



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appletonwi.gov

Meeting Agenda - Final Fox Cities Transit Commission

Tuesday, April 22, 2025

2:50 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

4. Approval of minutes from previous meeting

[25-0414](#) Approval of minutes from previous meeting

Attachments: [MeetingMinutes 25-March-2025 revised.pdf](#)

5. Public Hearing/Appealances

[25-0421](#) Public Participation on Agenda Items

6. Action Items

[25-0422](#) Election of Fox Cities Transit Commission Chair

[25-0423](#) Election of Fox Cities Transit Commission Vice-Chair

[25-0424](#) Establish Meeting Date and Time

[25-0425](#) Designate Ronald McDonald as the Contact Person for the Commission

[25-0426](#) WisGo Update and Request to Approve Fare Capping

Attachments: [WisGO Project Update and Fare Policy Approval FCTC Memo.pdf](#)

[25-0427](#) Approval of Payments

Attachments: [March 2025 Payments.pdf](#)

7. Information Items

[25-0428](#) Financial Report

Attachments: [March 2025 Income Statement.pdf](#)

[25-0429](#)

Ridership Report

Attachments: [March 2025 Ridership.pdf](#)[25-0430](#)

2025 1st Quarter KPI

Attachments: [2025 1st Qtr KPI.pdf](#)[25-0431](#)

Request for Future Agenda Items

8. **Next Meeting Date & Time**
- **May 13, 2025, 2:50 PM - Cancelled**
- **May 27, 2025, 2:50 PM**

9. **Adjournment**

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

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



City of Appleton

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

Tuesday, March 25, 2025

2:50 PM

Council Chambers, 6th Floor

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

Present: 10 - Kasimor, Dexter, VandeHey, Chairperson Dearborn, Wurdinger, Detienne, Torrance, Firkus, Brown and Holzschuh

Excused: 2 - Patza and Heffernan

4. Approval of minutes from previous meeting

[25-0269](#)

Approval of minutes from previous meeting

Attachments: [MeetingMinutes 25-Feb-2025.pdf](#)

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

5. Public Hearing/Appearances

[25-0270](#)

Public Participation on Agenda Items

No public participation on agenda items

6. Action Items

[25-0271](#)

Approval of Payments

Attachments: [February 2025 Payments.pdf](#)

Commissioner Dexter moved, seconded by Commissioner Torrance, that the payments be approved. Voice Vote. Motion Carried.

[25-0272](#) Authorization to issue purchase order for a maintenance support vehicle

Attachments: [Award Recommendation Memo-Support Vehicle.pdf](#)

Commissioner VandeHey moved, seconded by Commissioner Torrance, that the purchase of a maintenance support vehicle be recommended for approval. Voice Vote. Motion Carried.

[25-0273](#) Authorization to award a four-year contract with three one-year options to Running Inc. for the provision of Northern Winnebago Dial A Ride services

Attachments: [Award Recommendation Memo-NWDAR Service.pdf](#)

Commissioner Dexter moved, seconded by Commissioner VandeHey, that the contract award be approved. Voice Vote. Motion Carried.

[25-0274](#) Authorization to award a four-year contract with three one-year options to Running Inc. for the provision of Outagamie County Rural services

Attachments: [Award Recommendation Memo-OC Rural Service.pdf](#)

Commissioner Detienne moved, seconded by Commissioner Brown, that the contract award be approved. Voice Vote. Motion Carried.

[25-0275](#) Authorization to award a four-year contract with three one-year options to Star Protection and Patrol for the provision of Downtown Transit Center Security services

Attachments: [Award Recommendation Memo - Downtown TC Security.pdf](#)

Commissioner VandeHey moved, seconded by Commissioner Holzschuh, that the contract be recommended for approval. Voice Vote. Motion Carried.

7. Information Items

[25-0276](#) Financial Report

Attachments: [February 2025 Income Statement.pdf](#)

The financial report was presented.

[25-0277](#) Ridership Report

Attachments: [February 2025 Ridership.pdf](#)

The ridership report was presented.

[25-0278](#) Update of Funding for Capital Projects

Capital project funding updates were discussed.

[25-0279](#)

Recognition of Departing FCTC Members

Departing FCTC members were recognized.

[25-0280](#)

Request for Future Agenda Items

Future agenda items were requested.

8. Next Meeting Date & Time**- April 8, 2025, 2:50 PM - Cancelled****- April 22, 2025, 2:50 PM****9. Adjournment**

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



Memorandum

TO: Fox Cities Transit Commission
FROM: Ron McDonald, General Manager
DATE: April 15, 2025
RE: WisGO Fare System Update and Fare Capping Policy Approval

In November 2024, the Fox Cities Transit Commission authorized the purchase of a new fare collection system, branded WisGO. WisGO is a modern system where riders pay their fare by scanning a smart card or phone app at an onboard validator. The system is set to replace the outdated and discontinued fareboxes currently used to collect fares. WisGO was initially deployed by Milwaukee County Transit System (MCTS) in 2023. The project was designed as a regional fare collection system for use by other transit systems in Wisconsin via an intergovernmental agreement. The system has also been implemented successfully in Oshkosh, Beloit, Waukesha and Racine. The purpose of this memo is to provide a project implementation update and present the fare capping policy for FCTC approval.

Valley Transit anticipates rolling out the new system this fall. Valley Transit staff have developed a draft communications and implementation plan to ensure riders are informed of the project's progress, key milestone dates, training sessions and rollout. The installation engineering is complete and all onboard equipment is expected to be onsite within the next week. Install is anticipated to begin later this month. Key rider messaging is planned to begin later this spring and continue throughout the summer. In addition to standard communications (website, social media and print), the planned tasks include multi-site training sessions and fare exchange events to directly engage and inform riders.

