



# City of Appleton

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

## Meeting Agenda - Final Fox Cities Transit Commission

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Tuesday, April 23, 2024

2:50 PM

Council Chambers, 6th Floor

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1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership
4. Approval of minutes from previous meeting  
[24-0479](#) Approval of minutes from previous meeting  
*Attachments:* [MeetingMinutes 26-Mar-2024.pdf](#)
5. **Public Hearing/Appearances**  
[24-0480](#) Public Participation on Agenda Items
6. **Action Items**  
[24-0481](#) Election of Fox Cities Transit Commission Chair  
[24-0482](#) Election of Fox Cities Transit Commission Vice-Chair  
[24-0483](#) Establish Meeting Date and Time  
[24-0484](#) Designate Ronald McDonald as the Contact Person for the Commission  
[24-0486](#) Approval of Payments  
*Attachments:* [March 2024 Payments.pdf](#)  
[24-0487](#) Authorization to award a five-year contract with three one-year options to Running Inc. for the provision of Paratransit (ADA and Ancillary) Services - Revised contract terms reference file number 24-0203  
*Attachments:* [FCTC Running contract memo - revised contract terms.pdf](#)
7. **Information Items**

- [24-0492](#) Financial Report  
**Attachments:** [March 2024 Income Statement.pdf](#)
- [24-0493](#) Ridership Report  
**Attachments:** [March 2024 Ridership.pdf](#)
- [24-0494](#) 2024 1st Quarter KPI  
**Attachments:** [Quarterly KPI - QTR1 2024.pdf](#)
- [24-0496](#) Request for Future Agenda Items

8. **Next Meeting Date & Time**  
- **May 7, 2024, 2:50 PM - Cancelled**  
- **May 21, 2024, 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

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

## Meeting Minutes - Final Fox Cities Transit Commission

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Tuesday, March 26, 2024

2:50 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

**Present:** 8 - Dexter, VandeHey, Chairperson Dearborn, Wurdinger, Detienne, Patza, Torrance and Brown

**Excused:** 4 - Kasimor, Firkus, Jones and Holzschuh

4. Approval of minutes from previous meeting

[24-0329](#)

Approval of minutes from previous meeting

**Attachments:** [MeetingMinutes 27-Feb-2024-07.pdf](#)

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

5. Public Hearing/Appearances

[24-0330](#)

Public Participation on Agenda Items

*No public participation on agenda items.*

6. Action Items

[24-0331](#)

Approval of Payments

**Attachments:** [February 2024 Payments.pdf](#)

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

[24-0332](#)

Change Order Authorization for Furniture Purchase

**Attachments:** [FCTC Memo Furniture PO increase.pdf](#)

Commissioner Torrance moved, seconded by Commissioner VandeHey, that the Change Order be recommended for approval. Voice Vote. Motion Carried.

[24-0333](#)

Authorization to Award a five-year Contract with three one-year options to Ecolane USA Inc. for the Provision of Paratransit Scheduling & Dispatch Software

**Attachments:** [FCTC Award Recommendation Memo Ecolane 2024.pdf](#)

Commissioner Torrance moved, seconded by Commissioner Brown, that the Contract be recommended for approval. Voice Vote. Motion Carried.

## 7. Information Items

[24-0334](#)

Financial Report

**Attachments:** [February 2024 Income Statement.pdf](#)

[February 2024 Income Statement revised.pdf](#)

This Presentation was presented.

[24-0335](#)

Ridership Report

**Attachments:** [February 2024 Ridership.pdf](#)

This Presentation was presented.

[24-0336](#)

Request for Future Agenda Items

This Presentation was discussed.

## 8. Next meeting Date & Time

- April 9, 2024, 2:50 PM - Cancelled

- April 23, 2024, 2:50 PM

## 9. Adjournment

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/3 TO 2024/3		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
58071000								VT 5307 Admin
58071000	620100							Training/Conferences
003256	ST. PAUL ELDER SERV	120732	0	2024	3 INV P	75.00	040324	563758 2024 caregiver even
999990	CURB CHI TAXI	119738	0	2024	3 INV P	10.25	pcard	DE PSR & FMO worksh
999990	MKE SMARTPARK	120448	0	2024	3 INV P	50.00	pcard	Parking at Amtrak
999990	RESIDENCE INN CHICAG	120450	0	2024	3 INV P	783.05	pcard	DE FMO & PSR traini
999990	DCA MAGIC PAN PIER B	120561	0	2024	3 INV P	19.35	pcard	Transit DC Conferen
999990	COMFORT INN DOWNTOWN	120562	0	2024	3 INV P	100.00	pcard	Transit DC Conferen
999990	COMFORT INN DOWNTOWN	120563	0	2024	3 INV P	-100.00	pcard	Transit DC Conferen
999990	TST* BULLFEATHERS	120564	0	2024	3 INV P	24.49	pcard	Transit DC Conferen
999990	LYFT *RIDE MON 8PM	120905	0	2024	3 INV P	29.99	pcard	Transportation duri
999990	LYFT *RIDE WED 4AM	120906	0	2024	3 INV P	23.59	pcard	Transportation duri
						940.72		
					ACCOUNT TOTAL	1,015.72		
58071000	620500							Employee Recruitment
002158	CAREERBUILDER	119884	0	2024	3 INV P	159.80	032024	563497 January 2024 Job Po
999990	TRANSITTALENT.COM	121407	0	2024	3 INV P	135.00	pcard	Bus Driver Advertis
					ACCOUNT TOTAL	294.80		
58071000	630100							Office Supplies
001619	CDW GOVERNMENT, INC.	119736	0	2024	3 INV P	-59.52	pcard	Credit for returned
001619	CDW GOVERNMENT, INC.	119737	0	2024	3 INV P	252.92	pcard	Office supplies
						193.40		
001983	AMAZON	119732	0	2024	3 INV P	18.98	pcard	office supplies
001983	AMAZON	119733	0	2024	3 INV P	35.99	pcard	Office supplies
001983	AMAZON	119734	0	2024	3 INV P	13.65	pcard	Office supplies
						68.62		
002034	ODP BUSINESS SOLUTIO	120444	0	2024	3 INV P	37.42	pcard	office supplies
999990	QUILL CORPORATION	120451	0	2024	3 INV P	65.73	pcard	Office supplies
999990	QUILL CORPORATION	120452	0	2024	3 INV P	35.99	pcard	office supplies
999990	WALGREENS #12693	120903	0	2024	3 INV P	41.42	pcard	Office supplies
999990	OFFICEMAX/DEPOT 6134	120904	0	2024	3 INV P	55.67	pcard	Office supplies
						198.81		
					ACCOUNT TOTAL	498.25		
58071000	630200							Subscriptions
999990	GAN*WINEWSPAPERCIRC	119735	0	2024	3 INV P	43.00	pcard	Monthly subscriptio
					ACCOUNT TOTAL	43.00		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/3 TO 2024/3									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
58071000 630400									Postage / Freight
000561 GENFARE, DIVISION OF	120734	0	2024	3	INV P	85.00	040324	563726	Freight
001583 UNITED STATES POSTAL	121334	0	2024	3	INV P	1.87	pcard		FCTC postage
						86.87			ACCOUNT TOTAL
58071000 630500									Awards & Recognition
000763 KWIK TRIP, INC	120977	0	2024	3	INV P	25.47	pcard		Supplies for transi
001198 SAM'S CLUB	120530	0	2024	3	INV P	108.84	pcard		Transit driver appr
001198 SAM'S CLUB	121338	0	2024	3	INV P	55.44	pcard		Transit employee ap
						164.28			
999990 JIMMY JOHNS # 446	121335	0	2024	3	INV P	109.58	pcard		Transit employee ap
999990 JIMMY JOHNS # 446	121336	0	2024	3	INV P	107.58	pcard		Transit employee ap
999990 JIMMY JOHNS # 446	121337	0	2024	3	INV P	396.35	pcard		Transit employee ap
						613.51			
						803.26			ACCOUNT TOTAL
58071000 632001									City Copy Charges
001164 RICOH USA, INC.	120740	0	2024	3	INV P	509.17	040324	563754	
001164 RICOH USA, INC.	120741	0	2024	3	INV P	423.03	040324	563754	
						932.20			
						932.20			ACCOUNT TOTAL
58071000 632002									Outside Printing
002297 PRINTSOURCE PLUS	119354	0	2024	3	INV P	120.50	031324	563439	Fact sheets
002297 PRINTSOURCE PLUS	119355	0	2024	3	INV P	275.18	031324	563439	Farebox lables
002297 PRINTSOURCE PLUS	120371	0	2024	3	INV P	207.84	032724	563656	Rack Cards - travel
002297 PRINTSOURCE PLUS	120372	0	2024	3	INV P	225.79	032724	563656	Funding brochure
						829.31			
						829.31			ACCOUNT TOTAL
58071000 632300									Safety Supplies
000274 CINTAS CORPORATION	121333	0	2024	3	INV P	89.17	pcard		Safety supplies and
						89.17			ACCOUNT TOTAL
58071000 640300									Bank Service Fees
000814 LOOMIS ARMORED US, L	119375	0	2024	3	INV P	166.96	030624	563293	FEB 2024 ARMORED CA
						166.96			ACCOUNT TOTAL

