



City of Appleton

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

Meeting Agenda - Final Fox Cities Transit Commission

Tuesday, July 25, 2023

2:50 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership
4. Approval of minutes from previous meeting
[23-0885](#) Approval of minutes from previous meeting
Attachments: [Meeting Minutes 27-Jun-2023.pdf](#)
5. **Public Hearing/Apearances**
[23-0278](#) Public Participation on Agenda Items
6. **Action Items**
[23-0886](#) Approval of Payments
Attachments: [June 2023 Payments.pdf](#)
7. **Information Items**
[23-0887](#) 2022 Audit presentation
Attachments: [Valley Transit 2022 Audit.pdf](#)
[23-0888](#) Financial Report
Attachments: [June 2023 Income Statement.pdf](#)
[23-0889](#) Ridership Report
Attachments: [June Ridership.pdf](#)
[23-0890](#) 2nd Quarter KPI
Attachments: [FR 2nd qtr KPI.pdf](#)
[DR 2nd qtr KPI.pdf](#)

[23-0891](#) Request for Future Agenda Items

- 8. **Next Meeting Date & Time**
 - **August 8, 2023 - 2:50 PM - Cancelled**
 - **August 22, 2023 - 2:50 PM**

- 9. **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

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Meeting Minutes - Final Fox Cities Transit Commission

Tuesday, June 27, 2023

2:50 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership

In person attendees: Chairperson Dearborn, Wurdinger, Brown, Patza
Torrance, Dexter, Holzschuh

Virtual attendees: Kasimor, Detienne

Present: 9 - Kasimor, Dexter, Chairperson Dearborn, Wurdinger, Detienne, Patza,
Torrance, Brown and Holzschuh

Excused: 3 - VandeHey, Firkus and Jones

4. Approval of minutes from previous meeting

[23-0757](#)

Approval of minutes from previous meeting

Attachments: [Meeting Minutes 23-May-2023.pdf](#)

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

5. **Public Hearing/Appealances**

[23-0278](#)

Public Participation on Agenda Items

No public participation on agenda items.

6. **Action Items**

[23-0762](#)

Authorization to Purchase Replacement Bus Shelters

Attachments: [Bus Shelter purchase memo and quotes.pdf](#)

Amended to include optional solar panels.

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

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

[23-0763](#)

Authorization to enter into the First Option Year Extension with Star Protection and Patrol for Security Services at the Downtown Transit Center

Attachments: [Star Protection Memo.pdf](#)
[Star Protection 2023- Proposal For Price Increase.pdf](#)

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

7. Information Items

[23-0761](#)

Approval of Payments

Attachments: [May 2023 Payments.pdf](#)

This action item was moved to information items.

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

[23-0765](#)

Financial Report

Attachments: [May 2023 Income Statement.pdf](#)

This Presentation was presented.

[23-0766](#)

Ridership Report

Attachments: [FCTC Monthly FR - May 2023.pdf](#)
[FCTC Monthly DR - May 2023.pdf](#)

This Presentation was presented.

[23-0283](#)

Request for Future Agenda Items

This Presentation was discussed.

8. Next Meeting Date & Time

- July 11, 2023 - 2:50 PM - Cancelled

- July 25, 2023 - 2:50 PM

9. Adjournment

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/6 TO 2023/6		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
58071000									VT 5307 Admin
58071000	620100								Training/Conferences
002951	APPLETON NOON LIONS	103123	0	2023	6 INV P		395.00	062123	559455 Senior Expo booth
							395.00		ACCOUNT TOTAL
58071000	620500								Employee Recruitment
002158	CAREERBUILDER	103733	0	2023	6 INV P		77.56	071223	559760 May Postings
999990	TRANSITTALENT.COM	104074	0	2023	6 INV P		255.00	pcard	Recruitment/ Advert
999990	TRANSITTALENT.COM	104075	0	2023	6 INV P		-120.00	pcard	Recruitment/ Advert
999990	TRANSITTALENT.COM	104823	0	2023	6 INV P		135.00	pcard	Advertisement for B
							270.00		
							347.56		ACCOUNT TOTAL
58071000	630100								Office Supplies
001198	SAM'S CLUB	102971	0	2023	6 INV P		116.40	pcard	Supplies
001198	SAM'S CLUB	102972	0	2023	6 INV P		207.64	pcard	Supplies
							324.04		
999990	QUILL CORPORATION	103024	0	2023	6 INV P		81.54	pcard	Office Supplies
							405.58		ACCOUNT TOTAL
58071000	630200								Subscriptions
999990	GAN*WINEWSPAPERCIRC	102954	0	2023	6 INV P		43.00	pcard	Monthly subscriptio
							43.00		ACCOUNT TOTAL
58071000	630400								Postage / Freight
001583	UNITED STATES POSTAL	103931	0	2023	6 INV P		2.46	pcard	FCTC postage
							2.46		ACCOUNT TOTAL
58071000	630500								Awards & Recognition
999990	SP WISCONSIN TIMBER	102950	0	2023	6 INV P		100.00	pcard	Employee awards/rec
							100.00		ACCOUNT TOTAL
58071000	631603								Other Misc. Supplies
999990	TOBACCO OUTLET000055	103898	0	2023	6 INV P		7.47	pcard	Ice for Ops
							7.47		ACCOUNT TOTAL
58071000	632002								Outside Printing
001121	QUICK PRINT CENTER,	103023	0	2023	6 INV P		73.63	pcard	Forms
							73.63		ACCOUNT TOTAL

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/6 TO 2023/6	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
58071000 640300 Bank Service Fees								
	000814 LOOMIS ARMORED US, L	102207	0	2023	6 INV P	166.22	060723	559307 ARMORED CAR SERVICE
	000814 LOOMIS ARMORED US, L	103684	0	2023	6 INV P	166.96	070523	559713 ARMORED CAR SERVICE
						333.18		
	999998 SOAR Fox Cities, Inc	103716	0	2023	6 INV P	18.00	070523	559719 Incorrect charge to
ACCOUNT TOTAL						351.18		
58071000 640800 Contractor Fees								
	001237 SHRED-IT USA	103025	0	2023	6 INV P	55.90	pcard	Shredding service
	001771 RED SHOES PR, INC.	102570	0	2023	6 INV P	4,877.50	062123	559552 May marketing effor
	003012 LANGUAGE LINE	102580	0	2023	6 INV P	91.44	062123	559510 Translation service
ACCOUNT TOTAL						5,024.84		
58071000 641200 Advertising								
	001771 RED SHOES PR, INC.	102572	0	2023	6 INV P	5,000.00	062123	559552 Digital Advertising
	002694 RNS COMMUNICATIONS I	102583	0	2023	6 INV P	600.00	062123	559553 Advertising
ACCOUNT TOTAL						5,600.00		
58071000 641308 Cellular Phones								
	000250 CELLCOM APPLETON PCS	102953	0	2023	6 INV P	1,232.50	pcard	Cell phones and dat
ACCOUNT TOTAL						1,232.50		
58071000 641800 Equip Repairs & Maint								
	999990 FSC CORP	103932	0	2023	6 INV P	204.99	pcard	Cash counter repair
ACCOUNT TOTAL						204.99		
58071000 642400 Software Support								
	002593 TRANSTRACK	102612	0	2023	6 INV P	27,559.50	062123	559571 Annual software mai
	002593 TRANSTRACK	102613	0	2023	6 INV P	1,140.00	062123	559571 Language support fo
	002593 TRANSTRACK	102614	0	2023	6 INV P	195.00	062123	559571 Multiple Language s
						28,894.50		
	999990 ZOOM.US 888-799-9666	103020	0	2023	6 INV P	1,521.90	pcard	Teleconference serv
ACCOUNT TOTAL						30,416.40		
58071000 650100 Insurance								
	001783 MUNICIPAL PROPERTY I	102606	0	2023	6 INV P	1,283.00	062123	559530 Whitman constructio
ACCOUNT TOTAL						1,283.00		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/6 TO 2023/6	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
			ORG 58071000		TOTAL				45,487.61
58072000			VT 5307 Vehicle Maintenance						
58072000	630901		Shop Supplies						
000089	NEW FLYER OF AMERICA	103704	0	2023	6	INV P	.30	070523	559721 supply
000176	BELSON COMPANY	103111	0	2023	6	INV P	341.44	062123	559464 liners all sizes
000615	HARTLAND LUBRICANTS	102594	0	2023	6	INV P	129.58	062123	559493 Shop supplies
000615	HARTLAND LUBRICANTS	102595	0	2023	6	INV P	102.00	062123	559493 Shop supplies
							231.58		
000866	MENARDS	103908	0	2023	6	INV P	1.35	pcard	Shop supplies
001194	SAFETY-KLEEN	102566	0	2023	6	INV P	368.60	062123	559556 Shop supplies
001194	SAFETY-KLEEN	102567	0	2023	6	INV P	96.50	062123	559556 Shop supplies
							465.10		
001316	SUPERIOR CHEMICAL CO	103698	0	2023	6	INV P	759.85	070523	559730 Shop supplies
001333	TARTAN SUPPLY CO., I	102491	0	2023	6	INV P	28.72	pcard	TARTAN SUPPLY CO LL
001655	AUTOMOTIVE SUPPLY CO	102623	0	2023	6	INV P	615.22	062123	559461 Parts and supplies
999990	HOBBY-LOBBY #0193	103886	0	2023	6	INV P	53.10	pcard	Shop supplies
999990	MGD INDUSTRIAL CORP	103909	0	2023	6	INV P	12.43	pcard	Shop supplies
999990	TARTAN SUPPLY CO LLC	103948	0	2023	6	INV P	660.28	pcard	TARTAN SUPPLY CO LL
							725.81		
			ACCOUNT TOTAL						3,169.37
58072000	632200		Gas Purchases						
000763	KWIK TRIP, INC	102535	0	2023	6	INV P	448.44	062123	559507 May fuel
			ACCOUNT TOTAL						448.44
58072000	632601		Repair Parts						
000006	ABC BUS, INC.	102587	0	2023	6	INV P	261.24	062123	559449 Parts
000006	ABC BUS, INC.	103713	0	2023	6	INV P	3,463.12	070523	559679 Parts
000006	ABC BUS, INC.	103714	0	2023	6	INV P	2,216.76	070523	559679 Parts
							5,941.12		
000089	NEW FLYER OF AMERICA	102573	0	2023	6	INV P	560.25	062123	559534 Parts
000089	NEW FLYER OF AMERICA	102574	0	2023	6	INV P	5.70	062123	559534 Parts
000089	NEW FLYER OF AMERICA	102575	0	2023	6	INV P	206.95	062123	559534 Parts
000089	NEW FLYER OF AMERICA	102576	0	2023	6	INV P	4,107.56	062123	559534 Parts
000089	NEW FLYER OF AMERICA	102577	0	2023	6	INV P	34.86	062123	559534 Parts
000089	NEW FLYER OF AMERICA	103183	0	2023	6	INV P	2,575.16	062823	559634 Parts

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/6 TO 2023/6										
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION	
000089 NEW FLYER OF AMERICA	103184	0	2023	6	INV P	6.56	062823	559634	Parts	
000089 NEW FLYER OF AMERICA	103700	0	2023	6	INV P	4,683.49	070523	559721	Parts	
000089 NEW FLYER OF AMERICA	103701	0	2023	6	INV P	440.55	070523	559721	Parts	
000089 NEW FLYER OF AMERICA	103702	0	2023	6	INV P	281.85	070523	559721	Parts	
000089 NEW FLYER OF AMERICA	103703	0	2023	6	INV P	5,106.40	070523	559721	Parts	
000089 NEW FLYER OF AMERICA	103705	0	2023	6	INV P	2,878.12	070523	559721	Parts	
000089 NEW FLYER OF AMERICA	103706	0	2023	6	INV P	216.04	070523	559721	Parts	
						21,103.49				
000569 GILLIG LLC	102621	0	2023	6	INV P	660.80	062123	559489	Parts	
000913 MOHAWK MANUFACTURING	102579	0	2023	6	INV P	3,154.82	062123	559527	Parts	
000913 MOHAWK MANUFACTURING	102593	0	2023	6	CRM P	-1,944.00	062123	559527	Credit for returned	
000913 MOHAWK MANUFACTURING	102616	0	2023	6	INV P	455.46	062123	559527	Parts	
						1,666.28				
001595 JX TRUCK CENTER	102596	0	2023	6	INV P	4,359.92	062123	559500	Parts	
001595 JX TRUCK CENTER	102597	0	2023	6	INV P	6,449.00	062123	559500	Parts	
001595 JX TRUCK CENTER	102598	0	2023	6	INV P	8,420.73	062123	559500	Parts	
001595 JX TRUCK CENTER	102599	0	2023	6	INV P	1,908.68	062123	559500	Parts	
001595 JX TRUCK CENTER	102600	0	2023	6	INV P	1,113.40	062123	559500	Parts	
001595 JX TRUCK CENTER	102601	0	2023	6	INV P	5,773.12	062123	559500	Parts	
001595 JX TRUCK CENTER	102602	0	2023	6	INV P	1,589.96	062123	559500	Parts	
001595 JX TRUCK CENTER	102603	0	2023	6	INV P	1,066.34	062123	559500	Parts	
						30,681.15				
001607 GRAINGER, INC.	103962	0	2023	6	INV P	41.13	pcard		Parts	
001607 GRAINGER, INC.	103963	0	2023	6	INV P	71.04	pcard		Parts	
						112.17				
001637 ROSS & WHITE COMPA	103887	0	2023	6	INV P	1,068.84	pcard		Bus wash parts	
001655 AUTOMOTIVE SUPPLY CO	102622	0	2023	6	INV P	28.13	062123	559461	Parts	
001655 AUTOMOTIVE SUPPLY CO	102623	0	2023	6	INV P	90.92	062123	559461	Parts and supplies	
						119.05				
999990 GEIB INDUSTRIES, INC	103949	0	2023	6	INV P	623.89	pcard		Parts	
ACCOUNT TOTAL						61,976.79				
58072000 641700					Vehicle Repairs & Maint					
001595 JX TRUCK CENTER	102617	0	2023	6	INV P	1,303.94	062123	559500	Vehicle maintenance	
001597 NOLTE'S TOWING	102578	0	2023	6	INV P	307.02	062123	559537	Tow 1936	
ACCOUNT TOTAL						1,610.96				