Below is the proposed fare capping policy. The Base Fare column is the current one-way fare charged to riders. The Daily Cap is set to twice the base fare. Each rider type would pay no more than the Daily Cap each day. The Monthly Cap matches Valley Transit's current monthly pass rate. Like the Daily Cap, each rider type would not be charged more than the amount shown in a calendar month.

Rider Type	Base Fare	Daily Cap	Monthly Cap
Youth (5-18)	\$ 0.75	\$ 1.50	\$ 22.00
Reduced (elderly & disabled)	\$ 1.00	\$ 2.00	\$ 40.00
Adult/Full Fare	\$ 2.00	\$ 4.00	\$ 60.00

RECOMMENDATION

Staff recommends approval of the fare capping levels referenced in the table above.

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/3 TO 2025/3										
ACCOUNT/VENDOR		DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
58071000			VT 5307 Admin							
58071000	620100			Training/Conferences						
999990	DELTA AIR	00623102	142258	0	2025	3 INV P	257.37	pcard		SS Mobility managem
999990	PAYPAL	*ASSOCIATION	142259	0	2025	3 INV P	300.00	pcard		SS Mobility managem
999990	DELTA AIR	BAGGAGE	142957	0	2025	3 INV P	35.00	pcard		TR baggage fee - D&
							592.37			
				ACCOUNT TOTAL			592.37			
58071000	620500			Employee Recruitment						
002694	RNS COMMUNICATIONS I		141668	0	2025	3 INV P	600.00	031225	568976	Employment advertis
999990	YOURMEMBERSHIP		141865	0	2025	3 INV P	160.00	pcard		Job posting
999990	TRANSITTALENT.COM		141866	0	2025	3 INV P	120.00	pcard		Job posting
							280.00			
				ACCOUNT TOTAL			880.00			
58071000	630100			Office Supplies						
001983	AMAZON		141776	0	2025	3 INV P	45.26	pcard		Visitor Management
001983	AMAZON		142190	0	2025	3 INV P	9.99	pcard		Misc supplies
001983	AMAZON		142605	0	2025	3 INV P	37.60	pcard		Office equipment
001983	AMAZON		142606	0	2025	3 INV P	11.90	pcard		Office supplies
001983	AMAZON		142608	0	2025	3 INV P	55.98	pcard		Office equipment
							160.73			
				ACCOUNT TOTAL			160.73			
58071000	630200			Subscriptions						
001517	GANNETT WISCONSIN		142197	0	2025	3 INV P	53.99	pcard		Post Crescent subsc
				ACCOUNT TOTAL			53.99			
58071000	630300			Memberships & Licenses						
001631	STATE OF WISCONSIN		142191	0	2025	3 INV P	8.25	pcard		DMA EPAY SERVICE FE
001631	STATE OF WISCONSIN		142192	0	2025	3 INV P	330.00	pcard		DMA EPAY EPCRA FEES
							338.25			
				ACCOUNT TOTAL			338.25			
58071000	630400			Postage / Freight						
000460	FEDEX - FEDERAL EXPR		142196	0	2025	3 INV P	15.50	pcard		Shipping
001583	UNITED STATES POSTAL		142916	0	2025	3 INV P	2.04	pcard		FCTC postage
				ACCOUNT TOTAL			17.54			
58071000	631603			other Misc. Supplies						

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/3 TO 2025/3										
ACCOUNT/VENDOR		DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN		CHECK	DESCRIPTION
000864	MEMORIAL FLORIST AND	142609	0	2025	3	INV P	92.00	pcard		Flowers
001198	SAM'S CLUB	142195	0	2025	3	INV P	190.34	pcard		Misc Supplies
ACCOUNT TOTAL							282.34			
58071000	632002			Outside Printing						
002297	PRINTSOURCE PLUS	141647	0	2025	3	INV P	623.46	031225	568971	Envelopes and lette
002297	PRINTSOURCE PLUS	142044	0	2025	3	INV P	394.91	031925	569079	Connector tickets
							1,018.37			
ACCOUNT TOTAL							1,018.37			
58071000	632700			Miscellaneous Equipment						
000620	HEARTLAND BUSINESS S	142525	0	2025	3	INV P	316.18	032625	569156	Stack power cables
001393	ULINE	142200	0	2025	3	INV P	3,131.34	pcard		Shelving
001983	AMAZON	141775	0	2025	3	INV P	206.99	pcard		Vistor Management s
001983	AMAZON	142188	0	2025	3	INV P	792.00	pcard		Monitors
							998.99			
999990	SP BOUNCEPAD NA	141779	0	2025	3	INV P	323.00	pcard		Visitor Management
ACCOUNT TOTAL							4,769.51			
58071000	640300			Bank Service Fees						
000814	LOOMIS ARMORED US, L	141945	0	2025	3	INV P	164.02	031925	569059	FEB ARMORED CAR SER
ACCOUNT TOTAL							164.02			
58071000	640800			Contractor Fees						
001771	RED SHOES PR, INC.	141657	0	2025	3	INV P	4,562.50	031225	568973	February Marketing
003012	LANGUAGE LINE	141667	0	2025	3	INV P	31.68	031225	568947	Translation service
ACCOUNT TOTAL							4,594.18			
58071000	641200			Advertising						
001771	RED SHOES PR, INC.	141656	0	2025	3	INV P	7,000.00	031225	568973	March digital adver
ACCOUNT TOTAL							7,000.00			
58071000	641301			Electric						
001575	WE ENERGIES	578	0	2025	3	INV P	5,380.56	030525	568897	0701172433-00271 E1
ACCOUNT TOTAL							5,380.56			
58071000	641302			Gas						
001575	WE ENERGIES	578	0	2025	3	INV P	5,400.78	030525	568897	0701172433-00271 E1

