



# 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, October 22, 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

[24-1340](#) Approval of minutes from previous meeting

**Attachments:** [MeetingMinutes 24-September-2024.pdf](#)

5. **Public Hearing/Appealances**

[24-1341](#) Public Participation on Agenda Items

6. **Action Items**

[24-1342](#) Approval of Payments

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

[24-1343](#) Annual Recertification of Valley Transit Public Transportation Agency  
Safety Plan (PTASP)

**Attachments:** [Valley Transit PTASP 9.4.24.pdf](#)

7. **Information Items**

[24-1344](#) Financial Report

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

[24-1345](#) Ridership Report

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

[24-1346](#) Valley Transit 2025 Budget

**Attachments:** [2025 Valley Transit Budget.pdf](#)

[24-1347](#) 3rd Quarter KPI

**Attachments:** [Quarterly KPI - FR\\_QTR3 2024.pdf](#)

[Quarterly KPI - DR\\_QTR3 2024.pdf](#)

[24-1348](#) Request for Future Agenda Items

**8. Next Meeting Date & Time**

- **November 12, 2024, 2:50 PM**
- **November 26, 2024, 2:50 PM**
- **December 10, 2024, 2:50 PM**
- **December 24, 2024, 2:50 PM - Cancelled**

**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  
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## Meeting Minutes - Final Fox Cities Transit Commission

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Tuesday, September 24, 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:** 10 - Kasimor, Dexter, VandeHey, Chairperson Dearborn, Wurdinger, Patza, Torrance, Firkus, Brown and Holzschuh

**Excused:** 2 - Detienne and Heffernan

4. Approval of minutes from previous meeting

[24-1236](#)

Approval of minutes from previous meeting

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

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

5. Public Hearing/Appearances

[24-1237](#)

Public Participation pm Agenda Items

*No public participation on agenda items.*

6. Action Items

[24-1238](#)

Approval of Payments

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

Commissioner VandeHey moved, seconded by Commissioner Torrance, that the Payments be approved. Voice Vote. Motion Carried.

7. Information Items

[24-1239](#)

Financial Report

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

This Financial Report was presented.

[24-1240](#)

Ridership Report

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

This Ridership Report was presented.

[24-1241](#)

Staffing Update

The Staffing Update was discussed.

[24-1242](#)

Valley Transit Evening & Saturday Service Modifications Update

**Attachments:** [VT Connector - Valley Transit.pdf](#)

The Service Modifications were discussed. A handout was provided at the meeting: <https://myvalleytransit.com/vt-connector/>

[24-1243](#)

Request for Future Agenda Items

Future Agenda Items were discussed.

8. **Next Meeting Date & Time**
- **October 8, 2024, 2:50 PM - Cancelled**
  - **October 22, 2024, 2:50 PM**
  - **November 12, 2024, 2:50 PM**
  - **November 26, 2024, 2:50 PM**
  - **December 10, 2024, 2:50 PM**
  - **December 24, 2024, 2:50 PM - Cancelled**

9. **Adjournment**

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/9 TO 2024/9		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
58071000									VT 5307 Admin
58071000	620100								Training/Conferences
999990	HYATT PLACE	CHAMPAIG	130947	0	2024	9 INV P		409.37	pcard RM Champaign ILL Hot
999990	HYATT PLACE	CHAMPAIG	130948	0	2024	9 INV P		394.37	pcard DG Champaign ILL ho
999990	HYATT PLACE	CHAMPAIG	130949	0	2024	9 INV P		394.37	pcard DV Champaign ILL ho
999990	HYATT PLACE	CHAMPAIG	130950	0	2024	9 INV P		394.37	pcard SS Champaign ILL ho
999990	HYATT PLACE	CHAMPAIG	131434	0	2024	9 INV P		-273.46	pcard Credit for incorrec
999990	HYATT PLACE	CHAMPAIG	131435	0	2024	9 INV P		-273.46	pcard Credit for incorrec
999990	HYATT PLACE	CHAMPAIG	131436	0	2024	9 INV P		-273.46	pcard Credit for incorrec
999990	HYATT PLACE	CHAMPAIG	131437	0	2024	9 INV P		-273.46	pcard Credit for incorrec
999990	PROJECTACTION.COM		131473	0	2024	9 INV P		50.00	pcard Travel trainer cert
999990	DELTA AIR	BAGGAGE	132328	0	2024	9 INV P		35.00	pcard TR Training
999990	DELTA AIR	BAGGAGE	132329	0	2024	9 INV P		35.00	pcard TR Training
999990	FAIRFIELD INN & STES		132389	0	2024	9 INV P		640.70	pcard TR Training - hotel
								1,259.34	
								ACCOUNT TOTAL	1,259.34
58071000	620500								Employee Recruitment
002158	CAREERBUILDER		131683	0	2024	9 INV P		88.77	100224 566477 August 2024 Job Pos
002694	RNS COMMUNICATIONS I		130791	0	2024	9 INV P		600.00	091124 566228 Employment advertsi
								ACCOUNT TOTAL	688.77
58071000	630100								Office Supplies
001983	AMAZON		130955	0	2024	9 INV P		53.81	pcard Office supplies
001983	AMAZON		131440	0	2024	9 INV P		-53.81	pcard office supplies - r
001983	AMAZON		132304	0	2024	9 INV P		7.98	pcard Office supplies
001983	AMAZON		132321	0	2024	9 INV P		54.67	pcard Office supplies
001983	AMAZON		132348	0	2024	9 INV P		48.33	pcard office supplies
001983	AMAZON		132352	0	2024	9 INV P		34.99	pcard Office supplies
								145.97	
999990	QUILL CORPORATION		131438	0	2024	9 INV P		99.53	pcard Office supplies
999990	QUILL CORPORATION		132310	0	2024	9 INV P		125.98	pcard office supplies
999990	LOWES #02486*		132320	0	2024	9 INV P		59.94	pcard Office supplies
999990	QUILL CORPORATION		132350	0	2024	9 INV P		136.73	pcard Office supplies
999990	BTS*QUILL		132353	0	2024	9 INV P		61.99	pcard office supplies
								484.17	
								ACCOUNT TOTAL	630.14
58071000	630200								Subscriptions
001517	GANNETT WISCONSIN		130954	0	2024	9 INV P		53.99	pcard Post Crescent subs
								ACCOUNT TOTAL	53.99
58071000	630300								Memberships & Licenses

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/9 TO 2024/9									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
001198 SAM'S CLUB	131442	0	2024 9	INV	P			Membership renewal	52.75 pcard
ACCOUNT TOTAL									52.75
58071000 630400								Postage / Freight	
001583 UNITED STATES POSTAL	132313	0	2024 9	INV	P			FCTC postage	1.77 pcard
ACCOUNT TOTAL									1.77
58071000 631603								Other Misc. Supplies	
001983 AMAZON	132051	0	2024 9	INV	P			VT - recycle cans	189.96 pcard
001983 AMAZON	132052	0	2024 9	INV	P			VT - trash cans	189.96 pcard
001983 AMAZON	132053	0	2024 9	INV	P			VT - slim trash can	169.85 pcard
001983 AMAZON	132059	0	2024 9	INV	P			VT - trash cans	140.00 pcard
001983 AMAZON	132060	0	2024 9	INV	P			VT - recycle cans	109.74 pcard
001983 AMAZON	132303	0	2024 9	INV	P			Misc supplies	279.88 pcard
									<b>1,079.39</b>
ACCOUNT TOTAL									1,079.39
58071000 632001								City Copy Charges	
001164 RICOH USA, INC.	131079	0	2024 9	INV	P		091124	566226 Copier Charges	497.59
ACCOUNT TOTAL									497.59
58071000 632300								Safety Supplies	
000274 CINTAS CORPORATION	130953	0	2024 9	INV	P			Safety supplies & m	50.57 pcard
000274 CINTAS CORPORATION	132312	0	2024 9	INV	P			Mats & Safety suppl	16.38 pcard
									<b>66.95</b>
ACCOUNT TOTAL									66.95
58071000 632700								Miscellaneous Equipment	
000362 DELL MARKETING L.P.	130656	0	2024 9	INV	P		091124	566172 Dell Docks	489.98
001983 AMAZON	130951	0	2024 9	INV	P			Monitors	699.98 pcard
ACCOUNT TOTAL									1,189.96
58071000 640300								Bank Service Fees	
000814 LOOMIS ARMORED US, L	130811	0	2024 9	INV	P		091124	566207 Armored Car Service	164.02
ACCOUNT TOTAL									164.02
58071000 640800								Contractor Fees	
001771 RED SHOES PR, INC.	130785	0	2024 9	INV	P		091124	566224 August Marketing Ef	3,811.25
003012 LANGUAGE LINE	130798	0	2024 9	INV	P		091124	566200 Translation service	38.88
ACCOUNT TOTAL									3,850.13

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/9 TO 2024/9									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION		
58071000 641200			Advertising						
001771 RED SHOES PR, INC.	130786	0	2024 9 INV P		7,000.00	091124	566224 September digital a		
			ACCOUNT TOTAL		7,000.00				
58071000 641301			Electric						
001575 WE ENERGIES	572	0	2024 9 INV P		4,697.65	090424	566128 0701172433-00271 E1		
			ACCOUNT TOTAL		4,697.65				
58071000 641302			Gas						
001575 WE ENERGIES	572	0	2024 9 INV P		70.68	090424	566128 0701172433-00271 E1		
			ACCOUNT TOTAL		70.68				
58071000 641308			Cellular Phones						
000250 CELLCOM APPLETON PCS	131441	0	2024 9 INV P		1,271.50	pcard	Cell phones and dat		
000250 CELLCOM APPLETON PCS	132351	0	2024 9 INV P		1,271.50	pcard	Data plan and cell		
					2,543.00				
			ACCOUNT TOTAL		2,543.00				
58071000 642400			Software Support						
001387 TYLER TECHNOLOGIES,	131375	0	2024 9 INV P		799.31	092524	566449 Time & Attendance m		
003060 GMV SYNCROMATICS	131547	0	2024 9 INV P		8,665.00	092524	566398 Annual software mai		
999990 WWW.FIELDWIRE.COM	131247	0	2024 9 INV P		44.00	pcard	WWW.FIELDWIRE.COM -		
999990 ZOOM.US 888-799-9666	131433	0	2024 9 INV P		10.00	pcard	Monthly teleconfere		
					54.00				
			ACCOUNT TOTAL		9,518.31				
			ORG 58071000 TOTAL		33,364.44				
58072000			VT 5307 vehicle Maintenance						
58072000 630901			Shop Supplies						
000866 MENARDS	131541	0	2024 9 INV P		59.96	pcard	MENARDS APPLETON WE		
000866 MENARDS	132333	0	2024 9 INV P		24.98	pcard	Shop supplies		
					84.94				
001194 SAFETY-KLEEN	131399	0	2024 9 INV P		217.00	092524	566439 Shop supplies		
001194 SAFETY-KLEEN	131401	0	2024 9 INV P		143.72	092524	566439 Shop supplies		
					360.72				
001316 SUPERIOR CHEMICAL CO	131396	0	2024 9 INV P		493.20	092524	566446 Shop supplies		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/9 TO 2024/9										
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION		
001655 AUTOMOTIVE SUPPLY CO	131397	0	2024 9	INV	P			Supplies & parts	19.51	092524
001655 AUTOMOTIVE SUPPLY CO	131398	0	2024 9	INV	P			Shop Supplies	91.68	092524
									111.19	
999990 GEIB INDUSTRIES INC	131439	0	2024 9	INV	P		pcard	Shop supplies	7.07	
								ACCOUNT TOTAL	1,057.12	
58072000 632200								Gas Purchases		
000763 KWIK TRIP, INC	130787	0	2024 9	INV	P			Fuel for staff vehi	429.16	091124
								ACCOUNT TOTAL	429.16	
58072000 632601								Repair Parts		
000089 NEW FLYER OF AMERICA	131387	0	2024 9	INV	P			Parts	744.68	092524
000561 GENFARE, DIVISION OF	131382	0	2024 9	INV	P			Equipment parts	1,100.20	092524
001595 JX TRUCK CENTER	131384	0	2024 9	INV	P			Parts	367.97	092524
001655 AUTOMOTIVE SUPPLY CO	131397	0	2024 9	INV	P			Supplies & parts	80.60	092524
003391 KIRKS TRANSIT FLEET	130781	0	2024 9	INV	P			Parts	3,200.00	091124
								ACCOUNT TOTAL	5,493.45	
58072000 645100								Laundry Services		
000274 CINTAS CORPORATION	130952	0	2024 9	INV	P		pcard	Uniforms & Mats	87.66	
000274 CINTAS CORPORATION	132311	0	2024 9	INV	P		pcard	Mats & Uniforms	111.95	
									199.61	
								ACCOUNT TOTAL	199.61	
								ORG 58072000 TOTAL	7,179.34	
58073000								VT 5307 Building Maintenance		
58073000 640700								Solid waste/Recycling Pickup		
002545 GFL ENVIRONMENTAL	131933	0	2024 9	INV	P		pcard	GFL - ENV (TRX NCF)	259.75	
002545 GFL ENVIRONMENTAL	131934	0	2024 9	INV	P		pcard	GFL - ENV (TRX NCF)	109.20	
									368.95	
								ACCOUNT TOTAL	368.95	
58073000 645100								Laundry Services		
000274 CINTAS CORPORATION	130952	0	2024 9	INV	P		pcard	Uniforms & Mats	429.84	
000274 CINTAS CORPORATION	130953	0	2024 9	INV	P		pcard	Safety supplies & m	75.94	
000274 CINTAS CORPORATION	132311	0	2024 9	INV	P		pcard	Mats & Uniforms	431.14	
000274 CINTAS CORPORATION	132312	0	2024 9	INV	P		pcard	Mats & Safety suppl	151.88	



INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/9 TO 2024/9										
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION		
										1,088.80
									ACCOUNT TOTAL	1,088.80
58073000 659900									Other Contracts/Obligation	
002401 CLEAN POWER, LLC	130688	0	2024	9	INV P					573.22
002401 CLEAN POWER, LLC	130755	0	2024	9	INV P					573.22
										1,146.44
									ACCOUNT TOTAL	1,146.44
58073000 680300 1800									Buildings	
000620 HEARTLAND BUSINESS S	130655	0	2024	9	INV P					1,514.54
000620 HEARTLAND BUSINESS S	130802	0	2024	9	INV P					7,264.17
										8,778.71
									ACCOUNT TOTAL	8,778.71
001021 WESTWOOD PROFESSIONA	131408	0	2024	9	INV P					1,610.00
001283 STAFFORD ROSENBAUM,	131651	230132	2024	9	INV P					899.00
001309 SUBURBAN ENTERPRISES	131406	0	2024	9	INV P					729.00
002401 CLEAN POWER, LLC	131405	0	2024	9	INV P					2,450.00
003202 SMA CONSTRUCTION	131019	0	2024	9	INV P					372,883.89
003202 SMA CONSTRUCTION	132134	0	2024	9	INV P					63,690.00
										436,573.89
									ACCOUNT TOTAL	451,040.60
58073000 680402 1800									Furniture & Fixtures	
000219 BUILDING SERVICE, IN	131619	240620	2024	9	INV P					6,660.58
003159 IMPERIAL SUPPLIES HO	131642	240640	2024	9	INV P					2,299.60
003159 IMPERIAL SUPPLIES HO	131643	240640	2024	9	INV P					19,284.09
										21,583.69
									ACCOUNT TOTAL	28,244.27
									ORG 58073000 TOTAL	481,889.06
58074000									VT 5307 Operations	
58074000 632101									Uniforms	
001396 UNIFIRST CORPORATION	130782	0	2024	9	INV P					87.40
001396 UNIFIRST CORPORATION	130783	0	2024	9	INV P					73.92
001396 UNIFIRST CORPORATION	130784	0	2024	9	INV P					71.82

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/9 TO 2024/9		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
										233.14
										ACCOUNT TOTAL 233.14
58074000	632200									Gas Purchases
	001608	GARROW OIL CORPORATI	131634	240706	2024	9	INV P			18,262.59 092524 566396 #2 Ultra Low sulfur
										ACCOUNT TOTAL 18,262.59
58074000	632602									Tires
	001926	GOODYEAR TIRE AND RU	131380	0	2024	9	INV P			686.64 092524 566399 August miles
	003165	BRIDGESTONE	131618	230542	2024	9	INV P			1,550.37 092524 566380 Tire program
										ACCOUNT TOTAL 2,237.01
58074000	632603									Lubricants
	000615	HARTLAND LUBRICANTS	131385	0	2024	9	INV P			4,784.30 092524 566402 Lubricants
	000615	HARTLAND LUBRICANTS	131386	0	2024	9	INV P			1,388.88 092524 566402 Lubricants - DEF
										6,173.18
										ACCOUNT TOTAL 6,173.18
58074000	640800									Contractor Fees
	002229	STAR PROTECTION AND	130790	0	2024	9	INV P			7,749.25 091124 566238 Security services A
	002401	CLEAN POWER, LLC	130788	0	2024	9	INV P			1,771.00 091124 566165 Level 1 bus cleanin
	002401	CLEAN POWER, LLC	130789	0	2024	9	INV P			4,060.35 091124 566165 Level 1 Bus cleanin
										5,831.35
										ACCOUNT TOTAL 13,580.60
58074000	643000									Health Services
	001588	THEDACARE, INC.	131394	0	2024	9	INV P			85.00 092524 566447 DOT Physical
	001588	THEDACARE, INC.	131395	0	2024	9	INV P			315.00 092524 566448 DOT Physical
										400.00
										ACCOUNT TOTAL 400.00
										ORG 58074000 TOTAL 40,886.52
58075000										VT 5307 ADA Paratransit
58075000	640800									Contractor Fees
	001186	RUNNING, INC.	132479	0	2024	9	INV P			102,933.00 100924 566637 VT II September ser
										ACCOUNT TOTAL 102,933.00
58075000	641308									Cellular Phones