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/6 TO 2023/6									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION		
58072000 641800 000172 BAYCOM, INC.	102633	0	2023 6	INV P	607.50 062123	559463	Equip Repairs & Maint Equipment mainten		
ACCOUNT TOTAL					607.50				
58072000 643000 001588 THEDACARE, INC.	102563	0	2023 6	INV P	83.30 062123	559567	Health Services DOT Physicals		
ACCOUNT TOTAL					83.30				
ORG 58072000 TOTAL					67,896.36				
58073000							VT 5307 Building Maintenance		
58073000 640700							Solid waste/Recycling Pickup		
002545 GFL ENVIRONMENTAL	102918	0	2023 6	INV P	232.50 pcard		GFL Trash service		
002545 GFL ENVIRONMENTAL	102919	0	2023 6	INV P	104.00 pcard		GFL Recycling May '		
002545 GFL ENVIRONMENTAL	104747	0	2023 6	INV P	232.50 pcard		GFL - trash June 20		
002545 GFL ENVIRONMENTAL	104748	0	2023 6	INV P	104.00 pcard		GFL ENVIRONMENTAL -		
					673.00				
ACCOUNT TOTAL					673.00				
58073000 641600 000758 KUETTEL'S SEPTIC SER	102620	0	2023 6	INV P	425.00 062123	559504	Build Repairs & Maint Floor pit cleaning		
ACCOUNT TOTAL					425.00				
58073000 659900 002401 CLEAN POWER, LLC	102067	0	2023 6	INV P	573.22 060723	559267	Other contracts/Obligation ALL-June, 2023 Jani		
ACCOUNT TOTAL					573.22				
58073000 680300 1800 001021 WESTWOOD INFRASTRUCT	103697	0	2023 6	INV P	1,347.00 070523	559741	Buildings Transit Center proj		
002967 LHB, INC	102607	0	2023 6	INV P	2,224.00 062123	559514	Transit Center need		
999990 WWW.FIELDWIRE.COM	104628	0	2023 6	INV P	41.63 pcard		WWW.FIELDWIRE.COM V		
ACCOUNT TOTAL					3,612.63				
ORG 58073000 TOTAL					5,283.85				
58074000							VT 5307 Operations		
58074000 487500 1817 999998 SOAR Fox Cities, Inc	103716	0	2023 6	INV P	572.00 070523	559719	Farebox Revenue Incorrect charge to		
ACCOUNT TOTAL					572.00				
58074000 632101 000316 COONEY'S EMBROIDERY	102584	0	2023 6	INV P	223.00 062123	559475	Uniforms Uniforms		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/6 TO 2023/6		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
001396	UNIFIRST CORPORATION	103122		0	2023	6 INV P	77.61	062123	559572 Uniforms
ACCOUNT TOTAL							300.61		
58074000	632200				Gas Purchases				
001608	GARROW OIL CORPORATI	103153		230434	2023	6 INV P	19,530.29	062123	559486 #2 Ultra Low Sulfur
ACCOUNT TOTAL							19,530.29		
58074000	632602				Tires				
001926	GOODYEAR TIRE AND RU	102608		0	2023	6 INV P	3,142.97	062123	559490 April 2023 Mileage
001926	GOODYEAR TIRE AND RU	102609		0	2023	6 INV P	3,315.83	062123	559490 May 2023 Mileage
							6,458.80		
001996	MATTHEWS TIRE, INC.	102581		0	2023	6 INV P	128.00	062123	559521 Tire repair
001996	MATTHEWS TIRE, INC.	102582		0	2023	6 INV P	140.00	062123	559521 Tire service
001996	MATTHEWS TIRE, INC.	102618		0	2023	6 INV P	10.00	062123	559521 Tire repair
001996	MATTHEWS TIRE, INC.	102619		0	2023	6 INV P	40.00	062123	559521 Tire repair
							318.00		
ACCOUNT TOTAL							6,776.80		
58074000	640800				Contractor Fees				
002229	STAR PROTECTION AND	102569		0	2023	6 INV P	8,742.64	062123	559560 Transit Center Secu
002401	CLEAN POWER, LLC	102585		0	2023	6 INV P	3,855.25	062123	559472 Level 1 bus cleanin
ACCOUNT TOTAL							12,597.89		
58074000	643000				Health Services				
001588	THEDACARE, INC.	102561		0	2023	6 INV P	83.30	062123	559565 DOT Physicals
001588	THEDACARE, INC.	102562		0	2023	6 INV P	344.25	062123	559566 DOT Physicals
001588	THEDACARE, INC.	102564		0	2023	6 INV P	83.30	062123	559568 DOT Physicals
001588	THEDACARE, INC.	102565		0	2023	6 INV P	293.30	062123	559569 DOT Physicals
							804.15		
003122	ASCENSION MEDICAL GR	102586		0	2023	6 INV P	138.00	062123	559460 DOT Physicals
ACCOUNT TOTAL							942.15		
58074000	659900				Other Contracts/Obligation				
001198	SAM'S CLUB	103930		0	2023	6 INV P	2,064.80	pcard	Driver incentive pr
ACCOUNT TOTAL							2,064.80		
ORG 58074000 TOTAL							42,784.54		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/6 TO 2023/6									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
58075000		VT 5307	ADA	Paratransit					
58075000 640800				Contractor Fees					
001186 RUNNING, INC.	104223	0	2023	6 INV	P	91,734.10	071223	559830 June VTII, Sunday a	
				ACCOUNT TOTAL		91,734.10			
58075000 641308				Cellular Phones					
001442 VERIZON WIRELESS SER	103929	0	2023	6 INV	P	730.71	pcard	Data plan	
				ACCOUNT TOTAL		730.71			
				ORG 58075000 TOTAL		92,464.81			
58076000		VT 5307	Ancillary	Paratransit					
58076000 640800 1806				Contractor Fees					
001186 RUNNING, INC.	104223	0	2023	6 INV	P	2,894.65	071223	559830 June VTII, Sunday a	
				ACCOUNT TOTAL		2,894.65			
58076000 640800 1807				Contractor Fees					
001186 RUNNING, INC.	104223	0	2023	6 INV	P	130.15	071223	559830 June VTII, Sunday a	
				ACCOUNT TOTAL		130.15			
58076000 640800 1809				Contractor Fees OC Demand Resp					
001186 RUNNING, INC.	104226	0	2023	6 INV	P	30,706.80	071223	559830 June OC Rural servi	
				ACCOUNT TOTAL		30,706.80			
58076000 640800 1813				Contractor Fees-Neenah DAR					
001186 RUNNING, INC.	104227	0	2023	6 INV	P	4,089.75	071223	559830 June NWDAR service	
				ACCOUNT TOTAL		4,089.75			
58076000 640800 1818				Contractor Fees-CC Rural					
001621 CALUMET COUNTY	104230	0	2023	6 INV	P	611.84	071223	559759 June Calumet County	
				ACCOUNT TOTAL		611.84			
58076000 640800 1819				Contractor Fees-Connectr Hours					
001186 RUNNING, INC.	104225	0	2023	6 INV	P	19,712.75	071223	559830 June Connector serv	
				ACCOUNT TOTAL		19,712.75			
58076000 640800 1820				Contractor Fees-Connector Area					
001186 RUNNING, INC.	104225	0	2023	6 INV	P	4,855.50	071223	559830 June Connector serv	
				ACCOUNT TOTAL		4,855.50			
				ORG 58076000 TOTAL		63,001.44			

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/6 TO 2023/6	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
	FUND 580	valley Transit		TOTAL:			316,918.61	

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

**VALLEY TRANSIT
CITY OF APPLETON**

**FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION**

YEAR ENDED DECEMBER 31, 2022



CPAs | CONSULTANTS | WEALTH ADVISORS

CLAcconnect.com

**VALLEY TRANSIT
CITY OF APPLETON
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YEAR ENDED DECEMBER 31, 2022**

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INDEPENDENT AUDITORS' REPORT

Fox Cities Transit Commission
Valley Transit
City of Appleton, Wisconsin

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Valley Transit (Transit), an enterprise fund of the City of Appleton, Wisconsin, as of and for the year ended December 31, 2022, and the related notes to the financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Transit as of December 31, 2022, and the changes in its financial position and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Transit and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Emphasis of Matter

As discussed in Note 1, the financial statements present only the Transit and do not purport to, and do not, present fairly the financial position of the City of Appleton, Wisconsin as of December 31, 2022, the changes in its financial position, or, where applicable, its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Transit's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and the schedules relating to pensions and other postemployment benefits as listed in the table of contents be presented to supplement the financial statements. Such information is the responsibility of management and, although not part of the financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the financial statements, and other knowledge we obtained during our audit of the financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit for the year ended December 31, 2022 was conducted for the purpose of forming an opinion on Transit's basic financial statements. The financial information listed in the table of contents as supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The supplementary information has been subjected to the auditing procedures applied in the audit of the basic financial statements for the year ended December 31, 2022, and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the accompanying supplementary information is fairly stated in all material respects in relation to the basic financial statements as a whole for the year ended December 31, 2022.

We also previously audited, in accordance with auditing standards generally accepted in the United States of America, the basic financial statements of Transit as of and for the year ended December 31, 2021 (not presented herein), and have issued our report thereon dated June 7, 2022, which contained an unmodified opinion on the financial statements. The accompanying supplementary information for the year ended December 31, 2021 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and related directly to the underlying accounting and other records used to prepare the 2021 basic financial statements. The accompanying supplementary information was subjected to the audit procedures applied in the audit of the 2021 financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare those financial statements or to those financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the accompanying supplementary information is fairly stated in all material respects in relation to the basic financial statements as a whole for the year ended December 31, 2021.

Fox Cities Transit Commission
Valley Transit
City of Appleton

Report on Summarized Comparative Information

We have previously audited Transit's 2021 financial statements, and we expressed an unmodified opinion on the financial statements in our report dated June 7, 2022. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2021, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 22, 2023, on our consideration of Transit's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Transit's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Transit's internal control over financial reporting and compliance.



CliftonLarsonAllen LLP

Green Bay, Wisconsin
June 22, 2023

MANAGEMENT'S DISCUSSION AND ANALYSIS

Valley Transit

Management's Discussion and Analysis

The management of Valley Transit offers readers of our financial statements the following narrative overview and analysis of our financial activities for the years ended December 31, 2022 and 2021.

Basic Financial Statements

Valley Transit is owned and operated by the City of Appleton, with our basic financial statements prepared using proprietary fund (enterprise fund) accounting that uses the same basis of accounting as private-sector business enterprises. Under this method of accounting, an economic resources measurement focus and an accrual basis of accounting is used.

Revenue is recorded when earned and expenses are recorded when incurred. The basic financial statements include a Statement of Net Position, a Statement of Revenues, Expenses and Changes in Net Position, and a Statement of Cash Flows. These are followed by the notes to the financial statements. In addition to the basic financial statements, this report also contains required supplementary information.

The Statement of Net Position presents information on the assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of Valley Transit is improving or deteriorating.

The Statement of Revenue, Expenses and Changes in Net Position reports the operating revenues and expenses and non-operating revenues and expenses of Valley Transit for the fiscal year, with the difference – the net income or loss – being combined with any capital grants to determine the net change in position for the fiscal year. That change combined with the net position at the end of the prior year equals the net position at the end of the current fiscal year.

The Statement of Cash Flows reports cash and cash equivalent activities for the fiscal year resulting from operating activities, capital and related financing activities, non-capital and related financing activities and investing activities. The net result of these activities added to the beginning of the year cash balance equals the cash and cash equivalent balance at the end of the current fiscal year.

An analysis of Valley Transit's financial position begins with a review of the Statement of Net Position and the Statement of Revenues, Expenses and Changes in Net Position. These two statements report Valley Transit's net position and changes to it. It should be noted that the financial position can also be affected by non-financial factors, including economic conditions, population growth and new regulations.

Net position may serve over time as a useful indicator of the government's financial position. In the case of Valley Transit, assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$14,118,011 as of December 31, 2022; compared to \$12,182,977 in 2021. The largest portion of Valley Transit's net position is investments in capital assets (i.e. land, building, equipment and improvements). These assets are used to provide transportation services to customers.

The following table provides a summary of Valley Transit's balances as of December 31, 2022 and 2021.

Assets	<u>2022</u>	<u>2021</u>
Current Assets	\$3,402,049	\$3,037,659
Capital Assets	12,463,714	10,930,235
Other Assets	<u>2,697,148</u>	<u>2,408,373</u>
Total Assets	18,562,911	16,376,267
Deferred Outflow of Resources		
Deferred outflows related to pension	2,694,893	1,840,753
Liabilities		
Current Liabilities	3,489,912	3,201,986
Non-current Liabilities	<u>404,386</u>	<u>484,954</u>
Total Liabilities	3,894,298	3,686,940
Deferred Inflow of Resources		
Deferred inflows related to pension	3,245,495	2,347,103
Net Assets		
Invested in capital assets	12,463,714	10,930,235
Restricted	2,697,148	2,408,373
Unrestricted	<u>(1,042,851)</u>	<u>(1,155,631)</u>
Total Net Assets	\$14,118,011	\$12,182,977
Percent restricted	19.10%	19.77%

Current Assets increased by \$364,390 in 2022 mostly due to lower balances in cash and accounts receivable offset by an increase in due from federal government. Current liabilities increased by \$287,926 due to a small increase in amounts due to other governments and an increase in unearned revenue from ADA paratransit tickets sales.

The increase in Capital Assets during 2022 reflects capital purchases of \$2,757,388 financed by federal and state capital funding and local match dollars, offset by depreciation expense of \$1,223,909.

The deferred outflows and inflows of resources and non-current liabilities in 2022 & 2021 is related directly to Valley Transit's proportionate share of the financial activities of the Wisconsin Retirement System, and the investment returns. Other Assets and Non-current Liabilities increased primarily due to net pension asset/liability.

Valley Transit saw an increase in total Net Position during 2022 largely due to the federal and state capital funding received to finance bus replacements and other capital projects, resulting in an increase in investment in Capital Assets.

The following table provides a summary of Valley Transit's operations for the years ending December 31, 2022 and 2021.

	2022	2021
Operating Revenues		
Passenger fares for transit service	\$976,791	\$991,230
Special fare assistance	43,709	38,103
Non-transportation revenue	<u>114,544</u>	<u>144,920</u>
Total Operating Revenues	<u>1,135,044</u>	<u>1,174,253</u>
Operating Expenses		
Salaries and wages	3,135,956	3,179,274
Fringe benefits	883,939	784,960
Services	676,563	615,170
Materials and Supplies	968,147	765,991
Utilities	112,979	104,903
Casualty and Liability costs	228,660	200,398
Purchased transportation services	1,876,759	2,468,841
Miscellaneous	94,052	68,301
Depreciation	<u>1,223,909</u>	<u>1,008,462</u>
Total Operating Expenses	<u>9,200,964</u>	<u>9,196,300</u>
Operating Loss	<u>(8,065,920)</u>	<u>(8,022,047)</u>
Operating Subsidies		
Local	1,167,220	1,291,042
Investment Income <small>(credited as local subsidies)</small>	(43,030)	(25,996)
State	2,928,863	3,118,470
Federal	2,793,245	2,143,639
Loss/Gain on Asset Disposal	<u>18,710</u>	<u>3,470</u>
Total Subsidies	<u>6,865,008</u>	<u>6,530,625</u>
Loss Before Contributions & Transfers	(1,200,912)	(1,491,422)
Capital Contributions - Federal & State	2,700,188	2,783,471
Transfers - Appleton Operating Subsidies	677,585	563,537
Transfers Out	<u>(241,827)</u>	<u>-</u>
Change in net position	1,935,034	1,855,586
NET position - beginning of year	<u>12,182,977</u>	<u>10,327,391</u>
NET position - end of year	<u>\$14,118,011</u>	<u>\$12,182,977</u>

Operating revenues decreased \$39,209 in 2022 mostly due to a decrease in non-transportation revenues. Non-transportation revenue consists largely of advertising revenue, commission on vending machines and scrap metal sales. Valley Transit's ridership plummeted during COVID-19, but continues to steadily improve following the pandemic. Preventive measures included social distancing, travel restrictions, lockdowns and quarantines for people exposed or symptomatic. Although the federal mask mandate was lifted in April of 2022, Valley Transit continued some of its established precautions throughout the year.