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/3 TO 2024/3									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
58071000 640800			Contractor Fees						
001237 SHRED-IT USA	121339	0	2024 3	INV	P			Document management	57.18 pcard
001275 SRF CONSULTING GROUP	120329	230805	2024 3	INV	P		032024	Professional Servic	7,327.60
001771 RED SHOES PR, INC.	119356	0	2024 3	INV	P		031324	February Marketing	4,222.50
001771 RED SHOES PR, INC.	120730	0	2024 3	INV	P		040324	March marketing eff	4,187.50
									8,410.00
003012 LANGUAGE LINE	119835	0	2024 3	INV	P		031324	Translation service	81.36
			ACCOUNT TOTAL						15,876.14
58071000 641200			Advertising						
000084 ADI	119352	0	2024 3	INV	P		031324	2024 Advertising	950.00
001517 GANNETT WISCONSIN	120733	0	2024 3	INV	P		040324	Legal ads	374.40
001573 4IMPRINT, INC.	120884	0	2024 3	INV	P			4IMPRINT, INC	4,228.47 pcard
001771 RED SHOES PR, INC.	119357	0	2024 3	INV	P		031324	March digital adver	5,000.00
001771 RED SHOES PR, INC.	120731	0	2024 3	INV	P		040324	April digital adver	5,000.00
									10,000.00
002694 RNS COMMUNICATIONS I	119358	0	2024 3	INV	P		031324	Employment advertis	600.00
			ACCOUNT TOTAL						16,152.87
58071000 641308			Cellular Phones						
000250 CELLCOM APPLETON PCS	120449	0	2024 3	INV	P			Phone and data plan	1,271.50 pcard
			ACCOUNT TOTAL						1,271.50
58071000 641800			Equip Repairs & Maint						
999990 FSC CORP	120453	0	2024 3	INV	P			Counter - Coin & Cu	449.24 pcard
			ACCOUNT TOTAL						449.24
58071000 642400			Software Support						
999990 WWW.FIELDWIRE.COM	120442	0	2024 3	INV	P			WWW.FIELDWIRE.COM -	44.00 pcard
999990 ZOOM.US 888-799-9666	120445	0	2024 3	INV	P			Teleconference soft	10.00 pcard
									54.00
			ACCOUNT TOTAL						54.00
			ORG 58071000 TOTAL						38,563.29

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/3 TO 2024/3									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
58072000									VT 5307 vehicle Maintenance
58072000 630901									Shop Supplies
000035 AIRGAS USA, LLC	119376	0	2024 3	INV	P	69.90	031324		563357 Shop supplies
000035 AIRGAS USA, LLC	119377	0	2024 3	INV	P	561.49	031324		563357 Shop supplies
000035 AIRGAS USA, LLC	119821	0	2024 3	INV	P	42.92	031324		563357 Shop supplies
						<b>674.31</b>			
000615 HARTLAND LUBRICANTS	120735	0	2024 3	INV	P	1,493.39	040324		563729 Shop supplies
001003 NORTHSIDE HARDWARE,	120528	0	2024 3	INV	P	15.60	pcard		Shop supplies
001194 SAFETY-KLEEN	119378	0	2024 3	INV	P	225.12	031324		563447 Shop supplies
001610 GARROW PROPANE CORPO	119824	0	2024 3	INV	P	211.41	031324		563398 Shop supplies
001655 AUTOMOTIVE SUPPLY CO	119816	0	2024 3	INV	P	255.82	031324		563372 Shop supplies
001655 AUTOMOTIVE SUPPLY CO	119817	0	2024 3	INV	P	183.65	031324		563372 Shop supplies
001655 AUTOMOTIVE SUPPLY CO	119818	0	2024 3	INV	P	490.38	031324		563372 Shop supplies
001655 AUTOMOTIVE SUPPLY CO	119819	0	2024 3	INV	P	28.05	031324		563372 Shop supplies
						<b>957.90</b>			
						ACCOUNT TOTAL			3,577.73
58072000 632200									Gas Purchases
000763 KWIK TRIP, INC	119837	0	2024 3	INV	P	302.60	031324		563410 Feb staff fuel
						ACCOUNT TOTAL			302.60
58072000 632601									Repair Parts
000006 ABC BUS, INC.	119822	0	2024 3	INV	P	214.62	031324		563355 Parts
000006 ABC BUS, INC.	119823	0	2024 3	INV	P	864.78	031324		563355 Parts
						<b>1,079.40</b>			
000089 NEW FLYER OF AMERICA	119368	0	2024 3	INV	P	731.84	031324		563433 Parts
000089 NEW FLYER OF AMERICA	119831	0	2024 3	INV	P	6.90	031324		563433 Parts
000089 NEW FLYER OF AMERICA	119832	0	2024 3	INV	P	16,654.18	031324		563433 Parts
000089 NEW FLYER OF AMERICA	119833	0	2024 3	INV	P	946.60	031324		563433 Parts
000089 NEW FLYER OF AMERICA	120288	0	2024 3	INV	P	1,909.09	032024		563538 Parts
						<b>20,248.61</b>			
000561 GENFARE, DIVISION OF	120375	0	2024 3	INV	P	6,849.00	032724		563630 Farebox parts
000569 GILLIG LLC	119834	0	2024 3	INV	P	6,916.20	031324		563399 Parts
000913 MOHAWK MANUFACTURING	119369	0	2024 3	INV	P	598.00	031324		563429 Parts
000913 MOHAWK MANUFACTURING	119830	0	2024 3	INV	P	940.80	031324		563429 Parts



INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/3 TO 2024/3		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
							1,538.80	
001595	JX TRUCK CENTER	119825	0	2024	3 INV P		7,066.92 031324	563407 Parts
001595	JX TRUCK CENTER	119826	0	2024	3 INV P		329.90 031324	563407 Parts
001595	JX TRUCK CENTER	119827	0	2024	3 INV P		1,686.54 031324	563407 Parts
001595	JX TRUCK CENTER	119828	0	2024	3 INV P		2,013.62 031324	563407 Parts
001595	JX TRUCK CENTER	119829	0	2024	3 INV P		318.10 031324	563407 Parts
							11,415.08	
					ACCOUNT TOTAL		48,047.09	
58072000	641800				Equip Repairs & Maint			
003291	ENERGITECH SERVICES,	120289	0	2024	3 INV P		2,135.34 032024	563508 Equipment repair
					ACCOUNT TOTAL		2,135.34	
58072000	642400				Software Support			
002518	S&A SYSTEMS, INC	120370	0	2024	3 INV P		2,110.00 032724	563660 Software maintenanc
002593	TRANSTRACK	119382	0	2024	3 INV P		3,372.00 031324	563462 Maintenance & suppo
					ACCOUNT TOTAL		5,482.00	
58072000	645100				Laundry Services			
000274	CINTAS CORPORATION	121332	0	2024	3 INV P		78.56 pcard	Mats & Uniforms mul
					ACCOUNT TOTAL		78.56	
					ORG 58072000 TOTAL		59,623.32	
58073000					VT 5307 Building Maintenance			
58073000	644000				Snow Removal Services			
003022	BOB & DAVE'S	119814	0	2024	3 INV P		3,565.00 031324	563376 Snow removal servic
003022	BOB & DAVE'S	120286	0	2024	3 INV P		1,105.00 032024	563491 Snow removal
003022	BOB & DAVE'S	120287	0	2024	3 INV P		200.00 032024	563491 Snow removal
							4,870.00	
					ACCOUNT TOTAL		4,870.00	
58073000	645100				Laundry Services			
000274	CINTAS CORPORATION	121332	0	2024	3 INV P		573.12 pcard	Mats & Uniforms mul
000274	CINTAS CORPORATION	121333	0	2024	3 INV P		151.88 pcard	Safety supplies and
							725.00	
					ACCOUNT TOTAL		725.00	
58073000	659900				Other Contracts/Obligation			
002401	CLEAN POWER, LLC	119327	0	2024	3 INV P		573.22 030624	563272 March cleaning serv

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/3 TO 2024/3		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
							ACCOUNT TOTAL		573.22	
58073000	680300				Buildings					
001021	WESTWOOD INFRASTRUCT	119365	0	2024	3	INV	P	3,820.00	031324	563476 Transit Center site
							ACCOUNT TOTAL		3,820.00	
58073000	680300 1800				Buildings					
001283	STAFFORD ROSENBAUM,	120328	230132	2024	3	INV	P	496.00	032024	563558 Transit Center Mult
002560	KUENY ARCHITECTS	120374	0	2024	3	INV	P	9,269.27	032724	563639 Whitman remodel pro
003202	SMA CONSTRUCTION	120376	0	2024	3	INV	P	589,190.00	032724	563666 VT Whitman Facility
							ACCOUNT TOTAL		598,955.27	
							ORG 58073000 TOTAL		608,943.49	
58074000					VT 5307 Operations					
58074000	632101				Uniforms					
000316	COONEY'S EMBROIDERY	119383	0	2024	3	INV	P	95.00	031324	563384 Uniforms
							ACCOUNT TOTAL		95.00	
58074000	632200				Gas Purchases					
001608	GARROW OIL CORPORATI	119404	240181	2024	3	INV	P	24,383.91	030624	563285 #1 Ultra Low sulfur
001608	GARROW OIL CORPORATI	120684	240251	2024	3	INV	P	19,896.80	032724	563628 #2 Ultra Low Sulfur
									44,280.71	
							ACCOUNT TOTAL		44,280.71	
58074000	632602				Tires					
001926	GOODYEAR TIRE AND RU	119344	0	2024	3	INV	P	1,987.01	031324	563400 January 2024 Mileag
001926	GOODYEAR TIRE AND RU	120290	0	2024	3	INV	P	1,585.31	032024	563516 February mileage
									3,572.32	
001996	MATTHEWS TIRE, INC.	120447	0	2024	3	INV	P	48.00	pcard	Flat Repair
001996	MATTHEWS TIRE, INC.	120529	0	2024	3	INV	P	110.00	pcard	Tire services
									158.00	
003165	BRIDGESTONE	120344	230542	2024	3	INV	P	1,296.63	032024	563494 Tire program
							ACCOUNT TOTAL		5,026.95	
58074000	632800				Signs					
001942	APPLETON SIGN COMPAN	119381	0	2024	3	INV	P	1,223.50	031324	563362 Fox valley Tech Sig
							ACCOUNT TOTAL		1,223.50	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/3 TO 2024/3									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
58074000 640800				Contractor Fees					
002229 STAR PROTECTION AND	119366	0	2024	3	INV P	9,461.75	031324		563451 February security s
002401 CLEAN POWER, LLC	119815	0	2024	3	INV P	3,999.80	031324		563381 Level 1 bus cleanin
				ACCOUNT TOTAL		13,461.55			
58074000 643000				Health Services					
001588 THEDACARE, INC.	119361	0	2024	3	INV P	85.00	031324		563458 DOT Physicals
001588 THEDACARE, INC.	119362	0	2024	3	INV P	85.00	031324		563459 DOT Physicals
001588 THEDACARE, INC.	119363	0	2024	3	INV P	85.00	031324		563460 DOT Physicals
						255.00			
				ACCOUNT TOTAL		255.00			
				ORG 58074000 TOTAL		64,342.71			
58075000				VT 5307 ADA Paratransit					
58075000 640800				Contractor Fees					
001186 RUNNING, INC.	121541	0	2024	3	INV P	82,264.90	041024		563846 VTII ADA, Elderly &
				ACCOUNT TOTAL		82,264.90			
58075000 641307				Telephone					
001442 VERIZON WIRELESS SER	121331	0	2024	3	INV P	700.70	pcard		Data plan
				ACCOUNT TOTAL		700.70			
				ORG 58075000 TOTAL		82,965.60			
58076000				VT 5307 Ancillary Paratransit					
58076000 640800 1806				Contractor Fees					
001186 RUNNING, INC.	121541	0	2024	3	INV P	3,213.20	041024		563846 VTII ADA, Elderly &
				ACCOUNT TOTAL		3,213.20			
58076000 640800 1807				Contractor Fees					
001186 RUNNING, INC.	121541	0	2024	3	INV P	116.45	041024		563846 VTII ADA, Elderly &
				ACCOUNT TOTAL		116.45			
58076000 640800 1809				Contractor Fees OC Demand Resp					
001186 RUNNING, INC.	121544	0	2024	3	INV P	32,084.40	041024		563846 March Rural service
				ACCOUNT TOTAL		32,084.40			
58076000 640800 1813				Contractor Fees-Neenah DAR					
001186 RUNNING, INC.	121543	0	2024	3	INV P	3,073.90	041024		563846 March NWDAR service
				ACCOUNT TOTAL		3,073.90			