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/9 TO 2024/9	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
	001442 VERIZON WIRELESS SER	132349	0	2024 9	INV P			
						700.70	pcard	Data plan
					ACCOUNT TOTAL	700.70		
58075000 642400	002292 ECOLANE	131546	0	2024 9	INV P			
					Software Support			
					2024 9	13,760.00	092524	566386 Annual software mai
					ACCOUNT TOTAL	13,760.00		
					ORG 58075000 TOTAL	117,393.70		
58076000	58076000 640800 1806				VT 5307 Ancillary Paratransit			
	001186 RUNNING, INC.	132479	0	2024 9	INV P			
					Contractor Fees			
					2024 9	3,676.50	100924	566637 VT II September ser
					ACCOUNT TOTAL	3,676.50		
58076000 640800 1807	001186 RUNNING, INC.	132479	0	2024 9	INV P			
					Contractor Fees			
					2024 9	290.00	100924	566637 VT II September ser
					ACCOUNT TOTAL	290.00		
58076000 640800 1809	001186 RUNNING, INC.	132476	0	2024 9	INV P			
					Contractor Fees OC Demand Resp			
					2024 9	32,441.30	100924	566637 OC Rural September
					ACCOUNT TOTAL	32,441.30		
58076000 640800 1813	001186 RUNNING, INC.	132477	0	2024 9	INV P			
					Contractor Fees-Neenah DAR			
					2024 9	3,526.38	100924	566637 NWDAR September Ser
					ACCOUNT TOTAL	3,526.38		
58076000 640800 1818	001621 CALUMET COUNTY	132494	0	2024 9	INV P			
					Contractor Fees-CC Rural			
					2024 9	1,690.02	100924	566586 September van servi
					ACCOUNT TOTAL	1,690.02		
58076000 640800 1821	000774 LAMERS BUS LINES, IN	132474	0	2024 9	INV P			
	000774 LAMERS BUS LINES, IN	132475	0	2024 9	INV P			
					Contractor Fees-Trolley			
					2024 9	4,776.00	100924	566612 September trolley s
					2024 9	5,970.00	100924	566612 September trolley s
						10,746.00		
					ACCOUNT TOTAL	10,746.00		
58076000 640800 1822	001186 RUNNING, INC.	132478	0	2024 9	INV P			
					Contractor Fees			
					2024 9	66,048.00	100924	566637 Connector September
					ACCOUNT TOTAL	66,048.00		
					ORG 58076000 TOTAL	118,418.20		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/9 TO 2024/9	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
FUND 580 Valley Transit			TOTAL:		799,131.26			

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

**APPENDIX A**

**Valley Transit  
STAFF SAFETY ROLES AND RESPONSIBILITIES**

Completed by: <b>Traci Robinson</b>		Date: <b>9/3/2024</b>	
Position Title	Name of Staff Member	Position Description	Safety Responsibilities
Accountable Executive	<b>Ron McDonald</b>	<p>49 CFR § 673.5 – Accountable Executive means a single, identifiable person who has ultimate responsibility for carrying out the PTASP; responsibility for carrying out the agency's TAM Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's PTASP, in accordance with 49 U.S.C. § 5329(d), and the agency's TAM Plan in accordance with 49 U.S.C. § 5326.</p>	<ul style="list-style-type: none"> <li>• Ultimate responsibility for carrying out the PTASP</li> <li>• Responsibility for carrying out the TAM Plan</li> <li>• Control or direction over the human and capital resources needed to develop and maintain both plans</li> <li>• Ensuring the agency's SMS is effectively implemented throughout the system</li> <li>• Ensuring action is taken, as necessary, to address substandard performance in the agency's SMS</li> <li>• May delegate specific responsibilities, except ultimate accountability for the agency's safety performance, which always rests with the Accountable Executive</li> </ul>
Chief Safety Officer	<b>Traci Robinson</b>	<p>49 CFR § 673.5 – Chief Safety Officer means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer.</p> <p>A Chief Safety Officer (CSO) for a small public transportation provider (as defined in Part 673) may serve in capacities (operational or maintenance) unless the agency ceases to be a small public transportation provider or operates a rail transit system.</p>	<ul style="list-style-type: none"> <li>• Is adequately trained</li> <li>• Responsibility for safety</li> <li>• Reports directly to agency's Accountable Executive</li> <li>• Authority and responsibility for day-to-day implementation and operation of agency's SMS</li> </ul>
Safety Manager	<b>Traci Robinson</b>	<p>Ensure coordinated development and implementation of the PTASP</p>	<ul style="list-style-type: none"> <li>• Maintains a safe working environment</li> <li>• Adheres to all safety policies and procedures</li> <li>• Promotes safety awareness throughout the organization</li> <li>• Ensures safety documentation is current and accessible to all employees</li> <li>• Communicates changes in safety documents to all personnel</li> <li>• Monitors effectiveness of corrective actions</li> <li>• Provides periodic reports on safety performance</li> <li>• Renders independent advice to the CEO, senior managers, and other personnel on safety-related matters</li> <li>• Ensures that safety management has a high priority throughout the organization</li> </ul>
Transit Supervisor(s)	<b>Justin Dreger, Laura VanHooreweghe</b>	<p>Supervisors are responsible for communicating the transit agency's safety policies to all employees.</p>	<ul style="list-style-type: none"> <li>• Maintains a safe working environment</li> <li>• Adheres to all safety policies and procedures</li> </ul>

			<ul style="list-style-type: none"> <li>• Full knowledge of all standard and safety operating procedures</li> <li>• Ensures that drivers make safety a primary concern when on the job</li> <li>• Listens and acts upon any safety concerns raised</li> <li>• Immediately reports safety concerns to the CSO/SM</li> <li>• Provides leadership and direction to employees during security incidents</li> <li>• Handles minor non-threatening rule violations</li> <li>• Defuses minor arguments</li> <li>• Determines when to call for assistance</li> <li>• Responds to fare disputes and service complaints</li> <li>• Responds to security related calls with police officers when required, rendering assistance with crowd control, victim/witness information gathering, and general on-scene assistance</li> <li>• Completes necessary security related reports</li> <li>• Takes photographs of damage and injuries</li> <li>• Coordinates with all outside agencies at incident scenes</li> <li>• Maintains a safe working environment</li> <li>• Adheres to all safety policies and procedures</li> <li>• Takes charge of a hazard incident scene until the arrival of supervisory or emergency personnel</li> <li>• Collects fares in accordance with agency policy</li> <li>• Familiar with Valley Transit Employee Manual and Procedures</li> <li>• Attempts to handle minor non-threatening rule violations</li> <li>• Responds verbally to complaints</li> <li>• Attempts to defuse minor arguments</li> <li>• Determines when to call for assistance</li> <li>• Maintains control of the vehicle</li> <li>• Reports all safety incidents to Supervisor on duty</li> <li>• Completes all necessary safety related reports</li> </ul>
<p>Bus Operator(s)</p>	<p><b>Multiple</b></p>	<p>Drivers are responsible for exercising maximum care and good judgment in identifying and reporting suspicious activities, in managing security incidents, and in responding to emergencies.</p>	<ul style="list-style-type: none"> <li>• Maintains a safe working environment</li> <li>• Adheres to all safety policies and procedures</li> <li>• Responsible for repair of vehicle components, including engine and transmission rebuilds</li> <li>• Conducts all levels of inspections</li> <li>• Assists in all aspects of repair and maintenance work</li> <li>• Makes bus assignments (if needed)</li> <li>• Maintains a safe working environment and adheres to all safety policies and procedures</li> <li>• Makes road calls</li> <li>• Tire changes and repairs</li> <li>• Brake relines</li> <li>• Driver reported defects</li> <li>• Supervises bus-washing activities</li> <li>• Fuels/cleans buses</li> </ul>
<p>Maintenance</p>	<p><b>Multiple</b></p>	<p>Mechanic performs major running repairs of buses. Fully qualified and completely capable of repairing, maintaining, and rebuilding all parts of all equipment.</p>	<ul style="list-style-type: none"> <li>• Maintains a safe working environment</li> <li>• Adheres to all safety policies and procedures</li> <li>• Responsible for repair of vehicle components, including engine and transmission rebuilds</li> <li>• Conducts all levels of inspections</li> <li>• Assists in all aspects of repair and maintenance work</li> <li>• Makes bus assignments (if needed)</li> <li>• Maintains a safe working environment and adheres to all safety policies and procedures</li> <li>• Makes road calls</li> <li>• Tire changes and repairs</li> <li>• Brake relines</li> <li>• Driver reported defects</li> <li>• Supervises bus-washing activities</li> <li>• Fuels/cleans buses</li> </ul>
<p>Communication Technicians</p>	<p><b>Multiple</b></p>	<p>Dispatcher for operators, answers telephone calls from the public providing customer service, responds to radio calls from operators for repair calls, normal calls, and emergency transmissions</p>	<ul style="list-style-type: none"> <li>• Maintains a safe working environment</li> <li>• Adheres to all safety policies and procedures</li> <li>• Familiar with Valley Transit Employee Manual and Procedures</li> </ul>



<b>Education and Training:</b>	<ul style="list-style-type: none"> <li>• Are operator certifications current and up to date? <input checked="" type="checkbox"/></li> <li>• Have managers completed Safety Management Systems (SMS) training? <input type="checkbox"/></li> <li>• Are employees familiar with OSHA topics, including:               <ul style="list-style-type: none"> <li>➢ Hazard Communication? <input type="checkbox"/></li> <li>➢ Emergency Action Planning? <input type="checkbox"/></li> <li>➢ Bloodborne Pathogens? <input type="checkbox"/></li> <li>➢ Lockout/Tagout? <input type="checkbox"/></li> <li>➢ Personal Protective Equipment (PPE)? <input type="checkbox"/></li> <li>➢ Injury Prevention Planning? <input type="checkbox"/></li> </ul> </li> <li>• Have all safety sensitive employees received Drug and Alcohol Training? <input checked="" type="checkbox"/></li> <li>• Do new mechanics receive classroom training? <input type="checkbox"/></li> <li>• Do existing mechanics receive ongoing training? <input type="checkbox"/></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Safety Meetings:</b>	<ul style="list-style-type: none"> <li>• Is there an active Safety Committee at the transit agency? <input checked="" type="checkbox"/></li> <li>• Are safety meetings held on a regular basis? <input checked="" type="checkbox"/></li> <li>• Are safety meetings and sign in sheets documented, with publically posted agendas and minutes? <input checked="" type="checkbox"/></li> <li>• Do senior managers attend safety meetings? <input checked="" type="checkbox"/></li> <li>• Do vehicle operators attend safety meetings? <input checked="" type="checkbox"/></li> <li>• Do mechanics attend safety meetings? <input type="checkbox"/></li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Incident and Accident Investigation Procedures:</b>	<ul style="list-style-type: none"> <li>• Are policies in place dictating which incidents are reported and which are not? <input checked="" type="checkbox"/></li> <li>• Are incident report forms kept on board the vehicle? <input type="checkbox"/></li> <li>• Are accident reports completed for all situations? <input checked="" type="checkbox"/></li> <li>• Are incident/accident reports used as pre-accident training material? <input checked="" type="checkbox"/></li> <li>• Are incident/accident reports used as post-accident training material? <input checked="" type="checkbox"/></li> <li>• Are incident/accident reports used to identify potential hazards and analyzed in a Risk Assessment Matrix (RAM)? <input checked="" type="checkbox"/></li> <li>• Are complaint forms kept on all vehicles? <input checked="" type="checkbox"/></li> <li>• Are all operators provided with safety vests on their vehicles? <input checked="" type="checkbox"/></li> <li>• Are incident/accident photos taken? <input checked="" type="checkbox"/></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Substance Abuse:</b>	<ul style="list-style-type: none"> <li>• Is there a current and updated Drug and Alcohol Policy? <input checked="" type="checkbox"/></li> <li>• Do all staff members understand the Drug and Alcohol Policy? <input checked="" type="checkbox"/></li> <li>• Is random testing being completed? <input checked="" type="checkbox"/></li> <li>• Is reasonable suspicion testing being completed? <input checked="" type="checkbox"/></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Facility and Shop Inspections:</b>	<ul style="list-style-type: none"> <li>• Are monthly facility inspections conducted as scheduled? <input type="checkbox"/></li> <li>• Are facility inspection forms completed properly? <input type="checkbox"/></li> <li>• Are unsafe conditions or acts, regarding the facility corrected and documented? <input checked="" type="checkbox"/></li> <li>• Are fire extinguishers up to date with annual servicing requirements? <input checked="" type="checkbox"/></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





**APPENDIX C**

**Valley Transit  
FACILITY SAFETY and SECURITY ASSESSMENT**

Complete this form semi-annually to identify potential safety hazards. It is imperative that the completion of this review includes only accurate and correct information – data collected from this assessment will guide agency resource allocation and focus priority needs appropriately. Not all questions will apply.

<b>Completed by: Traci Robinson</b>	<b>Date: 9/3/2024</b>

SECTION	REVIEW QUESTIONS	YES	NO	N/A
<b>Buildings and Facility Grounds:</b>	• Are facility grounds randomly and frequently patrolled?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are daily security sweeps conducted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are smoke/fire/carbon monoxide detectors provided and working?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are distribution and number of keys known and controlled?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are all keys labeled as "DO NOT DUPLICATE"?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Are all unoccupied areas locked and secured?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lighting:</b>	• Is entire perimeter of facility properly illuminated?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is lighting mounted at approximately second story level?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are lights provided over all entrance doors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is lighting provided in staff parking areas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Entrance Doors and Windows:</b>	• Are all doors:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	> Built of commercial grade with metal framing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	> Outside hinges hidden and protected from vandalism?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	> Provided with a commercial grade, one-sided lock?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	> Provided with push "panic" bar releases?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	> In case of breakage or opening are all windows and doors connected to a central station alarm?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Electronic Surveillance:</b>	• Is the entire perimeter of facility protected by a CCTV system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is this system monitored by management and/or a security company?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is this system <b>always on</b> or activated by motion sensors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Non-Employee Access:</b>	• Is access restricted to persons without proper credentials and clearance?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<ul style="list-style-type: none"> <li>• Are supply deliverers required to show proper I.D. and sign-in a log book?</li> <li>• Are all non-employees accompanied and/or observable at all times?</li> </ul>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Surrounding Environment:</b>	<ul style="list-style-type: none"> <li>• Are there other non-City/County buildings connected to the facility that may be vulnerable to unauthorized entry to City/County property?</li> <li>• Are all utility components (power transformers, back-up generators) protected and secured from vandalism or attack?</li> <li>• Are all outdoor storage areas adequately lighted and secured?</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Material Storage:</b>	<ul style="list-style-type: none"> <li>• Are all hazardous and flammable materials properly identified?</li> <li>• Are all materials properly labeled, stored, and secured?</li> </ul>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Forms and Written Plans:</b>	<ul style="list-style-type: none"> <li>• Are emergency numbers (police, fire, ambulance, FBI) current and prominently displayed at each phone?</li> <li>• Is a Chain of Command and emergency call list prominently displayed?</li> <li>• Are employees trained and checklists provided on how to handle a physical threat or incident called in on the phone?</li> </ul>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Evacuation Plan/Procedures</b>	<ul style="list-style-type: none"> <li>• Are there evacuation plans for this facility?</li> <li>• Are staff members trained on this plan?</li> <li>• Are assembly areas and alternate assembly areas identified, validated and coordinated with the County Emergency Management Office?</li> <li>• Have the primary and alternate assembly areas, evacuation sites, and evacuation routes been verified and coordinated with all appropriate agencies?</li> <li>• Has the Emergency Evacuation Plan been reviewed, coordinated, and briefed to staff as appropriate?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Training:</b>	<ul style="list-style-type: none"> <li>• Is an orientation program in place for each new staff member?</li> <li>• Do all staff members receive safety and security training appropriate to their position and level of responsibility?</li> <li>• Are periodic safety and security training and briefings completed with staff?</li> <li>• Do all new staff members receive briefings on the City/County Evacuation Plan, the Disaster Preparedness Plan, and other security policies and procedures?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Administrative Procedures:</b>	<ul style="list-style-type: none"> <li>• Is a record of emergency data on file for each staff?</li> <li>• Have incident reporting format and procedures been established and staff briefed on them?</li> <li>• Are all incident reports treated with confidentiality and transmitted by secure means to the appropriate City/County department?</li> <li>• Are background checks conducted and verified on all prospective new hires?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Cash Handling and Transfer:</b>	<ul style="list-style-type: none"> <li>• Has a secure method for receipt, transfer and storage of cash been established and have appropriate staff members been trained on them?</li> <li>• Is cash transported by at least two individuals with cash divided between them?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	<ul style="list-style-type: none"> <li>Do all staff members understand that in the event of a robbery they should never risk their lives to protect cash or other valuables?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fire and Electrical Safety:</b>				
	<ul style="list-style-type: none"> <li>Are fire extinguishers installed in all appropriate locations?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Are smoke and heat detectors installed, at least one on each floor?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Is a first aid kit present and maintained?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Are all electrical devices, outlets, circuit breakers and cords free of damage that may pose a shock hazard?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Are all electrical circuit, gas, and telephone boxes, if accessible from the outside, locked to prevent tampering?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Do any non-employees have access from outside the building to any fire escapes, stairways, and/or the roof?</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Are all outdoor trash containers and storage bins located away from the building in the event of a fire?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



# APPENDIX D - SRM MATRIX and WORKBOOK

The tabs in this workbook relate to section 2.3 – Risk Mitigation, in Valley Transit’s ASP template. The workbook contains the following:

## **SRM-SA Terms**

Guide to terms used in SRM and SA processes.