Operating expenses remained relatively flat and increased by \$4,664. Increases in material and supplies, depreciation and other miscellaneous expenses were offset by a decrease in purchased transportation. During 2022, Valley Transit saw a decrease in demand for ancillary paratransit services as a new service provider was employed and similar services were consolidated.

Valley Transit's 2022 net position increased compared to 2021. The largest factor contributing to the increase in net position is the capital funding received for five replacement buses purchased during 2022.

Capital Assets

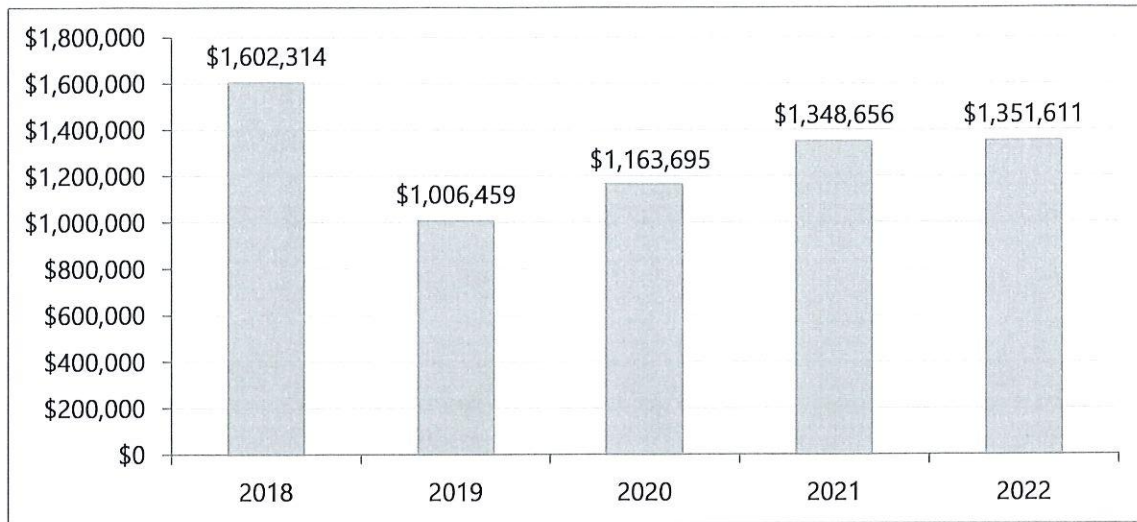
The Federal Transit Administration provides 80% of the funding to purchase Valley Transit's capital assets and therefore has significant interest in their use. The remaining 20% is funded either through Valley Transit's depreciation reserve for replacement equipment or from current year support from the various local governments that participate in Valley Transit.

Net capital assets increased \$1,533,479 during 2022 as the result of capital purchases of \$2,757,388 financed by state and federal capital grants and local match dollars, offset by depreciation expense of \$1,223,909. Capital investments in 2022 consisted of five new buses at a total investment of \$2,471,395, Operation staff vehicle (\$29,114), a hot water pressure cleaner (\$20,240), HVAC reclaiming (\$7,995), a vertical band saw (\$10,379), the beginning of a construction project at the Transit Center (\$126,261) and the on-going construction project at the Whitman facility (\$92,003).

Funded Depreciation Reserve – Restricted Assets

Restricted Assets represents a funded reserve used to pay for asset replacements that are not paid for by capital grants; typically 20% of the asset value. This reserve is funded by a charge equal to 20% of annual depreciation expense levied on the system's fixed route local municipal partners.

The balance of this restricted account over the past five years is as follows:



The decrease in the restricted cash during 2019 is due to utilization of the funds for the 20% capital local share of 2019's capital purchases. This is slightly offset by the annual payment of 20% of the depreciation expense by the local funding partners. The balance increased in 2021 and 2020 due to investment income on the cash balance and the charge to local funding partners based on depreciation expense. None of the reserve was used for the ten new buses purchased in 2021 and 2020 (five each year) as they were 100% financed by State of Wisconsin capital grants resulting from the Volkswagen emissions settlement. Twenty percent of that grant amount will be repaid to the State over a period of ten years via withholding from the City of Appleton's portion of State Shared Revenues. That reduction in State revenues to the City will be reimbursed to the general fund from this reserve.

At the end of 2022, restricted cash remained relatively flat. Funds of \$244,782 were collected from Valley Transit's funding partners for 20% of the depreciation expense, but \$241,827 was transferred to the general fund to pay back the reduction in shared revenue as discussed above.

Requests for Information

The financial report is designed to provide our citizens, customers, investors and creditors with a general overview of Valley Transit's finances. If you have questions about this report or need any additional information contact the City of Appleton, Valley Transit Attn: Ronald McDonald, General Manager at 1.920.832.5800 or Ronald.McDonald@appleton.org.

FINANCIAL STATEMENTS

**VALLEY TRANSIT
CITY OF APPLETON
STATEMENT OF NET POSITION
DECEMBER 31, 2022
(WITH SUMMARIZED AMOUNTS AS OF DECEMBER 31, 2021)**

	2022	2021
ASSETS		
Current Assets:		
Cash and Investments	\$ 1,236,690	\$ 1,776,985
Accounts Receivable	418,364	446,778
Due from Other Governments:		
Federal Capital and Operating Grants	1,364,847	434,077
Local Governments	1,949	1,949
Prepaid Items	380,199	377,870
Total Current Assets	3,402,049	3,037,659
Noncurrent Assets:		
Restricted Assets:		
Cash and Investments	1,351,611	1,348,656
Other Assets:		
Net Pension Asset	1,345,537	1,059,717
Capital Assets:		
Nondepreciable	1,299,422	1,081,158
Depreciable	11,164,292	9,849,077
Total Capital Assets	12,463,714	10,930,235
Total Assets	18,562,911	16,376,267
DEFERRED OUTFLOWS OF RESOURCES		
Pension Related Amounts	2,617,332	1,755,548
Other Postemployment Related Amounts	77,561	85,205
Total Deferred Outflows of Resources	2,694,893	1,840,753
LIABILITIES		
Current Liabilities:		
Accounts Payable	258,893	302,596
Accrued and Other Current Liabilities	129,985	121,744
Due to Other Governments	1,580,372	1,529,255
Compensated Absences	182,367	184,299
Special Deposits	500	500
Unearned Revenue	1,337,795	1,063,592
Total Current Liabilities	3,489,912	3,201,986
Long-Term Obligations, Less Current Portion:		
Compensated Absences	96,612	122,964
Other Postemployment Benefits	307,774	361,990
Total Long-Term Liabilities	404,386	484,954
Total Liabilities	3,894,298	3,686,940
DEFERRED INFLOWS OF RESOURCES		
Pension Related Amounts	3,167,019	2,320,880
Other Postemployment Related Amounts	78,476	26,223
Total Deferred Inflows of Resources	3,245,495	2,347,103
NET POSITION		
Investment in Capital Assets	12,463,714	10,930,235
Restricted:		
Capital Outlay	1,351,611	1,348,656
Pension Benefit	1,345,537	1,059,717
Unrestricted	(1,042,851)	(1,155,631)
Total Net Position	\$ 14,118,011	\$ 12,182,977

See accompanying Notes to Financial Statements.

**VALLEY TRANSIT
CITY OF APPLETON
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
YEAR ENDED DECEMBER 31, 2022
(WITH SUMMARIZED AMOUNTS FOR THE YEAR ENDED DECEMBER 31, 2021)**

	2022	2021
OPERATING REVENUES		
Regular Passenger Fares	\$ 976,791	\$ 991,230
Special Fares	43,709	38,103
Advertising Services	93,876	80,871
Other	20,668	64,049
Total Operating Revenues	1,135,044	1,174,253
OPERATING EXPENSES		
Salaries and Wages	3,135,956	3,179,274
Fringe Benefits	883,939	784,960
Services	676,563	615,170
Materials and Supplies:		
Fuels and Lubricants	565,649	372,132
Tires and Tubes	42,265	40,358
Other	360,233	353,501
Utilities	112,979	104,903
Casualty and Liability Costs	228,660	200,398
Purchased Transportation Services	1,876,759	2,468,841
Miscellaneous	94,052	68,301
Depreciation	1,223,909	1,008,462
Total Operating Expenses	9,200,964	9,196,300
OPERATING LOSS	(8,065,920)	(8,022,047)
NONOPERATING REVENUES (EXPENSES)		
Interest Income (Loss)	(43,030)	(25,996)
Federal Operating Assistance	2,793,245	2,143,639
State Operating Assistance	2,928,863	3,118,470
Local Operating Assistance	1,167,220	1,291,042
Loss on Disposal of Capital Assets	18,710	3,470
Total Nonoperating Revenues (Expenses)	6,865,008	6,530,625
Loss Before Contributions and Transfers	(1,200,912)	(1,491,422)
Federal and State Capital Grants and Contributions	2,700,188	2,783,471
Transfers In - City Operating Subsidy	677,585	563,537
Transfers Out	(241,827)	-
CHANGE IN NET POSITION	1,935,034	1,855,586
Net Position - Beginning of Year	12,182,977	10,327,391
NET POSITION - END OF YEAR	\$ 14,118,011	\$ 12,182,977

See accompanying Notes to Financial Statements.

**VALLEY TRANSIT
CITY OF APPLETON
STATEMENT OF CASH FLOWS
DECEMBER 31, 2022**

(WITH SUMMARIZED AMOUNTS FOR THE YEAR ENDED DECEMBER 31, 2021)

	2022	2021
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash Received from Customers	\$ 1,437,661	\$ 1,147,427
Cash Paid for Employee Wages and Benefits	(3,451,783)	(3,478,446)
Cash Paid to Suppliers	(4,887,131)	(5,190,700)
Net Cash Used by Operating Activities	(6,901,253)	(7,521,719)
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES		
Federal Operating Assistance	1,862,475	2,123,045
State Operating Assistance	2,928,863	3,118,470
Local Operating Assistance	1,218,337	1,530,311
Local Operating Assistance - City Operating Subsidy	677,585	563,537
Transfer In (Out)	(241,827)	-
Net Cash Provided by Noncapital Financing Activities	6,445,433	7,335,363
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
Acquisition of Capital Assets	(2,757,388)	(2,784,097)
Contributed Capital - Federal and State	2,700,188	2,783,471
Sale of Capital Assets	18,710	4,860
Net Cash Provided (Used) by Capital and Related Financing Activities	(38,490)	4,234
CASH FLOWS FROM INVESTING ACTIVITIES		
Pooled Cash Income (Loss)	(43,030)	(25,996)
CHANGE IN CASH AND CASH EQUIVALENTS	(537,340)	(208,118)
Cash and Cash Equivalents - Beginning of Year	3,125,641	3,333,759
CASH AND CASH EQUIVALENTS - END OF YEAR	\$ 2,588,301	\$ 3,125,641
RECONCILIATION OF OPERATING LOSS TO NET CASH USED BY OPERATING ACTIVITIES		
Operating Loss	\$ (8,065,920)	\$ (8,022,047)
Adjustments to Reconcile Operating Loss to Net Cash Used by Operating Activities:		
Depreciation	1,223,909	1,008,462
Change in WRS Asset/Liability	(285,820)	(504,850)
Change in WRS Deferred Outflow	(861,784)	(473,861)
Change in WRS Deferred Inflow	846,139	656,543
Change in OPEB Liability	(54,216)	4,488
Change in OPEB Deferred Outflow	7,644	11,008
Change in OPEB Deferred Inflow	52,253	4,674
Change in Operating Assets and Liabilities:		
Accounts Receivables	28,414	(143,289)
Prepaid Items	(2,329)	(64,970)
Accounts Payable	(43,703)	(117,166)
Accrued and Other Current Liabilities	8,241	(8,305)
Unearned Revenue	274,203	116,463
Compensated Absences	(28,284)	11,131
Net Cash Used by Operating Activities	\$ (6,901,253)	\$ (7,521,719)
RECONCILIATION OF CASH AND CASH EQUIVALENTS TO THE STATEMENT OF NET POSITION		
Cash and Cash Equivalents in Current Assets	\$ 1,236,690	\$ 1,776,985
Cash and Cash Equivalents in Restricted Assets	1,351,611	1,348,656
Total Cash and Cash Equivalents	\$ 2,588,301	\$ 3,125,641
NONCASH CAPITAL AND RELATED FINANCING ACTIVITIES		
Contributed Capital Assets	\$ 2,700,188	\$ 2,783,471

See accompanying Notes to Basic Financial Statements.

**VALLEY TRANSIT
CITY OF APPLETON
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Valley Transit, City of Appleton, Wisconsin (Transit), have been prepared in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The significant accounting principles and policies utilized by Transit are described below:

A. Reporting Entity

Valley Transit, an enterprise fund of the City of Appleton, Wisconsin (the City), provides public bus transportation in the City and surrounding communities. Transit is governed by the Transit Commission which consists of City council members, citizen representations, and representatives from participating governments. In accordance with U.S. GAAP, the financial statements are required to include Transit and any separate component units that have a significant operational or financial relationship with Transit. Transit has not identified any component units that are required to be included in the financial statements in accordance with standards.

B. Enterprise Fund

The accounts of Transit are accounted for in an enterprise fund as required by U.S. GAAP. An enterprise fund is used to account for government operations (a) that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability and other purposes.

C. Measurement Focus and Basis of Accounting

Transit's financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

**VALLEY TRANSIT
CITY OF APPLETON
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Measurement Focus and Basis of Accounting (Continued)

An enterprise fund distinguishes operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with an enterprise fund's principal ongoing operations. In addition, as described in Note 3.A, Transit also receives operating subsidies from state, local and federal governments. The principal operating revenues of Transit are charges to customers for services. Operating expenses include the costs of services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

Transit fares are recorded as revenue continuously through the year. The value of tickets for various paratransit services sold but not used is recorded as a liability. Fares were made effective January 1, 2009 and revised effective January 5, 2015, as approved by the Valley Transit Commission.

