORATI	94119	0	2023	1 INV P		30,086.84	012523	557381 #1Clear Diesel Fuel
						ACCOUNT TOTAL	30,086.84		
58074000	632800					Signs			
001942	APPLETON SIGN COMPAN	94107	0	2023	1 INV P		307.10	012523	557355 Vehicle Graphics
						ACCOUNT TOTAL	307.10		
58074000	650100					Insurance			
001371	TRANSIT MUTUAL INSUR	92775	0	2023	1 INV P		27,200.00	011123	557223 Bus insurance
						ACCOUNT TOTAL	27,200.00		
58074000	659900					Other Contracts/Obligation			
999990	BHN*GIFTCARDS.COM	94242	0	2023	1 INV P		2,058.25	pcard	Driver incentive pr
						ACCOUNT TOTAL	2,058.25		
						ORG 58074000 TOTAL	59,652.19		
58075000						VT 5307 ADA Paratransit			
58075000	641308					Cellular Phones			
001442	VERIZON WIRELESS SER	95085	0	2023	1 INV P		730.71	pcard	Data plan
						ACCOUNT TOTAL	730.71		
						ORG 58075000 TOTAL	730.71		

**INVOICE LIST BY GL ACCOUNT**

YEAR/PERIOD: 2023/1 TO 2023/1								
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION	
58079000				VT COVID-19 Response				
58079000 659900				Other Contracts/Obligation				
999990 ZOOM.US 888-799-9666	94171	0	2023 1	INV P		10.00 pcard	Conference software	
				ACCOUNT TOTAL		10.00		
				ORG 58079000 TOTAL		10.00		
FUND 580 Valley Transit				TOTAL:		270,021.99		

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



## MEMORANDUM

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

**FROM:** Ron McDonald, General Manager

**DATE:** February 15, 2023

**Subject:** Acceptance of Federal Transit Administration FY 2021 American Rescue Plan Act (ARP) grants of \$3,370,750 and \$32,147 and Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) grant of \$32,146.

### **BACKGROUND**

The American Rescue Plan Act of 2021 (ARP) included \$30.5 billion federal funding to support the nation's public transportation systems as it continued to respond to the COVID-19 pandemic. This funding is an Urbanized Area Formula Funding program that makes federal resources available for transit capital and operating assistance in urbanized areas with a population of 50,000 or more. The ARP funding is Section 5307 Urbanized Area funds with a Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities component. Funding is provided at 100-percent federal share, with no local match required.

The Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) of 2021 included \$14 billion in supplemental appropriations for COVID-19 relief to support the transit industry during the public health emergency. This funding supports expenses traditionally eligible under the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities program. The supplemental funding is provided at 100-percent federal share, with no local match required.

Valley Transit received apportionments in the following amounts:

- \$3,370,750 Section 5307 Urbanized Area, ARP funds
- \$32,147 Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities, ARP funds
- \$32,146 Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities, CRRSAA funds

Valley Transit is allowed to use the funds for capital and operating projects. We intend to use the funds for capital projects included in the 2023 budget with any remaining funds put towards approved projects in the 2024 budget.

### **RECOMMENDATION**

Recommend acceptance of the Federal Transit Administration FY 2021 American Rescue Plan Act Section 5307 and Section 5310 funding.

Recommend acceptance of Federal Transit Administration FY 2021 Coronavirus Response and Relief Supplemental Appropriations Act Section 5310 funding.



To: Fox Cities Transit Commission  
City of Appleton Common Council

From: Ron McDonald, General Manager

Date: February 13, 2023

Re: Action: Award contract with SMA Construction Services LLC to complete Phase 1 construction of Valley Transit's Whitman facility remodeling project for an amount not to exceed \$7,040,250.

Architectural and engineering design work was completed for remodeling of Valley Transit's Whitman Ave. administrative offices and maintenance facility following completion of a Master Plan. A request for bids was published and advertised on December 30, 2022 for construction of Phase 1. Bids were opened on February 1, 2023.