## **Safety Risk Management (SRM) Risk Register**

Sample risk register, used to associate identified hazards (and existing mitigations) that are being tracked to their associated risk level, as determined by your agency. Includes columns for planned implementation dates for proposed mitigations, department(s) responsible for mitigation implementation, and contact person(s).

## **Safety Assurance (SA) Tracker**

Sample hazard tracker, used to track identified hazards and mitigations as determined by your agency. Includes columns for safety performance targets impacted, department(s) responsible for mitigation implementation, and the means by which a hazard/mitigation is being monitored.

## **Severity Matrix**

Sample matrix for rating severity; includes criteria for each rating.

## **Likelihood Matrix**

Sample matrix for rating likelihood/frequency; includes practical examples for each rating.

## **Risk Assessment Matrix**

Sample combined severity/likelihood matrix, used by your agency to assess each identified hazard for its risk to your transit system.

With respect to prioritization of safety risk mitigations, the template and appendices do not provide a process or criteria for determining the level of safety risk associated with each hazard - that is for each transit agency to assess and develop. The included matrices can help formalize the process.

For additional guidance in this area, consider reviewing FTA’s Sample Safety Risk Assessment Matrices for Bus Agencies:

<https://www.transit.dot.gov/regulations-and-guidance/safety/public-transportation-agency-safety-program/sample-safety-risk>

It provides a structured approach for addressing the requirements to “establish methods or processes to assess the safety risks associated with identified safety hazards” (§ 673.25(c)).

# Safety Risk Assessment Matrix

Risk Assessment Matrix				
Severity	Catastrophic	Critical	Marginal	Negligible
Likelihood	1	2	3	4
Frequent - A	HIGH - 1A	HIGH - 2A	HIGH - 3A	MEDIUM - 4A
Probable - B	HIGH - 1B	HIGH - 2B	MEDIUM - 3B	MEDIUM - 4B
Occasional - C	HIGH - 1C	MEDIUM - 2C	MEDIUM - 3C	LOW - 4C
Remote - D	MEDIUM - 1D	MEDIUM - 2D	LOW - 3D	LOW - 4D
Improbable - E	LOW - 1E	LOW - 2E	LOW - 3E	LOW - 4E

## Safety Risk Assessment Matrix

Likelihood Levels			
Description	Level	Individual item	System or Vehicle Fleet
<b>Frequent</b>	<b>A</b>	Likely to occur often in the life of an item.	Continuously experienced. Potential consequence may be experienced more than once in 40,000 vehicle revenue miles (VRM).
<b>Probable</b>	<b>B</b>	Will occur several times in the life of an item.	Will occur frequently. Potential consequence may be experienced once per 40,000 to 480,000 VRM.
<b>Occasional</b>	<b>C</b>	Likely to occur sometime in the life of an item.	Will occur several times. Potential consequence may be experienced once per 480,000 to 4,800,000 VRM.
<b>Remote</b>	<b>D</b>	Unlikely, but possible to occur in the life of an item.	Unlikely but can reasonably be expected to occur. Potential consequence may be experienced once per 4,800,000 to 14,400,000 VRM.
<b>Improbable</b>	<b>E</b>	So unlikely, it can be assumed occurrences may not be experienced in the life of an item.	Unlikely to occur, but possible. Potential consequence may be experienced less than once per 14,400,000 VRM.

# Safety Risk Assessment Matrix

## Severity Categories

Description	Severity Category	Criteria
<b>Catastrophic</b>	<b>1</b>	<p>Could result in one or more of the following:</p> <ul style="list-style-type: none"> <li>Death</li> <li>Multiple serious injuries requiring hospitalization</li> <li>Irreversible environmental impact</li> <li>Monetary loss equal to or exceeding \$1,000,000</li> </ul>
<b>Critical</b>	<b>2</b>	<p>Could result in one or more of the following:</p> <ul style="list-style-type: none"> <li>Serious injury requiring hospitalization</li> <li>Reversible significant environmental impact</li> <li>Monetary loss equal to or exceeding \$250,000 but less than \$1,000,000</li> </ul>
<b>Marginal</b>	<b>3</b>	<p>Could result in one or more of the following:</p> <ul style="list-style-type: none"> <li>Injury requiring medical treatment beyond first aid that may result in one (1) or more lost work day(s)</li> <li>Reversible moderate environmental impact</li> <li>Monetary loss equal to or exceeding \$10,000 but less than \$250,000</li> </ul>
<b>Negligible</b>	<b>4</b>	<p>Could result in one or more of the following:</p> <ul style="list-style-type: none"> <li>Injury requiring first aid</li> <li>Minimal environmental impact</li> <li>Monetary loss less than \$10,000</li> </ul>







## SAFETY RISK MANAGEMENT / SAFETY ASSURANCE - GUIDE TO TERMS

ELEMENT	DESCRIPTION	EXAMPLE
<b>Hazard</b>	Any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.	The hazard in FTA's participant guide scenario is the out of calibration wheel balancer.
<b>Type of Hazard</b>	Classification used to help organize identified hazards to support an agency's data management and hazard prioritization activities. The three (3) main types of hazards include: Organizational (shortcomings in the organizational processes), Technical (the condition of the equipment, facilities, and infrastructure), and Environmental (the natural environment).	FTA's example hazard in the scenario is a technical hazard, as it pertains to an agency's equipment, rolling stock, infrastructure, and facilities.
<b>Identification date</b>	The date the hazard was identified through agency means. This information can be used for evaluating the effectiveness of safety risk management activities by providing a starting point to see how long the agency takes to analyze and mitigate the hazard.	
<b>Identification source</b>	How the hazard was identified. This information can provide insight into the effectiveness of the safety data sources available to the agency and can help identify items for improvement.	In FTA's scenario, the hazard was identified by a safety specialist upon reviewing the Safety Event Investigation Report.
<b>Date of analysis</b>	The date the hazard was analyzed. This information can be used for evaluating the efficiency of the analysis process and determine if certain hazards are more challenging to analyze than others.	
<b>Worst credible potential consequence(s)</b>	The effect of a hazard involving injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.	The worst credible potential consequence for the hazard in FTA's scenario is a collision resulting in death, permanent injury, or destruction of property, with damage (losses over \$1,000,000).
<b>Existing mitigations (hard or soft)</b>	The controls already existing within the agency to mitigate the potential consequence(s) of the hazard.	<b>Pre-Trip Inspection:</b> Bus operators are required to check tires for excessive wear as part of their pre-trip inspection. <b>Routine Bus Maintenance and Inspections:</b> Tires are inspected and replaced as part of the agency's regular maintenance and inspection program. <b>Wheel Balancer Calibration:</b> SOP governs the calibration of the wheel balancer.
<b>Severity of consequences</b>	Quantified effect of the potential consequence(s) of the hazard in the delivery of transit services and/or supporting activities, taking into account existing mitigations.	In FTA's scenario, the severity was identified by looking at historical data from the agency.
<b>Likelihood of consequences</b>	Quantified probability that the potential consequence(s) of the hazard materialize, taking into account existing mitigations. Calendar days, weeks, months, years, or decades are often used as time periods to support assessments of likelihood in safety risk assessment.	
<b>Safety risk index</b>	Tolerability of the potential consequence(s) of the hazard, taking into account existing mitigations. It is the primary parameter for deciding priorities in the allocation of resources.	Combining the likelihood and severity of the potential consequence results in a risk rating.
<b>Further Mitigation action</b>	Additional controls that the agency needs to incorporate to mitigate the potential consequence(s) of the hazard if the safety risk exceeds tolerability criteria.	
<b>Revised safety risk index</b>	Safety risk index that meets the tolerability criteria, following incorporation of additional controls to mitigate the potential consequence(s) of the hazard.	
<b>Revised safety risk index date</b>	The date the revised safety index was determined. This information can be used to evaluate the efficiency of the analysis process and determine if certain hazards are more challenging to analyze than others.	
<b>Department responsible for mitigation</b>	Agency department (or other subdivision) tasked with the implementation of the additional controls to mitigate the potential consequence(s) of the hazard.	
<b>Estimated implementation date</b>	The date the mitigation(s) are expected to be implemented. This information is used to track the completion of mitigations and identify any potential resources or other concerns.	
<b>Contact person</b>	Primary point of contact within the department responsible for mitigation with other departments involved in safety risk management.	
<b>Consequence</b>	Effect of the hazard in the delivery of transit services and/or supporting activities, carried over from safety risk management section.	
<b>Safety performance indicator (SPI)</b>	Parameter selected to monitor and measure the effectiveness of the additional controls incorporated to mitigate the potential consequence(s) of the hazard.	

<b>Safety performance indicator (SPI) value</b>	Quantification of the parameter selected to monitor and measure the effectiveness of the additional controls incorporated to mitigate the potential consequence(s) of the hazard.	
<b>Safety performance target</b>	Projected improvement over the SPI value resulting from the additional controls incorporated to mitigate the potential consequence(s) of the hazard.	
<b>Timeframe</b>	Information for evaluating the effectiveness of safety performance monitoring and measurement activities.	
<b>Monitoring means</b>	Resources and activities to monitor and measure the effectiveness of the additional controls incorporated to mitigate the potential consequence(s) of the hazard.	
<b>Department responsible for monitoring mitigation effectiveness</b>	Agency function primarily tasked with monitoring and measuring the effectiveness of the additional controls incorporated to mitigate the potential consequence(s) of the hazard.	





**APPENDIX F**

**Valley Transit  
PRIORITIZED SAFETY RISK LOG**

This form is used to organize identified safety risks facing Valley Transit. The log should be updated frequently to demonstrate continual progress towards risk reduction through mitigation strategies. A timeline is used to highlight projected completion dates.

Completed by: Traci Robinson		Last Updated: 9/3/24				
Priority	Risk Description	Planned Mitigation Strategies	Outcomes of Planned Mitigation Strategies	Responsible Staff	Timeline	Status
1	Non-compliance with agency maintenance protocol	<ul style="list-style-type: none"> <li>• Introduce compliance monitoring</li> <li>• Effective supervision including work compliance assessment</li> <li>• Competency assessments</li> <li>• Maintenance policy to reinforce need for compliance</li> </ul>	•	<ul style="list-style-type: none"> <li>• Safety Assurance</li> <li>• Line Manger</li> <li>• Maintenance Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Begin January 2020</li> <li>• Complete August 2020</li> </ul>	Open
2		•	•	•	•	
3		•	•	•	•	
4		•	•	•	•	
5		•	•	•	•	
6		•	•	•	•	
7		•	•	•	•	
8		•	•	•	•	
9		•	•	•	•	
10		•	•	•	•	



**APPENDIX G**

**Valley Transit  
SAFETY PERFORMANCE MATRIX**

This form allows Valley Transit to organize, monitor, and evaluate identified safety goals and objectives/outcomes.

**Examples in this table should be adjusted depending on agency size and scale of operations. Not all examples will apply. Similarly, metrics should be adjusted depending on preference and/or scale of operations.**

<b>Completed by: Traci Robinson</b>		<b>Last Updated: 9/3/2024</b>	
<b>GOAL 1: SMS TO REDUCE CASUALTIES/OCCURRENCES</b>			
<b>Valley Transit will utilize a safety management systems framework to identify safety hazards, mitigate risk and reduce casualties and occurrences resulting from transit operations.</b>			
<b>OBJECTIVE/OUTCOME</b>	<b>METRICS</b>	<b>BASELINES</b>	<b>TARGETS</b>
Reduce the number of reportable fatalities	Total number of reportable fatalities	Identify	Establish reasonable measure using past and present performance data and trends
	Rate of reportable fatalities per total vehicle revenue miles	Identify	Establish reasonable measure using past and present performance data and trends
Reduce the number of reportable injuries	Total number of reportable injuries	Identify	Establish reasonable measure using past and present performance data and trends
	Rate of reportable injuries per total vehicle revenue miles		Establish reasonable measure using past and present performance data and trends
Reduce the number of reportable safety events	Total number of reportable safety events	Identify	Establish reasonable measure using past and present performance data and trends
	Rate of reportable safety events per total vehicle revenue miles		Establish reasonable measure using past and present performance data and trends
Reduce mean distance between major mechanical failures	Average distance between major mechanical failures	Identify	Establish reasonable measure using past and present performance data and trends
	Increase assessment and analysis of existing personnel, equipment and procedures to identify and mitigate any potential safety hazards	Identify	Establish reasonable measure using past and present performance data and trends
Develop a corrective action plan and mitigation strategies to address identified hazards	Percent of corrective action strategies completed per specified period of time	Identify	Establish reasonable measure using past and present performance data and trends
<b>GOAL 2: CULTURE</b>			
<b>Valley Transit will foster agency-wide support for transit safety by establishing a culture where management is held accountable for safety and everyone in the organization takes an active role in securing transit safety.</b>			
<b>OBJECTIVE/OUTCOME</b>	<b>METRICS</b>	<b>BASELINES</b>	<b>TARGETS</b>
Establish a dedicated staff person as the Transit Agency Safety Officer to manage the agency's transit safety program	Number of years of transit safety experience	Identify	Establish reasonable measure using past and present performance data and trends
	Establish regular transit safety meetings comprised of staff at varying levels, including	Identify	Establish reasonable measure using past and present performance data and trends

executives, officers, managers, operators and maintenance personnel				
Develop and promote a Non-Punitive Reporting Policy	Percent of staff receiving Non-Punitive Reporting Policy	Identify	Establish reasonable measure using past and present performance data and trends	
Increase the reporting of near miss occurrences and incidents that would otherwise go unreported	Number of near miss occurrences/incidents reported per specified passenger-miles traveled or per specified period of time	Identify	Establish reasonable measure using past and present performance data and trends	
Increase employee safety training opportunities and attendance	Number of employee safety training hours completed per specified period of time	Identify	Establish reasonable measure using past and present performance data and trends	
Increase safety material distributed amongst employees and the general public	Number of manuals, brochures, posters or campaigns distributed per specified period of time	Identify	Establish reasonable measure using past and present performance data and trends	
<b>GOAL 3: SYSTEMS/EQUIPMENT:</b>				
<b>Valley Transit</b> will provide a safe and efficient transit operation by ensuring that all vehicles, equipment and facilities are regularly inspected, maintained and serviced as needed.				
<b>OBJECTIVE/OUTCOME</b>	<b>METRICS</b>	<b>BASELINES</b>	<b>TARGETS</b>	
Reduce the number of vehicle/equipment/facility maintenance issues reported	Number of vehicle/equipment/facility maintenance issues reported per specified period of time	Identify	Establish reasonable measure using past and present performance data and trends	
Increase scheduled preventative maintenance	Number of preventative maintenance inspections completed per specified period of time or specified vehicle mileage	Identify	Establish reasonable measure using past and present performance data and trends	



## APPENDIX H

# Valley Transit SAFETY PERFORMANCE OUTLINE

This form allows Valley Transit to organize, monitor, and evaluate identified safety goals and objectives/outcomes.

**Examples in this outline should be adjusted depending on the Transit Agency size and scale of operations. Not all examples will apply. Similarly, metrics should be adjusted depending on preference and/or scale of operations.**

Completed by: Traci Robinson

Last Updated: 9/3/2024

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### GOAL 1: SMS TO REDUCE CASUALTIES/OCCURRENCES

Valley Transit will utilize a safety management systems framework to identify safety hazards, mitigate risk and reduce casualties and occurrences resulting from transit operations.