Transit has received federal, state, local and other grants to pay a portion of the costs of capital assets or capital associated maintenance items. The value of property contributed to Transit is reported as revenues on the statements of revenues, expenses and changes in net position.

All preventative maintenance on vehicles and buildings are eligible for funding under federal capital grants. In the year these items are purchased, they are recorded as operating expenses and the related capital grants are recorded as capital cost of maintenance, operating and capital assistance.

When both restricted and unrestricted resources are available for use, it is Transit's policy to use restricted resources first, then unrestricted resources, as they are needed.

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position

1. Cash and Investments

Cash and investments are combined in the financial statements. Cash deposits consist of demand and time deposits with financial institutions. Investments are stated at fair value. Fair value is the price that would be received to sell an asset in an orderly transaction between market participants at the measurement date. For purposes of the statement of cash flows, all cash deposits and highly liquid investments (including restricted assets) with a maturity of three months or less from date of acquisition are considered to be cash equivalents.

Transit is included in the City's investment policy which follows state statutes for allowable investments.

**VALLEY TRANSIT
CITY OF APPLETON
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

**D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position
(Continued)**

2. Restricted Cash

Transit collects the local share of capital additions from the contributing municipalities in advance based on depreciation expense. These funds are shown as restricted assets in the financial statements and will be used for future purchases of capital items.

3. Accounts Receivable

Transit considers receivables from government units to be fully collectible. Transit has established an allowance for potentially uncollectible state operating funds. Any reduction in state aid as a result of reduced collections would be offset by local aid recovered from the local partners.

4. Prepaid Items

Payments made to vendors that will benefit periods beyond the end of the current fiscal year are recorded as prepaid items and are expensed in the periods benefited.

5. Capital Assets

Capital assets, which include property, plant and equipment assets, are reported in the financial statements. Capital assets are defined by Transit as assets with an initial, individual costs of \$5,000 or higher and an estimated useful life in excess of a year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Capital assets of Transit are depreciated using the straight-line method over the following estimated useful lives:

Assets	Years
Buildings and Improvements	25
Vehicles	3 - 15
Shop Equipment	2 - 10
Office Equipment	3 - 10
Shelters and Signs	5 - 10

**VALLEY TRANSIT
CITY OF APPLETON
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

**D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position
(Continued)**

6. Compensated Absences

It is Transit's policy to permit employees to accumulate earned but unused vacation and sick leave benefits in accordance with employee handbook policies and/or bargaining unit agreements. All vacation and sick leave is accrued when incurred in the fund financial statements.

7. Deferred Outflows/Inflows of Resources

Deferred outflows of resources are a consumption of net position by the government that is applicable to a future reporting period. Deferred inflows of resources are an acquisition of net position by the government that is applicable to a future reporting period. The recognition of those outflows and inflows as expenses and revenues are deferred until the future periods to which the outflows and inflows are applicable.

8. Pensions

For purposes of measuring the net pension liability (asset), deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense (revenue), information about the fiduciary net position of the Wisconsin Retirement System (WRS) and additions to/deductions from WRS' fiduciary net position have been determined on the same basis as they are reported by WRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

9. Net Position

Equity is classified as net position and displayed in three components:

- Net investment in capital assets. Amount of capital assets, net of accumulated depreciation, and capital related deferred outflows of resources less outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets and any capital related deferred inflows of resources.
- Restricted net position. Amount of net position that is subject to restrictions that are imposed by 1) external groups, such as creditors, grantors, contributors or laws or regulations of other governments or 2) law through constitutional provisions or enabling legislation.
- Unrestricted net position. Net position that is neither classified as restricted nor as net investment in capital assets.

**VALLEY TRANSIT
CITY OF APPLETON
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

E. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

F. Prior Year Information

Comparative amounts for the prior year have been presented in the financial statements to provide an understanding of changes in Transit's financial position and operations. The comparative amounts may be summarized in total and not at the level of detail required for a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the government's financial statements for the year ended December 31, 2021, from which the summarized information was derived.

NOTE 2 DETAILED NOTES ON ALL FUNDS

A. Cash and Investments

Transit cash and investments are commingled with the entire City; therefore, individual fund bank balances cannot be determined. Please refer to the City's financial statements for further information.

The City's Annual Comprehensive Financial Report can be reviewed at www.appleton.org/government/finance.

B. Restricted Assets

Restricted assets on December 31, 2022 totaled \$1,351,611 and consisted of cash and investments held for the following purpose:

Description	Amount	Purpose
Depreciation	<u>\$ 1,351,611</u>	To be used for the replacement of capital assets of Valley Transit

**VALLEY TRANSIT
CITY OF APPLETON
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 2 DETAILED NOTES ON ALL FUNDS (CONTINUED)

C. Capital Assets

Capital asset activity for the year ended December 31, 2022 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Capital Assets, Nondepreciable:				
Land	\$ 891,831	\$ -	\$ -	\$ 891,831
Construction in Progress	189,327	218,264	-	407,591
Total Capital Assets, Nondepreciable	1,081,158	218,264	-	1,299,422
Capital Assets, Depreciable:				
Buildings and Improvements	4,188,029	-	-	4,188,029
Machinery and Equipment	14,624,557	2,539,124	1,787,053	15,376,628
Subtotals	18,812,586	2,539,124	1,787,053	19,564,657
Less Accumulated Depreciation for:				
Buildings and Improvements	3,857,969	48,472	-	3,906,441
Machinery and Equipment	5,105,540	1,175,437	1,787,053	4,493,924
Subtotals	8,963,509	1,223,909	1,787,053	8,400,365
Total Capital Assets, Depreciable, Net	9,849,077	1,315,215	-	11,164,292
Capital Assets, Net	<u>\$ 10,930,235</u>	<u>\$ 1,533,479</u>	<u>\$ -</u>	<u>\$ 12,463,714</u>

D. Long-Term Obligations

The following is a summary of changes in long-term obligations of Transit for the year ended December 31, 2022:

	Beginning Balance	Issued	Retired	Ending Balance	Due Within One Year
Compensated Absences	<u>\$ 307,263</u>	<u>\$ 156,015</u>	<u>\$ 184,299</u>	<u>\$ 278,979</u>	<u>\$ 182,367</u>

**VALLEY TRANSIT
CITY OF APPLETON
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 2 DETAILED NOTES ON ALL FUNDS (CONTINUED)

E. Pension Plan

1. Plan Description

Wisconsin Retirement System (WRS) Pension Plan Description

The WRS is a cost-sharing, multiple-employer, defined benefit pension plan. WRS benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. Benefit terms may only be modified by the legislature. The retirement system is administered by the Wisconsin Department of Employee Trust Funds (ETF). The system provides coverage to all eligible state of Wisconsin, local government, and other public employees. All employees, initially employed by a participating WRS employer on or after July 1, 2011, expected to work at least 1,200 hours a year and expected to be employed for at least one year from employee's date of hire are eligible to participate in the WRS.

ETF issues a standalone Annual Comprehensive Financial Report, which can be found at <https://etf.wi.gov/about-etf/reports-and-studies/financial-reports-and-statements>.

Additionally, ETF issued a standalone Wisconsin Retirement System Financial Report, which can also be found using the link above.

Vesting

For employees beginning participation on or after January 1, 1990, and no longer actively employed on or after April 24, 1998, creditable service in each of five years is required for eligibility for a retirement annuity. Participants employed prior to 1990 and on or after April 24, 1998, and prior to July 1, 2011, are immediately vested. Participants who initially became WRS eligible on or after July 1, 2011, must have five years of creditable service to be vested.

Benefits Provided

Employees who retire at or after age 65 (54 for protective occupations and 62 for elected officials and executive service retirement plan participants, if hired on or before December 31, 2016) are entitled to a retirement benefit based on a formula factor, their final average earnings, and creditable service.

**VALLEY TRANSIT
CITY OF APPLETON
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 2 DETAILED NOTES ON ALL FUNDS (CONTINUED)

E. Pension Plan (Continued)

1. Plan Description (Continued)

Benefits Provided (Continued)

Final average earnings is the average of the participant's three highest earnings periods. Creditable service includes current service and prior service for which a participant received earnings and made contributions as required. Creditable service also includes creditable military service. The retirement benefit will be calculated as a money purchase benefit based on the employee's contributions plus matching employer's contributions, with interest, if that benefit is higher than the formula benefit.

Vested participants may retire at or after age 55 (50 for protective occupations) and receive an actuarially-reduced benefit. Participants terminating covered employment prior to eligibility for an annuity may either receive employee-required contributions plus interest as a separation benefit or leave contributions on deposit and defer application until eligible to receive a retirement benefit.

The WRS also provides death and disability benefits for employees.

2. Postretirement Adjustments

The Employee Trust Funds Board may periodically adjust annuity payments from the retirement system based on annual investment performance in accordance with s. 40.27, Wis. Stat. An increase (or decrease) in annuity payments may result when investment gains (losses), together with other actuarial experience factors, create a surplus (shortfall) in the reserves, as determined by the system's consulting actuary. Annuity increases are not based on cost of living or other similar factors. For Core annuities, decreases may be applied only to previously granted increases. By law, Core annuities cannot be reduced to an amount below the original, guaranteed amount (the floor) set at retirement. The Core and Variable annuity adjustments granted during recent years are as follows:

Year	Core Fund Adjustment %	Variable Fund Adjustment %
2012	(7.0)	(7.0)
2013	(9.6)	9.0
2014	4.7	25.0
2015	2.9	2.0
2016	0.5	(5.0)
2017	2.0	4.0
2018	2.4	17.0
2019	0.0	(10.0)
2020	1.7	21.0
2021	5.1	13.0

**VALLEY TRANSIT
CITY OF APPLETON
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 2 DETAILED NOTES ON ALL FUNDS (CONTINUED)

E. Pension Plan (Continued)

3. Contributions

Required contributions are determined by an annual actuarial valuation in accordance with Chapter 40 of the Wisconsin Statutes. The employee required contribution is one-half of the actuarially determined contribution rate for general category employees, executives and elected officials. Starting on January 1, 2016, the Executives and Elected Officials category was merged into the General Employee Category. Required contributions for protective employees are the same rate as general employees. Employers are required to contribute the remainder of the actuarially determined contribution rate. The employer may not pay the employee required contribution unless provided for by an existing collective bargaining agreement.

For the year ended December 31, 2022, the WRS recognized \$197,956 in contributions from Transit.

Contribution rates for the reporting period are:

<u>Employee Category</u>	<u>Employee</u>	<u>Employer</u>
General (Including Executives, and Elected Officials)	6.50%	6.50%
Protective with Social Security	6.50%	12.00%
Protective without Social Security	6.50%	16.40%

4. Pension Liabilities, Pension Expense (Revenue), and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At December 31, 2022, Transit reported an asset of \$1,345,537 for its proportionate share of the net pension asset. The net pension asset was measured as of December 31, 2021, and the total pension liability used to calculate the net pension asset was determined by an actuarial valuation as of December 31, 2020 rolled forward to December 31, 2021. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. Transit's proportion of the net pension asset was based on Transit's share of contributions to the pension plan relative to the contributions of all participating employers. At December 31, 2021, Transit's proportion was 0.01669362%, which was a decrease of 0.00028049% from its proportion measured as of December 31, 2020.

For the year ended December 31, 2022, Transit recognized pension revenue of \$116,868.

**VALLEY TRANSIT
CITY OF APPLETON
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 2 DETAILED NOTES ON ALL FUNDS (CONTINUED)

E. Pension Plan (Continued)

4. Pension Liabilities, Pension Expense (Revenue), and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)

At December 31, 2022, Transit reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences Between Expected and Actual Experience	\$ 2,173,646	\$ 156,743
Net Differences Between Projected and Actual Earnings on Pension Plan Investments	-	3,010,077
Changes in Assumptions	251,031	-
Changes in Proportion and Differences Between Employer Contributions and Proportionate Share of Contributions	595	199
Employer Contributions Subsequent to the Measurement Date	192,060	-
Total	<u>\$ 2,617,332</u>	<u>\$ 3,167,019</u>

\$192,060 reported as deferred outflows related to pension resulting from Transit's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability (asset) in the year ended December 31, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pension will be recognized in pension expense as follows:

<u>Year Ending December 31,</u>	<u>Expense</u>
2023	\$ (62,711)
2024	(364,820)
2025	(160,371)
2026	(153,845)
Total	<u>\$ (741,747)</u>

**VALLEY TRANSIT
CITY OF APPLETON
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 2 DETAILED NOTES ON ALL FUNDS (CONTINUED)

E. Pension Plan (Continued)

5. Actuarial Assumptions

The total pension liability in the December 31, 2020 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Valuation Date:	December 31, 2020
Measurement Date of Net Pension Liability (Asset):	December 31, 2021
Experience Study:	January 1, 2018 - December 31, 2020 Published November 19, 2021
Actuarial Cost Method:	Entry Age
Asset Valuation Method:	Fair Value
Long-Term Expected Rate of Return:	6.8 %
Discount Rate:	6.8 %
Salary Increases:	
Inflation	3.0 %
Seniority/Merit	0.1% - 5.6%
Mortality	2020 WRS Experience Mortality Table
Post-Retirement Adjustments*	1.7 %

* No postretirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience and other factors. 1.7% is the assumed annual adjustment based on the investment return assumption and the postretirement discount rate.

Actuarial assumptions are based upon an experience study conducted in 2021 that covered a three-year period from January 1, 2018 to December 31, 2020. Based on this experience study, actuarial assumptions used to measure the total pension liability changed from prior year, including the discount rate, long-term expected rate of return, post-retirement adjustment, price inflation, mortality and separation rates. The total pension liability for December 31, 2021 is based upon a roll-forward of the liability calculated from the December 31, 2020 actuarial valuation.

Long-Term Expected Return on Plan Assets. The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

**VALLEY TRANSIT
CITY OF APPLETON
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 2 DETAILED NOTES ON ALL FUNDS (CONTINUED)

E. Pension Plan (Continued)

5. Actuarial Assumptions (Continued)

	Current Asset Allocation %	Long-Term Expected Nominal Rate of Return %	Long-Term Expected Real Rate of Return %
Core Fund Asset Class:			
Global Equities	52.0	6.8	4.2
Fixed Income	25.0	4.3	1.8
Inflation Sensitive Assets	19.0	2.7	0.2
Real Estate	7.0	5.6	3.0
Private Equity/Debt	12.0	9.7	7.0
Cash	(15.0)	0.9	N/A
Total Core Fund	<u>100.0</u>	6.6	4.0
Variable Fund Asset Class:			
U.S. Equities	70.0	6.3	3.7
International Equities	30.0	7.2	4.6
Total Variable Fund	<u>100.0</u>	6.8	4.2

New England Pension Consultants Long Term U.S. CPI (Inflation) Forecast: 2.5%

Asset Allocations are managed within established ranges, target percentages may differ from actual monthly allocations.