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/3 TO 2024/3									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION		
58076000 640800 1818				Contractor Fees-CC Rural					
001621 CALUMET COUNTY	119421	0	2024 3	CRM P				-622.32	031324
001621 CALUMET COUNTY	119422	0	2024 3	CRM P				-97.46	031324
001621 CALUMET COUNTY	121545	0	2024 3	INV P				1,483.14	041024
								<b>763.36</b>	
				ACCOUNT TOTAL				763.36	
58076000 640800 1819				Contractor Fees-Connectr Hours					
001186 RUNNING, INC.	121542	0	2024 3	INV P				21,007.25	041024
				ACCOUNT TOTAL				21,007.25	
58076000 640800 1820				Contractor Fees-Connector Area					
001186 RUNNING, INC.	121542	0	2024 3	INV P				3,065.75	041024
				ACCOUNT TOTAL				3,065.75	
				ORG 58076000 TOTAL				63,324.31	
FUND 580 Valley Transit				TOTAL:				917,762.72	

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



April 15, 2024

To: Fox Cities Transit Commission  
City of Appleton Common Council

From: Ron McDonald, General Manger

**Subject: Award Recommendation for Paratransit Service Provider (ADA & Ancillary)**

**Background:**

At the February 27, 2024 Fox Cities Transit Commission meeting, the Commission recommended that the Appleton Common Council approve a contract award to Running Inc. for the provision of Paratransit (ADA and Ancillary) Services. The recommendation was for a three-year contract with two one-year options. The Appleton Common Council approved awarding the contract to Running Inc. at the March 6<sup>th</sup> meeting. The referenced file number is 24-0203.

An error was made in the recommendation with regard to the terms of the contract. The request for proposal (RFP) listed the terms of the contract as a five-year contract with three one-year options. The proposals that were considered by the evaluation team were based on responses that projected a five-year with three one-year option contract.

This request is to amend the approved contract terms to the correct terms.

**Recommendation: Authorize Valley Transit to enter into a 5-year contract with three 1-year optional extensions with Running Inc. to provide paratransit services.**

**City of Appleton**  
**VALLEY TRANSIT INCOME STATEMENT**  
**For three months Ending March 31, 2024**

Description	Month of March Actual	Prior Year March	YTD As of March Actual	Prior YTD March	2024 Amended Budget	2024 % of Total Budget
<b>REVENUES</b>						
Bus Fare Revenue	105,064	45,663	174,462	98,311	858,843	20.31%
Paratransit Fare Revenue	33,962	41,028	105,465	101,728	655,230	16.10%
Total Fare Revenue	139,026	86,691	279,927	200,039	1,514,073	18.49%
Other Charges for Service	2,665	12,563	8,309	16,090	65,000	12.78%
Other Revenues	1,000	24	5,746	4,358	8,000	71.83%
TOTAL REVENUES	142,691	99,278	293,982	220,487	1,587,073	18.52%
<b>EXPENSES BY LINE ITEM</b>						
Regular Salaries & Labor pool alloc	207,050	332,189	744,458	660,963	3,561,580	20.90%
Overtime	46,073	34,007	148,295	87,357	80,077	185.19%
Incentive Pay	-	-	1,480	-	1,335	110.86%
Fringes	83,887	109,007	214,372	264,340	1,520,881	14.10%
Unemployment Compensation	-	-	(38,973)	-	-	-
Salaries & Fringe Benefits	337,010	475,203	1,069,632	1,012,660	5,163,873	20.71%
Training & Conferences	1,790	3,679	6,359	7,587	27,200	23.38%
Employee Recruitment	295	3,462	2,080	4,062	7,280	28.57%
Office Supplies & Parking permits	498	761	2,180	1,319	5,400	40.37%
Subscriptions	43	40	221	215	1,020	21.67%
Memberships & Licenses	40	251	9,180	8,617	18,000	51.00%
Postage & Freight	87	697	98	700	3,700	2.65%
Awards & Recognition	803	-	823	-	930	88.49%
Food & Provisions	-	-	-	632	1,240	0.00%
Insurance	-	11,439	193,295	211,723	287,036	67.34%
Insurance dividend & return of surplus	-	-	-	-	-	-
Depreciation Expense	118,656	107,647	355,969	322,940	1,423,874	25.00%
Administrative Expenses	122,212	127,976	570,205	557,795	1,775,680	32.11%
Landscape Supplies	-	-	-	-	1,500	0.00%
Shop Supplies & Tools (& misc)	3,578	(4,228)	13,188	7,341	55,450	23.78%
Printing & Reproduction	1,761	228	1,978	768	27,910	7.09%
Uniforms	95	51	267	1,047	9,280	2.88%
Gas Purchases	44,583	53,367	122,291	147,561	752,750	16.25%
Safety Supplies	89	14	423	354	500	84.60%
Vehicle & Equipment Parts	53,074	21,953	65,279	55,661	348,736	18.72%
Miscellaneous Equipment	-	219	2,884	4,433	25,100	11.49%
Signs	1,224	1,395	2,032	4,152	12,000	16.93%
Supplies & Materials	104,404	72,999	208,342	221,317	1,233,226	16.89%
Accounting/Audit	-	-	-	-	15,000	0.00%
Bank Services	167	268	588	616	6,680	8.80%
Solid Waste/Recycling	-	337	738	1,010	5,753	12.83%
Contractor Fees	185,815	184,533	548,158	477,487	3,683,656	14.88%
Advertising	16,153	11,650	27,953	22,600	50,309	55.56%
Health Services	255	1,007	1,140	3,251	9,200	12.39%
Snow Removal Services	4,870	18,696	30,605	30,094	56,008	54.64%
Laundry Services	804	729	1,919	1,624	15,340	12.51%
Other Contracts/Obligations	573	3,041	1,780	6,266	111,190	1.60%
Purchased Services	208,637	220,261	612,881	542,948	3,953,136	15.50%
Electric	-	6,843	10,014	11,913	56,732	17.65%
Gas	-	9,337	7,345	14,856	23,920	30.71%
Water	1,945	1,712	2,301	2,081	7,850	29.31%
Waste Disposal/Collection	1,084	867	1,304	1,082	4,451	29.30%