1. Objective/Outcome:

Reduce the number of transit related fatalities

- a. *Metric: Number of fatalities per specified passenger miles traveled*
- b. *Baseline: Identify a baseline*
- c. *Target: Establish a reasonable measure using past and present performance data and trends*

2. Objective/Outcome:

Reduce the number of transit related injuries

- a. *Metric: Number of injuries per specified passenger miles traveled*
- b. *Baseline: Identify a baseline*
- c. *Target: Establish a reasonable measure using past and present performance data and trends*

3. Objective/Outcome:

Increase assessment and analysis of existing personnel, equipment and procedures to identify and mitigate any potential safety hazards

- a. *Metric: Number of safety audits, inspections, or assessments completed per specified period of time*
- b. *Baseline: Identify a baseline*
- c. *Target: Establish a reasonable measure using past and present performance data and needs*

4. Objective/Outcome

Develop a corrective action plan and mitigation strategies to address identified hazards

- a. *Metric: Percent of corrective action strategies complete per specified period of time*
- b. *Baseline: Identify a baseline*
- c. *Target: Establish a reasonable measure using past and present performance data and needs*

### GOAL 2: CULTURE

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

1. Objective/Outcome:  
Establish a dedicated staff person as the Transit Agency Safety Officer to manage the agency's transit safety program
  - a. *Metric: Number of years of transit safety experience*
  - b. *Baseline: Identify a baseline*
  - c. *Target: Establish reasonable measure using past and present performance data and trends*
  
2. Objective/Outcome:  
Establish regular transit safety meetings comprised of staff at varying levels, including executives, officers, managers, operators and maintenance personnel
  - a. *Metric: Number of meetings per specified period of time or number of meetings per incidents/occurrences*
  - b. *Baseline: Identify a baseline*
  - c. *Target: Establish reasonable measure using past and present performance data and trends*
  
3. Objective/Outcome:  
Develop and promote a Non-Punitive Reporting Policy
  - a. *Metric: Percent of staff receiving Non-Punitive Reporting Policy*
  - b. *Baseline: Identify a baseline*
  - c. *Target: Establish reasonable measure using past and present performance data and trends*
  
4. Objective/Outcome:  
Increase the reporting of near miss occurrences and incidents that would otherwise go unreported
  - a. *Metric: Number of near miss occurrences/incidents reported per specified passenger-miles traveled or per specified period of time*
  - b. *Baseline: Identify a baseline*
  - c. *Target: Establish a reasonable measure using past and present performance data and trends*
  
5. Objective/Outcome:  
Increase employee safety training opportunities and attendance
  - a. *Metric: Number of employee safety training hours completed per specified period of time*
  - b. *Baseline: Identify a baseline*
  - c. *Target: Establish a reasonable measure using past and present performance data and trends*
  
6. Objective/Outcome:  
Increase safety material distributed amongst employees and the general public
  - a. *Metric: Number of manuals, newsletters, brochures, posters or campaigns distributed per specified period of time*
  - b. *Baseline: Identify a baseline*
  - c. *Target: Establish a reasonable measure using past and present performance data and trends*

### **GOAL 3: SYSTEMS/EQUIPMENT:**

**Valley Transit will provide a safe and efficient transit operation by ensuring that all vehicles, equipment and facilities are regularly inspected, maintained and serviced as needed.**

1. Objective/Outcome:  
Reduce the number of vehicle/equipment/facility maintenance issues reported



- a. *Metric: number of vehicle/equipment/facility maintenance issues reported per specified period of time*
- b. *Baseline: Identify a baseline*
- c. *Target: Establish a reasonable measure using past and present performance data and trends*

2. Objective/Outcome:

Increase scheduled preventative maintenance

- a. *Metric: Number of preventative maintenance inspections completed per specified period of time or specified vehicle mileage*
- b. *Baseline: Identify a baseline*
- c. *Target: Establish a reasonable measure using past and present performance data and trends*

# VALLEY TRANSIT

PTASP Targets 2025

Annual Safety Performance Targets based on the safety performance measures established under the National Public Transportation Safety Plan.							
Mode of Service	Fatalities (Total)	Fatalities (per 100k VRM)	Injuries (Total)	Injuries (per 100k VRM)	Safety Events (Total)	Safety Events (per 100k VRM)	System Reliability (VRM / failures)
Fixed Route	0	0	5	0.2	7	0.28	9,240
ADA / Paratransit	0	0	1	0.1	1	0.1	68,456

Safety Risk Assessment Matrix		
Severity Categories		
Description	Severity Category	Criteria
Catastrophic	1	Could result in one or more of the following: Death Multiple serious injuries requiring hospitalization Irreversible environmental impact Monetary loss equal to or >\$1 Million
Critical	2	Could result in one or more of the following: Serious injury requiring hospitalization Reversible significant environmental impact Monetary loss equal to or >\$250,000 but <\$1 Million
Marginal	3	Could result in one or more of the following: Injury requiring medical treatment beyond first aid that may result in one (1) or more lost workday(s) Reversible moderate environmental impact Monetary loss equal to or >\$10,000 but <\$250,000
Negligible	4	Could result in one or more of the following: Injury requiring first aid Minimal environmental impact Monetary loss <\$10,000

Safety Risk Assessment Matrix			
Likelihood Levels			
Description	Level	Individual Item	System or Vehicle Fleet
Frequent	A	Likely to occur often in the life of an item	Continuously experienced. Potential consequence may be experienced more than once in 40,000
Probable	B		
Occasional	C		
Remote	D		
Improbable	E		



Safety Issue

OK

Needs Attention

NA

Personal Protective Equipment

1. Hazard Assessment Done	_____	_____	_____
2. Necessary Equipment Used	_____	_____	_____
-Gloves	_____	_____	_____
-Eyewear	_____	_____	_____
-Footwear	_____	_____	_____
-Respiratory Protection	_____	_____	_____
-Hearing Protection	_____	_____	_____
-Work Clothing	_____	_____	_____

Power Hand Tools

1. Electrical Ground/Insulation	_____	_____	_____
2. Guards in Place	_____	_____	_____
3. "Deadman" Switches Functional	_____	_____	_____
4. Fittings/Connections Sound	_____	_____	_____
5. Ground Assurance Program	_____	_____	_____
6. Proper Storage and Use	_____	_____	_____
7. Interlocks Functional	_____	_____	_____

Machinery

1. Transmission Guarding	_____	_____	_____
2. Tool Rest/Tongue Guards	_____	_____	_____
3. Electrical in Conduit and Insulation/Grounding Sound	_____	_____	_____
4. Point Of Operation Guards	_____	_____	_____
5. Proper Emergency Stops	_____	_____	_____
6. Hot Surfaces Guarding	_____	_____	_____
7. Hydraulic Hoses/Connections	_____	_____	_____
8. Lock-out Capable At Machine/Labeled	_____	_____	_____
9. Splash/Chip Guards	_____	_____	_____
10. Bit/Die/Tooling Condition	_____	_____	_____
11. Adequate Employee Training	_____	_____	_____
12. Safety Interlocks/Limit Switches	_____	_____	_____
13. Magnetic Start Switches	_____	_____	_____
14. Secure Mounting/Foundation	_____	_____	_____
15. Safeguarding Systems (e.g., two hand controls)	_____	_____	_____
11. Brakes/Clutches	_____	_____	_____
12. Preventive Maintenance	_____	_____	_____

Electrical

1. Wiring Condition	_____	_____	_____
2. Insulation/Grounding Sound	_____	_____	_____
3. Ground Assurance Followed	_____	_____	_____
4. Electrical in Conduit/Covers in Place	_____	_____	_____
5. Panels/ Breakers Labeled	_____	_____	_____
6. Panel Clearance	_____	_____	_____
7. Lock-out Capability	_____	_____	_____
8. No Overuse of Circuits	_____	_____	_____

**Chemical Handling**

1. MSDS's Available	_____	_____	_____
2. Labels on Piping, Primary and Secondary Containers	_____	_____	_____
3. Proper Protective Equipment Use	_____	_____	_____
4. Users Trained	_____	_____	_____
5. Proper Ventilation	_____	_____	_____
6. Proper Storage and Housekeeping	_____	_____	_____
7. Labels on Cabinets	_____	_____	_____
8. Flammables	_____	_____	_____
-Grounding/Bonding	_____	_____	_____
-No Smoking Signs	_____	_____	_____
-Proper Storage (e.g., Cabinets)	_____	_____	_____
-Safety Cans For Waste Materials	_____	_____	_____

**Life Safety**

1. Emergency Lighting/Back-up Power	_____	_____	_____
2. Exits Identified/Lighted Signs	_____	_____	_____
3. Emergency Evacuation Maps and Training	_____	_____	_____
4. Means of Egress Clear/Adequate Numbers	_____	_____	_____
5. Alarms Functional	_____	_____	_____
6. First Aid/CPR Trained People Available	_____	_____	_____
7. Emergency Action Plan in Place	_____	_____	_____

**Ladders/Fall Protection**

1. Ladders	_____	_____	_____
-Design/Condition	_____	_____	_____
-Use/Training	_____	_____	_____
2. Guardrails/ Midrails/ Toeboards on Work Platforms	_____	_____	_____
3. Fall Arrest/Restraint in Use Over 6'	_____	_____	_____
4. "Man-lift"	_____	_____	_____
-Waist Belts in Use	_____	_____	_____
-Use/Training	_____	_____	_____

**Ergonomics**

1. Proper Workstation Design	_____	_____	_____
2. Excessive Weights/Lifting	_____	_____	_____
3. Excessive Reaches	_____	_____	_____
4. Excessive Repetition	_____	_____	_____
5. Excessive Twisting	_____	_____	_____
6. Material Handling Equipment Used (Scissor Lifts, Conveyors, Adjustable Height Work Surfaces)	_____	_____	_____



**City of Appleton**  
**VALLEY TRANSIT INCOME STATEMENT**  
**For Nine Months Ending September 30, 2024**

Description	Month of September Actual	Prior Year September	YTD As of September Actual	Prior YTD September	2024 Amended Budget	2024 % of Total Budget
<b>REVENUES</b>						
Bus Fare Revenue	89,314	82,433	475,708	503,836	858,843	55.39%
Paratransit Fare Revenue	29,026	39,893	293,727	318,311	655,230	44.83%
Total Fare Revenue	118,340	122,326	769,435	822,147	1,514,073	50.82%
Other Charges for Service	2,065	6,053	36,158	60,184	65,000	55.63%
Other Revenues	2,418	1,915	41,419	12,266	8,000	517.74%
TOTAL REVENUES	122,823	130,294	847,012	894,597	1,587,073	53.37%
<b>EXPENSES BY LINE ITEM</b>						
Regular Salaries & Labor pool alloc	200,803	231,200	2,077,242	2,097,626	3,561,580	58.32%
Overtime	25,175	34,086	446,856	262,891	80,077	558.03%
Incentive Pay	-	-	1,480	-	1,335	110.86%
Other Compensation	-	40	1,832	1,954	-	0.00%
Fringes	82,489	95,608	778,987	828,327	1,520,881	51.22%
Unemployment Compensation	-	-	(38,887)	-	-	0.00%
Salaries & Fringe Benefits	308,467	360,934	3,267,510	3,190,798	5,163,873	63.28%
Training & Conferences	1,315	150	21,325	14,801	27,200	78.40%
Employee Recruitment	689	755	4,198	7,798	7,280	57.66%
Office Supplies & Parking permits	910	660	5,895	5,795	5,400	109.17%
Subscriptions	54	43	760	1,104	1,020	74.51%
Memberships & Licenses	53	-	22,049	13,244	18,000	122.49%
Postage & Freight	864	666	2,536	2,975	3,700	68.54%
Awards & Recognition	-	-	943	191	930	101.40%
Food & Provisions	-	-	272	833	1,240	21.94%
Insurance	11,468	11,439	296,507	281,640	287,036	97.58%
Insurance dividend & return of surplus	-	-	(16,426)	(27,981)	-	-
Depreciation Expense	118,656	107,647	1,067,906	968,819	1,423,874	75.00%
Administrative Expenses	134,009	121,360	1,405,965	1,269,219	1,775,680	79.18%
Landscape Supplies	-	-	470	853	1,500	31.33%
Shop Supplies & Tools (& misc)	2,136	1,718	34,516	26,224	55,450	62.25%
Printing & Reproduction	498	682	9,965	18,527	27,910	35.70%
Uniforms	233	-	4,370	2,783	9,280	47.09%
Gas Purchases	18,692	26,140	294,664	360,920	752,750	39.15%
Safety Supplies	67	-	1,222	657	500	244.40%
Vehicle & Equipment Parts	13,903	25,198	200,476	258,695	348,736	57.49%
Miscellaneous Equipment	1,190	2,049	23,624	10,056	25,100	94.12%
Signs	-	-	3,272	5,310	12,000	27.27%
Supplies & Materials	36,719	55,787	572,579	684,025	1,233,226	46.43%
Accounting/Audit	-	-	14,863	-	15,000	99.09%
Bank Services	164	169	2,015	2,922	6,680	30.16%
Solid waste/Recycling	369	337	3,321	2,692	5,753	57.73%
Contractor Fees	238,782	205,622	1,830,552	1,631,277	3,683,656	49.69%
Advertising	7,000	5,000	71,983	56,708	50,309	143.08%
Health Services	400	635	9,806	8,663	9,200	106.59%
Snow Removal Services & Materials	-	8,273	39,179	50,543	56,008	69.95%
Laundry Services	1,288	-	7,843	6,307	15,340	51.13%
Other Contracts/Obligations	1,146	593	17,939	25,453	111,190	16.13%
Purchased Services	249,149	220,629	1,997,501	1,784,565	3,953,136	50.53%
Electric	4,698	4,041	37,040	33,957	56,732	65.29%
Gas	71	89	12,273	17,132	23,920	51.31%
Water	-	1,495	4,966	6,176	7,850	63.26%

**City of Appleton**  
**VALLEY TRANSIT INCOME STATEMENT**  
**For Nine Months Ending September 30, 2024**

Description	Month of September Actual	Prior Year September	YTD As of September Actual	Prior YTD September	2024 Amended Budget	2024 % of Total Budget
Waste Disposal/Collection	-	765	2,914	3,308	4,451	65.47%
Stormwater	-	1,972	5,898	7,908	10,000	58.98%
Telephone	3,244	1,418	16,914	15,040	29,156	58.01%
Utilities	8,013	9,780	80,005	83,521	132,109	60.56%
Building/Grounds Repair & Maintenance	-	-	963	2,464	-	0.00%
Vehicle Repair & Maintenance	-	9,182	15,874	20,518	10,050	157.95%
Equipment Repair & Maintenance	-	-	15,338	7,651	9,650	158.94%
FMD Charges & Material	-	-	64,177	75,826	137,933	46.53%
Software Support	23,278	245	158,346	114,998	143,361	110.45%
Repairs & Maintenance	23,278	9,427	254,698	221,457	300,994	84.62%
Total Operating Expenses	759,635	777,917	7,578,258	7,233,585	12,559,018	60.34%
OPERATING INCOME (LOSS)	(636,812)	(647,623)	(6,731,246)	(6,338,988)	(10,971,945)	
<b>NON-OPERATING REVENUES</b>						
Federal Support	-	-	2,102,530	1,993,961	4,481,895	46.91%
State Support	-	2,003,467	842,814	2,770,400	3,259,155	25.86%
Appleton Support	331,561	324,680	2,984,049	1,858,624	749,774	397.99%
Other Local Support	194,618	178,806	2,221,277	2,266,840	2,056,647	108.00%
Investment Income	-	12	28,658	71,245	12,500	229.26%
Donations	-	-	-	-	66,326	0.00%
TOTAL NON-OPERATING REVENUE	526,179	2,506,965	8,179,328	8,961,070	10,626,297	76.97%
Land	-	-	-	-	175,000	0.00%
Buildings	451,041	228,950	4,168,749	400,952	7,500,000	55.58%
Machinery & Equipment	-	2,370	-	367,562	400,000	0.00%
Furniture & Fixtures	28,244	-	131,388	-	722,454	18.19%
Vehicles	-	-	-	-	-	0.00%
Capital Expenditures	479,285	231,320	4,300,137	768,514	8,797,454	48.88%
NET INCOME (LOSS)	(589,918)	1,628,022	(2,852,055)	1,853,568	(9,143,102)	

**City of Appleton**  
**PURCHASED TRANSPORTATION**  
**For Nine Months Ending September 30, 2024**

Description	Month of September Actual	Prior Year September	YTD As of September Actual	Prior YTD September	2024 Amended Budget	2024 % of Total Budget
<b>PURCHASED TRANSPORTATION EXPENSE</b>						
VTII - Disabled	102,933	92,017	823,989	811,586	2,142,500	38.46%
VTII - Elderly	3,677	3,820	36,515	34,561	64,275	56.81%
PT - Optional (Sunday)	290	357	2,636	2,888	17,140	15.38%
Outagamie County Demand Response Rural	32,441	32,999	286,954	266,920	385,500	74.44%
Outagamie County Human Services Transportation	-	-	-	119	9,820	0.00%
Neenah Dial - A - Ride	3,526	3,802	33,621	42,180	192,423	17.47%
Calumet County Van Service	1,690	7,332	29,213	21,504	28,800	101.43%
Connector	66,048	28,016	370,717	254,204	553,625	66.96%
Downtown Trolley	<u>10,746</u>	<u>12,590</u>	<u>45,123</u>	<u>47,238</u>	<u>40,800</u>	110.60%
Total Purchased Transportation	221,351	180,933	1,628,768	1,481,200	3,434,883	47.42%