The investment policy used for the Core Fund involves reducing equity exposure by leveraging lower-volatility assets, such as fixed income securities. This results in an asset allocation beyond 100%. Currently, an asset allocation target of 15% policy leverage is used, subject to an allowable range of up to 20%.

Single Discount Rate. A single discount rate of 6.8% was used to measure the Total Pension Liability, as opposed to a discount rate of 7.0% for the prior year. This single discount rate is based on the expected rate of return on pension plan investments of 6.8% and a municipal bond rate of 1.84% (Source: Fixed-income municipal bonds with 20 years to maturity that include only federally tax-exempt municipal bonds as reported in Fidelity Index's "20-year Municipal GO AA Index" as of December 31, 2021. In describing this index, Fidelity notes that the Municipal Curves are constructed using option-adjusted analytics of a diverse population of over 10,000 tax-exempt securities.). Because of the unique structure of WRS, the 6.8% expected rate of return implies that a dividend of approximately 1.7% will always be paid. For purposes of the single discount rate, it was assumed that the dividend would always be paid.

**VALLEY TRANSIT
CITY OF APPLETON
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 2 DETAILED NOTES ON ALL FUNDS (CONTINUED)

E. Pension Plan (Continued)

5. Actuarial Assumptions (Continued)

The projection of cash flows used to determine this single discount rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments (including expected dividends) of current plan members. Therefore, the municipal bond rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of Transit's proportionate share of the net pension liability (asset) to changes in the discount rate. The following presents Transit's proportionate share of the net pension liability (asset) calculated using the discount rate of 6.8%, as well as what Transit's proportionate share of the net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (5.8%) or 1-percentage-point higher (7.8%) than the current rate:

	1% Decrease to Discount Rate (5.8%)	Current Discount Rate (6.8%)	1% Increase to Discount Rate (7.8%)
Transit's Proportionate Share of the Net Pension Liability (Asset)	\$ 954,754	\$ (1,345,537)	\$ (3,001,318)

Pension plan fiduciary net position. Detailed information about the pension plan's fiduciary net position is available in separately issued financial statements available at <https://etf.wi.gov/about-etf/reports-and-studies/financial-reports-and-statements>.

6. Payables to the Pension Plan

At December 31, 2022, Transit reported no outstanding contributions to the pension plan for the year ended December 31, 2022.

**VALLEY TRANSIT
CITY OF APPLETON
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 2 DETAILED NOTES ON ALL FUNDS (CONTINUED)

F. Other Postemployment Benefits

Single-Employer Defined Postemployment Benefit Plan

1. Plan Description

The City administers a single-employer defined benefit healthcare plan (the Retiree Health Plan) for which Transit employees may participate. The City's group health insurance plan provides coverage to active employees and retiree (or other qualified terminated employees) at blended premium rates. This results in another postemployment benefit (OPEB) for retirees, commonly referred to as an implicit rate subsidy. No assets are accumulated in a trust that meets the criteria in paragraph 4 of Statement 75.

2. Benefits Provided

Employees and their eligible dependents can elect to continue medical coverage into retirement on the City's group plan on a pay-all basis. The City does not pay any portion of the cost of coverage. Coverage continues until the retiree reaches Medicare eligibility given that the required contributions are paid. For all employees, coverage can remain for the spouse as a single policy until the spouse becomes Medicare eligible given that the required contributions are paid.

3. Employees Covered by Benefit Terms

At December 31, 2022, the following employees of the City, including Transit, were covered by the benefit terms:

Inactive Employees or Beneficiaries Currently Receiving Benefit Payments	53
Active Employees	555
Total	<hr style="border: 0.5px solid black;"/> <hr style="border: 0.5px solid black;"/> 608

4. Total OPEB Liability

Transit's proportionate share of the total OPEB liability was measured as of December 31, 2022, and the total OPEB liability used to calculate the Total OPEB liability was determined by an actuarial valuation as of January 1, 2022.

**VALLEY TRANSIT
CITY OF APPLETON
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 2 DETAILED NOTES ON ALL FUNDS (CONTINUED)

F. Other Postemployment Benefits (Continued)

Single-Employer Defined Postemployment Benefit Plan (Continued)

5. Total OPEB Liability (Continued)

Actuarial Assumptions. The total OPEB liability in the January 1, 2022 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Actuarial Cost Method:	Entry Age Normal
Discount Rate:	4.31%
Inflation:	3.0%
Salary Increases:	4.0%
Healthcare Cost Trend Rates:	5.5% for 2022 Decreasing to an Ultimate Rate of 4.5% by 2037

Mortality, disability, retirement, and withdrawal rates are the same as those used in the December 31, 2021 Wisconsin Retirement System's (WRS) actuarial valuation report.

Discount Rate. The discount rate used to measure the total OPEB liability changed from 2.25% used in the fiscal year 2021 valuation to 4.31%, which is the S&P Municipal Bond 20 Year High-Grade Rate Index as of December 31, 2022. The projection of cash flows used to determine the discount rate assumed that City contributions will be made at rates equal to the actuarially determined contribution rates.

6. Changes in the Proportionate Share of the City's Total OPEB Liability

	Increase (Decrease) Total OPEB Liability
Balance at December 31, 2021	\$ 361,990
Changes for the Year:	
Service Cost	19,904
Interest	7,788
Difference Between Expected and Actual Experience	(19,151)
Changes of Assumptions and Other Inputs	(36,243)
Benefit Payments	(21,281)
Other Changes	(5,233)
Net Changes	(54,216)
Balance at December 31, 2022	<u>\$ 307,774</u>

**VALLEY TRANSIT
CITY OF APPLETON
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 2 DETAILED NOTES ON ALL FUNDS (CONTINUED)

F. Other Postemployment Benefits (Continued)

Single-Employer Defined Postemployment Benefit Plan (Continued)

6. Changes in the Proportionate Share of the City's Total OPEB Liability (Continued)

Sensitivity of the total OPEB liability to changes in the discount rate. The following presents the total OPEB liability of Transit, as well as what Transit's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (3.31%) or 1-percentage-point higher (5.31%) than the current rate:

	1% Decrease to Discount Rate (3.31%)	Current Discount Rate (4.31%)	1% Increase to Discount Rate (5.31%)
Total OPEB Liability	\$ 289,003	\$ 307,774	\$ 328,280

Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates. The following presents the total OPEB liability of Transit, as well as what Transit's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (3.0%) or 1-percentage-point higher (6.0%) than the current healthcare cost trend rates:

	1% Increase (4.0% Increasing to 3.0%)	Healthcare Cost Trend Rates (5.0% Increasing to 4.0%)	1% Decrease (6.0% Increasing to 5.0%)
Total OPEB Liability	\$ 335,818	\$ 307,774	\$ 283,445

7. OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended December 31, 2022, Transit recognized OPEB expense of \$31,342.

At December 31, 2022, Transit reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Experience	\$ 23,964	\$ 28,338
Changes in Assumptions	53,597	50,138
Total	\$ 77,561	\$ 78,476

**VALLEY TRANSIT
CITY OF APPLETON
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 2 DETAILED NOTES ON ALL FUNDS (CONTINUED)

F. Other Postemployment Benefits (Continued)

Single-Employer Defined Postemployment Benefit Plan (Continued)

7. OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB (Continued)

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in other postemployment benefits expense as follows:

<u>Year Ending December 31,</u>	<u>Expense</u>
2022	\$ 3,651
2023	3,651
2024	3,651
2025	3,651
2026	353
Thereafter	<u>(15,872)</u>
Total	<u>\$ (915)</u>

**VALLEY TRANSIT
CITY OF APPLETON
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 3 OTHER INFORMATION

A. Operating Subsidies and Transfers

Transit receives operating subsidies from the federal, state, and local governments. Transit submits an annual request for state subsidies which are limited by 1) the maximum amount of the grant award, 2) five times the local contribution, and 3) the non-federal share of the audited operating deficit. Transit combined state and federal operating assistance shall not exceed 60% of audited operating expenses. State operating assistance is received in quarterly payments from the Wisconsin Department of Transportation.

Local governments contribute their estimated share of operating costs either monthly or quarterly. Funds not needed for immediate operations are invested and the interest earned is credited to the various local governmental units based upon their contributions. The interest, including restricted capital funding, realized for 2022 amounted to an investment loss of \$43,030. At the end of the year, actual operating costs are allocated between the various local governmental units based on the number of hours of services provided to each. Any excess payments are recorded as payables, or deficiencies as receivables.

Operating assistance for 2022 was as follows:

Governmental Unit	Amount
Federal	\$ 2,173,428
Federal - Capital Maintenance	355,442
Federal - Enhanced Mobility of Seniors and Individuals with Disabilities	264,375
State of Wisconsin - Operating	2,831,704
State of Wisconsin - Paratransit Aid	97,159
Local:	
City of Appleton (Reported as Transfer)	677,585
City of Appleton Share of Investment Return	(43,030)
Town of Buchanan	14,299
City of Kaukauna	25,270
Village of Kimberly	17,453
City of Menasha	43,015
Fox Crossing	52,265
Fox Crossing - Elderly	1,601
City of Neenah	88,722
City of Neenah - Elderly	7,585
Village of Little Chute	18,412
Town of Grand Chute	139,706
Winnebago County - Elderly	581
Outagamie County - Link	107,300
Special Transportation - Outagamie County	122,511
Special Transportation - Winnebago County	14,826
Special Transportation - Calumet County	2,412
Connector	59,293
Special Transportation - Family Care	451,969
Total	\$ 7,523,883

**VALLEY TRANSIT
CITY OF APPLETON
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 3 OTHER INFORMATION (CONTINUED)

B. Risk Management

Transit is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the government carries commercial insurance. Transit completes an annual review of its insurance coverage to ensure adequate coverage. A description of Transit's risk management programs is presented below:

Self-Insurance

Valley Transit participates in the City of Appleton's Insurance Fund (an internal service fund). The City established this fund to account for and finance its common insurance premiums, risk management costs and uninsured risks of loss. All funds of the City participate in the fund and make payments based on historical estimates of the amounts needed to pay prior and current year claims and administration costs. The charge considers recent trends in actual claims experience of the City as a whole and makes provision for losses relating to catastrophes. The City carries a variety of self-insured retention (SIR) levels and deductibles. The SIR for each general, automobile, police professional or public officials claim is \$200,000 per occurrence up to \$800,000 in a year and \$500,000 per occurrence for each worker's compensation claim. The deductibles for property damage claims range from \$1,000 to \$10,000. The City also purchases commercial insurance coverage in excess of the SIR and deductible. In addition, the City retains a balance in the fund for uninsured losses such as environmental/pollution claims and employment practices claims. Settled claims for Valley Transit have not exceeded this commercial coverage in any of the past three years. Valley Transit's share of insurance fund costs was \$116,244 in 2021 and \$119,472 in 2022. The City's Annual Comprehensive Financial Report contains additional information about the insurance fund and the City's risk management policies.

Transit Mutual Insurance Corporation of Wisconsin (TMI)

Transit Mutual Insurance Corporation of Wisconsin (TMI) is a municipal mutual insurance corporation, which insures auto liability and vehicle physical damage for municipally-owned transit systems in Wisconsin. Each insured property is an owner of the mutual insurance corporation. The City insures its transit systems' auto liability and physical damage with TMI and is an owner of the corporation.

In 2022, TMI issued to the City an auto liability insurance policy with a \$250,000 per person policy limit and a \$7,000,000 per accident policy limit. Of the per accident policy limit, TMI insures \$2,500,000 and reinsures \$4,500,000 with Great American Insurance. In addition, the City's policy provides for \$25,000 per person and \$50,000 per accident in uninsured motorist insurance.

The physical damage policy issued by TMI to the City provides collision and comprehensive coverage for the lesser of the agreed value or the cost of repairs minus a \$500 per accident deductible for private passenger and service units and a \$1,000 per accident deductible for bus units.

**VALLEY TRANSIT
CITY OF APPLETON
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 3 OTHER INFORMATION (CONTINUED)

B. Risk Management (Continued)

Management of TMI consists of a board of directors comprised of one representative for each member. The City does not exercise any control over the activities of the corporation beyond its representation on the board of directors.

Premiums are determined in advance of each premium year, which begins on January 1. TMI is an assessable mutual; accordingly, the board of directors may require that supplemental contributions be made by members to ensure adequate funds are available to meet the obligations applicable to the premium year. Members are required by Wisconsin statute and TMI bylaws to fund any deficit attributable to a premium year during which they were a member. TMI was incorporated in 1985 and began issuing insurance policies in 1986; there has never been a member assessment beyond the annual premiums. In 2022 and 2021, Transit Mutual returned surplus to Valley Transit pursuant to its surplus management policy; in addition, dividends were paid to Valley Transit in 2022 and 2021.

The City's share of this corporation is 6.03% for auto liability and 5.41% of physical damage liability. A list of the other members and their share of participation is available in the TMI report which is available from TMI, PO Box 1135, Appleton, WI 54912-1135 or by email from maureen@transitmutual.com .

Health Insurance

The City provides health and dental care benefits to employees through a self-funded plan with specific insurance coverage. The plan is administered by United Health Care and Delta Dental. Insurance premiums, based on historical cost, are paid into the general fund from all other City funds and are available to pay claims, administrative costs, and stop loss insurance.

The estimated liability for self-funded losses is based on reported claims for the year and those received subsequent to year-end.

The City's Annual Comprehensive Financial Report contains additional information about the insurance fund and the City's risk management procedures.

C. Commitments and Contingencies

From time to time, Transit is party to other various pending claims and legal proceedings. Although the outcome of such matters cannot be forecast with certainty, it is the opinion of management and Transit's Attorney that the likelihood is remote that any such claims or proceedings will have a material adverse effect on Transit's financial position or results of operations.

**VALLEY TRANSIT
CITY OF APPLETON
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 3 OTHER INFORMATION (CONTINUED)

C. Commitments and Contingencies (Continued)

Paratransit Service Contracts

Transit contracts with a number of surrounding cities and counties for demand-responsive paratransit services. Contract terms and conditions may vary for each provider.

Long-Term Contract - Running, Inc.

In 2019, Transit entered into a long-term contract with Running, Inc. to provide Paratransit services. The contract is effective July 1, 2019 and through June 30, 2022 and allows for fixed rate payments based on one-way trips. The contract includes the option to extend for up to two additional one-year periods and Transit extended for one-year as of the renewal date and through June 30, 2023.

Grants

Transit participates in a number of federal and state assisted grant programs. These programs are subject to program compliance audits by the grantors or their representatives. Transit expects any expenditures which may be disallowed by the granting agency to be immaterial.