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/3 TO 2025/3				ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
ACCOUNT TOTAL										5,400.78			
58071000	641308												
000250	CELLCOM APPLETON PCS	142199	0	2025	3	INV	P			1,271.50	pcard	Data plan and cell	
ACCOUNT TOTAL										1,271.50			
58071000	642400												
003040	OPTIBUS INC	142045	0	2025	3	INV	P			5,751.96	031925	569074 Software driver app	
999990	SWIPEDON LTD	141778	0	2025	3	INV	P			1,111.80	pcard	Visitor Management	
999990	WWW.FIELDWIRE.COM	142181	0	2025	3	INV	P			88.00	pcard	WWW.FIELDWIRE.COM -	
999990	ZOOM.COM 888-799-966	142189	0	2025	3	INV	P			10.00	pcard	Monthly teleconfere	
999990	FIRE PIXEL INC	142198	0	2025	3	INV	P			315.00	pcard	website software ma	
										1,524.80			
ACCOUNT TOTAL										7,276.76			
58071000	659900												
001142	RECYCLE THATSTUFF.CO	142950	0	2025	3	INV	P			180.00	pcard	Recycling charges	
999990	SHIPPING CONTAINERS	142201	0	2025	3	INV	P			325.00	pcard	Storage containers	
ACCOUNT TOTAL										505.00			
ORG 58071000 TOTAL										39,705.90			
58072000	VT 5307 Vehicle Maintenance												
58072000	630901												
000274	CINTAS CORPORATION	142915	0	2025	3	INV	P			324.95	pcard	Uniforms, cleaning	
000615	HARTLAND LUBRICANTS	141651	0	2025	3	INV	P			120.54	031225	568938 KLAS Basic oil anal	
001003	NORTHSIDE HARDWARE,	142610	0	2025	3	INV	P			34.14	pcard	Shop supplies	
001194	SAFETY-KLEEN	142777	0	2025	3	INV	P			153.98	040225	569279 Shop supplies	
001607	GRAINGER, INC.	142948	0	2025	3	INV	P			307.86	pcard	Shop supplies	
001607	GRAINGER, INC.	142949	0	2025	3	INV	P			178.96	pcard	Shop supplies	
										486.82			
ACCOUNT TOTAL										1,120.43			
58072000	630902												
001673	NORTHERN TOOL AND EQ	141780	0	2025	3	INV	P			538.97	pcard	Tube & Pipe bender	
999990	PAYPAL *HECKINDUSTR	141781	0	2025	3	INV	P			408.00	pcard	woodward Fab - tube	
ACCOUNT TOTAL										946.97			

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/3 TO 2025/3		ACCOUNT/VENDOR		DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
58072000	632200					Gas Purchases					
000763	KWIK TRIP, INC	141522	0	2025	3	INV	P		255.39	030525	568856 Staff vehicle fuel
ACCOUNT TOTAL									255.39		
58072000	632601					Repair Parts					
000006	ABC BUS, INC.	141654	0	2025	3	INV	P		1,808.79	031225	568901 Parts
000089	NEW FLYER OF AMERICA	141648	0	2025	3	INV	P		1,222.64	031225	568961 Parts
000089	NEW FLYER OF AMERICA	142024	0	2025	3	INV	P		1,509.03	031925	569071 Parts
000089	NEW FLYER OF AMERICA	142025	0	2025	3	INV	P		272.88	031925	569071 Parts
000089	NEW FLYER OF AMERICA	142026	0	2025	3	INV	P		374.88	031925	569071 Parts
000089	NEW FLYER OF AMERICA	142027	0	2025	3	INV	P		440.46	031925	569071 Parts
000089	NEW FLYER OF AMERICA	142028	0	2025	3	INV	P		368.88	031925	569071 Parts
000089	NEW FLYER OF AMERICA	142029	0	2025	3	INV	P		200.94	031925	569071 Parts
000089	NEW FLYER OF AMERICA	142030	0	2025	3	INV	P		85.20	031925	569071 Parts
000089	NEW FLYER OF AMERICA	142031	0	2025	3	INV	P		5,212.26	031925	569071 Parts
000089	NEW FLYER OF AMERICA	142032	0	2025	3	INV	P		71.61	031925	569071 Parts
000089	NEW FLYER OF AMERICA	142033	0	2025	3	INV	P		5,353.52	031925	569071 Parts
000089	NEW FLYER OF AMERICA	142034	0	2025	3	INV	P		1,858.86	031925	569071 Parts
000089	NEW FLYER OF AMERICA	142035	0	2025	3	INV	P		37.74	031925	569071 Parts
000089	NEW FLYER OF AMERICA	142038	0	2025	3	INV	P		17.16	031925	569071 Parts
000089	NEW FLYER OF AMERICA	142039	0	2025	3	INV	P		171.66	031925	569071 Parts
000089	NEW FLYER OF AMERICA	142765	0	2025	3	INV	P		188.70	040225	569267 Parts
000089	NEW FLYER OF AMERICA	142766	0	2025	3	INV	P		410.41	040225	569267 Parts
000089	NEW FLYER OF AMERICA	142767	0	2025	3	INV	P		1.04	040225	569267 Parts
000089	NEW FLYER OF AMERICA	142768	0	2025	3	INV	P		946.68	040225	569267 Parts
000089	NEW FLYER OF AMERICA	142769	0	2025	3	INV	P		206.76	040225	569267 Parts
000089	NEW FLYER OF AMERICA	142770	0	2025	3	INV	P		71.61	040225	569267 Parts
									19,022.92		
000569	GILLIG LLC	142043	0	2025	3	INV	P		282.60	031925	569043 Parts
001595	JX TRUCK CENTER	141649	0	2025	3	INV	P		131.99	031225	568943 Parts
001595	JX TRUCK CENTER	142040	0	2025	3	INV	P		1,777.86	031925	569051 Parts
001595	JX TRUCK CENTER	142041	0	2025	3	CRM	P		-162.89	031925	569051 Parts credit
001595	JX TRUCK CENTER	142042	0	2025	3	CRM	P		-43.99	031925	569051 Parts credit
001595	JX TRUCK CENTER	142761	0	2025	3	INV	P		1,636.38	040225	569258 Parts
001595	JX TRUCK CENTER	142762	0	2025	3	INV	P		1,523.88	040225	569258 Parts
001595	JX TRUCK CENTER	142763	0	2025	3	INV	P		828.60	040225	569258 Parts
001595	JX TRUCK CENTER	142764	0	2025	3	INV	P		2,462.59	040225	569258 Parts
									8,154.42		
003291	ENERGITECH SERVICES,	142771	0	2025	3	INV	P		617.40	040225	569236 Fuel parts
ACCOUNT TOTAL									29,886.13		
58072000	645100					Laundry Services					
000274	CINTAS CORPORATION	142915	0	2025	3	INV	P		143.78	pcard	Uniforms, cleaning

