

Action And Information Items

Fox Cities Transit Commission

Tue, Feb 25, 2025 2:50PM

George Dearborn (Chairman) 02:12

So next will be the action items, and first would be the approval of payments and need a motion to approve, please. Motion and a second. So, Deb, would you please go through those?

Deb Ebben (Assistant General Manager - Valley Transit) 02:30

Thank you, Chair. So, we have a lot of payments to go through. We have—you actually have November, December, and January. December, our fuel, we ended the year with an average for the unleaded \$2.59 per gallon. Our budget was \$4.50 a gallon. Diesel, the average was \$2.67 a gallon, and our budget was \$4.25 a gallon. For 2025 our—January, we've started out the year with our unleaded average is \$2.92 a gallon, and our budget is \$4.50 a gallon. Our diesel is an average right now at \$2.56 a gallon, and our budget is \$3.75 a gallon.

Deb Ebben (Assistant General Manager - Valley Transit) 03:19

So, on the payments, the first thing that I've highlighted here is—and we'll look at November's payments first. On page five of November's payment payments, we purchased battery powered mobile lifts and stands for the maintenance shop. That was purchased under miscellaneous equipment for \$63,000. Then on the next page, we had payment to Faith Technology that was part of the Whitman construction project for access control system. Our SME construction, we had two payments in November. That would have been the September and October payments. They were for \$199,000 and \$126,000. When I get to December, I'll tie out the construction project. And then we made a payment for the furniture and fixtures for \$141,000.

Deb Ebben (Assistant General Manager - Valley Transit) 04:36

The next thing that I highlighted here was is in the December payments on page seven, we made another payment to SMA construction for the Whitman construction project. And you'll see in January that we made a payment for \$79,000 on that project also. Now that January payment is actually for the services provided in December, so we have to accrue that back. So, the total in year to date—at the end of 2024 the total that they had earned is \$6,665,940. The contract was a \$6.7 million. So, we still have retainage of \$167,000, and the amount remaining left to pay is \$39,080 plus retainage.

Deb Ebben (Assistant General Manager - Valley Transit) 05:41

So, the last thing I had marked on the payments is in January on page four, you'll see that payment that I just talked about for the construction project, and that was about the highlights of all of the payments for those three months.

George Dearborn (Chairman) 06:02

Anyone have any questions? If not, all those approval signify saying aye. Any opposed? Thank you. Motion carries.

George Dearborn (Chairman) 06:16

The next action item is Ron will go through, and it's approval of amendment to Red Shoes Extension, and I need a motion to approve, please. I have a motion and a second So, Ron, if you could explain that.

General Manager Ron McDonald (Valley Transit) 06:34

Sure. Thank you, Chair. So, we had a five-year contract with Red Shoes. Um. We ordinarily would have put out an RFP already to take over that contract the end of the summer; however, we have a number of things coming up very soon that we're going to start having to strategize for marketing, like our contactless fare system and other things that we need to get implemented. We didn't want to change PR marketing firms right in the middle of that because it's critical we have good information going out to our customers. So, we're asking to extend the contract for six months to get us through that project, and in that—before the end of the year, we'll issue a new RFP for marketing and PR services. So, we're looking for a six-month extension. They've agreed to keep the same costs as we've had, just to extend it by six months. So, before the end of the year, you'll see an RFP come through or a request for enter a new contract with whatever provider wins the RFP. I'll be glad to answer any questions.

George Dearborn (Chairman) 07:51

If not, all those in favor, please say aye. Any opposed? Motion carries. Thank you.

George Dearborn (Chairman) 08:02

Next item is moving to information items, and this—the first item is the financial report. Deb, if you could go through that, please.

Deb Ebben (Assistant General Manager - Valley Transit) 08:14

Thank you, Chair. So today we have November and January financials to look at. There isn't really any surprises in November. So unless you have questions about November, I'll just talk about January. We're still working on the 2024 year-end adjustments, along with the final support draws and the fourth quarter refunds. So, you'll see the 2024 year end results when the audit's presented to the commission, and you guys usually get that in June or July.

Deb Ebben (Assistant General Manager - Valley Transit) 08:47

So, January should be at 8% of the budget. The revenues—the bus fare revenues are—look under budget in January, but this is a timing issue. January 15 through the 31st didn't get deposited until early February, so bills show up in the February income statement.

Deb Ebben (Assistant General Manager - Valley Transit) 09:09

Our expenses—we're starting the year over budget in our overtime line item, but under budget in overall in our personal personnel expenses. We're slightly over budget in the administrative expenses. This is because we pay our insurance and some of our memberships and subscriptions at the beginning of the year. We're under budget and supplies and materials, purchased services, and utilities. We're over budget in repairs and maintenance as we usually are this time of the year, because we pay a lot of our software expenses at beginning of the year, and as the year go—for those of you that have been around for a long time, you know, as the year goes on, it all evens out. Overall, we're under budget in our expenses, including purchased transportation, which is on your page three.

George Dearborn (Chairman) 10:08

Please.

Diane Dexter (Commissioner) 10:10

Please help me understand in January—since we were on the reduced amount of time that we're running our busses, why is the regular salaries up 40 some thousand dollars from last January and the overtime only down

like \$375? Why—why would it be more for having run less hours to the tune of over \$45,000? I'm not understanding. Could you help?

George Dearborn (Chairman) 10:50
Deb, you on?

Deb Ebben (Assistant General Manager - Valley Transit) 10:52
So, each year the union gets pay raises. We've been short bus drivers for a very long time. Um...it's...