Construction Commitments

In February 2023, Transit awarded a contract to SMA Construction Services LLC to complete Phase I construction at the Whitman facility for a bid amount not to exceed \$7,040,250, including contingency of \$335,250 (5%). The construction is intended to be funded with Federal grants. Construction will continue through 2023.

REQUIRED SUPPLEMENTARY INFORMATION

**VALLEY TRANSIT
CITY OF APPLETON
SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY AND RELATED RATIOS
LAST 10 FISCAL YEARS***

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Total OPEB Liability:					
Service Cost	\$ 19,904	\$ 21,892	\$ 17,085	\$ 18,143	\$ 17,672
Interest	7,788	6,842	9,854	10,714	8,613
Differences Between Expected and Actual Experience	(19,151)	-	(16,712)	-	53,881
Changes of Assumptions	(36,243)	(7,953)	36,969	5,772	5,188
Benefit Payments	(21,281)	(26,589)	(23,095)	(24,371)	(27,644)
Other Changes	(5,233)	10,296	16,582	(17,453)	(4,606)
Net Change in Total OPEB Liability	<u>(54,216)</u>	<u>4,488</u>	<u>40,683</u>	<u>(7,195)</u>	<u>53,104</u>
Total OPEB liability - Beginning	<u>361,990</u>	<u>357,502</u>	<u>316,819</u>	<u>324,014</u>	<u>270,910</u>
Total OPEB Liability - Ending	<u>\$ 307,774</u>	<u>\$ 361,990</u>	<u>\$ 357,502</u>	<u>\$ 316,819</u>	<u>\$ 324,014</u>
Covered-Employee Payroll	\$ 3,130,084	\$ 3,139,115	\$ 2,478,512	\$ 2,995,492	\$ 2,067,524
Transit's Total OPEB Liability as a Percentage of Covered-Employee Payroll	9.83%	11.53%	14.42%	10.58%	15.67%

* The amounts presented for each fiscal year were determined as of the current fiscal year end. Amounts for prior years were not available.

See accompanying Notes to Required Supplementary Information.

**VALLEY TRANSIT
CITY OF APPLETON
SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY (ASSET)
WISCONSIN RETIREMENT SYSTEM
LAST 10 MEASUREMENT PERIODS**

Plan Year Ending	Proportion of the Net Pension Liability (Asset)	Proportionate Share of the Net Pension Liability (Asset)	Covered Payroll (Plan Year)	Proportionate Share of the Net Pension Liability (Asset) as a Percentage of Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability (Asset)
12/31/14	0.01777468%	\$ (435,909)	\$ 1,976,149	22.06%	102.74%
12/31/15	0.01902319%	292,873	2,091,058	14.01%	98.20%
12/31/16	0.01902499%	148,569	2,048,179	7.25%	99.12%
12/31/17	0.01775315%	(527,112)	2,012,410	26.19%	102.93%
12/31/18	0.01743214%	620,181	2,067,524	30.00%	96.45%
12/31/19	0.01720809%	(554,867)	2,046,949	27.11%	102.96%
12/31/20	0.01697411%	(1,059,717)	2,013,154	52.64%	105.26%
12/31/21	0.01669362%	(1,345,537)	2,014,785	66.78%	106.02%

**SCHEDULE OF CONTRIBUTIONS
WISCONSIN RETIREMENT SYSTEM
LAST 10 FISCAL YEARS**

Fiscal Year Ending	Contractually Required Contributions	Contributions in Relation to the Contractually Required Contributions	Contribution Deficiency (Excess)	Covered Payroll (Fiscal Year)	Contributions as a Percentage of Covered Payroll
12/31/15	\$ 181,575	\$ 181,575	\$ -	\$ 2,091,058	8.68%
12/31/16	178,393	178,393	-	2,048,179	8.71%
12/31/17	173,669	173,669	-	2,012,410	8.63%
12/31/18	182,915	182,915	-	2,067,524	8.85%
12/31/19	182,258	182,258	-	2,046,949	8.90%
12/31/20	185,027	185,027	-	2,013,154	9.19%
12/31/21	197,554	197,554	-	2,014,785	9.81%
12/31/22	197,956	197,956	-	2,052,477	9.64%

See accompanying Notes to Required Supplementary Information.

**VALLEY TRANSIT
CITY OF APPLETON
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
DECEMBER 31, 2022**

NOTE 1 WISCONSIN RETIREMENT SYSTEM

Changes of benefit terms: There were no changes of benefit terms for any participating employer in WRS.

Changes of assumptions:

Based on a three-year experience study conducted in 2021 covering January 1, 2019 through December 31, 2020, the ETF Board adopted assumption changes that were used to measure the total pension liability beginning with the year ended December 31, 2021, including the following:

- Lowering the long-term expected rate of return from 7.0% to 6.8%
- Lowering the discount rate from 7.0% to 6.8%
- Lowering the price inflation rate from 2.5% to 2.4%
- Lowering the postretirement adjustments from 1.9% to 1.7%
- Mortality assumptions were changed to reflect updated trends by transitioning from the Wisconsin 2018 Mortality Table to the 2020 WRS Experience Mortality Table

Based on a three-year experience study conducted in 2018 covering January 1, 2015 through December 31, 2017, the ETF Board adopted assumption changes that were used to measure the total pension liability beginning with the year ended December 31, 2018, including the following:

- Lowering the long-term expected rate of return from 7.2% to 7.0%
- Lowering the discount rate from 7.2% to 7.0%
- Lowering the wage inflation rate from 3.2% to 3.0%
- Lowering the price inflation rate from 2.7% to 2.5%
- Lowering the postretirement adjustments from 2.1% to 1.9%
- Mortality assumptions were changed to reflect updated trends by transition from the Wisconsin 2012 Mortality Table to the Wisconsin 2018 Mortality Table

The amounts reported for each fiscal year were determined as of the calendar year-end that occurred within the fiscal year. Transit is required to present the last 10 fiscal years of data; however, accounting standards allow the presentation of as many years as are available until 10 fiscal years are presented.

NOTE 2 OTHER POSTEMPLOYMENT BENEFIT PLANS

Single-Employer Defined Postemployment Benefit Plan

There were no changes in benefit terms of the Plan. In addition to changes required by GASB Statement No. 75, the updated actuarial valuation increased the discount rate used from 2.25% to 4.31%. No assets are accumulated in a trust that meets the criteria in paragraph 4 of Statement 75.

Transit is required to present the last ten fiscal years of data; however accounting standards allow the presentation of as many years as are available until ten fiscal years are presented.

SUPPLEMENTARY INFORMATION

**VALLEY TRANSIT
CITY OF APPLETON
STATEMENT OF REVENUES AND EXPENSES – BUDGET TO ACTUAL
YEAR ENDED DECEMBER 31, 2022
(WITH COMPARATIVE ACTUAL AMOUNTS FOR THE YEAR ENDED DECEMBER 31, 2021)**

	Budgeted Amounts		Actual	Variance with Final Budget - Positive (Negative)	2021 Actual
	Original	Final			
OPERATING REVENUES					
Passenger Fares and Special Fare Assistance	\$ 1,561,373	\$ 1,561,373	\$ 1,020,500	\$ (540,873)	\$ 1,029,333
Non-Transportation Revenue	92,386	(2,335,009)	114,544	2,449,553	144,920
Total Operating Revenues	1,653,759	(773,636)	1,135,044	1,908,680	1,174,253
OPERATING EXPENSES (EXCLUDING DEPRECIATION)					
Labor and Fringe Benefits:					
Operators' Wages	2,384,002	2,384,002	2,071,560	312,442	2,046,028
Other Salaries and Wages	991,367	991,367	1,064,396	(73,029)	1,133,246
Fringe Benefits	1,335,129	1,335,129	883,939	451,190	784,960
Total Labor and Fringe Benefits	4,710,498	4,710,498	4,019,895	690,603	3,964,234
Services	9,107,308	607,308	676,563	(69,255)	615,170
Materials and Supplies:					
Fuels	572,500	592,625	542,662	49,963	353,700
Lubricants	25,000	25,000	22,987	2,013	18,432
Tires and Tubes	41,500	44,530	42,265	2,265	40,358
Revenue Equipment Maintenance	139,000	139,000	229,815	(90,815)	242,775
Building and Grounds Maintenance	124,258	124,258	98,331	25,927	123,668
General Office	14,252	9,188,153	32,087	9,156,066	(12,942)
Total Materials and Supplies	916,510	10,113,566	968,147	9,145,419	765,991
Utilities:					
Electric	51,481	51,481	52,359	(878)	50,833
Gas	17,500	17,500	24,356	(6,856)	17,177
Water	7,850	7,850	7,525	325	7,199
Telephone	8,100	8,100	5,542	2,558	7,540
Other	22,201	22,201	23,197	(996)	22,154
Total Utilities	107,132	107,132	112,979	(5,847)	104,903
Casualty and Liability Costs:					
Physical Damage	25,349	25,349	29,402	(4,053)	-
Public Liability and Property	197,441	197,441	199,258	(1,817)	200,398
Total Casualty and Liability Costs	222,790	222,790	228,660	(5,870)	200,398
Purchased Transportation Services	3,839,615	3,839,615	1,876,759	1,962,856	2,468,841
Miscellaneous:					
Dues and Subscriptions	23,941	23,941	15,603	8,338	18,156
Advertising and Promotion	50,309	50,309	47,989	2,320	27,023
Training/Other Miscellaneous	31,400	31,400	30,460	940	23,122
Total Miscellaneous	105,650	105,650	94,052	11,598	68,301
Total Operating Expenses (Excluding Depreciation)	19,009,503	19,706,559	7,977,055	11,729,504	8,187,838
EXCESS OF OPERATING EXPENSES (EXCLUDING DEPRECIATION) OVER OPERATING REVENUES FOR THE YEAR	\$ (17,355,744)	\$ (20,480,195)	\$ (6,842,011)	\$ 13,638,184	\$ (7,013,585)

* Budget numbers reflect the City's approved budget excluding current year capital and capital carryover

OTHER INFORMATION

**VALLEY TRANSIT
CITY OF APPLETON
DETAILED SCHEDULE OF REVENUES AND EXPENSES – REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2022**

REVENUE

401 - Passenger Fares to Transit Service	\$	976,791
402 - Special Fare Assistance		43,709
406 - Auxiliary Transportation Revenue		
Advertising		93,876
407 - Non-transportation Revenue		
Rental of Buildings and Other Property		5,500
Other		15,168
409 - Local Operating Assistance		1,751,568
409 - Local Operating Assistance - Donations		50,207
411 - State Operating Assistance - Current Year (State Operating 85.20)		2,831,704
413 - Federal Operating Assistance (Federal 5307 and Cares Act)		2,724,668
Total Revenue		8,493,191

EXPENSES BY OBJECT CLASS TOTAL

501 - Labor		
Operators' Wages		2,071,560
Other Salaries and Wages		1,064,396
502 - Fringe Benefits		883,939
503 - Services		676,563
504 - Materials and Supplies		
Fuels and Lubricants		565,649
Tires and Tubes		42,265
Other		360,233
505 - Utilities		112,979
506 - Casualty and Liability Costs		228,660
508 - Purchased Transportation Services		1,876,759
509 - Miscellaneous		94,052
513 - Depreciation		1,223,909
Total Expenses		9,200,964

EXCESS OF EXPENSES OVER REVENUES FOR THE YEAR *	\$	(707,773)
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* Excludes capital contributions shown on Statement of Revenues, Expenses and Changes in Net Position

**VALLEY TRANSIT
CITY OF APPLETON
RECONCILIATION OF REVENUES AND EXPENSES TO WISDOT AND
FEDERAL RECOGNIZED REVENUES AND EXPENSES – REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2022**

	Per WisDOT Guidelines	Per Federal Guidelines
Total Revenues Including Operating Assistance Per Statement of Revenues, Expenses, and Changes in Net Position	\$ 11,377,825	\$ 11,377,825
Less: Revenues not Included Per Guidelines		
Federal Capital - Maintenance	228,793	228,793
Federal 5310 Operating Grant	68,577	68,577
State Capital	2,471,395	2,471,395
WisDOT Paratransit Costs - not Eligible	97,159	97,159
Loss on Disposal of Capital Assets	18,710	18,710
Total Revenues not Included Per Guidelines	2,884,634	2,884,634
ADJUSTED REVENUES FOR REGULATORY BASIS	8,493,191	8,493,191
Less: Unrecognized Revenues		
Local Operating Subsidies	1,888,083	1,888,083
Federal Operating Subsidy	2,724,668	2,724,668
State Operating Subsidy	2,831,704	2,831,704
Advertising Services	-	93,876
Other (Non-Transportation Revenues)	5,821	11,137
Less: Additional Contra Expense		
Sale of City Property	1,498	1,498
Credit Card Rebates	2,009	2,009
Damage to City Property	7,523	7,523
Total Unrecognized Revenues	7,461,306	7,560,498
ADJUSTED REVENUES	\$ 1,031,885	\$ 932,693
Total Expenses Per Statement of Revenues, Expenses, and Changes in Net Position	\$ 9,200,964	\$ 9,200,964
Less: Unrecognized Expenses		
Depreciation	1,223,909	1,223,909
Capital Maintenance *	228,793	228,793
Contra-Expenses:		
Sale of City Property	1,498	1,498
Credit Card Rebates	2,009	2,009
Damage to City Property	7,523	7,523
Total WisDOT Unrecognized Expenses	1,463,732	1,463,732
RECOGNIZED EXPENSES	\$ 7,737,232	\$ 7,737,232
RECOGNIZED DEFICITS	\$ (6,705,347)	\$ (6,804,539)

* Represents 100% of operating costs funded through capital maintenance program (excludes capitalized assets)

**VALLEY TRANSIT
CITY OF APPLETON
COMPUTATION OF THE DEFICIT DISTRIBUTION AMONG THE SUBSIDY GRANTORS
YEAR ENDED DECEMBER 31, 2022**

STATE SHARE

WisDOT Recognized Deficit	\$ 6,705,347		
Less: Federal Share	<u>2,755,559</u>		
Non-federal Share of WisDOT Deficit		<u>\$ 3,949,788</u>	
WisDOT Recognized Expenses	\$ 7,737,232		
Maximum Federal and State*	<u>N/A</u>		
Recognized Expenses	<u>7,737,232</u>		
Less: Federal Share	<u>2,755,559</u>		
Non-federal Share		<u>\$ 4,981,673</u>	
City of Appleton and Other Local Subsidies	<u>\$ 1,801,775</u>		
5 Times Operating Subsidy		<u>\$ 9,008,875</u>	
WisDOT Contract Amount		<u>\$ 2,831,704</u>	
WisDOT Share			<u>\$ 2,831,704</u>

*State specified no maximum percent for 2022.