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/3 TO 2025/3				ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
						ACCOUNT TOTAL		143.78				
						ORG 58072000 TOTAL		32,352.70				
58073000						VT 5307 Building Maintenance						
58073000 632700						Miscellaneous Equipment						
000778 LAPPEN SECURITY PROD 142440						250088	2025	3	INV P	2,724.96	031925	569057 Enterprise Camera L
						ACCOUNT TOTAL		2,724.96				
58073000 640700						Solid waste/Recycling Pickup						
002545 GFL ENVIRONMENTAL 142822						0	2025	3	INV P	388.51	pcard	GFL - ENV
002545 GFL ENVIRONMENTAL 142908						0	2025	3	INV P	356.23	pcard	GFL - ENV
										744.74		
						ACCOUNT TOTAL		744.74				
58073000 641600						Build Repairs & Maint						
001378 TRI CITY GLASS AND D 141659						0	2025	3	INV P	176.02	031225	568990 Shelter glass repai
						ACCOUNT TOTAL		176.02				
58073000 642001						FMD Materials Charges						
000274 CINTAS CORPORATION 142915						0	2025	3	INV P	159.13	pcard	Uniforms, cleaning
						ACCOUNT TOTAL		159.13				
58073000 644000						Snow Removal Services						
003022 BOB & DAVE'S 141669						0	2025	3	INV P	8,430.00	031225	568913 Snow removal and sa
003022 BOB & DAVE'S 142417						250099	2025	3	INV P	4,010.00	031925	569020 Snow removal
003022 BOB & DAVE'S 142418						250099	2025	3	INV P	6,375.00	031925	569020 Snow removal
003022 BOB & DAVE'S 142419						250099	2025	3	INV P	3,565.00	031925	569020 Snow removal
003022 BOB & DAVE'S 142795						0	2025	3	INV P	6,530.00	040225	569227 Snow removal - TC
										28,910.00		
						ACCOUNT TOTAL		28,910.00				
58073000 645100						Laundry Services						
000274 CINTAS CORPORATION 142915						0	2025	3	INV P	34.60	pcard	Uniforms, cleaning
						ACCOUNT TOTAL		34.60				
58073000 680300						Buildings						
001021 WESTWOOD PROFESSIONA 141658						0	2025	3	INV P	200.00	031925	569110 Professional Servic
						ACCOUNT TOTAL		200.00				
58073000 680402 1800						Furniture & Fixtures						
003252 SMART SPACES LLC 142452						230809	2025	3	INV P	35,586.24	031925	569086 AV Equipment for wh

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/3 TO 2025/3		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
				ACCOUNT TOTAL				35,586.24		
				ORG 58073000 TOTAL				68,535.69		
58074000				VT 5307 Operations						
58074000 620100				Training/Conferences						
001588	THEDACARE, INC.	142203	0	2025	3	INV	P	80.00	pcard	Reasonable suspicio
				ACCOUNT TOTAL				80.00		
58074000 632101				Uniforms						
001396	UNIFIRST CORPORATION	142775	0	2025	3	INV	P	36.96	040225	569291 Uniforms
				ACCOUNT TOTAL				36.96		
58074000 632200				Gas Purchases						
001608	GARROW OIL CORPORATI	142773	0	2025	3	INV	P	16,021.98	040225	569247 #2 Clear diesel fue
				ACCOUNT TOTAL				16,021.98		
58074000 632602				Tires						
001926	GOODYEAR TIRE AND RU	142772	0	2025	3	INV	P	296.86	040225	569248 Feb miles
003165	BRIDGESTONE	142421	230542	2025	3	INV	P	1,897.72	031925	569021 Tire program
				ACCOUNT TOTAL				2,194.58		
58074000 632603				Lubricants						
000615	HARTLAND LUBRICANTS	141650	0	2025	3	INV	P	1,235.13	031225	568938 DEF
000615	HARTLAND LUBRICANTS	142776	0	2025	3	INV	P	5,504.60	040225	569251 Lubricants
								6,739.73		
				ACCOUNT TOTAL				6,739.73		
58074000 632700				Miscellaneous Equipment						
001983	AMAZON	141777	0	2025	3	INV	P	564.97	pcard	Driver App tablets
				ACCOUNT TOTAL				564.97		
58074000 640800				Contractor Fees						
002229	STAR PROTECTION AND	141655	0	2025	3	INV	P	7,125.00	031225	568981 Transit Center secu
				ACCOUNT TOTAL				7,125.00		
58074000 643000				Health Services						
001588	THEDACARE, INC.	141532	0	2025	3	INV	P	372.30	031225	568986 DOT Physical and ra
001588	THEDACARE, INC.	141533	0	2025	3	INV	P	87.55	031225	568986 DOT random D&A test
001588	THEDACARE, INC.	141534	0	2025	3	INV	P	231.15	031225	568986 DOT Physical and ra
001588	THEDACARE, INC.	141652	0	2025	3	INV	P	87.55	031225	568986 DOT random drug tes
001588	THEDACARE, INC.	142774	0	2025	3	INV	P	87.55	040225	569288 DOT random D&A test