General Manager Ron McDonald (Valley Transit) 11:09
So, yes, we did reduce number of hours. I think what you're seeing is there's—where the payroll is cut off, sometimes you're paying for previous years. You know, the year doesn't cut exactly on payroll. So that first month is a little bit wonky. And Deb, correct me if I'm wrong, but that first month looks a little bit wonky. The amount of overtime—we still have overtime going on. They're just not working as long days as they were before, but they're still working a lot of over time. But I think that's primarily what it is, is the difference of how the payrolls fall. Beyond that, I would have to dig deeper, but generally, that's what I would expect.

Deb Ebben (Assistant General Manager - Valley Transit) 11:52
We have to accrue any expenses that we pay out in January that are actually December expenses—we have to accrue those back to the year that they were in. And maybe—I'll have to check, but maybe that accrual hasn't been done at this point.

Diane Dexter (Commissioner) 12:12
Okay. And for regular salaries, does that include the mechanics and the people in the shop too Besides the drivers?

Deb Ebben (Assistant General Manager - Valley Transit) 12:19
It includes everyone.

Diane Dexter (Commissioner) 12:20
Okay. Thank you.

George Dearborn (Chairman) 12:29
If there's nothing else, then we'll move on to the ridership report. Deb, go through that, please.

Deb Ebben (Assistant General Manager - Valley Transit) 12:47
Thank you, Chair. So, this—we have three months to look at, and I'll start with November. So, for November 2024 our fixed route ridership was down 20% or approximately 11,700 rides when you compare it to 2023. Our annual comparison shows that the ridership was down 7%, and it looks like the reduction in rides during November was across all the fare types and most of the routes. The ADA and ancillary services decreased 5% in November, or approximately 400 rides, when you compare it to 2023. Year to date, the annual was down 2%. Most of the reduction in November was in the ADA services. The connector continues to see increases when compared to 2023. It was approximately 700 rides for November.

Deb Ebben (Assistant General Manager - Valley Transit) 13:52
December, the fixed route ridership was down 21% or approximately 11,600 rides when you compare it to 2023. The annual comparison shows that the ridership was down 8% for the year or approximately 55,000 rides. Looks like the reduction in rides during December was also across all the fare types and most of the routes.

Deb Ebben (Assistant General Manager - Valley Transit) 14:22

For January 2025 the fixed route ridership was down 13%, approximately 7000 rides when you compare it to 2024. It looks like the reduction in the rides during January was again across all the fare types and most of the of the routes. The ADA and ancillary services actually increased in January, or approx—by approximately 200 rides, when you compare it to 2024. The number of rides taken on the ADA services continue to decline when you compare the it to the prior year, but the connector continues to show an increase in rides—800 rides for January, when you compare it to 2024.

George Dearborn (Chairman) 15:16

Any questions? Okay, if not move on to the next item, which is the KPI report.

General Manager Ron McDonald (Valley Transit) 15:31

KPI is Dave.

George Dearborn (Chairman) 15:33

Oh, Dave, I knew that. And Dave, could you [unclear].

David Vickman (Transit Operations Specialist) 15:48

Perfect. Thank you. Yes, fourth quarter 2024, so the months of October, November, December. In your packet I think the fixed route sheet was first. I'll start there. On time performance, we're hoping our target is 90% and as you can see from our graph, we're just under that. I know our last detour ended in December from the 2024, construction season. And so far, January has been above 90, and February is looking good. So, fingers crossed. Obviously, new construction next year is what impacts that quite a bit, but we're still working on that.

David Vickman (Transit Operations Specialist) 16:28

Total miles between major system failures—for this quarter, we're above the target for all three months. And I notice for some reason, every October we don't have any major system failures if you look at your graph, which is strange. But October is a good month for system failures not happening, I guess.

David Vickman (Transit Operations Specialist) 16:46

Complaints on the fixed route side—the last KPI on the first page. Everything's below target, which is where we wanted to be. Then go to the next page. The first KPI is reportable events. These are significant incidents with damage, medical attention, stuff like that, property damage. So, we didn't have any in the fourth quarter, which, again, is terrific. And then the last one on productivity is passengers per revenue. We continue to be above that in the fall of 2024.

David Vickman (Transit Operations Specialist) 17:26

On the demand response side, the next report, again, the target is 90% for on time performance, and all three months were above target. On complaints, fortunately, we're below the target of 11 complaints per 10,000 rides. And then on the safety side, we did not have any reportable major events for the fourth quarter. And finally, on the last page, passengers per revenue hour—and I think I say this each time, we just have this here as a comparison with the fixed routes so you can get a feel for both services, and that's a pretty static around two rides per hour for that service.

David Vickman (Transit Operations Specialist) 18:08

I will say in 2025 we will be going through a transit development plan process. We try and do that every five years. We're actually working with east central planning commission right now to get a vendor to help us with

that. One of the tasks we will be asking that vendor to look at is to review our KPI, review the targets we use, so we can make sure we're on the correct path with what they see nationally. So, we'll get some professional opinions on this and adjust and report back. Any questions about KPI for the fourth quarter?

George Dearborn (Chairman) 18:51

Seeing none, then we're moving to request for agenda items.

General Manager Ron McDonald (Valley Transit) 18:59

Yeah. Thank you, Chair. So, Commissioner Detienne asked if we could provide an update on the transit center and the Whitman project, and I think the overall funding—kind of where we're at. Is that accurate, Rick? We'll bring that to the next agenda.

Rick Detienne (Commissioner) 19:14

I think with the current situation on cutbacks with government funding, it's really important for us to understand if there are implications for the transit system as a result of the situation in Washington right now.

General Manager Ron McDonald (Valley Transit) 19:31

We'll be glad to report out. It's underwhelming. There isn't much change for us. But we'll report out in detail.

Rick Detienne (Commissioner) 19:39

Thank you.