FEDERAL SECTION 5307 SHARE

Federally Recognized Deficit	\$ 6,804,539		
Maximum Federal Percentage	<u>50.00%</u>		
50% of Federal Deficit		<u>\$ 3,402,270</u>	
Federally Recognized Deficit	\$ 6,804,539		
Less WisDOT Share	<u>2,831,704</u>		
Non-WisDOT Share		<u>\$ 3,972,835</u>	
Maximum Contract Amount			
Capital Cost of Third Party Contracting	\$ 195,798		
Preventative Maintenance	386,333		
Operating Assistance	<u>2,173,428</u>		
Total Federal Funds		<u>\$ 2,755,559</u>	
Federal Share			<u>\$ 2,755,559</u>

SUMMARY OF 2022 FUNDING

	Received in 2022	Receivable (Payable) 12/31/22	Total
Federal Section 5307 Assistance	\$ 30,891	\$ 2,724,668	\$ 2,755,559
State Assistance	2,831,704	-	2,831,704
Local Assistance	<u>2,698,456</u>	<u>(1,580,372)</u>	<u>1,118,084</u>
Total Funding	<u>\$ 5,561,051</u>	<u>\$ 1,144,296</u>	<u>\$ 6,705,347</u>

**ADDITIONAL INDEPENDENT AUDITORS' REPORT
FOR FINANCIAL STATEMENTS**



**INDEPENDENT AUDITORS' REPORT 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***

Fox Cities Transit Commission
Valley Transit
City of Appleton, Wisconsin

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of Valley Transit (Transit) a fund of the City of Appleton, Wisconsin, as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise Transit's financial statements, and have issued our report thereon which includes an emphasis of matter paragraph as indicated on page 1 thereon dated June 22, 2023.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Transit's internal control over financial reporting (internal control) as a basis for determining the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Transit's internal control. Accordingly, we do not express an opinion on the effectiveness of Transit's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of Transit's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Fox Cities Transit Commission
Valley Transit
City of Appleton, Wisconsin

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Transit's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Transit's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Transit's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



CliftonLarsonAllen LLP

Green Bay, Wisconsin
June 22, 2023



CLA (CliftonLarsonAllen LLP) is a network member of CLA Global. See CLAGlobal.com/disclaimer. Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor.

City of Appleton
VALLEY TRANSIT INCOME STATEMENT
For Six Months Ending June 30, 2023

Description	Month of June Actual	Prior Year June	YTD As of June Actual	Prior YTD June	2023 Amended Budget	2023 % of Total Budget
REVENUES						
Bus Fare Revenue	87,353	31,677	330,330	278,524	858,843	38.46%
Paratransit Fare Revenue	36,048	33,852	208,803	202,930	704,430	29.64%
Total Fare Revenue	123,401	65,529	539,133	481,454	1,563,273	34.49%
Other Charges for Service	14,327	7,407	43,205	47,977	65,000	66.47%
Other Revenues	810	3,236	8,544	27,077	14,000	61.03%
TOTAL REVENUES	138,538	76,172	590,882	556,508	1,642,273	35.98%
EXPENSES BY LINE ITEM						
Regular Salaries & Labor pool alloc	223,424	207,279	1,325,915	1,270,841	3,419,523	38.77%
Overtime	24,318	25,866	155,455	140,839	76,131	204.19%
Incentive Pay	-	-	-	-	1,335	0.00%
Other Compensation	-	-	1,914	1,925	-	-
Fringes	91,222	87,229	537,898	500,169	1,395,237	38.55%
Unemployment Compensation	-	825	-	1,849	-	-
Salaries & Fringe Benefits	338,964	321,199	2,021,182	1,915,623	4,892,226	41.31%
Training & Conferences	395	977	13,455	4,623	27,200	49.47%
Employee Recruitment	348	6,995	5,610	9,597	7,280	77.06%
Office Supplies	406	13	2,402	1,224	5,400	44.48%
Subscriptions	43	40	473	358	1,020	46.37%
Memberships & Licenses	74	-	13,191	13,975	18,320	72.00%
Postage & Freight	2	14	720	1,068	3,700	19.46%
Awards & Recognition	100	-	191	759	930	20.54%
Food & Provisions	-	283	632	571	1,240	50.97%
Insurance	12,722	100	247,323	193,156	222,790	98.45%
Insurance dividend & return of surplus	-	-	(27,981)	(34,713)	-	-
Depreciation Expense	107,646	102,544	645,879	615,266	1,291,758	50.00%
Administrative Expenses	121,736	110,966	901,895	805,884	1,579,638	57.10%
Landscape Supplies	-	928	425	928	1,500	28.33%
Shop Supplies & Tools (& misc)	3,176	5,501	18,026	26,868	211,919	8.51%
Printing & Reproduction	74	1,684	3,486	10,929	27,910	12.49%
Uniforms	301	441	2,054	694	9,290	22.11%
Gas Purchases	19,979	70,645	251,818	287,724	1,050,500	23.97%
Safety Supplies	-	355	566	2,524	500	113.20%
Vehicle & Equipment Parts	68,093	42,964	190,687	143,475	205,500	92.79%
Miscellaneous Equipment	-	3,266	5,057	4,194	25,100	20.15%
Signs	-	3,450	5,240	6,220	12,000	43.67%
Supplies & Materials	91,623	129,234	477,359	483,556	1,544,219	30.91%
Accounting/Audit	-	-	-	-	10,000	0.00%
Bank Services	351	178	1,591	1,523	6,680	23.82%
Consulting Services	-	1,325	-	19,538	-	0.00%
Solid Waste/Recycling	673	304	2,019	1,827	5,430	37.18%
Contractor Fees	184,044	176,284	1,031,873	1,043,892	3,471,907	29.72%
Advertising	5,600	4,250	38,533	9,526	50,309	76.59%
Health Services	1,025	693	6,026	4,635	9,200	65.50%
Snow Removal Services	-	-	42,270	9,952	39,000	108.38%
Laundry Services	-	637	3,854	4,356	15,340	25.12%
Other Contracts/Obligations	2,638	869	21,649	13,108	100,790	21.48%
Purchased Services	194,331	184,540	1,147,815	1,108,357	3,708,656	30.95%

City of Appleton
VALLEY TRANSIT INCOME STATEMENT
For Six Months Ending June 30, 2023

Description	Month of June Actual	Prior Year June	YTD As of June Actual	Prior YTD June	2023 Amended Budget	2023 % of Total Budget
Electric	-	3,440	23,743	23,859	55,620	42.69%
Gas	-	774	16,866	17,618	23,000	73.33%
Water	1,824	1,666	4,292	3,827	7,850	54.68%
Waste Disposal/Collection	981	822	2,303	1,897	4,160	55.36%
Stormwater	1,885	1,950	5,275	5,253	10,000	52.75%
Telephone	2,107	1,843	9,493	6,624	17,700	53.63%
Utilities	6,797	10,495	61,972	59,078	118,330	52.37%
Building/Grounds Repair & Maintenance	425	651	443	1,261	-	0.00%
Vehicle Repair & Maintenance	1,611	2,218	6,776	12,190	10,050	67.42%
Equipment Repair & Maintenance	812	950	6,981	2,610	9,650	72.34%
FMD Charges & Material	-	-	36,959	42,817	142,503	25.94%
Software Support	30,416	28,355	113,580	112,650	120,097	94.57%
Repairs & Maintenance	33,264	32,174	164,739	171,528	282,300	58.36%
Total Operating Expenses	786,715	788,608	4,774,962	4,544,026	12,125,369	39.38%
OPERATING INCOME (LOSS)	(648,177)	(712,436)	(4,184,080)	(3,987,518)	(10,483,096)	
NON-OPERATING REVENUES						
Federal Support	-	-	-	-	3,560,391	0.00%
State Support	766,933	707,923	766,933	3,179,318	3,082,885	24.88%
Appleton Support	324,680	275,230	1,948,080	1,651,380	724,810	268.77%
Other Local Support	410,553	198,569	2,038,709	2,014,910	1,899,499	107.33%
Investment Income	14	-	50,643	(18,936)	12,500	405.14%
Donations	4,167	4,167	35,155	25,149	63,386	55.46%
TOTAL NON-OPERATING REVENUE	1,506,347	1,185,889	4,839,520	6,851,821	9,343,471	51.80%
Buildings	3,612	2,600	155,956	48,712	8,615,174	1.81%
Machinery & Equipment	-	-	137,094	43,215	-	0.00%
Furniture & Fixtures	-	-	-	-	25,000	0.00%
Vehicles	-	-	-	2,471,395	100,000	0.00%
Capital Expenditures	3,612	2,600	293,050	2,563,322	8,740,174	3.35%
NET INCOME (LOSS)	854,558	470,853	362,390	300,981	(9,879,799)	

City of Appleton
PURCHASED TRANSPORTATION
For Six Months Ending June 30, 2023

Description	Month of June Actual	Prior Year June	YTD As of June Actual	Prior YTD June	2023 Amended Budget	2023 % of Total Budget
PURCHASED TRANSPORTATION EXPENSE						
VTII - Disabled	93,998	90,000	530,395	539,356	2,052,750	25.84%
VTII - Elderly	3,731	2,642	20,956	14,798	62,480	33.54%
PT - Optional (Sunday)	339	732	1,999	2,909	17,850	11.20%
Outagamie County Demand Response Rural	31,457	29,953	178,024	171,432	289,125	61.57%
Outagamie County Human Services Transportation	-	34	119	2,907	11,900	1.00%
Neenah Dial - A - Ride	5,087	4,034	28,078	20,492	192,423	14.59%
Calumet County Van Service	2,172	-	14,172	8,093	28,800	49.21%
Connector - Extended Service Hours	24,231	27,192	136,166	152,054	412,000	33.05%
Connector - Extended Service Area	5,407	5,639	33,475	33,267	141,625	23.64%
Downtown Trolley	-	-	-	-	32,554	0.00%
Total Purchased Transportation	166,422	160,226	943,384	945,308	3,241,507	29.10%

Total Passengers

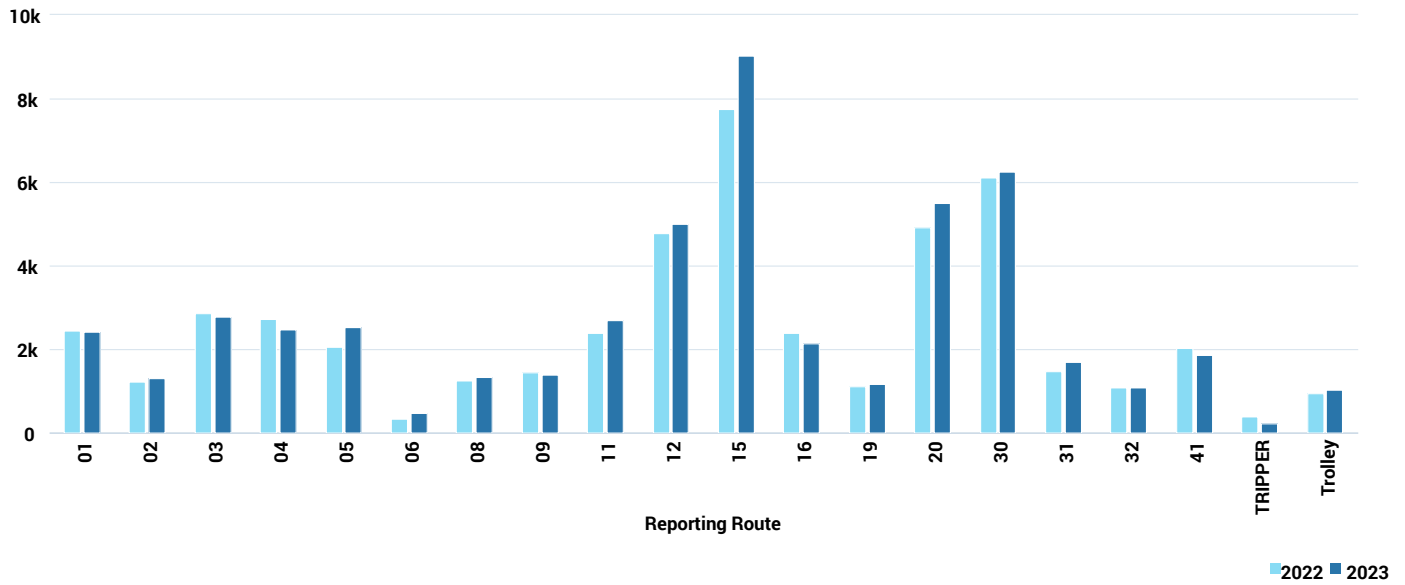
52,411

↗ 5% change
49,685 prev. year

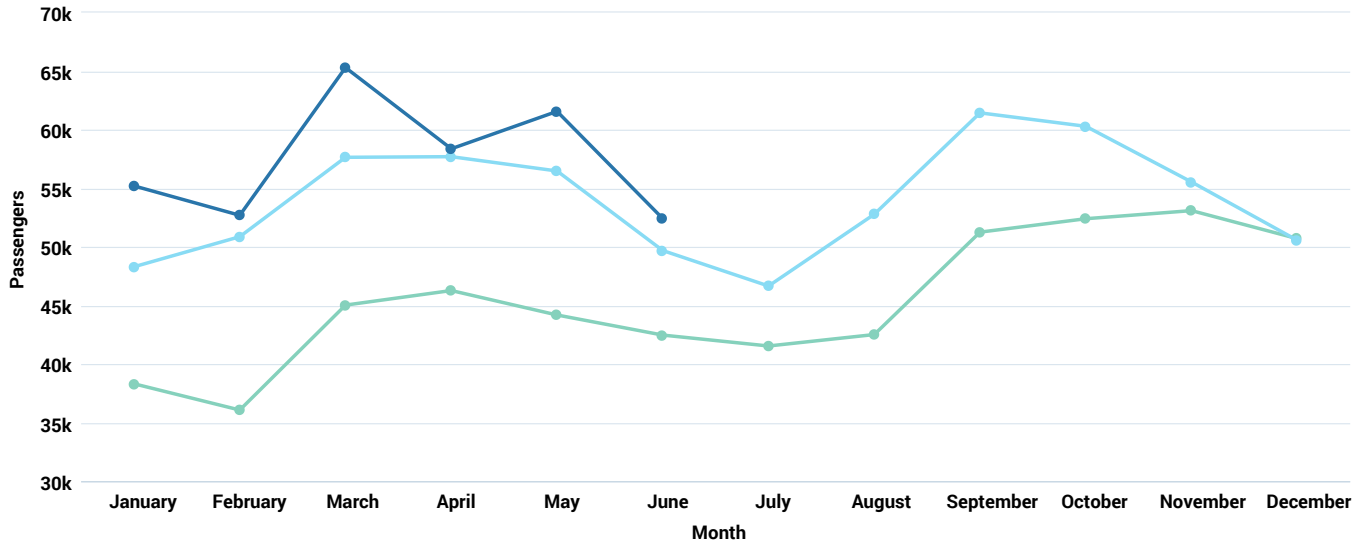
Monthly Fare Group Trend

Fare Group Desc	Prior Year	Current ▼	% Change
Passes & Tickets	25,086	26,753	6.6%
Cash	8,477	8,983	6.0%
Transfers	7,294	8,104	11.1%
AASD	3,853	3,499	-9.2%
FVTC	2,516	2,719	8.1%
Free	2,083	1,946	-6.6%
Lawrence University	376	407	8.2%