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/3 TO 2025/3		ACCOUNT/VENDOR		DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
										866.10
										ACCOUNT TOTAL
										866.10
										ORG 58074000 TOTAL
										33,629.32
58075000					VT 5307	ADA	Paratransit			
58075000	641308						Cellular Phones			
001442	VERIZON WIRELESS	SER 142194			0	2025	3 INV P			350.70 pcard
										Data plan
										ACCOUNT TOTAL
										350.70
										ORG 58075000 TOTAL
										350.70
FUND 580 Valley Transit					TOTAL:					174,574.31

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

City of Appleton
VALLEY TRANSIT INCOME STATEMENT
For three months Ending March 31, 2025

Description	Month of March Actual	Prior Year March	YTD As of March Actual	Prior YTD March	2025 Amended Budget	2025 % of Total Budget
REVENUES						
Bus Fare Revenue	31,437	105,064	88,349	174,462	740,000	11.94%
Paratransit Fare Revenue	31,239	33,962	90,409	105,465	557,410	16.22%
Total Fare Revenue	62,676	139,026	178,758	279,927	1,297,410	13.78%
Other Charges for Service	2,605	2,665	4,575	8,309	65,000	7.04%
Other Revenues	1,200	1,000	4,887	5,746	8,000	61.09%
TOTAL REVENUES	66,481	142,691	188,220	293,982	1,370,410	13.73%
EXPENSES BY LINE ITEM						
Regular Salaries & Labor pool alloc	187,735	207,050	575,586	744,458	3,585,397	16.05%
Overtime	30,241	46,073	83,054	148,295	77,358	107.36%
Incentive Pay	-	-	-	1,480	1,335	0.00%
Fringes	73,384	83,887	217,484	214,372	1,311,426	16.58%
Unemployment Compensation	1,480	-	3,944	(38,973)	-	-
Salaries & Fringe Benefits	292,840	337,010	880,068	1,069,632	4,975,516	17.69%
Training & Conferences	672	1,790	2,063	6,359	25,000	8.25%
Employee Recruitment	880	295	8,780	2,080	7,280	120.60%
Office Supplies & Parking permits	161	498	611	2,180	5,400	11.31%
Subscriptions	54	43	243	221	1,413	17.20%
Memberships & Licenses	367	40	9,507	9,180	15,970	59.53%
Postage & Freight	668	87	670	98	3,700	18.11%
Awards & Recognition	-	803	-	823	930	0.00%
Food & Provisions	-	-	-	-	1,240	0.00%
Insurance	-	-	185,333	193,295	314,905	58.85%
Insurance dividend & return of surplus	-	-	-	-	-	-
Depreciation Expense	126,812	118,656	380,436	355,969	1,521,743	25.00%
Administrative Expenses	129,614	122,212	587,643	570,205	1,897,581	30.97%
Landscape Supplies	-	-	-	-	1,500	0.00%
Shop Supplies & Tools (& misc)	2,350	3,578	5,909	13,188	55,450	10.66%
Printing & Reproduction	1,018	1,761	1,509	1,978	29,470	5.12%
Uniforms	37	95	2,633	267	9,290	28.34%
Gas Purchases	16,277	44,583	92,555	122,291	571,500	16.20%
Safety Supplies	-	89	514	423	1,500	34.27%
Vehicle & Equipment Parts	38,820	53,074	47,738	65,279	322,300	14.81%
Miscellaneous Equipment	8,059	-	1,012	2,884	25,100	4.03%
Signs	-	1,224	-	2,032	12,000	0.00%
Supplies & Materials	66,561	104,404	151,870	208,342	1,028,110	14.77%
Accounting/Audit	-	-	-	-	15,000	0.00%
Bank Services	164	167	328	588	6,680	4.91%
Consulting Services	-	-	-	-	40,000	0.00%
Solid Waste/Recycling	745	-	1,133	738	6,161	18.39%
Contractor Fees	255,843	185,815	712,197	548,158	4,008,877	17.77%
Advertising	7,000	16,153	23,450	27,953	50,309	46.61%
Health Services	866	255	1,808	1,140	9,200	19.65%
Snow Removal Services	21,451	4,870	42,010	30,605	56,008	75.01%
Laundry Services	178	804	906	1,919	15,340	5.91%
Other Contracts/Obligations	505	573	830	1,780	100,190	0.83%
Purchased Services	286,752	208,637	782,662	612,881	4,307,765	18.17%
Electric	10,976	-	17,506	10,014	58,434	29.96%

25% of Budget Year Completed

City of Appleton
VALLEY TRANSIT INCOME STATEMENT
For three months Ending March 31, 2025