Total Passengers

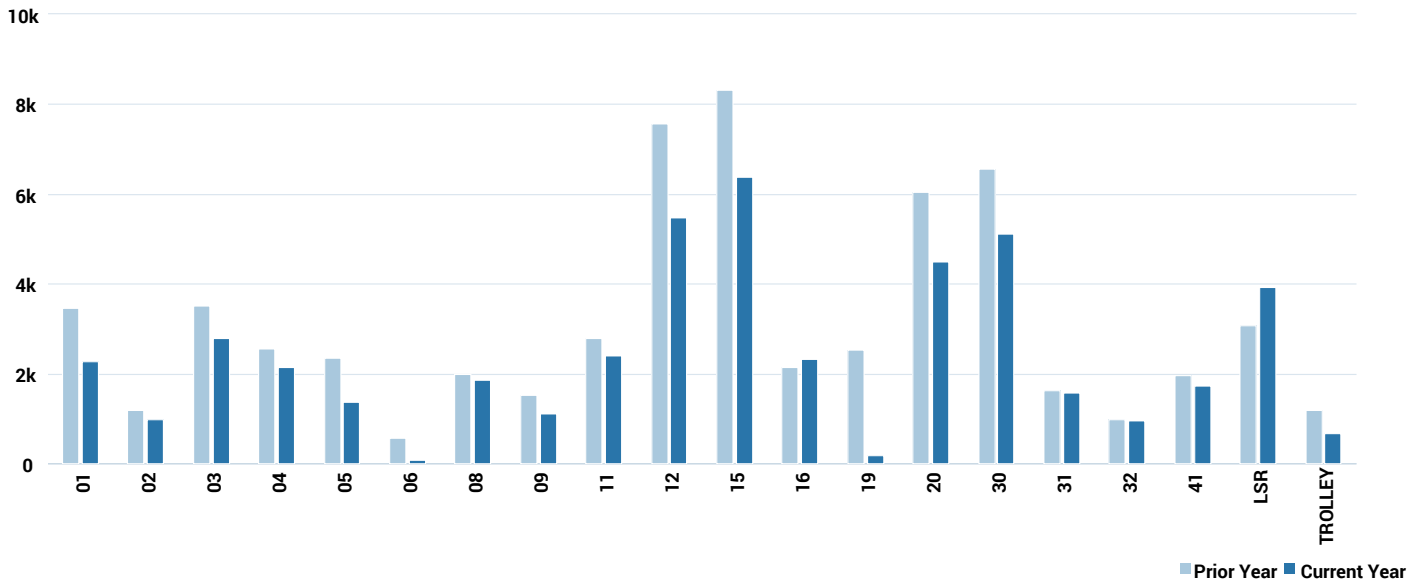
**47,904**

↘ -23% change  
61,970 prev. year

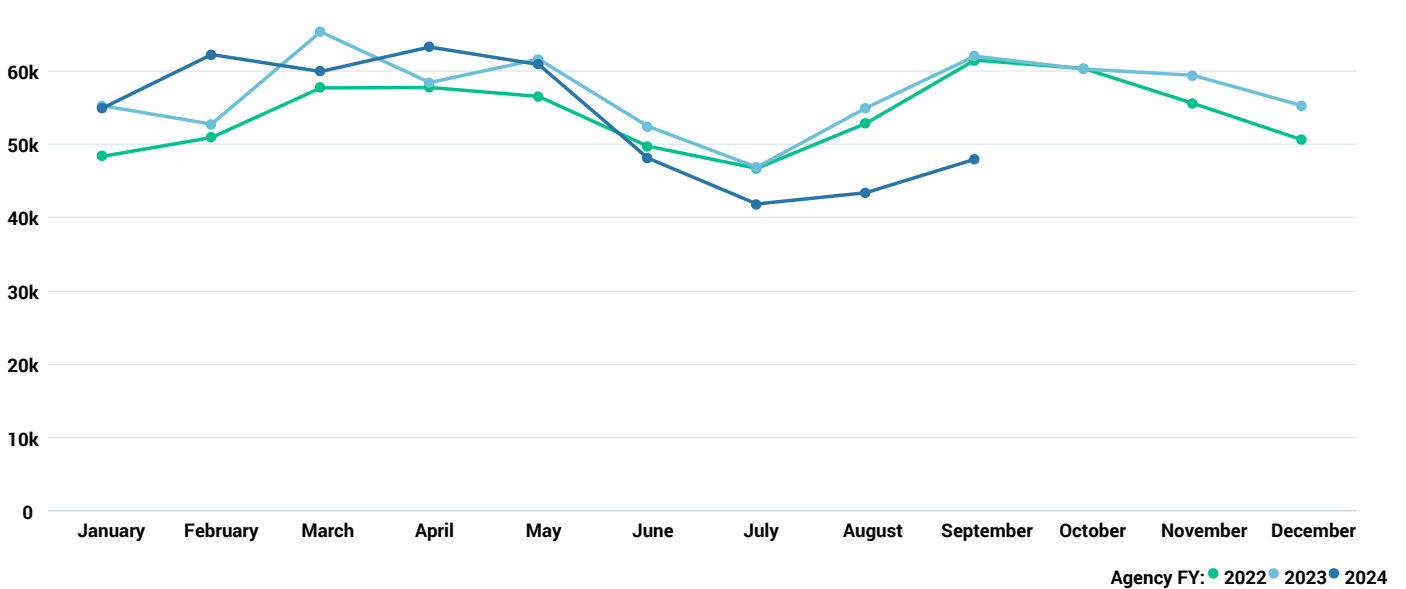
Monthly Fare Group Trend

Fare Group Desc	Prior Year	Current ▼	% Change
Passes & Tickets	25,514	19,047	-25.3%
AASD	9,009	8,923	-1.0%
Cash	12,268	7,314	-40.4%
Transfers	7,205	6,599	-8.4%
FVTC	4,355	3,549	-18.5%
Free	2,569	1,864	-27.4%
Lawrence University	1,050	608	-42.1%

Ridership by Route



Monthly Ridership Trend by Year



Total Passengers

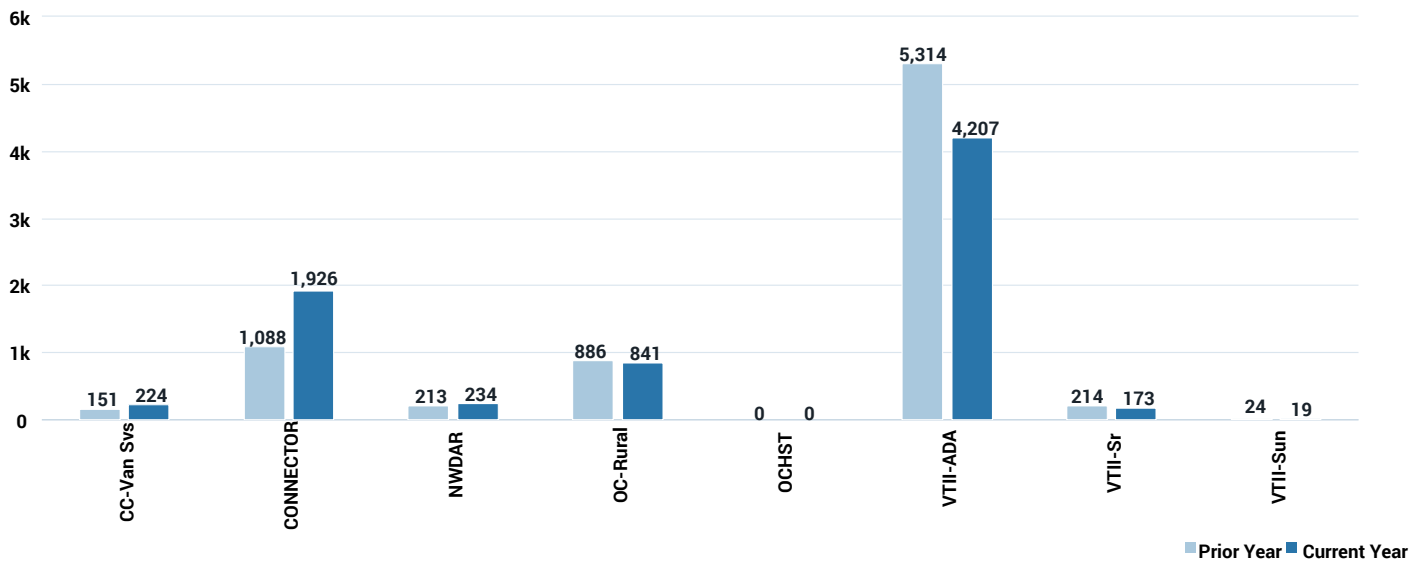
**7,624**

↘ -3% change  
7,890 prev. year

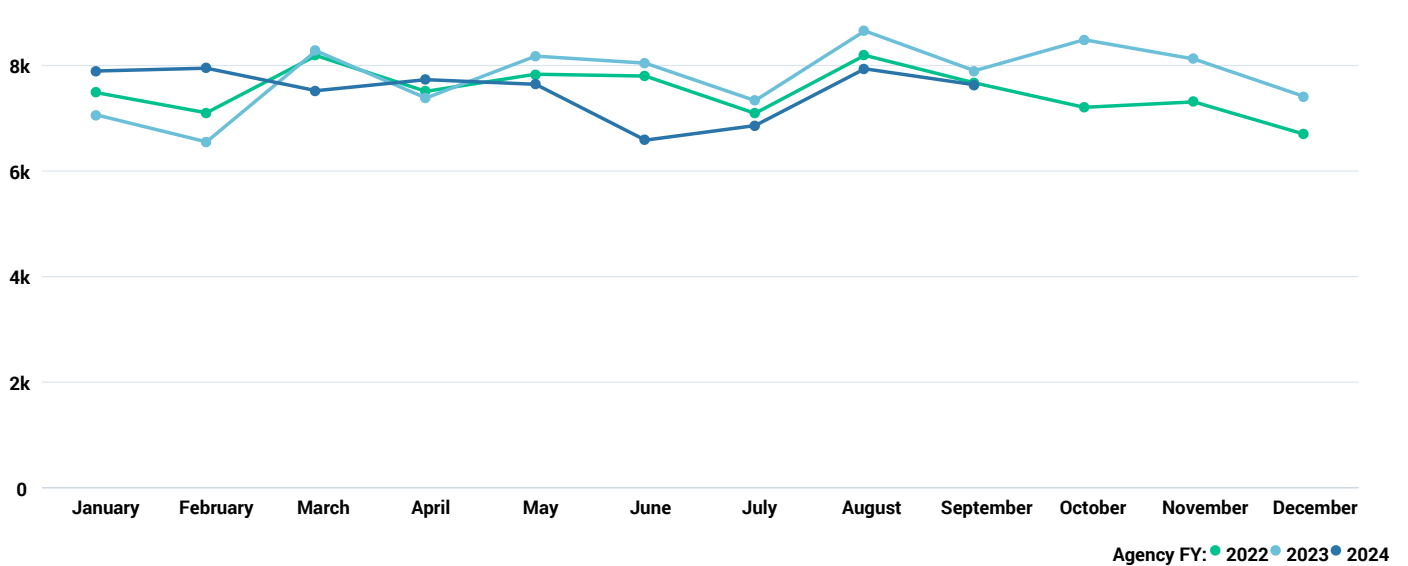
Change in Rides by Program

Reporting Route	Prior Year	Current Year ▼	% Change
VTII-ADA	5,314	4,207	-20.83%
CONNECTOR	1,088	1,926	77.02%
OC-Rural	886	841	-5.08%
NWDAR	213	234	9.86%
CC-Van Svs	151	224	48.34%
VTII-Sr	214	173	-19.16%
VTII-Sun	24	19	-20.83%
OCHST	0	0	-

Monthly Ridership by Program



Monthly Ridership Trend by Year



**CITY OF APPLETON 2025 BUDGET**

**VALLEY TRANSIT**

**General Manager: Ron C. McDonald**

**Assistant General Manager: Amy L. Erickson**

**Administrative Services Manager: Debra A. Ebben**

# CITY OF APPLETON 2025 BUDGET VALLEY TRANSIT

## MISSION STATEMENT

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

## DISCUSSION OF SIGNIFICANT 2024 EVENTS

### Ridership

Valley Transit ridership is up (3%) in the first five months of 2024 when compared to 2023. Ridership fell in March 2020 when the President of the United States declared an emergency due to a pandemic. During the pandemic, Valley Transit provided uninterrupted essential service to customers who continued to need to travel. A vaccine was introduced into society in early 2021, allowing people to begin returning to work and school. Valley Transit has experienced continued increases in ridership since March 2021.

### Legislative Issues

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

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

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

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

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

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

State Budget – State funding for transit operations has remained at a relatively consistent level, but lags behind previous funding levels.

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

### Audits

#### Single Financial Audit

A non-Federal entity that expends \$750,000 or more a year in Federal awards is required to have a single financial audit conducted in accordance with CFR (Code of Federal Regulations) 200.501. The independent auditor reports on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with Government Auditing Standards. Valley Transit received no findings in the 2023 financial audit conducted in early 2024.

# CITY OF APPLETON 2025 BUDGET VALLEY TRANSIT

## MAJOR 2025 OBJECTIVES

The COVID pandemic brought about a significant decrease in Valley Transit's ridership during 2020. When businesses and schools reopened and workers returned to work, Valley Transit began its efforts to regain the ridership lost. During 2025, as part of the continuing effort to regain ridership, Valley Transit will continue to work on partnerships with area businesses to increase ridership by their employees. Valley Transit will also focus on strengthening its partnerships with advocacy groups in the Fox Cities and increasing communication with Valley Transit stakeholders.

During 2021, Valley Transit completed a site assessment and master plan for the Valley Transit Whitman Avenue Facility. It was followed with architectural and engineering work completed in 2022. Following an unsuccessful grant submittal to the Federal Transit Administration, Valley Transit obligated the use of CARES Act funds to start Phase 1 construction of the Administrative Office. Valley Transit completed the Request for Bid process in 2023 and hired a contractor for renovations of the facility. Phase 1 work began in 2023 and will be complete in 2024. The renovation includes a building addition, implementing ADA compliance, HVAC upgrades, electrical upgrades, plumbing upgrades, office expansion, and all related site work. Valley Transit will begin Phase 2, including renovation of the maintenance and bus storage when Phase 1 is completed. Valley Transit was awarded a Federal Transit Administration Bus & Bus Facilities grant during 2024 for Phase 2 of the project.

In 2022, Valley Transit contracted with a design engineer to perform a needs assessment and create a master plan for the downtown Transit Center facility. As the population in the Fox Cities and beyond expand, the need for accessible, reliable transportation is essential. The current community needs have exceeded the capacity of the existing Transit Center. Valley Transit was awarded \$25,000,000 in Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant funds in 2024 for a Downtown Regional Transit Multimodal Hub project. The City of Appleton is also contributing \$1,800,000 in American Rescue Plan Act (ARPA) funds toward the project.

In 2019, Valley Transit and East Central Wisconsin Regional Planning Commission (ECWRPC) undertook a strategic transit service planning process that resulted in a Transit Development Plan (TDP) for Valley Transit. The TDP is a short-term transit plan with recommendations for service improvements over a 5-year horizon. The final TDP was adopted by the Fox Cities Transit Commission on February 25, 2020. The COVID pandemic emerged a few months after the TDP was adopted. After COVID, all efforts to implement the TDP were suspended as Valley Transit's focus became following public health guidelines and ensuring service for essential trips. During this same period, Valley Transit's driver shortage worsened and resulted in the suspension of peak service beginning on August 30, 2021. The market and assumptions that shaped the recent TDP have changed significantly. Valley Transit and East Central Wisconsin Regional Planning Commission expect to conduct a new TDP in 2025.

Valley Transit has performance measures and tracking mechanisms in place which build on existing strengths of the system and address weaknesses. Improving on-time performance will continue to be a major focus in 2025, as will monitoring subcontractor performance to deal with performance issues. The asset management plan will continue to be fine-tuned for vehicles, facilities and equipment and will identify funding requirements for vehicle and equipment replacements and to maintain facilities in a state of good repair.

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

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
<b>Program Revenues</b>		\$ 11,377,816	\$ 11,671,264	\$ 12,213,370	\$ 12,213,370	\$ 11,454,485	-6.21%
<b>Program Expenses</b>							
58071000	Administration	2,146,668	3,023,423	2,389,857	2,389,857	2,680,741	12.17%
58072000	Vehicle Maint.	900,930	846,244	1,126,287	1,126,287	1,096,030	-2.69%
58073000	Facilities Maint.	151,056	183,934	891,600	891,600	190,821	-78.60%
58074000	Operations	4,123,290	4,136,576	4,982,449	4,982,449	4,395,499	-11.78%
58075000	ADA Paratransit	1,233,483	1,305,794	2,826,893	2,826,893	2,990,558	5.79%
58076000	Ancillary Paratransit	887,368	939,213	1,382,133	1,382,133	1,318,227	-4.62%
<b>TOTAL</b>		<b>\$ 9,442,795</b>	<b>\$ 10,435,184</b>	<b>\$ 13,599,219</b>	<b>\$ 13,599,219</b>	<b>\$ 12,671,876</b>	<b>-6.82%</b>
<b>Expenses Comprised Of:</b>							
Personnel		4,017,326	4,608,013	5,163,873	5,163,873	4,975,516	-3.65%
Training & Travel		30,460	29,151	34,480	34,480	32,280	-6.38%
Supplies & Materials		991,157	940,914	1,246,090	1,246,090	1,065,763	-14.47%
Purchased Services		2,933,517	3,338,182	4,645,902	4,645,902	5,076,574	9.27%
Miscellaneous Expense		1,465,735	1,487,955	1,423,874	1,423,874	1,521,743	6.87%
Capital Expenditures		4,600	30,969	1,085,000	1,085,000	-	-100.00%
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		60.10	60.10	61.10	61.10	61.10	



**CITY OF APPLETON 2025 BUDGET  
VALLEY TRANSIT**

**Administration**

**Business Unit 58071000**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

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

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

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

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

**Major changes in Revenue, Expenditures, or Programs:**

Combined state and Federal operating assistance is estimated at 58% of eligible expenses in 2025.

The Employee Recruitment line item remains at the current level because Valley Transit continues to have difficulties filling vacant positions.

The increase in depreciation expense is related to new buses and equipment purchased in 2024.