Ridership by Route



Monthly Ridership Trend by Year



Total Passengers

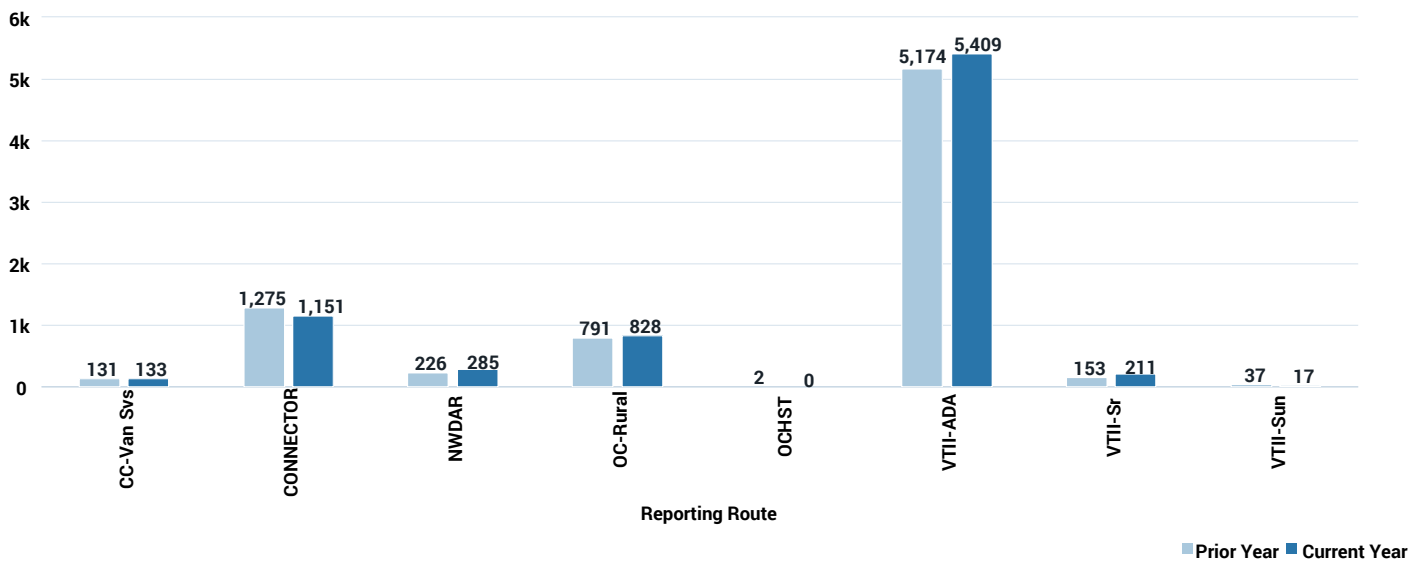
8,034

↗ 3% change
7,789 prev. year

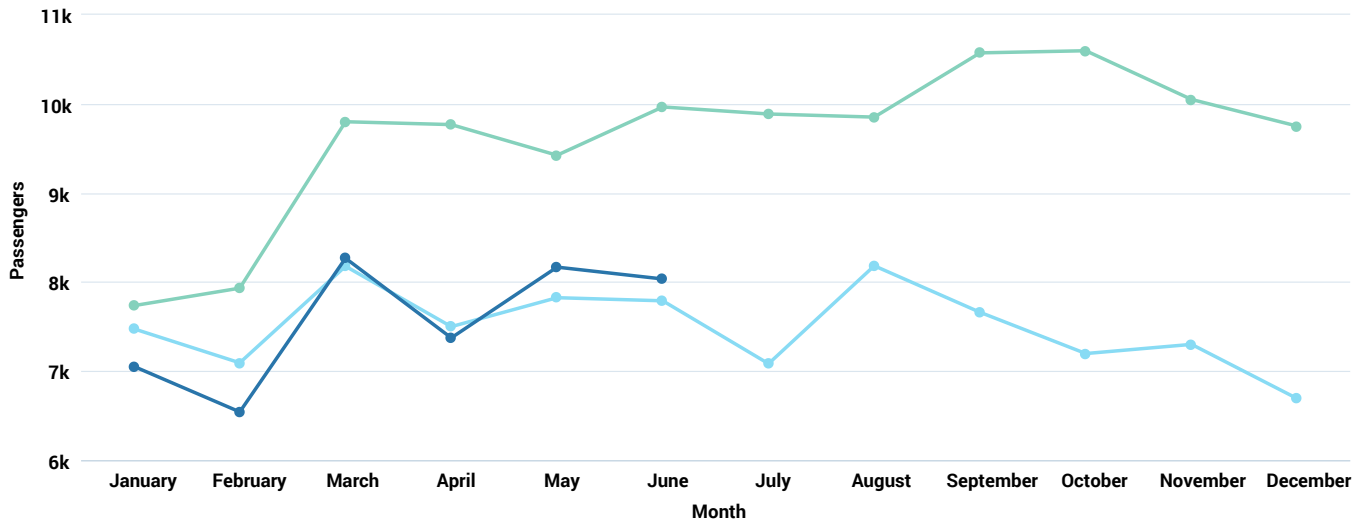
Change in Rides by Program

Reporting Route	Prior Year	Current Year ▼	% Change
VTII-ADA	5,174	5,409	4.54%
CONNECTOR	1,275	1,151	-9.73%
OC-Rural	791	828	4.68%
NWDAR	226	285	26.11%
VTII-Sr	153	211	37.91%
CC-Van Svs	131	133	1.53%
VTII-Sun	37	17	-54.05%
OCHST	2	0	-100.00%

Monthly Ridership by Program

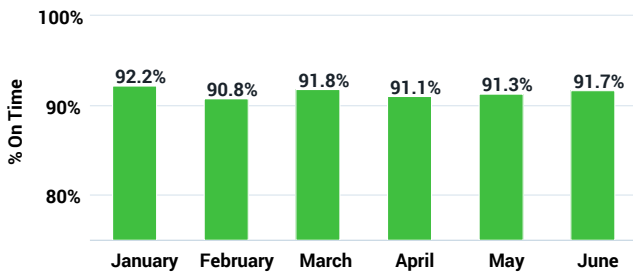


Ridership Trend by Year



Reliability

On Time Performance



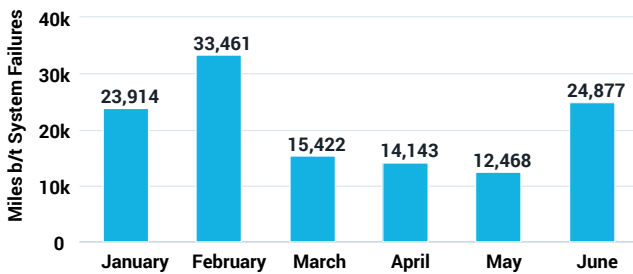
On time performance is a primary measure of service reliability. A bus is on time if it departs a route's scheduled time point between one minute early and five minutes late. This graph shows the monthly percentage of stops on time.

Formula = (on time stops/total stops)

Monthly Benchmark/Target: >90%

**based on industry data*

Total Miles between Major System Failures



The goal is to minimize bus repair road calls through preventative maintenance and asset management. This graph shows the average frequency of major system failures. A major system failure is a road call that requires replacement of a bus in service due to an issue that is a safety hazard or when vehicle movement is restricted or disabled.

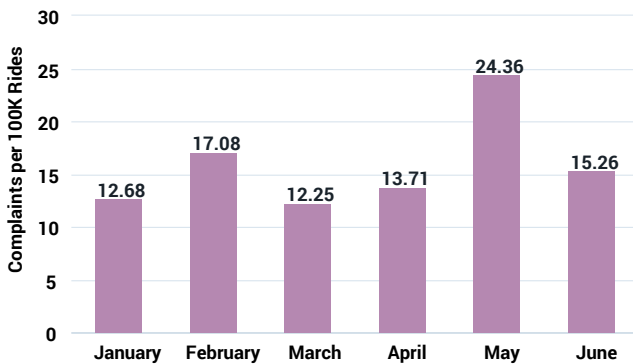
Formula = (total miles/# of failures)

Monthly Benchmark/Target: >7,500 miles

**based on industry data*

Quality

Complaints per 100K Rides



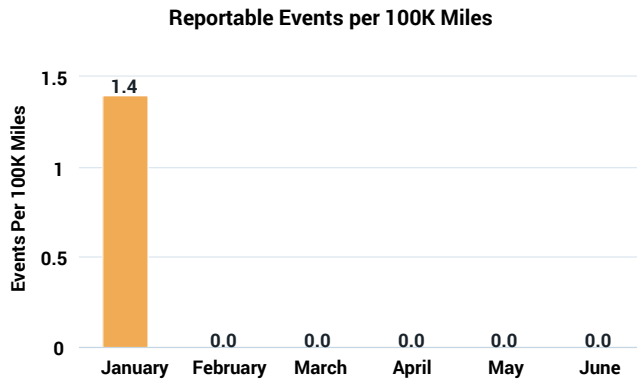
The focus is to provide quality service and respond to feedback in a timely manner. This graph shows the monthly rate of complaints per 100,000 rides

Formula = (complaints/rides)X100,000

Monthly Benchmark/Target: <11.1

**based on prior year average*

Safety



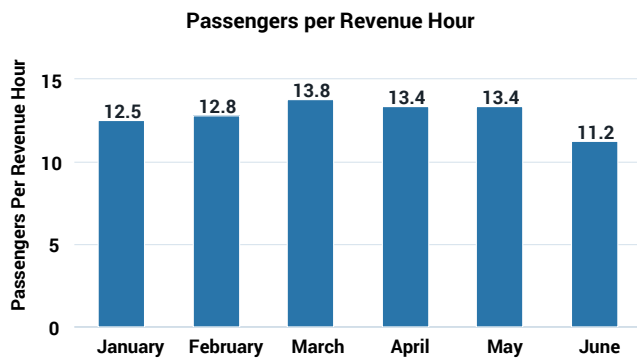
The goal is to provide safe service and minimize the likelihood of all accidents. This graph provides the rate of reportable safety & security events on transit property or involving revenue vehicles per 100K miles. Reportable events, as defined by the National Transit Database, include: injuries requiring immediate medical attention away from scene; property damage exceeding \$25,000; collisions when vehicle is towed away; evacuation; or fatalities.

Formula = (events/total miles)X100,000

Monthly Benchmark/Target: <1

**based on safety goals*

Productivity



The goal is to increase ridership and community mobility. This graph shows the monthly ratio of rides to revenue hours. This is an industry standard KPI for measuring service productivity.

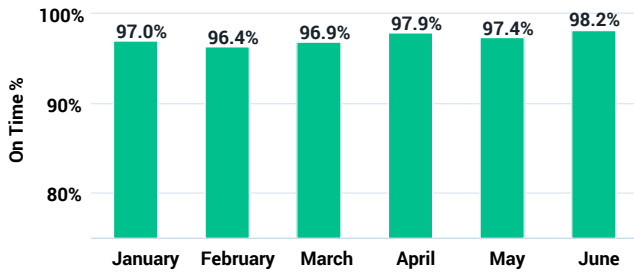
Formula = (rides/revenue hours)

Monthly Benchmark/Target: >11.9

**based on prior year average*

Reliability

On Time Performance



On time performance is a key measure of service reliability. A VTII vehicle is on time if it arrives for pick-up within 30-minute window. The window is 15 minutes before and after the scheduled pick-up time. This metric shows the monthly percentage of trips on time.

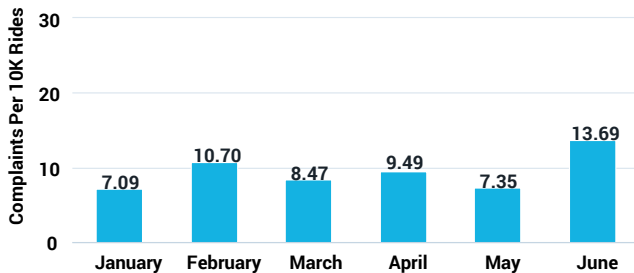
Formula = (on time trips/total trips)

Monthly Benchmark/Target: >90%

*based on industry data

Quality

Complaints Per 10K Rides



The goal is to provide quality service and respond to feedback in a timely manner. This graph shows the monthly rate of complaints per 10,000 rides.

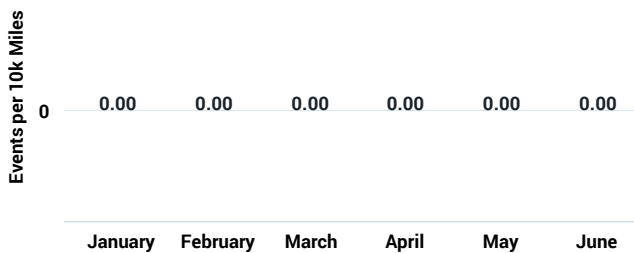
Formula = (complaints/rides)X10,000

Monthly Benchmark/Target: <27.8

*based on prior year average

Safety

Reportable Events per 10K Miles



The goal is to provide safe service and minimize the likelihood of all accidents. This graph provides the rate of reportable safety & security events on transit property or involving revenue vehicles per 10K miles. 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.

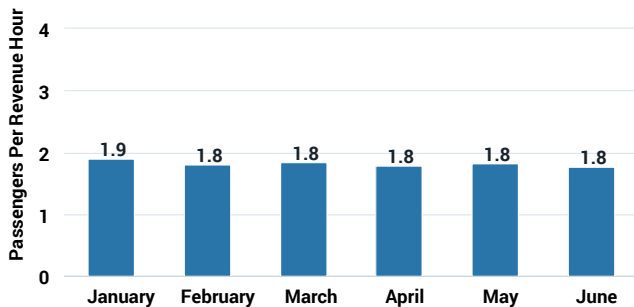
Formula = (events/total miles)X10,000

Monthly Benchmark/Target: <1

*based on safety goals

Productivity

Passengers per Revenue Hour



The goal is to increase community mobility and access. This graph shows the monthly ratio of rides to revenue hours. This is an industry standard for KPI for measuring service productivity.

Formula = (rides/revenue hours)

Monthly Benchmark/Target: >1.6

*based on prior year average