Description	Month of March Actual	Prior Year March	YTD As of March Actual	Prior YTD March	2025 Amended Budget	2025 % of Total Budget
Gas	7,770	-	13,855	7,345	24,638	56.23%
Water	1,214	1,945	1,512	2,301	7,850	19.26%
Sewer	592	1,084	787	1,304	4,763	16.52%
Stormwater	2,679	1,907	3,348	2,569	10,000	33.48%
Telephone	1,747	2,117	3,166	3,107	29,156	10.86%
Utilities	24,978	7,053	40,174	26,640	134,841	29.79%
Building/Grounds Repair & Maintenance	176	-	548	-		
Vehicle Repair & Maintenance	-	-	2,457	2,437	10,050	24.45%
Equipment Repair & Maintenance	-	2,585	-	4,738	9,650	0.00%
FMD Charges & Material	159	-	540	16,273	137,933	0.39%
Software Support	7,277	5,536	136,751	82,462	170,430	80.24%
Repairs & Maintenance	7,612	8,121	140,296	105,910	328,063	42.76%
Total Operating Expenses	808,357	787,437	2,582,713	2,593,610	12,671,876	20.38%
OPERATING INCOME (LOSS)	(741,876)	(644,746)	(2,394,493)	(2,299,628)	(11,301,466)	
NON-OPERATING REVENUES						
Federal Support	-	-	-	-	3,560,391	0.00%
State Support	-	-	-	-	3,082,885	0.00%
Appleton Support	-	-	-	-	724,810	0.00%
Other Local Support	244,135	277,634	1,137,150	1,025,836	1,899,499	59.87%
Investment Income	-	-	-	4,857	12,500	0.00%
Donations	-	-	-	8,389	63,386	0.00%
Fund Balance Applied	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	244,135	277,634	1,137,150	1,039,082	9,343,471	12.17%
Land	-	-	-	-	-	0.00%
Buildings	-	602,775	-	744,072	7,500,000	0.00%
Machinery & Equipment	-	-	35,016	-	-	0.00%
Furniture & Fixtures	35,586	-	199,173	-	-	0.00%
Vehicles	-	-	-	-	50,000	0.00%
Capital Expenditures	35,586	602,775	234,189	744,072	7,550,000	3.10%
NET INCOME (LOSS)	(533,327)	(969,887)	(1,491,532)	(2,004,618)	(9,507,995)	

City of Appleton
VALLEY TRANSIT INCOME STATEMENT
For three months Ending March 31, 2025

Description	Month of March Actual	Prior Year March	YTD As of March Actual	Prior YTD March	2025 Amended Budget	2025 % of Total Budget
PURCHASED TRANSPORTATION EXPENSE						
VTII - Disabled	101,847	84,145	304,394	262,716	2,550,000	11.94%
VTII - Elderly	6,146	4,141	15,555	12,281	76,500	20.33%
PT - Optional (Sunday)	459	303	1,301	893	12,750	10.20%
Outagamie County Demand Response Rural	33,343	32,690	102,069	95,064	462,600	22.06%
Neenah Dial - A - Ride	5,441	3,823	14,707	10,124	120,705	12.18%
Calumet County Van Service	6,089	2,431	14,089	8,977	37,620	37.45%
Connector	83,340	28,943	236,448	97,541	476,352	49.64%
Downtown Trolley	-	-	-	-	40,800	0.00%
Total Purchased Transportation	236,665	156,476	688,563	487,596	3,777,327	18.23%