**City of Appleton**  
**VALLEY TRANSIT INCOME STATEMENT**  
**For three months Ending March 31, 2024**

Description	Month of March Actual	Prior Year March	YTD As of March Actual	Prior YTD March	2024 Amended Budget	2024 % of Total Budget
Stormwater	1,907	2,080	2,569	2,742	10,000	25.69%
Telephone	2,117	1,600	3,107	3,332	29,156	10.66%
Utilities	7,053	22,439	26,640	36,006	132,109	20.17%
Building/Grounds Repair & Maintenance	-	443	-	443		0.00%
Vehicle Repair & Maintenance	-	-	2,437	1,467	10,050	24.25%
Equipment Repair & Maintenance	2,585	47	4,738	3,291	9,650	49.10%
FMD Charges & Material	-	9,253	16,273	26,478	137,933	11.80%
Software Support	5,536	6,849	82,462	54,561	143,361	57.52%
Repairs & Maintenance	8,121	16,592	105,910	86,240	300,994	35.19%
Total Operating Expenses	<u>787,437</u>	<u>935,470</u>	<u>2,593,610</u>	<u>2,456,966</u>	<u>12,559,018</u>	20.65%
OPERATING INCOME (LOSS)	<u>(644,746)</u>	<u>(836,192)</u>	<u>(2,299,628)</u>	<u>(2,236,479)</u>	<u>(10,971,945)</u>	
<b>NON-OPERATING REVENUES</b>						
Federal Support	-	-	-	-	4,481,895	0.00%
State Support	-	-	-	-	3,259,155	0.00%
Appleton Support	-	324,680	-	974,040	749,774	0.00%
Other Local Support	277,634	51,574	1,025,836	124,450	2,056,647	49.88%
Investment Income	-	4,211	4,857	4,211	12,500	38.86%
Donations	-	4,324	8,389	12,654	66,326	12.65%
Fund Balance Applied	-	-	-	-	-	0.00%
TOTAL NON-OPERATING REVENUE	<u>277,634</u>	<u>384,789</u>	<u>1,039,082</u>	<u>1,115,355</u>	<u>10,626,297</u>	9.78%
Land	-	-	-	-	175,000	0.00%
Buildings	602,775	68,881	744,072	70,831	7,500,000	9.92%
Machinery & Equipment	-	-	-	75,940	400,000	0.00%
Furniture & Fixtures	-	-	-	-	722,454	0.00%
Vehicles	-	-	-	-	-	#DIV/0!
Capital Expenditures	<u>602,775</u>	<u>68,881</u>	<u>744,072</u>	<u>146,771</u>	<u>8,622,454</u>	8.63%
NET INCOME (LOSS)	<u>(969,887)</u>	<u>(520,284)</u>	<u>(2,004,618)</u>	<u>(1,267,895)</u>	<u>(8,968,102)</u>	

**City of Appleton**  
**VALLEY TRANSIT INCOME STATEMENT**  
**For three months Ending March 31, 2024**

Description	Month of March Actual	Prior Year March	YTD As of March Actual	Prior YTD March	2024 Amended Budget	2024 % of Total Budget
<b>PURCHASED TRANSPORTATION EXPENSE</b>						
VTII - Disabled	84,145	94,676	262,716	256,754	2,142,500	12.26%
VTII - Elderly	4,141	3,116	12,281	8,257	64,275	19.11%
PT - Optional (Sunday)	303	103	893	763	17,140	5.21%
Outagamie County Demand Response Rural	32,690	31,997	95,064	82,805	385,500	24.66%
Outagamie County Human Services Transportation	-	-	-	119	9,820	0.00%
Neenah Dial - A - Ride	3,823	5,212	10,124	13,816	192,423	5.26%
Calumet County Van Service	2,431	6,684	8,977	6,684	28,800	31.17%
Connector - Extended Service Hours	25,621	26,291	85,928	65,354	412,000	20.86%
Connector - Extended Service Area	3,322	6,592	11,613	16,969	141,625	8.20%
Downtown Trolley	-	-	-	-	40,800	0.00%
Total Purchased Transportation	156,476	174,671	487,596	451,521	3,434,883	14.20%



Total Passengers

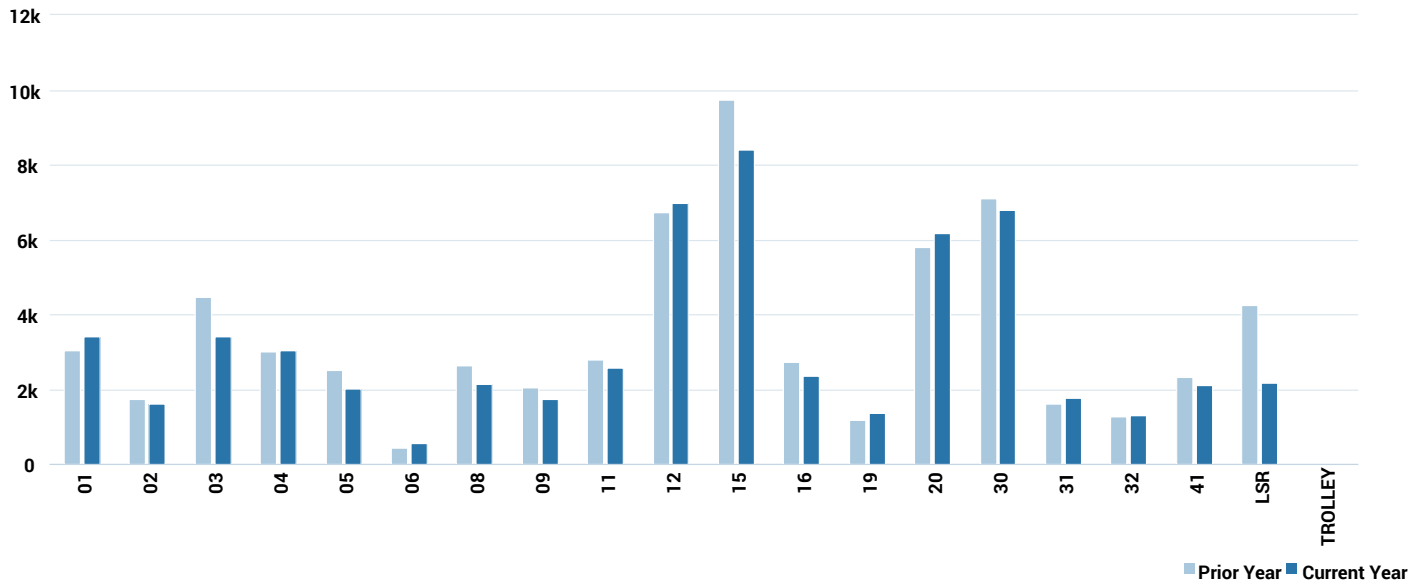
**59,880**

↘ -8% change  
65,301 prev. year

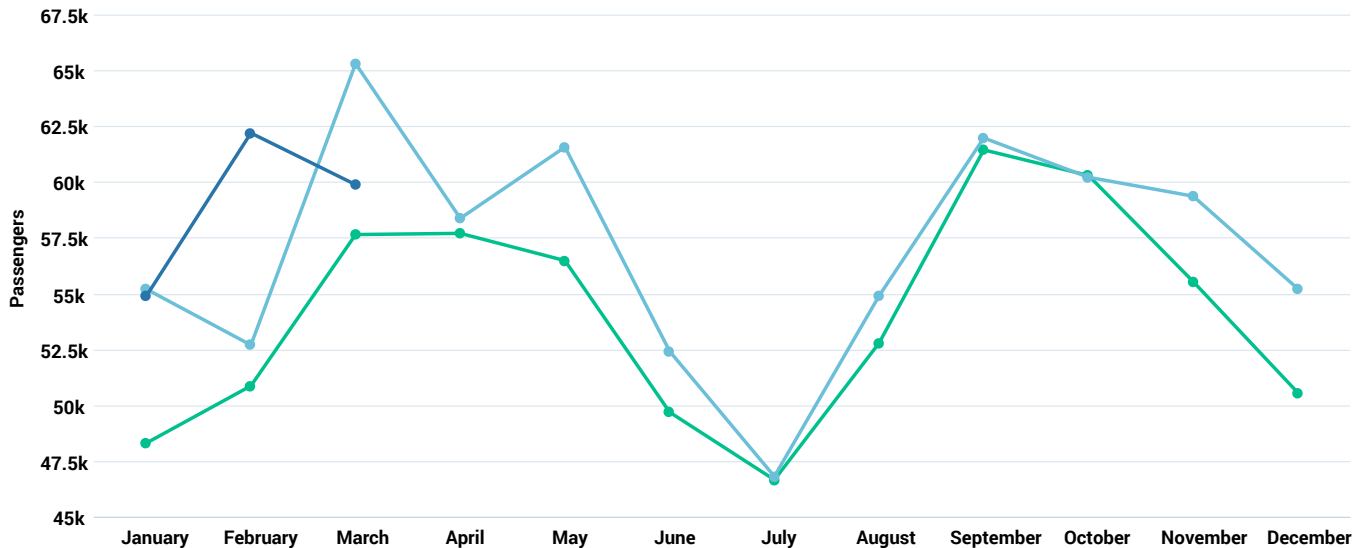
Monthly Fare Group Trend

Fare Group Desc	Prior Year	Current ▼	% Change
Passes & Tickets	28,201	27,985	-0.8%
Cash	9,843	8,927	-9.3%
Transfers	8,495	8,567	0.8%
AASD	12,825	7,760	-39.5%
FVTC	3,972	4,488	13.0%
Free	1,127	1,215	7.8%
Lawrence University	838	938	11.9%