Increased salaries and benefits include an over hire for Valley Transit's current Administrative Services Manager position who has projected a retirement date in early 2026.

Consulting services line item expense is related to the Transit Development Plan (TDP) that Valley Transit is required to complete every five years.

**CITY OF APPLETON 2025 BUDGET  
VALLEY TRANSIT**

**Administration**

**Business Unit 58071000**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2022	2023	Adopted 2024	Amended 2024	2025
<b>Revenues</b>					
421000 Federal Grants	\$ 2,953,461	\$ 5,225,271	\$ 4,392,145	\$ 4,392,145	\$ 3,491,411
422400 Miscellaneous State Aids	5,303,099	2,671,281	3,161,996	3,161,996	3,179,335
423000 Misc Local Govt Aids	506,442	769,849	541,341	541,341	548,002
471000 Interest on Investments	(43,032)	181,272	12,500	12,500	12,500
487700 Advertising/Promo Fees	93,876	74,344	65,000	65,000	65,000
500100 Fees & Commissions	5,316	5,982	8,000	8,000	8,000
500400 Sale of City Property	-	2,669	-	-	-
500600 Gain (Loss) on Assets	18,710	-	-	-	-
503500 Other Reimbursements	2,008	1,953	-	-	-
592100 Transfer In - General Fund	677,585	702,314	734,787	734,787	746,101
<b>Total Revenue</b>	<b>\$ 9,517,465</b>	<b>\$ 9,634,935</b>	<b>\$ 8,915,769</b>	<b>\$ 8,915,769</b>	<b>\$ 8,050,349</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 261,747	\$ 323,090	\$ 252,620	\$ 252,620	\$ 346,623
615000 Fringes	(221,833)	331,132	67,318	67,318	100,465
620100 Training/Conferences	5,770	8,634	14,151	14,151	13,508
620400 Tuition Reimbursement	8,692	3,331	2,200	2,200	-
620500 Employee Recruitment	13,882	10,928	7,280	7,280	7,280
620600 Parking Permits	-	1,421	-	-	-
630100 Office Supplies	3,904	5,539	4,361	4,361	4,187
630200 Subscriptions	908	1,411	1,020	1,020	1,413
630300 Memberships & Licenses	11,552	11,519	14,536	14,536	12,383
630400 Postage/Freight	1,090	2,659	2,988	2,988	2,869
630500 Awards & Recognition	759	996	930	930	930
630700 Food & Provisions	2,011	2,098	1,240	1,240	1,240
631603 Other Misc. Supplies	1,968	2,407	1,225	1,225	1,225
632001 City Copy Charges	3,916	4,863	3,585	3,585	4,652
632002 Outside Printing	4,618	4,875	18,953	18,953	18,199
632300 Safety Supplies	938	1,401	500	500	1,500
632700 Miscellaneous Equipment	1,489	6,023	6,700	6,700	6,700
632800 Signs	6,040	8,588	10,000	10,000	10,000
640100 Accounting/Audit Fees	14,352	12,573	12,113	12,113	11,631
640300 Bank Service Fees	4,619	4,859	6,680	6,680	6,680
640400 Consulting Services	24,974	-	-	-	40,000
640800 Contractor Fees	94,189	225,511	103,200	103,200	103,200
641200 Advertising	41,536	72,330	42,000	42,000	40,309
641300 Utilities	90,452	100,650	91,952	91,952	91,369
641800 Equipment Repairs & Maint.	765	1,217	300	300	300
642400 Software Support	97,965	117,913	117,051	117,051	120,273
643000 Health Services	416	595	1,015	1,015	1,015
650100 Insurance	199,258	238,133	182,065	182,065	211,047
659900 Other Contracts/Obligation	356	220	-	-	-
660100 Depreciation Expense	1,465,735	1,487,955	1,423,874	1,423,874	1,521,743
680401 Machinery & Equipment	4,600	30,552	-	-	-
<b>Total Expense</b>	<b>\$ 2,146,668</b>	<b>\$ 3,023,423</b>	<b>\$ 2,389,857</b>	<b>\$ 2,389,857</b>	<b>\$ 2,680,741</b>

**DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000**

<u>Outside Printing</u>		<u>Software Support</u>	
Fare material	\$ 6,591	Fire Pixel, MSDS, Yodeck, Zoom	\$ 5,345
Rider's guides & maps	5,040	Transtrack	57,430
Public information materials	5,638	Optibus	23,713
Forms	930	GMV/Syncromatics	33,785
	<u>\$ 18,199</u>		<u>\$ 120,273</u>
<u>Advertising</u>		<u>Contractor Fees</u>	
Community/rider promotions	\$ 11,609	Shredding	\$ 1,200
Prospective rider promotions	10,000	Marketing	102,000
Employer outreach	5,000		<u>\$ 103,200</u>
Bus driver ads	1,500		
Rider survey	9,590	<u>Consulting Services</u>	
Legal notices & translation services	2,610	Transit Development Plan (TDP)	\$ 40,000
	<u>\$ 40,309</u>		<u>\$ 40,000</u>

**CITY OF APPLETON 2025 BUDGET  
VALLEY TRANSIT**

**Vehicle Maintenance**

**Business Unit 58072000**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

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

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

**Major changes in Revenue, Expenditures, or Programs:**

The Capital expense for 2024 consists of purchasing and implementing a cashless fare system. Capital funding has been budgeted to cover 80% of the cost of the project, with the remaining 20% to be funded from the depreciation reserve. In the event that the project is not complete by the end of 2024, funds will be carried over to 2025.

**CITY OF APPLETON 2025 BUDGET  
VALLEY TRANSIT**

**Vehicle Maintenance**

**Business Unit 58072000**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2022	2023	Adopted 2024	Amended 2024	2025
<b>Revenues</b>					
503000 Damage to City Property	\$ 7,521	\$ 9,388	\$ -	\$ -	\$ -
503500 Other Reimbursements	-	1,601	-	-	-
<b>Total Revenue</b>	<b>\$ 7,521</b>	<b>\$ 10,989</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 361,647	\$ 291,886	\$ 443,390	\$ 443,390	\$ 494,684
610500 Overtime Wages	39,070	41,137	9,032	9,032	8,467
615000 Fringes	126,384	112,626	160,642	160,642	171,351
620100 Training/Conferences	566	296	5,000	5,000	5,000
630901 Shop Supplies	32,866	27,006	43,450	43,450	43,450
630902 Tools & Instruments	10,294	2,579	10,000	10,000	10,000
631603 Other Misc. Supplies	304	-	400	400	400
632101 Uniforms	63	-	220	220	220
632200 Gas Purchases	5,014	4,086	9,000	9,000	9,000
632601 Repair Parts	229,815	229,859	255,800	255,800	255,800
632700 Miscellaneous Equipment	9,534	52,153	10,000	10,000	10,000
641700 Vehicle Repairs & Maint.	25,639	21,596	10,050	10,050	10,050
641800 Equipment Repairs & Maint.	4,993	9,676	9,350	9,350	9,350
642400 Software Support	18,906	26,516	18,810	18,810	22,637
643000 Health Services	1,340	1,194	725	725	725
645100 Laundry Services	2,231	1,550	1,560	1,560	1,560
650100 Insurance	29,402	22,643	38,858	38,858	43,336
659900 Other Contracts/Obligation	2,862	1,441	-	-	-
680401 Machinery & Equipment	-	-	100,000	100,000	-
<b>Total Expense</b>	<b>\$ 900,930</b>	<b>\$ 846,244</b>	<b>\$ 1,126,287</b>	<b>\$ 1,126,287</b>	<b>\$ 1,096,030</b>

**DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000**

<u>Shop Supplies</u>		<u>Software Support</u>	
Janitorial supplies	\$ 12,450	GFI Maintenance agreement	\$ 14,080
Liquid gases	4,000	StarTran - Fleet Maintenance	5,500
Shop supplies (grease, tools)	27,000	Noregon, SOI, Transp Ref	3,057
	<u>\$ 43,450</u>		<u>\$ 22,637</u>
<u>Vehicle &amp; Equipment Parts</u>			
Misc parts (doors, windows, etc.)	\$ 33,000		
Brake system parts	45,000		
Electrical system parts	17,600		
Wheelchair ramp parts	8,800		
Heating/cooling system parts	34,000		
Transmission parts	34,000		
Engine parts	34,000		
PM's and oil changes	49,400		
	<u>\$ 255,800</u>		

**CITY OF APPLETON 2025 BUDGET  
VALLEY TRANSIT**

**Facilities Maintenance**

**Business Unit 58073000**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Provide clean and safe shelters for passengers waiting to board the bus.

Provide a clean and safe working environment for employees.

Maintain facilities that enhance the beauty of the community.

**Major changes in Revenue, Expenditures, or Programs:**

The Administration/Maintenance Building capital project budgeted in 2022 consisted of a facility-wide renovation of the Whitman Avenue facility in accordance with all Federal Transit Administration Guidelines and the Valley Transit Whitman Avenue Master Plan. The project follows the fully-adopted facility master plan that was completed in 2021. The renovation includes a building addition, implementing ADA compliance, HVAC upgrades, electrical upgrades, plumbing upgrades, office expansion, and all related site work. This facility was built in 1983 and is in need of significant repair and remodeling. Capital funding was budgeted in the Administration budget in 2022 to cover 100% of the cost of Phase 1 of a two phase project. Phase 1 of the project was carried forward to 2023 and planned for completion in 2024. Valley Transit was awarded a Federal Transit Administration Bus & Bus Facilities grant in 2024 for Phase 2 of the project which will begin upon completion of Phase 1. Phase 2 is expected to be complete during 2026.

Amounts budgeted in Machinery & Equipment and Furniture & Fixtures have been approved by the governing boards in 2023 for purchase in 2024 and are associated with the on-going construction project.

Funds budgeted in the Land account in 2024 are for the acquisition of the vacant lot north of the Appleton Transit Center. Prior to purchasing the land, Valley Transit will obtain authorization from the Federal Transit Administration, the Fox Cities Transit Commission and Appleton Common Council.

In 2022, Valley Transit contracted with a design engineer to perform a needs assessment and create a master plan for the downtown Transit Center facility. As the population in the Fox Cities and beyond expand, the need for accessible, reliable transportation is essential. The current community needs have exceeded the capacity of the existing Transit Center. Valley Transit was awarded \$25,000,000 in Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant funds in 2024 for a Downtown Regional Transit Multimodal Hub project. The City of Appleton is also contributing \$1,800,000 in American Rescue Plan Act (ARPA) funds toward the project.

Due to ongoing construction at the Whitman Facility, some of the displaced Valley Transit Administration staff have moved into the back area of the Transit Center. Valley Transit has previously rented this space to Greyhound and Lamers.

**CITY OF APPLETON 2025 BUDGET  
VALLEY TRANSIT**

**Facilities Maintenance**

**Business Unit 58073000**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2022	2023	Adopted 2024	Amended 2024	2025
<b>Revenues</b>					
501500 Rental of City Property	\$ 5,500	\$ -	\$ -	\$ -	\$ -
Total Revenue	<u>\$ 5,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Expenses</b>					
630899 Other Landscape Supplies	\$ 803	\$ 1,216	\$ 1,500	\$ 1,500	\$ 1,500
632508 Ice Control Materials	8,650	9,370	9,000	9,000	9,000
632700 Miscellaneous Equipment	-	850	-	-	-
640700 Waste/Recycling Pickup	3,718	4,131	5,753	5,753	6,161
641600 Building Repairs & Maint.	1,991	2,648	-	-	-
642000 Facilities Charges	98,331	108,317	110,807	110,807	109,940
644000 Snow Removal Services	19,450	41,062	40,000	40,000	40,000
645100 Laundry Services	7,246	8,763	13,780	13,780	13,780
645400 Grounds Repair & Maint.	731	855	-	-	-
650100 Insurance	-	-	15,320	15,320	-
659900 Other Contracts/Obligation	10,136	6,305	10,440	10,440	10,440
680100 Land	-	-	175,000	175,000	-
680300 Buildings	-	417	160,000	160,000	-
680402 Furniture & Fixtures	-	-	350,000	350,000	-
Total Expense	<u>\$ 151,056</u>	<u>\$ 183,934</u>	<u>\$ 891,600</u>	<u>\$ 891,600</u>	<u>\$ 190,821</u>

**DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000**

Snow Removal Services

Snow removal contractor	<u>\$ 40,000</u>
	<u>\$ 40,000</u>

**CITY OF APPLETON 2025 BUDGET  
VALLEY TRANSIT**

**Operations**

**Business Unit 58074000**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Excellence in customer service is a central value of Valley Transit. The organization will continuously monitor and exceed customer expectations.

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

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

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

**Major changes in Revenue, Expenditures, or Programs:**

The decrease in salaries and fringes represents three vacant driver positions that will not be filled during 2025.

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

The decrease in fuel reflects an updated price per gallon realized during 2024 and a reduction in annual gallons purchased.

The decrease in Other Contract/Obligations reflects the discontinued driver incentive program.

**CITY OF APPLETON 2025 BUDGET  
VALLEY TRANSIT**

**Operations**

**Business Unit 58074000**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2022	2023	Adopted 2024	Amended 2024	2025
<b>Revenues</b>					
487500 Farebox Revenue	\$ 585,823	\$ 640,085	\$ 820,000	\$ 820,000	\$ 700,000
487600 Special Transit Revenues	43,709	46,946	38,843	38,843	40,000
508500 Cash Short or Over	321	221	-	-	-
<b>Total Revenue</b>	<b>\$ 629,853</b>	<b>\$ 687,252</b>	<b>\$ 858,843</b>	<b>\$ 858,843</b>	<b>\$ 740,000</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 2,063,276	\$ 2,123,558	\$ 2,675,150	\$ 2,675,150	\$ 2,530,712
610500 Overtime Wages	319,469	357,442	71,045	71,045	68,891
615000 Fringes	947,482	892,096	1,211,031	1,211,031	953,194
620100 Training/Conferences	654	3,156	-	-	-
630300 Memberships & Licenses	1,348	74	-	-	-
632002 Outside Printing	31,030	11,550	-	-	-
632101 Uniforms	2,569	3,393	9,070	9,070	9,070
632200 Gas Purchases	536,869	461,459	743,750	743,750	562,500
632300 Safety Supplies	1,899	-	-	-	-
632602 Tires	42,265	41,771	41,500	41,500	41,500
632603 Lubricants	22,987	33,010	25,000	25,000	25,000
632700 Miscellaneous Equipment	4,616	-	8,400	8,400	8,400
632800 Signs	180	1,695	2,000	2,000	2,000
640800 Contractor Fees	127,882	155,831	127,200	127,200	127,200
641800 Equip Repairs & Maint.	374	-	-	-	-
643000 Health Services	10,282	11,107	7,460	7,460	7,460
650100 Insurance	-	27,200	49,843	49,843	59,572
659900 Other Contracts/Obligation	10,108	13,234	11,000	11,000	-
<b>Total Expense</b>	<b>\$ 4,123,290</b>	<b>\$ 4,136,576</b>	<b>\$ 4,982,449</b>	<b>\$ 4,982,449</b>	<b>\$ 4,395,499</b>

**DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000**

**Gas Purchases \***

Diesel fuel 150,000 gal. @ \$3.75/gal	\$ 562,500
	<u>\$ 562,500</u>

**Lubricants**

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

**Tires**

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

**Contractor Fees**

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

\* Valley Transit does not pay Federal or state fuel taxes and attains bulk purchasing rates.



**CITY OF APPLETON 2025 BUDGET  
VALLEY TRANSIT**

**ADA Paratransit**

**Business Unit 58075000**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

Provide safe, reliable, convenient, and friendly specialized transportation.

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

**Major changes in Revenue, Expenditures, or Programs:**

During 2022 and 2023, Valley Transit saw a steady increase in ridership since the national pandemic that kept ADA riders home and only using the system for essential trips. During the first five months of 2024 we continued to see increases in ridership. An increase in the cost per ride is budgeted for 2025 as the current contract for services expired on June 30, 2024.

Miscellaneous Local Government Aids have increased due to an expected increase in the cost per ride for services. The current contract for services expired during 2024 and Valley Transit has budgeted for an increase in costs based on the new contract with the service provider.