Total Monthly
Passengers

47,554

↘ -21%
change

59,880

prev. year

Total YTD
Passengers

141,905

↘ -20%
change

176,954

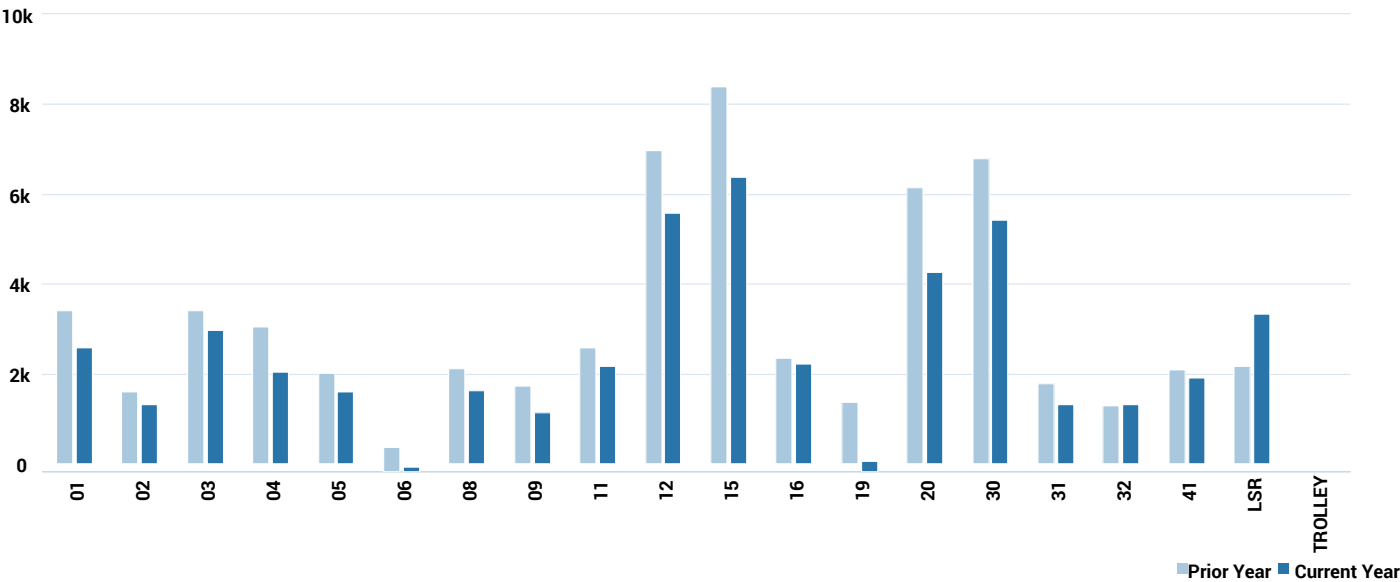
prev. year

Monthly Fare Group Trend

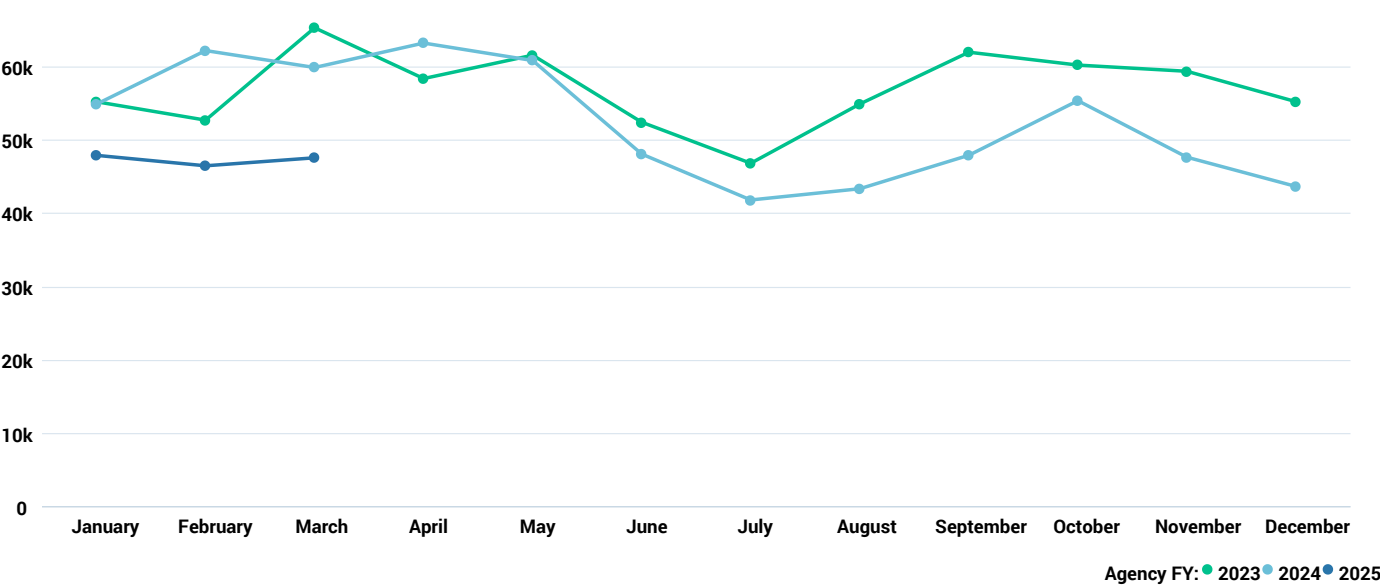
Fare Group Desc	Prior Year	Current ▼	% Change
Passes & Tickets	27,985	20,358	-27.3%
AASD	7,760	8,126	4.7%
Transfers	8,567	6,884	-19.6%
Cash	8,927	6,868	-23.1%
FVTC	4,488	3,521	-21.5%
Free	1,215	1,110	-8.6%
Lawrence University	938	687	-26.8%

*Note: Ridership decrease due to a major service modification in July 2024 when Monday - Friday evening and Saturday afternoon & evening bus service was transitioned to VT Connector service.