The following bids were received:

Valley Transit Facility Renovation Phase 1 (#8334338)					
Owner: Appleton WI, City of					
Solicitor: Kune Architects					
02/01/2023 01:45 PM CST					
Item Description	SMA Construction Services, LLC Unit Price	MIKE KOENIG CONSTRUCTION CO., INC. Unit Price	Cardinal Construction Co. Inc. Unit Price	Frank O. Zeise Construction Co., Inc. Unit Price	LUNDA CONSTRUCTION Unit Price
<b>Base Bid - Lump Sum</b>	<b>\$5,950,000.00</b>	\$5,980,010.00	\$6,370,000.00	\$6,421,000.00	\$6,485,559.00
<b>Alternate A1 - Paratransit</b>	<b>\$55,000.00</b>	\$43,780.00	\$44,000.00	\$42,900.00	\$47,528.00
<b>Alternate A4 - Geothermal Shop</b>	<b>\$550,000.00</b>	\$576,175.00	\$450,000.00	\$515,000.00	\$419,600.00
<b>Alternate A8 - HVAC Controls</b>	<b>\$150,000.00</b>	\$155,390.00	\$156,000.00	(\$126,130.00)	\$138,743.00
	<b>\$6,705,000.00</b>	\$6,755,355.00	\$7,020,000.00	\$6,852,770.00	\$7,091,430.00
	<b>1</b>	<b>2</b>	<b>4</b>	<b>3</b>	<b>5</b>

Valley Transit intends to use a combination of federal Coronavirus Aid, Relief, and Economic Security (CARES) Act, American Rescue Plan (ARP) Act, Coronavirus Response and Relief Supplemental (CRRSA) Act and Section 5310 grants for this contract. This contract will be paid 100% with federal grants.

Recommendation:

Award contract with SMA Construction Services LLC to complete Phase 1 construction of Valley Transit's Whitman facility remodeling project for an amount of \$6,705,000 plus contingency up to \$335,250 (5%) not to exceed \$7,040,250.

Feel free to contact me at 920-832-2291 with any questions or email me at ronald.mcdonald@appleton.org.



February 14, 2023

To: Fox Cities Transit Commission & Finance Committee

From: Ronald C. McDonald, General Manager

**Subject: Applications to Federal Transit Administration (FTA) Bus and Bus Facilities capital grant for \$12,000,000 and \$25,254,700.**

**Background:**

The Bus & Bus Facilities Program (49 U.S.C. 5339b) is a competitive grant that makes federal funding available for bus and bus facility capital projects. Eligible recipients include designated recipients that operate fixed route bus service such as Valley Transit.

Valley Transit is seeking authority to apply for funding under this annual program for the Whitman Avenue Facility Renovation Project and Downtown Appleton Regional Multimodal Joint Development Project. The FTA provides these funds as an 80/20 grant; 80% grant funded and 20% local match. The local share can consist of a combination of other allowable grant funds, revenues, in-kind contributions and Valley Transit's local partner contributions through the depreciation fund. The costs associated with each project under this grant are as follows:

<b><u>Whitman Ave Facility Renovation (Phase 2)</u></b>	
80% funding from FTA:	\$9,600,000
20% local match:	\$2,400,000
Total eligible project cost:	\$12,000,000

<b><u>Downtown Appleton Joint Development Project</u></b>	
80% funding from FTA:	\$20,203,760
20% local match:	\$5,050,940
Total eligible project cost:	\$25,254,700

**Recommendation:**

Approve submittal of applications for Fiscal Year 2023 Federal 5339 (b) funds in the amounts of \$12,000,000 for the Whitman Facility and \$25,254,700 for the Downtown Appleton Joint Development Project.