Ridership by Route



Monthly Ridership Trend by Year



Agency FY: ● 2022 ● 2023 ● 2024

Total Passengers

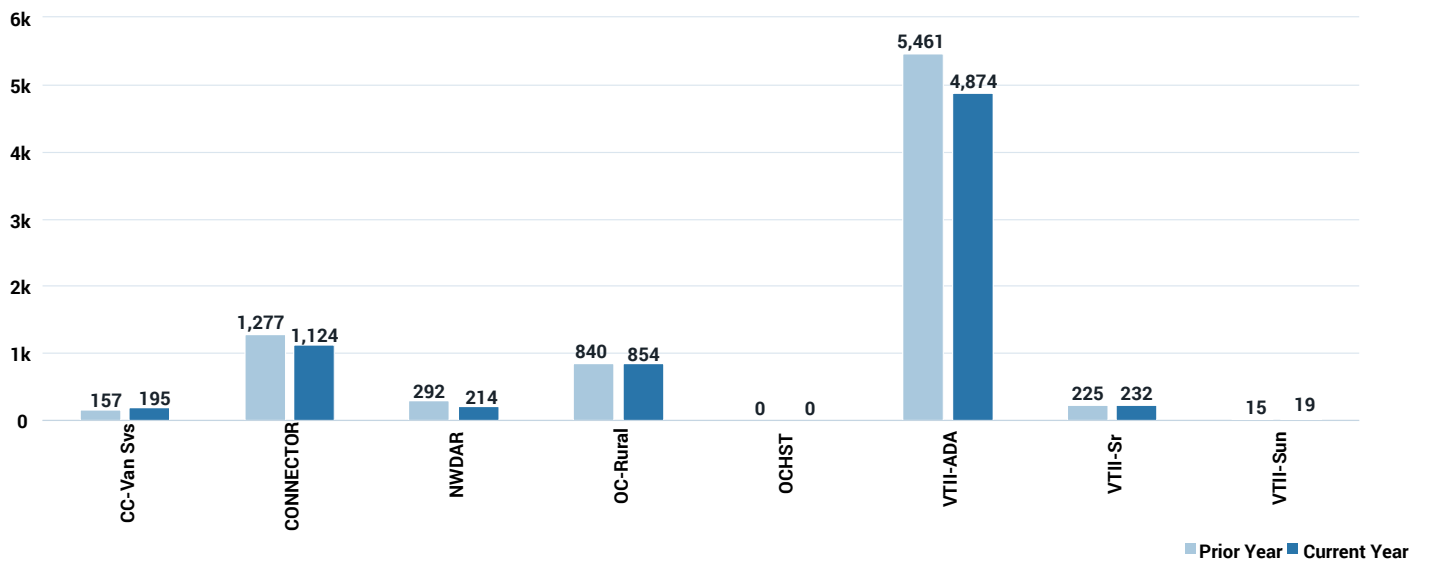
**7,512**

↘ -9% change  
8,267 prev. year

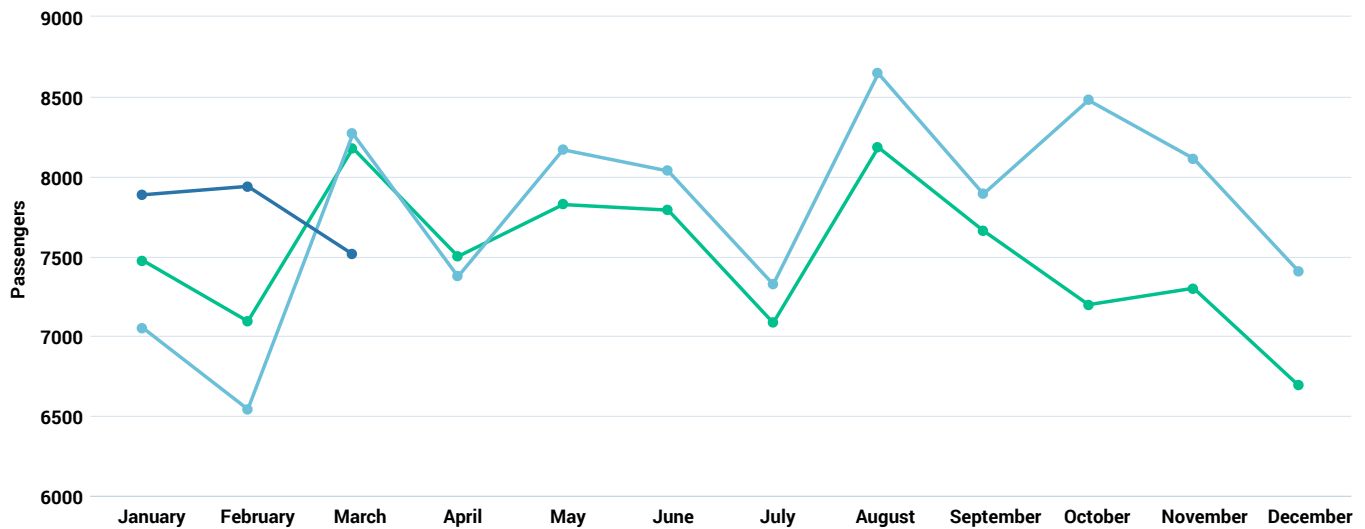
Change in Rides by Program

Reporting Route	Prior Year	Current Year ▼	% Change
VTII-ADA	5,461	4,874	-10.75%
CONNECTOR	1,277	1,124	-11.98%
OC-Rural	840	854	1.67%
VTII-Sr	225	232	3.11%
NWDAR	292	214	-26.71%
CC-Van Svs	157	195	24.20%
VTII-Sun	15	19	26.67%
OCHST	0	0	-