**CITY OF APPLETON 2025 BUDGET  
VALLEY TRANSIT**

**ADA Paratransit**

**Business Unit 58075000**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2022	2023	Adopted 2024	Amended 2024	2025
<b>Revenues</b>					
423000 Misc Local Govt Aids	\$ 512,474	\$ 576,528	\$ 1,081,508	\$ 1,081,508	\$ 1,257,529
487500 Farebox Revenue	236,948	245,644	400,000	400,000	400,000
<b>Total Revenue</b>	<b>\$ 749,422</b>	<b>\$ 822,172</b>	<b>\$ 1,481,508</b>	<b>\$ 1,481,508</b>	<b>\$ 1,657,529</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 84,877	\$ 97,883	\$ 191,755	\$ 191,755	\$ 214,713
615000 Fringes	35,207	37,163	81,890	81,890	86,416
620100 Training/Conferences	896	1,385	5,849	5,849	6,492
630100 Office Supplies	606	794	1,039	1,039	1,213
630300 Memberships & Licenses	1,795	1,651	3,464	3,464	3,587
630400 Postage/Freight	169	381	712	712	831
630899 Other Landscape Supplies	125	114	-	-	-
631603 Other Misc. Supplies	188	-	375	375	375
632001 City Copy Charges	608	697	855	855	1,348
632002 Outside Printing	2,104	4,241	4,517	4,517	5,271
632200 Gas Purchases	779	586	-	-	-
632700 Miscellaneous Equipment	4,484	-	-	-	-
640100 Accounting/Audit Fees	2,230	1,802	2,887	2,887	3,369
640800 Contractor Fees	1,057,970	1,084,977	2,142,500	2,142,500	2,550,000
641200 Advertising	6,453	10,368	8,309	8,309	10,000
641300 Utilities	22,527	21,633	40,157	40,157	43,472
641800 Equipment Repairs & Maint.	119	175	-	-	-
642000 Facilities Charges	9,210	10,035	27,126	27,126	27,993
642400 Software Support	-	25,900	7,500	7,500	27,520
644000 Snow Removal Services	3,022	5,886	7,008	7,008	7,008
645400 Grounds Repair & Maint.	114	123	-	-	-
650100 Insurance	-	-	950	950	950
680401 Machinery & Equipment	-	-	300,000	300,000	-
<b>Total Expense</b>	<b>\$ 1,233,483</b>	<b>\$ 1,305,794</b>	<b>\$ 2,826,893</b>	<b>\$ 2,826,893</b>	<b>\$ 2,990,558</b>

**DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000**

Contractor Fees

Purchased transportation:

Valley Transit II - Disabled,  
100,000 trips

\$ 2,550,000  
\$ 2,550,000

Software Support

Ecolane Software maintenance

\$ 27,520  
\$ 27,520

**CITY OF APPLETON 2025 BUDGET  
VALLEY TRANSIT**

**Ancillary Paratransit**

**Business Unit 58076000**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

Provide employment transportation and limited Sunday service to people with disabilities.

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

Provide micro-transit service during extended hours that the fixed route is not operating.

**Major changes in Revenue, Expenditures, or Programs:**

The local share of all ancillary paratransit services other than the Connector is paid by the three counties in which Valley Transit operates (Outagamie, Winnebago and Calumet), the cities of Neenah and Menasha, the Village of Fox Crossing, and the Family Care providers. The organizations that are paying for the local share determine what the fare and operating rules will be for each of the services. The local share for the Connector is currently being paid for by support from the local municipalities that participate in the fixed route system.

The 2025 Budget continues to show an expense in Other Contracts/Obligations and a revenue in Federal Grant revenue for administration of the FTA Section 5310 grant funds. The Section 5310 program is a discretionary program designed to improve transportation for seniors and customers with disabilities. Valley Transit is the direct recipient of the funds and uses 45% of the total to support Valley Transit's services. The remaining 55% is awarded to a non-profit organization(s) through an application process conducted in partnership with East Central Wisconsin Regional Planning Commission.

**CITY OF APPLETON 2025 BUDGET  
VALLEY TRANSIT**

**Ancillary Paratransit**

**Business Unit 58076000**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2022	2023	Adopted 2024	Amended 2024	2025
<b>Revenues</b>					
421000 Federal Grants	\$ 68,577	\$ 48,445	\$ 89,750	\$ 89,750	\$ 179,750
422400 Miscellaneous State Aids	97,159	99,119	97,159	97,159	97,159
423000 Misc. Local Govt Aids	98,095	128,903	433,798	433,798	554,316
487500 Farebox Revenue	154,018	181,069	255,230	255,230	157,410
502000 Donations & Memorials	50,206	60,157	66,326	66,326	-
592100 Transfer In - General Fund	-	(1,777)	14,987	14,987	17,972
<b>Total Revenue</b>	<b>\$ 468,055</b>	<b>\$ 515,916</b>	<b>\$ 957,250</b>	<b>\$ 957,250</b>	<b>\$ 1,006,607</b>
<b>Expenses</b>					
640800 Contractor Fees	\$ 818,791	\$ 890,768	\$ 1,292,383	\$ 1,292,383	\$ 1,228,477
659900 Other Contracts/Obligation	68,577	48,445	89,750	89,750	89,750
<b>Total Expense</b>	<b>\$ 887,368</b>	<b>\$ 939,213</b>	<b>\$ 1,382,133</b>	<b>\$ 1,382,133</b>	<b>\$ 1,318,227</b>

**DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000**

Contractor Fees

Purchased transportation:

Valley Transit II - elderly purchased transportation - optional	\$ 89,250
Outagamie County - demand response - rural	462,600
Outagamie County - children & family transportation	1,150
Village of Fox Crossing - Dial-A-Ride	18,570
Neenah - Dial-A-Ride	92,850
Heritage	9,285
Calumet County - rural service	37,620
Connector service	476,352
Trolley service - downtown	40,800
	<u>\$ 1,228,477</u>

Other Contracts/Obligations

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

**CITY OF APPLETON 2025 BUDGET  
VALLEY TRANSIT**

	2022 <u>ACTUAL</u>	2023 <u>ACTUAL</u>	2024 <u>YTD ACTUAL</u>	2024 <u>ORIG BUD</u>	2024 <u>REVISED BUD</u>	2025 <u>BUDGET</u>
<b>Program Revenues</b>						
421000 Federal Grants	3,022,038	5,273,716	-	4,481,895	4,481,895	3,671,161
422400 Miscellaneous State Aids	5,400,258	2,770,400	-	3,259,155	3,259,155	3,276,494
423000 Miscellaneous Local Govt Aids	1,117,011	1,475,280	1,578,110	2,056,647	2,056,647	2,359,847
471000 Interest on Investments	(43,032)	181,272	4,929	12,500	12,500	12,500
487500 Farebox Revenue	976,789	1,066,798	277,573	1,475,230	1,475,230	1,257,410
487600 Special Transit Revenues	43,709	46,946	28,769	38,843	38,843	40,000
487700 Advertising/Promotional Fees	93,876	74,344	17,214	65,000	65,000	65,000
500100 Fees & Commissions	5,316	5,982	1,633	8,000	8,000	8,000
500400 Sale of City Property	-	2,669	-	-	-	-
500600 Gain (Loss) on Asset Disposal	18,710	-	-	-	-	-
501500 Rental of City Property	5,500	-	-	-	-	-
502000 Donations & Memorials	50,206	60,157	8,388	66,326	66,326	-
503000 Damage to City Property	7,521	9,388	2,355	-	-	-
503500 Other Reimbursements	2,008	3,554	1,757	-	-	-
508500 Cash Short or Over	321	221	(12)	-	-	-
592100 Transfer In - General Fund	677,585	700,537	-	749,774	749,774	764,073
<b>TOTAL PROGRAM REVENUES</b>	<b>11,377,816</b>	<b>11,671,264</b>	<b>1,920,716</b>	<b>12,213,370</b>	<b>12,213,370</b>	<b>11,454,485</b>
<b>Personnel</b>						
610100 Regular Salaries	2,385,297	2,468,253	729,250	3,334,602	3,334,602	3,355,189
610200 Labor Pool Allocations	70,695	73,930	27,804	226,978	226,978	230,208
610500 Overtime Wages	358,539	398,579	198,553	80,077	80,077	77,358
610900 Incentive Pay	920	-	1,480	1,335	1,335	1,335
611000 Other Compensation	1,925	1,954	-	-	-	-
611400 Sick Pay	51,140	27,439	66,962	-	-	-
611500 Vacation Pay	242,972	244,991	93,845	-	-	-
611600 Holiday Pay	18,598	19,850	2,774	-	-	-
615000 Fringes	1,179,723	1,124,435	337,366	1,520,881	1,520,881	1,311,426
615500 Unemployment Compensation	3,301	8,033	(38,972)	-	-	-
617000 Pension Expense	(301,465)	236,746	-	-	-	-
617100 OPEB Expense	5,681	3,803	-	-	-	-
<b>TOTAL PERSONNEL</b>	<b>4,017,326</b>	<b>4,608,013</b>	<b>1,419,062</b>	<b>5,163,873</b>	<b>5,163,873</b>	<b>4,975,516</b>
<b>Training~Travel</b>						
620100 Training/Conferences	7,886	13,471	6,992	25,000	25,000	25,000
620400 Tuition Reimbursement	8,692	3,331	-	2,200	2,200	-
620500 Employee Recruitment	13,882	10,928	2,160	7,280	7,280	7,280
620600 Parking Permits	-	1,421	1,680	-	-	-
<b>TOTAL TRAINING / TRAVEL</b>	<b>30,460</b>	<b>29,151</b>	<b>10,832</b>	<b>34,480</b>	<b>34,480</b>	<b>32,280</b>
<b>Supplies</b>						
630100 Office Supplies	4,510	6,333	1,332	5,400	5,400	5,400
630200 Subscriptions	908	1,411	399	1,020	1,020	1,413
630300 Memberships & Licenses	14,695	13,244	9,230	18,000	18,000	15,970
630400 Postage/Freight	1,259	3,040	887	3,700	3,700	3,700
630500 Awards & Recognition	759	996	843	930	930	930
630600 Building Maint./Janitorial	-	425	-	-	-	-
630700 Food & Provisions	2,011	2,098	-	1,240	1,240	1,240
630899 Other Landscape Supplies	928	905	-	1,500	1,500	1,500
630901 Shop Supplies	32,866	27,006	14,045	43,450	43,450	43,450
630902 Tools & Instruments	10,294	2,579	2,173	10,000	10,000	10,000
631603 Other Misc. Supplies	2,460	2,407	161	2,000	2,000	2,000
632001 City Copy Charges	4,524	5,560	932	4,440	4,440	6,000
632002 Outside Printing	37,752	20,666	1,046	23,470	23,470	23,470
632101 Uniforms	2,632	3,393	1,074	9,290	9,290	9,290
632200 Gas Purchases	542,662	466,131	143,000	752,750	752,750	571,500
632300 Safety Supplies	2,837	1,401	718	500	500	1,500
632508 Ice Control Materials	8,650	9,370	-	9,000	9,000	9,000
632601 Repair Parts	230,242	228,552	58,705	255,800	255,800	255,800
632602 Tires	42,265	41,771	9,161	41,500	41,500	41,500
632603 Lubricants	22,987	33,010	882	25,000	25,000	25,000
632700 Miscellaneous Equipment	19,696	60,333	2,884	25,100	25,100	25,100
632800 Signs	6,220	10,283	2,332	12,000	12,000	12,000
<b>TOTAL SUPPLIES</b>	<b>991,157</b>	<b>940,914</b>	<b>249,804</b>	<b>1,246,090</b>	<b>1,246,090</b>	<b>1,065,763</b>

**CITY OF APPLETON 2025 BUDGET  
VALLEY TRANSIT**

	2022 <u>ACTUAL</u>	2023 <u>ACTUAL</u>	2024 <u>YTD ACTUAL</u>	2024 <u>ORIG BUD</u>	2024 <u>REVISED BUD</u>	2025 <u>BUDGET</u>
Purchased Services						
640100 Accounting/Audit Fees	16,582	14,375	-	15,000	15,000	15,000
640300 Bank Service Fees	4,619	4,859	588	6,680	6,680	6,680
640400 Consulting Services	24,974	-	-	-	-	40,000
640700 Solid Waste/Recycling Pickup	3,718	4,131	1,476	5,753	5,753	6,161
640800 Contractor Fees	2,098,832	2,357,087	565,765	3,665,283	3,665,283	4,008,877
641200 Advertising	47,989	82,698	32,033	50,309	50,309	50,309
641301 Electric	52,359	53,156	15,007	56,732	56,732	58,434
641302 Gas	24,356	20,814	10,114	23,920	23,920	24,638
641303 Water	7,525	8,051	2,301	7,850	7,850	7,850
641304 Sewer	3,738	4,308	1,304	4,451	4,451	4,763
641306 Stormwater	10,513	10,622	2,569	10,000	10,000	10,000
641307 Telephone	2,509	1,687	1,277	5,600	5,600	5,600
641308 Cellular Phones	11,979	23,645	3,244	23,556	23,556	23,556
641600 Building Repairs & Maint.	1,991	2,648	425	-	-	-
641700 Vehicle Repairs & Maint.	25,639	21,596	15,874	10,050	10,050	10,050
641800 Equipment Repairs & Maint.	6,251	11,068	4,830	9,650	9,650	9,650
642000 Facilities Charges	107,541	118,352	26,497	137,933	137,933	137,933
642400 Software Support	116,871	170,329	98,147	143,361	143,361	170,430
643000 Health Services	12,038	12,896	3,905	9,200	9,200	9,200
644000 Snow Removal Services	22,472	46,948	33,315	47,008	47,008	47,008
645100 Laundry Services	9,477	10,313	1,920	15,340	15,340	15,340
645400 Grounds Repair & Maintenance	845	978	-	-	-	-
650100 Insurance	228,660	287,976	193,295	287,036	287,036	314,905
659900 Other Contracts/Obligation	92,039	69,645	5,245	111,190	111,190	100,190
TOTAL PURCHASED SVCS	<u>2,933,517</u>	<u>3,338,182</u>	<u>1,019,131</u>	<u>4,645,902</u>	<u>4,645,902</u>	<u>5,076,574</u>
Miscellaneous Expense						
660100 Depreciation Expense	<u>1,465,735</u>	<u>1,487,955</u>	<u>-</u>	<u>1,423,874</u>	<u>1,423,874</u>	<u>1,521,743</u>
TOTAL MISCELLANEOUS EXP	<u>1,465,735</u>	<u>1,487,955</u>	<u>-</u>	<u>1,423,874</u>	<u>1,423,874</u>	<u>1,521,743</u>
Capital Outlay						
680100 Land	-	-	-	175,000	175,000	-
680300 Buildings	-	417	784,267	160,000	160,000	-
680401 Machinery & Equipment	4,600	30,552	-	400,000	400,000	-
680402 Furniture & Fixtures	-	-	-	350,000	350,000	-
680403 Vehicles	-	-	-	-	-	-
TOTAL CAPITAL OUTLAY	<u>4,600</u>	<u>30,969</u>	<u>784,267</u>	<u>1,085,000</u>	<u>1,085,000</u>	<u>-</u>
TOTAL EXPENSE	<u>9,442,795</u>	<u>10,435,184</u>	<u>3,483,096</u>	<u>13,599,219</u>	<u>13,599,219</u>	<u>12,671,876</u>

**CITY OF APPLETON 2025 BUDGET**  
**VALLEY TRANSIT**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

<b>Revenues</b>	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Charges for Services	\$ 1,020,500	\$ 1,113,745	\$ 1,587,073	\$ 1,587,073	\$ 1,370,410
Miscellaneous	114,544	96,161	66,326	66,326	-
<b>Total Revenues</b>	<u>1,135,044</u>	<u>1,209,906</u>	<u>1,653,399</u>	<u>1,653,399</u>	<u>1,370,410</u>
<b>Expenses</b>					
Operating Expenses	7,977,055	8,947,226	11,090,345	11,090,345	11,150,133
Depreciation	1,223,909	1,342,327	1,423,874	1,423,874	1,521,743
<b>Total Expenses</b>	<u>9,200,964</u>	<u>10,289,553</u>	<u>12,514,219</u>	<u>12,514,219</u>	<u>12,671,876</u>
Revenues over (under) Expenses	(8,065,920)	(9,079,647)	(10,860,820)	(10,860,820)	(11,301,466)
<b>Non-Operating Revenues (Expenses)</b>					
Investment Income	(43,030)	181,272	12,500	12,500	12,500
Gain (Loss) on Sale of Capital Assets	18,710	-	-	-	-
Operating Subsidies	6,889,328	7,261,439	9,637,697	9,637,697	9,307,502
<b>Total Non-Operating</b>	<u>6,865,008</u>	<u>7,442,711</u>	<u>9,650,197</u>	<u>9,650,197</u>	<u>9,320,002</u>
Income (Loss) Before Contributions and Transfers	(1,200,912)	(1,636,936)	(1,210,623)	(1,210,623)	(1,981,464)
<b>Contributions and Transfers In (Out)</b>					
Transfer In - General Fund	677,585	499,111	749,774	749,774	764,073
Transfer Out - General Fund	(241,827)	-	-	-	-
Capital Contributions	2,700,188	2,276,931	160,000	728,000	-
Change in Net Assets	1,935,034	1,139,106	(300,849)	267,151	(1,217,391)
Total Net Assets - Beginning	<u>12,182,977</u>	<u>14,118,011</u>	<u>15,257,117</u>	<u>15,257,117</u>	<u>15,524,268</u>
Total Net Assets - Ending	<u>\$ 14,118,011</u>	<u>\$ 15,257,117</u>	<u>\$ 14,956,268</u>	<u>\$ 15,524,268</u>	<u>\$ 14,306,877</u>

**SCHEDULE OF CASH FLOWS**

Working Cash - Beginning	\$ 1,139,014	\$ 2,102,039
+ Change in Net Assets	267,151	(1,217,391)
+ Depreciation	1,423,874	1,521,743
- Fixed Assets	(910,000)	-
+ F/A Funded by Restricted Cash	182,000	-
Working Cash - End of Year	<u>\$ 2,102,039</u>	<u>\$ 2,406,391</u>