**City of Appleton**  
**VALLEY TRANSIT INCOME STATEMENT**  
**For one month Ending January 31, 2023**

Description	Month of January Actual	Prior Year January	YTD As of January Actual	Prior YTD January	2023 Amended Budget	2023 % of Total Budget
<b>REVENUES</b>						
Bus Fare Revenue	31,829	24,233	31,829	24,233	858,843	3.71%
Paratransit Fare Revenue	32,654	31,594	32,654	31,594	704,430	4.64%
Total Fare Revenue	64,483	55,827	64,483	55,827	1,563,273	4.12%
Other Charges for Service	-	-	-	-	65,000	0.00%
Other Revenues	781	-	781	-	14,000	5.58%
TOTAL REVENUES	65,264	55,827	65,264	55,827	1,642,273	3.97%
<b>EXPENSES BY LINE ITEM</b>						
Regular Salaries & Labor pool alloc	110,059	108,013	110,059	108,013	3,419,523	3.22%
Overtime	16,907	12,075	16,907	12,075	76,131	22.21%
Incentive Pay	-	-	-	-	1,335	0.00%
Other Compensation	-	-	-	-	-	-
Fringes	89,574	60,128	89,574	60,128	1,395,237	6.42%
Unemployment Compensation	-	-	-	-	-	-
Salaries & Fringe Benefits	216,540	180,216	216,540	180,216	4,892,226	4.43%
Training & Conferences & Tuition	2,294	-	2,294	-	27,200	8.43%
Employee Recruitment	-	160	-	160	7,280	0.00%
Office Supplies	507	43	507	43	5,400	9.39%
Subscriptions	135	23	135	23	1,020	13.24%
Memberships & Licenses	3,366	7,841	3,366	7,841	18,320	18.37%
Postage & Freight	2	156	2	156	3,700	0.05%
Awards & Recognition	-	-	-	-	930	0.00%
Food & Provisions	632	-	632	-	1,240	50.97%
Insurance	177,406	153,932	177,406	153,932	222,790	79.63%
Insurance dividend & surplus	-	-	-	-	-	-
Depreciation Expense	-	-	-	-	1,291,758	0.00%
Administrative Expenses	184,342	162,155	184,342	162,155	1,579,638	11.67%
Landscape Supplies	-	-	-	-	1,500	0.00%
Shop Supplies & Tools (& misc)	118	6,626	118	6,626	55,450	0.21%
Printing & Reproduction	-	-	-	-	27,910	0.00%
Uniforms	-	-	-	-	9,280	0.00%
Gas Purchases	30,087	31,838	30,087	31,838	1,050,500	2.86%
Safety Supplies	112	2,017	112	2,017	500	22.40%
Vehicle & Equipment Parts	4,343	4,667	4,343	4,667	205,500	2.11%
Miscellaneous Equipment	4,038	-	4,038	-	25,100	16.09%
Signs	997	180	-	-	12,000	0.00%
Supplies & Materials	39,695	45,328	38,698	45,148	1,387,740	2.79%
Accounting/Audit	-	-	-	-	10,000	0.00%
Bank Services	-	-	-	-	6,680	0.00%
Solid Waste/Recycling	337	-	337	-	5,430	6.21%
Contractor Fees	143,568	171,577	143,568	171,577	3,471,907	4.14%
Advertising	5,000	-	5,000	-	50,309	9.94%