Monthly Ridership by Program



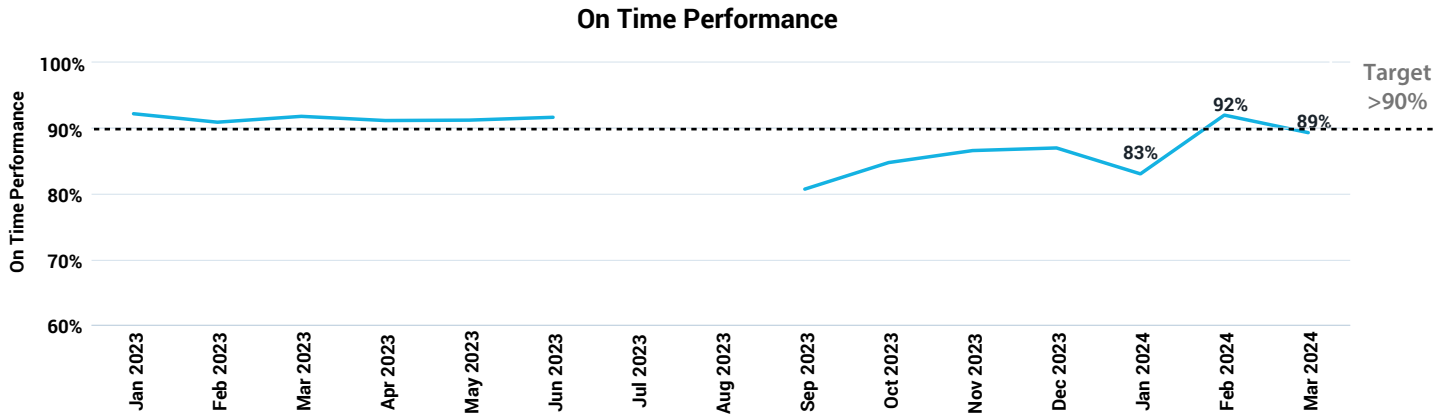
Monthly Ridership Trend by Year



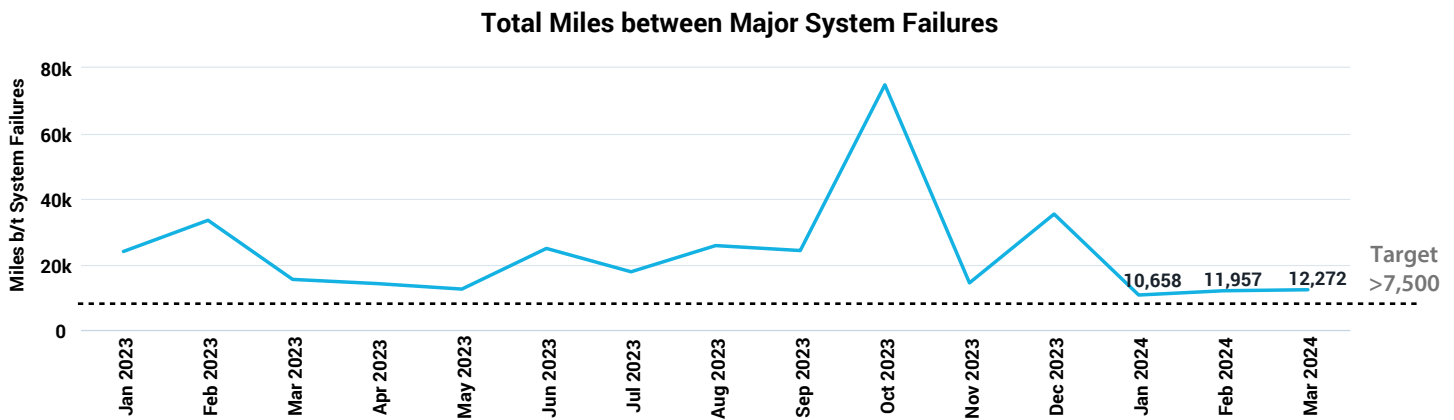
Agency FY: ● 2022 ● 2023 ● 2024

## Reliability

On time performance (OTP) 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. Road construction, weather, traffic and other operational conditions are all factors that impact system-wide OTP. Note: New onboard system implemented in Sept 2023. Formula = (on time stops/total stops)

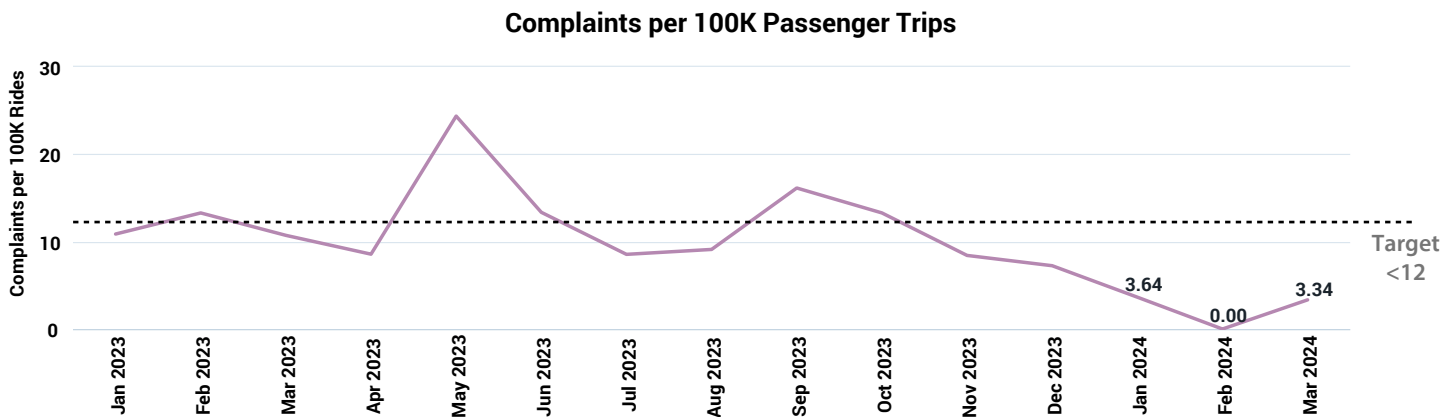


The goal is to minimize bus repair road calls through preventative maintenance and asset management. This graphs shows the average frequency of major system failures. A major system failure is a road call that requires replacement of a bus in service due to an issue that is a safety hazard or when vehicle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



## Quality

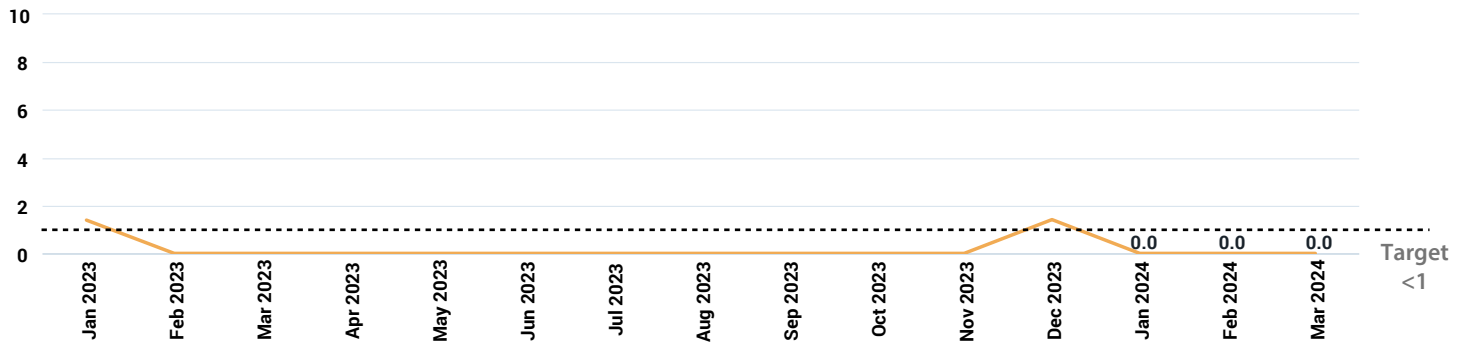
The focus is to provide quality service and respond to feedback in a timely manner. This graph shows the monthly rate of complaints per 100,000 rides. Formula = (complaints/rides)X100,000