# CITY OF APPLETON 2025 BUDGET PROGRAM ADDITIONS/DELETIONS

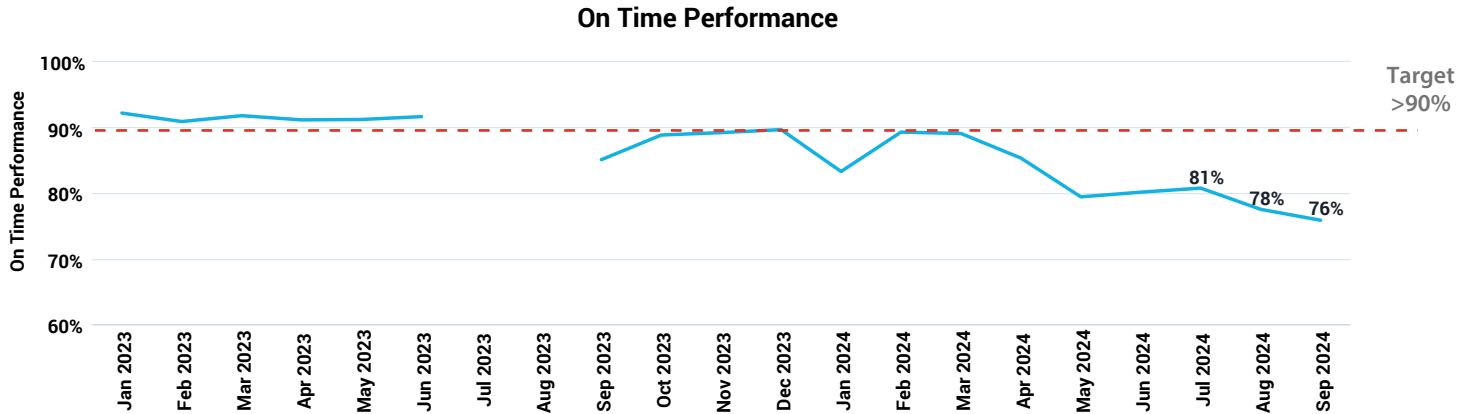
IDENTIFICATION	
Title of Request:	Administrative Services Manager overhire
Department:	Valley Transit
Program:	
Priority:	1

FUNDING					
Description	Revenue	Personnel	Supplies & Services	Fixed Assets	Net
Year 2025 Budget Increase	117,341	117,341	-	-	\$ -
Year 2025 Budget Reduction	-	-	-	-	\$ -
Future Years' Net Impact	-	-	-	-	\$ -

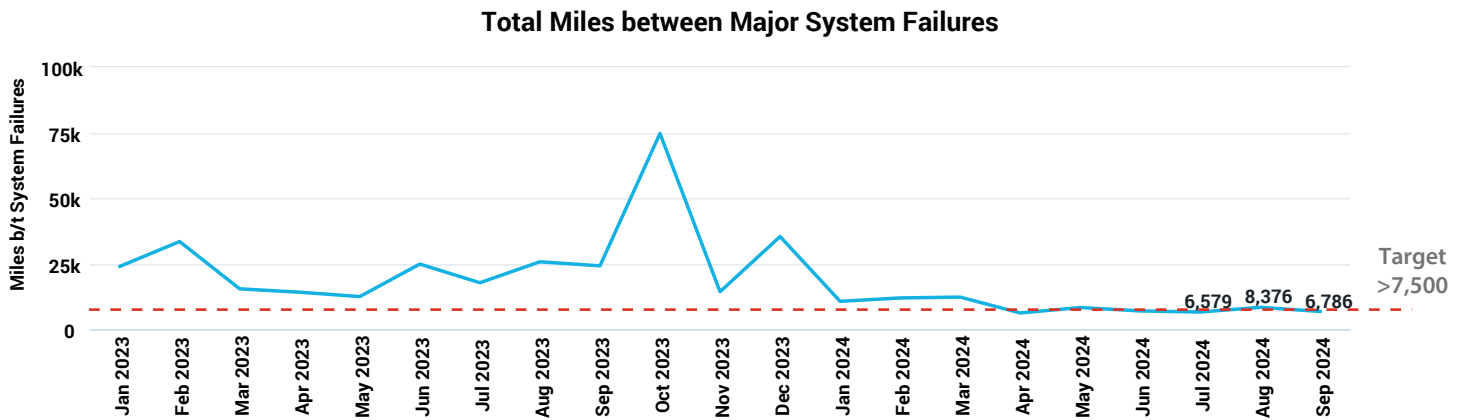
DESCRIPTION/JUSTIFICATION																																				
<p>Valley Transit's current Administrative Services Manager has projected a retirement date in early 2026. Valley Transit is requesting to overhire the position to allow time for adquate training of the new employee.</p>																																				
<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;"><b>Account/subledger:</b></td> <td style="width: 15%;"><b>Add (Delete)</b></td> <td style="width: 30%;"></td> <td style="width: 25%;"><b>Account/subledger:</b></td> <td style="width: 10%;"><b>Add (Delete)</b></td> </tr> <tr> <td>58071000.610100</td> <td>\$ 84,000</td> <td>Regular Salaries</td> <td></td> <td></td> </tr> <tr> <td>58071000.615000</td> <td>\$ 33,341</td> <td>Fringes</td> <td></td> <td></td> </tr> <tr> <td>58071000.421000</td> <td>\$ (34,029)</td> <td>Federal Grant revenue</td> <td></td> <td></td> </tr> <tr> <td>58071000.422400</td> <td>\$ (34,029)</td> <td>Misc. State Aids revenue</td> <td></td> <td></td> </tr> <tr> <td>58071000.423000</td> <td>\$ (49,283)</td> <td>Miscellaneous Local Aids revenue</td> <td></td> <td></td> </tr> <tr> <td></td> <td>\$ -</td> <td></td> <td></td> <td></td> </tr> </table>		<b>Account/subledger:</b>	<b>Add (Delete)</b>		<b>Account/subledger:</b>	<b>Add (Delete)</b>	58071000.610100	\$ 84,000	Regular Salaries			58071000.615000	\$ 33,341	Fringes			58071000.421000	\$ (34,029)	Federal Grant revenue			58071000.422400	\$ (34,029)	Misc. State Aids revenue			58071000.423000	\$ (49,283)	Miscellaneous Local Aids revenue				\$ -			
<b>Account/subledger:</b>	<b>Add (Delete)</b>		<b>Account/subledger:</b>	<b>Add (Delete)</b>																																
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	\$ -																																			

## 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)

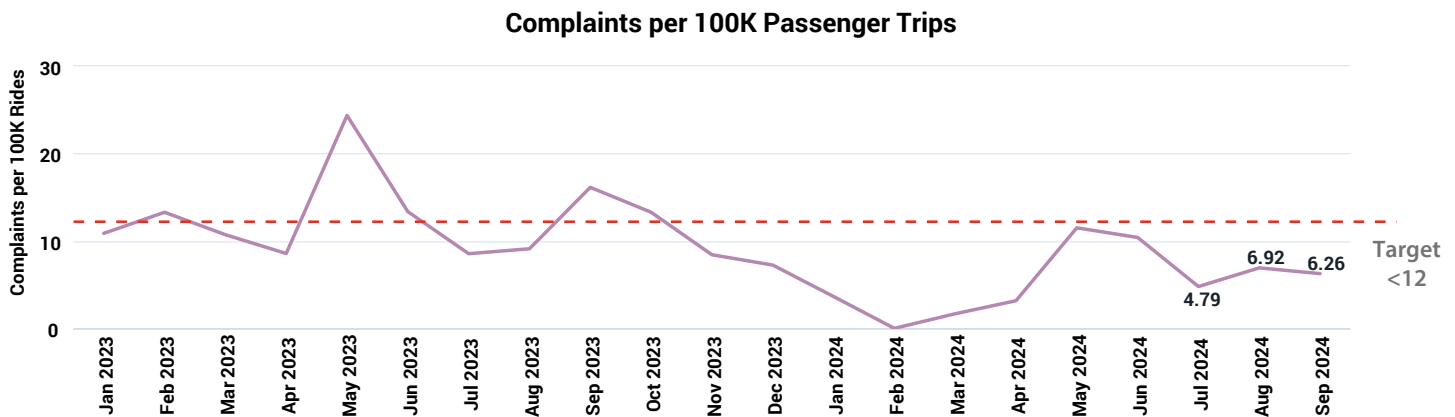


The goal is to minimize bus repair road calls through preventative maintenance and asset management. This graphs shows the average frequency of major system failures. A major system failure is a road call that requires replacement of a bus in service due to an issue that is a safety hazard or when vehicle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



## Quality

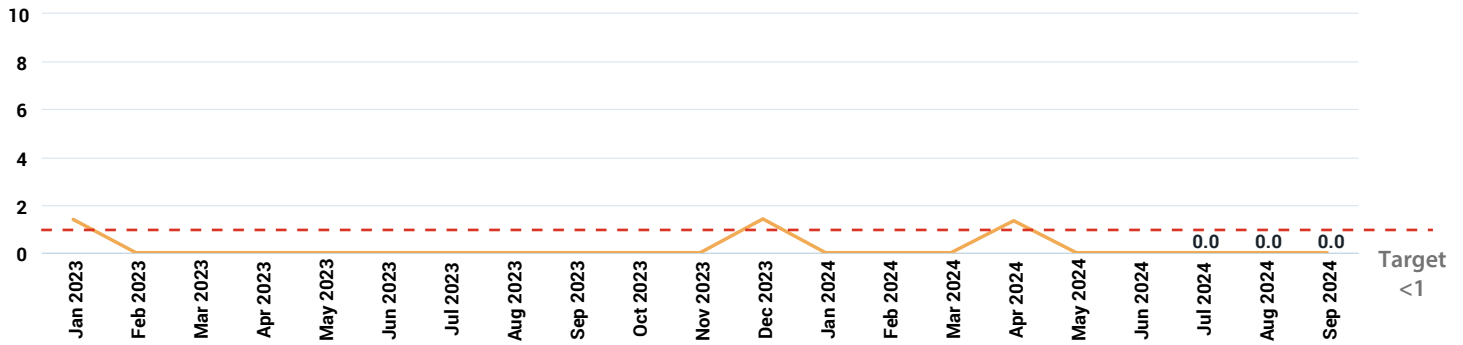
The focus is to provide quality service and respond to feedback in a timely manner. This graph shows the monthly rate of complaints per 100,000 rides. Formula = (complaints/rides)X100,000



## 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

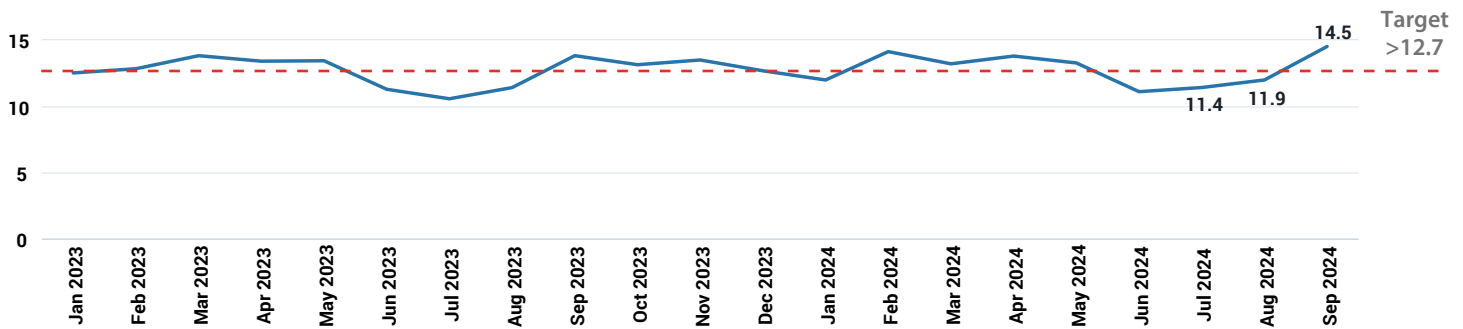
### Reportable Events per 100K Miles



## 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



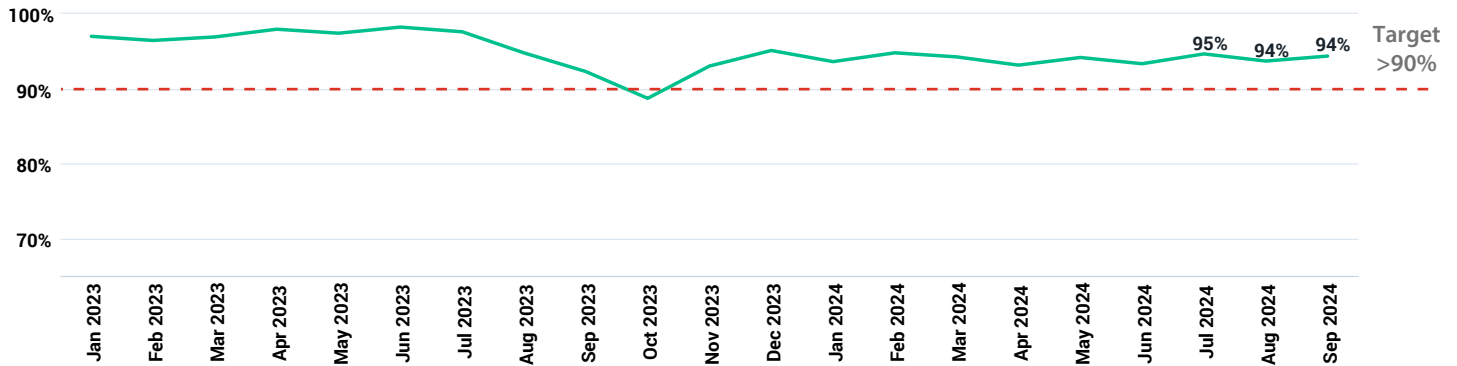
# Quarterly KPI - Demand Response Service, 3<sup>rd</sup> Quarter 2024



## 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)

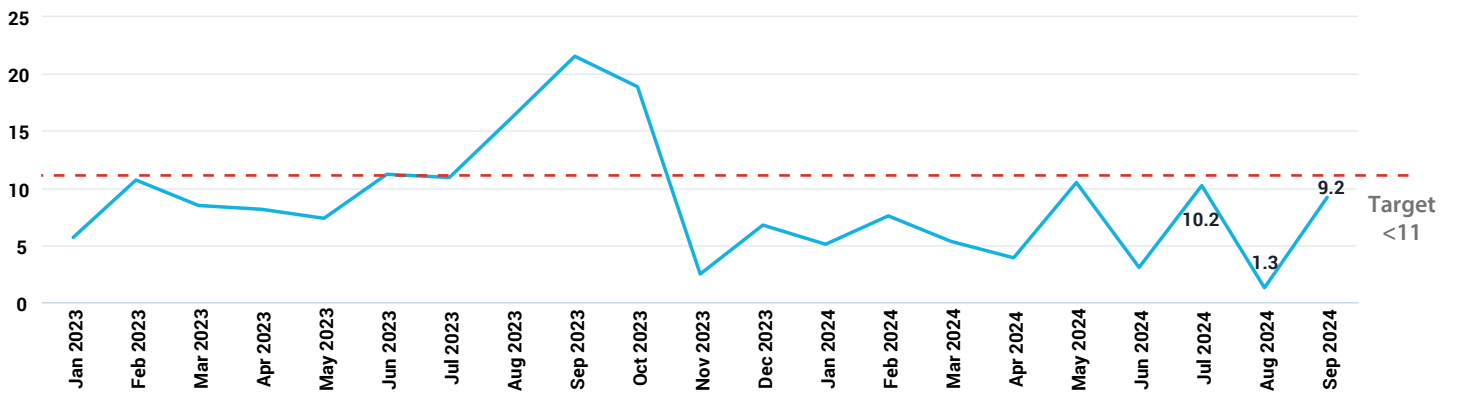
### On Time Performance



## 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

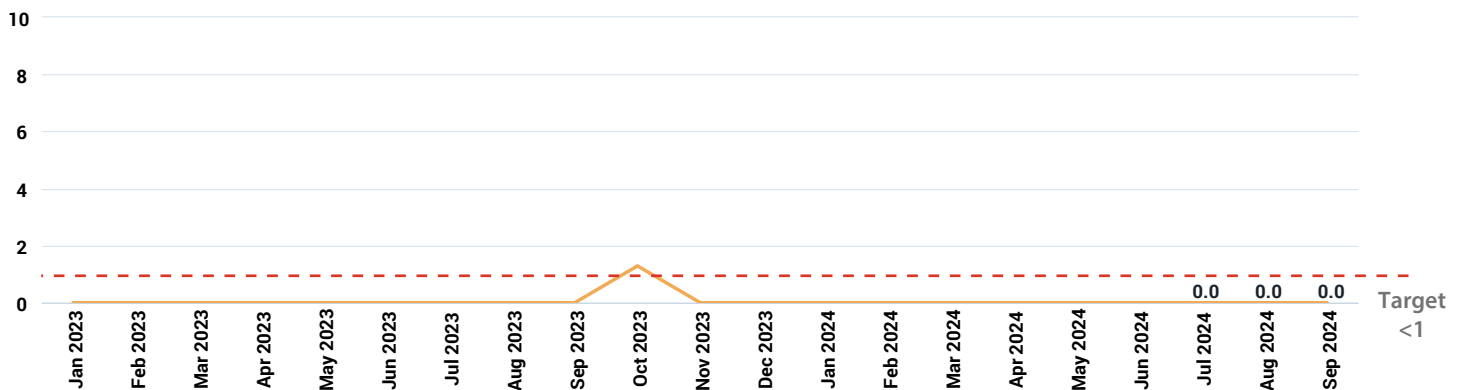


## Safety

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)

### Passengers per Revenue Hour