**City of Appleton**  
**VALLEY TRANSIT INCOME STATEMENT**  
**For one month Ending January 31, 2023**

Description	Month of January Actual	Prior Year January	YTD As of January Actual	Prior YTD January	2023 Amended Budget	2023 % of Total Budget
Health Services	288	-	288	-	9,200	3.13%
Snow Removal Services	2,309	-	2,309	-	39,000	5.92%
Laundry Services	-	806	-	806	15,340	0.00%
Other Contracts/Obligations	2,641	1,646	2,641	1,646	100,790	2.62%
Purchased Services	154,143	174,029	154,143	174,029	3,708,656	4.16%
Electric	-	5,545	-	5,545	55,620	0.00%
Gas	-	5,260	-	5,260	23,000	0.00%
Water	-	-	-	-	7,850	0.00%
Waste Disposal/Collection	-	-	-	-	4,160	0.00%
Stormwater	-	-	-	-	10,000	0.00%
Telephone	1,067	927	1,067	927	17,700	6.03%
Utilities	1,067	11,732	1,067	11,732	118,330	0.90%
Vehicle Repair & Maintenance	-	788	-	788	10,050	0.00%
Equipment Repair & Maintenance	-	-	-	-	9,650	0.00%
FMD Charges & Material	-	-	-	-	142,503	0.00%
Software Support	4,060	76,581	4,060	76,581	120,097	3.38%
Repairs & Maintenance	4,060	77,369	4,060	77,369	282,300	1.44%
Total Operating Expenses	599,847	650,829	598,850	650,649	11,968,890	5.00%
OPERATING INCOME (LOSS)	(534,583)	(595,002)	(533,586)	(594,822)	(10,326,617)	
<b>NON-OPERATING REVENUES</b>						
Federal Support	-	-	-	-	3,560,391	0.00%
State Support	-	-	-	-	3,082,885	0.00%
Appleton Support	-	-	-	-	724,810	0.00%
Other Local Support	-	-	-	-	1,899,499	0.00%
Investment Income	-	-	-	-	12,500	0.00%
Donations	-	-	-	-	63,386	0.00%
Fund Balance Applied	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	-	-	-	-	9,343,471	0.00%
Buildings	-	1,044	-	1,044	7,500,000	0.00%
Machinery & Equipment	30,552	10,379	30,552	10,379	-	0.00%
Furniture & Fixtures	-	-	-	-	-	0.00%
Vehicles	-	-	-	-	50,000	0.00%
Capital Expenditures	30,552	11,423	30,552	11,423	7,550,000	0.40%
NET INCOME (LOSS)	(565,135)	(606,425)	(564,138)	(606,245)	(8,533,146)	

**City of Appleton**  
**PURCHASED TRANSPORTATION**  
**For one month Ending January 31, 2023**

Description	Month of January Actual	Prior Year January	YTD As of January Actual	Prior YTD January	2023 Amended Budget	2023 % of Total Budget
<b>PURCHASED TRANSPORTATION EXPENSE</b>						
VTII - Disabled	84,198	106,733	84,198	106,733	2,052,750	4.10%
VTII - Elderly	2,838	2,785	2,838	2,785	62,480	4.54%
PT - Optional (Sunday)	357	375	357	375	17,850	2.00%
Family Care Employment Transportation	-	14,733	-	14,733	-	0.00%
Outagamie County Demand Response Rural	26,754	13,491	26,754	13,491	289,125	9.25%
Outagamie County Human Services Transportation	119	578	119	578	11,900	1.00%
Neenah Dial - A - Ride	4,427	2,695	4,427	2,695	142,800	3.10%
Calumet County Van Service	-	2,074	-	2,074	28,800	0.00%
Connector - Extended Service Hours	5,279	24,964	5,279	24,964	412,000	1.28%
Connector - Extended Service Area	19,596	6,775	19,596	6,775	141,625	13.84%
Downtown Trolley	-	-	-	-	32,554	0.00%
Total Purchased Transportation	143,568	175,203	143,568	175,203	3,191,884	4.50%