## 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

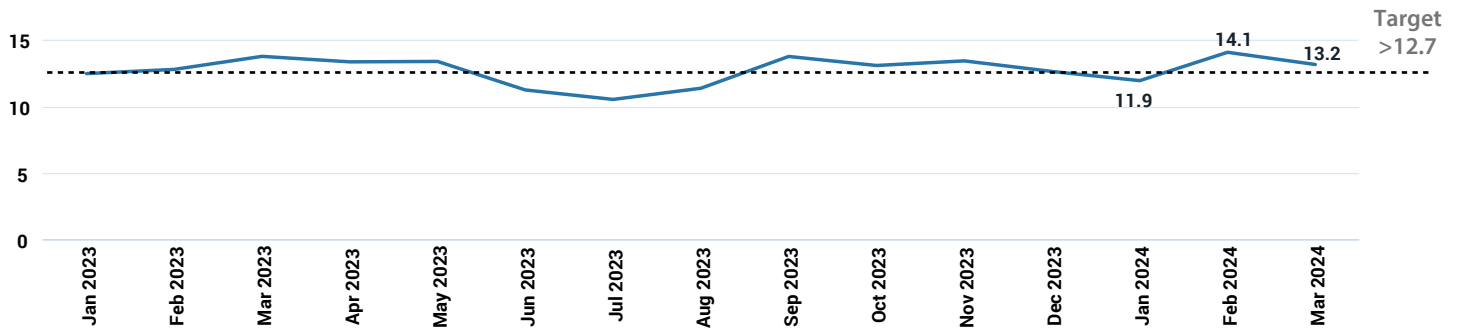
### Reportable Events per 100K Miles



## 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)

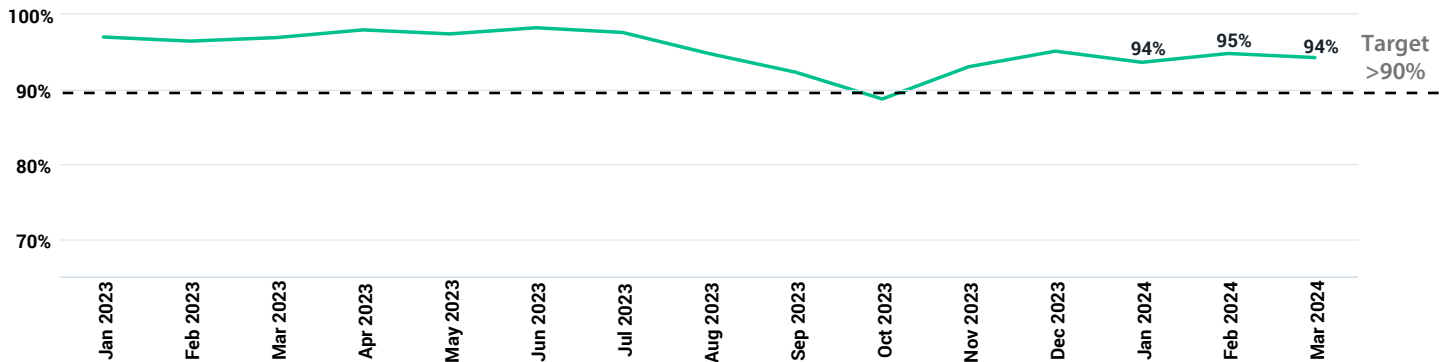
### Passengers per Revenue Hour



**Reliability**

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)

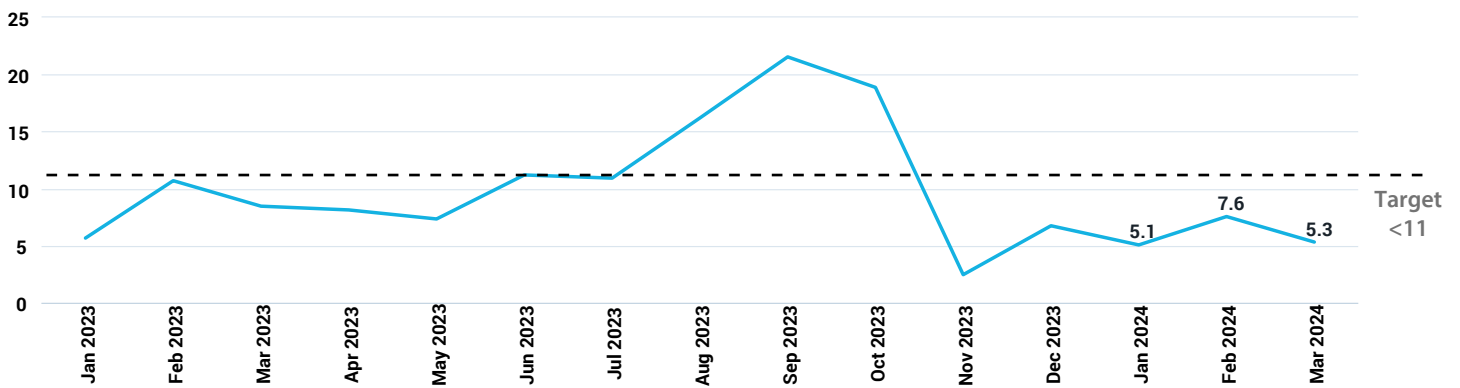
**On Time Performance**



**Quality**

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

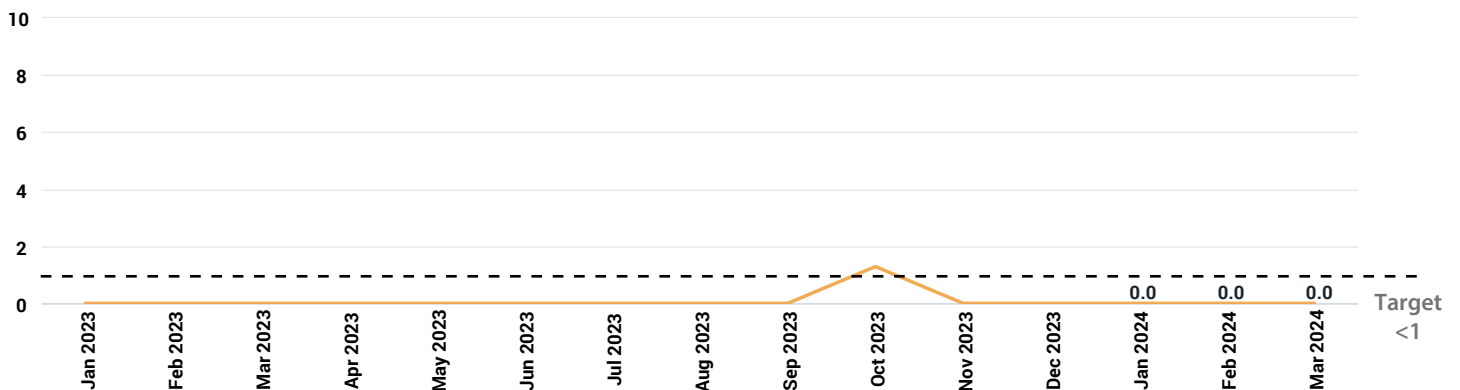
**Complaints Per 10K Rides**



**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

**Reportable Events per 100K Miles**



## Productivity

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 measuring service productivity. There is no target for this indicator. Formula = (rides/revenue hours)