Total Passengers

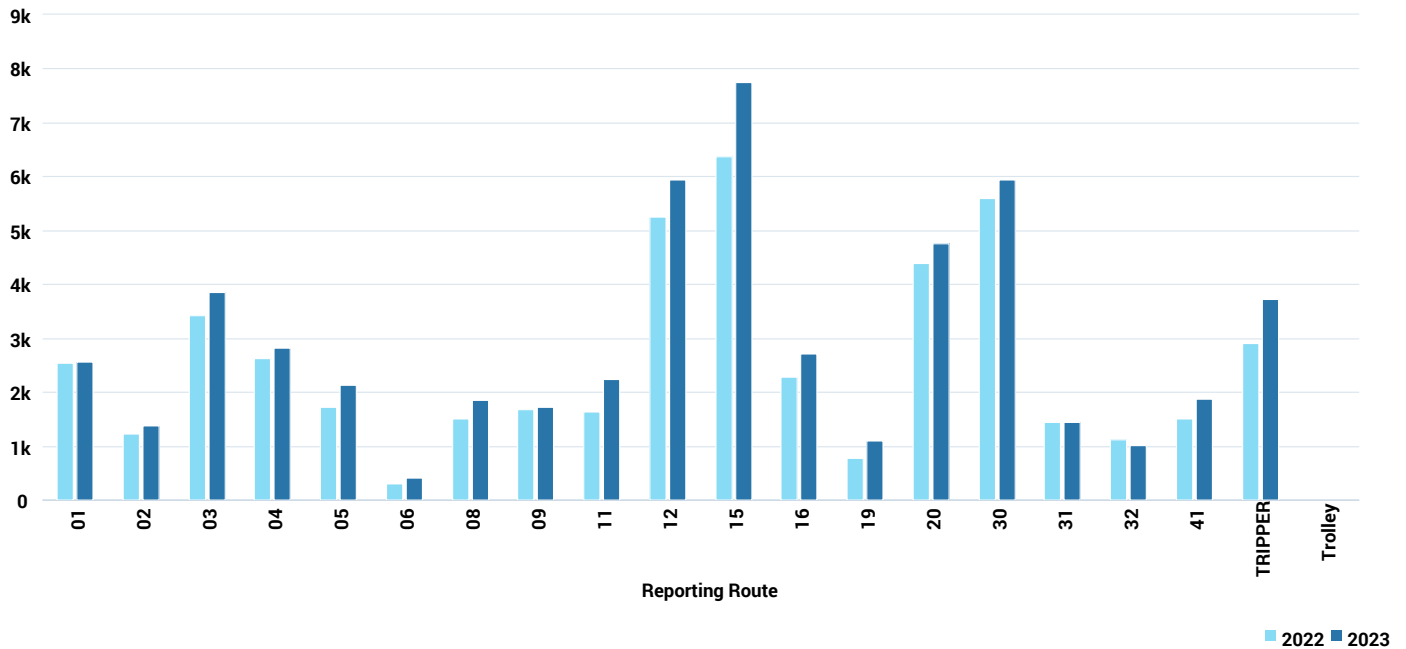
**55,203**

↑ 14% change  
48,301 prev. year

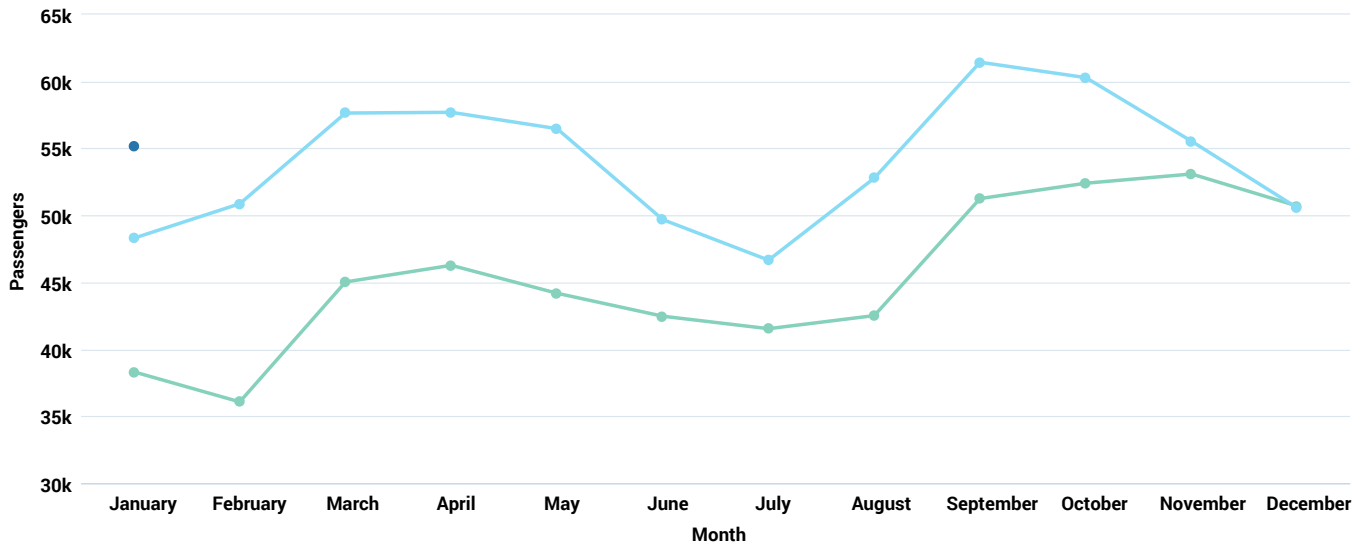
Monthly Fare Group Trend

Fare Group Desc	Prior Year	Current ▼	% Change
Passes & Tickets	21,304	23,326	9.5%
AASD	9,330	11,417	22.4%
Cash	7,205	8,135	12.9%
Transfers	6,961	7,171	3.0%
FVTC	2,455	3,463	41.1%
Free	800	917	14.6%
Lawrence University	246	774	214.6%

Ridership by Route



Monthly Ridership Trend by Year



Total Passengers

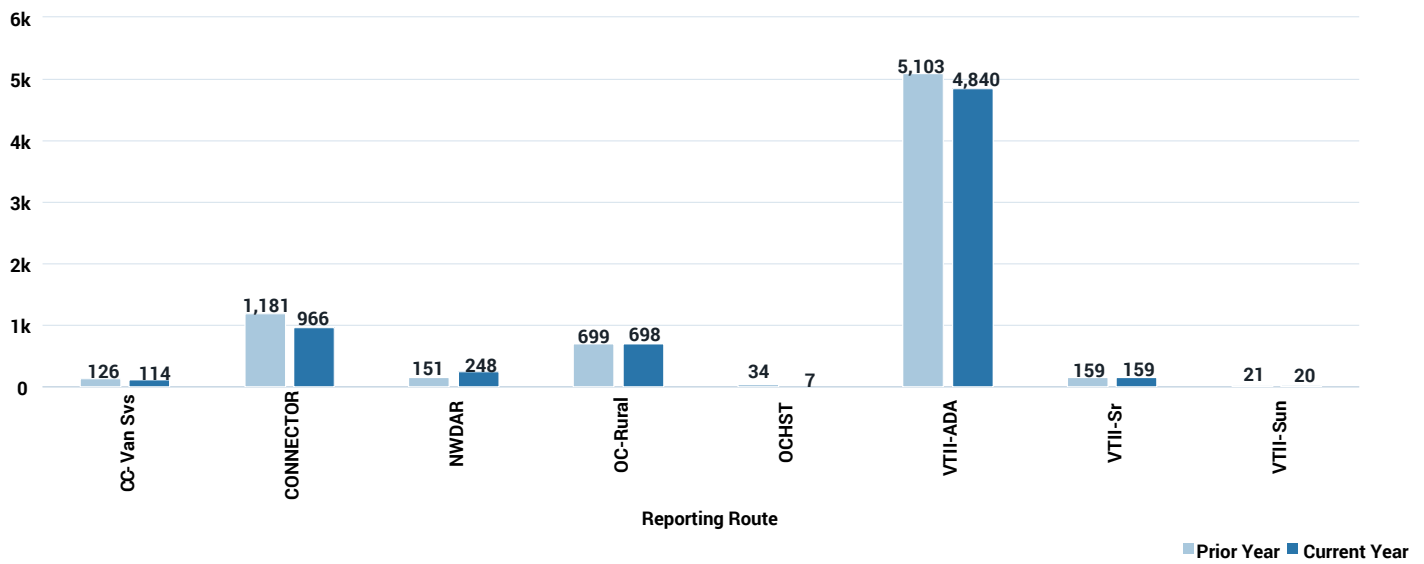
**7,052**

↘ -6% 7,474  
change prev. year

Change in Rides by Program

Reporting Route	Prior Year	Current Year ▼	% Change
VTII-ADA	5,103	4,840	-5.15%
CONNECTOR	1,181	966	-18.20%
OC-Rural	699	698	-0.14%
NWDAR	151	248	64.24%
VTII-Sr	159	159	0.00%
CC-Van Svs	126	114	-9.52%
VTII-Sun	21	20	-4.76%
OCHST	34	7	-79.41%

Monthly Ridership by Program



Ridership Trend by Year