Ridership by Route



Monthly Ridership Trend by Year



Total Monthly
Passengers

8,136

↗ 8% 7,512
change prev. year

Total YTD
Passengers

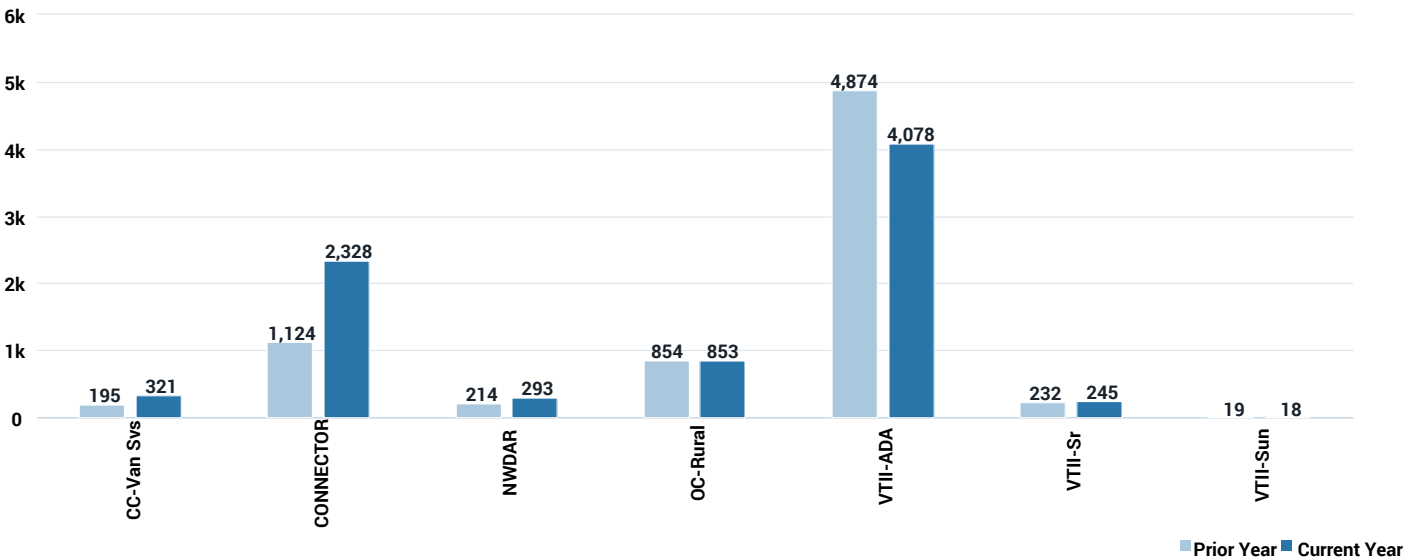
23,631

↗ 1% 23,335
change prev. year

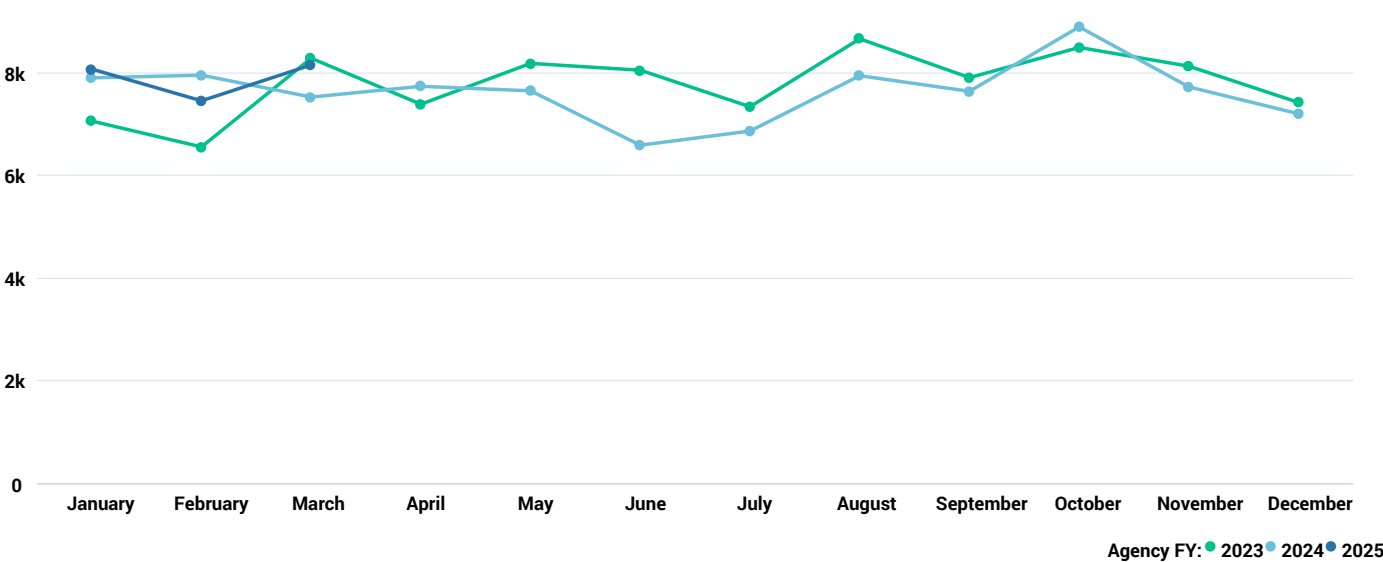
Monthly Ridership by Program Trend

Reporting Route	Prior Year	Current Year ▼	% Change
VTII-ADA	4,874	4,078	-16.33%
CONNECTOR	1,124	2,328	107.12%
OC-Rural	854	853	-0.12%
CC-Van Svs	195	321	64.62%
NWDAR	214	293	36.92%
VTII-Sr	232	245	5.60%
VTII-Sun	19	18	-5.26%

Monthly Ridership by Program

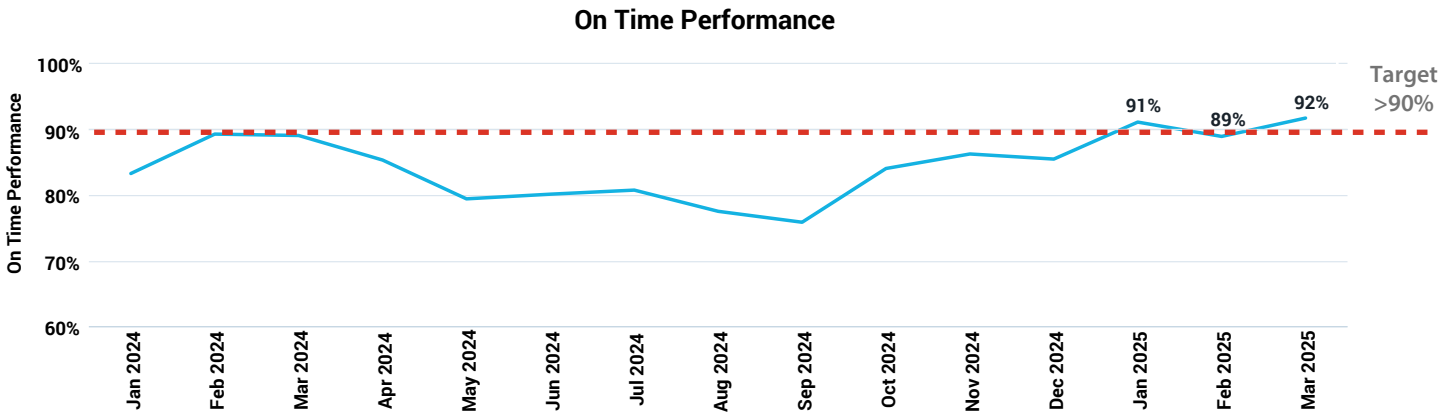


Monthly Ridership Trend by Year

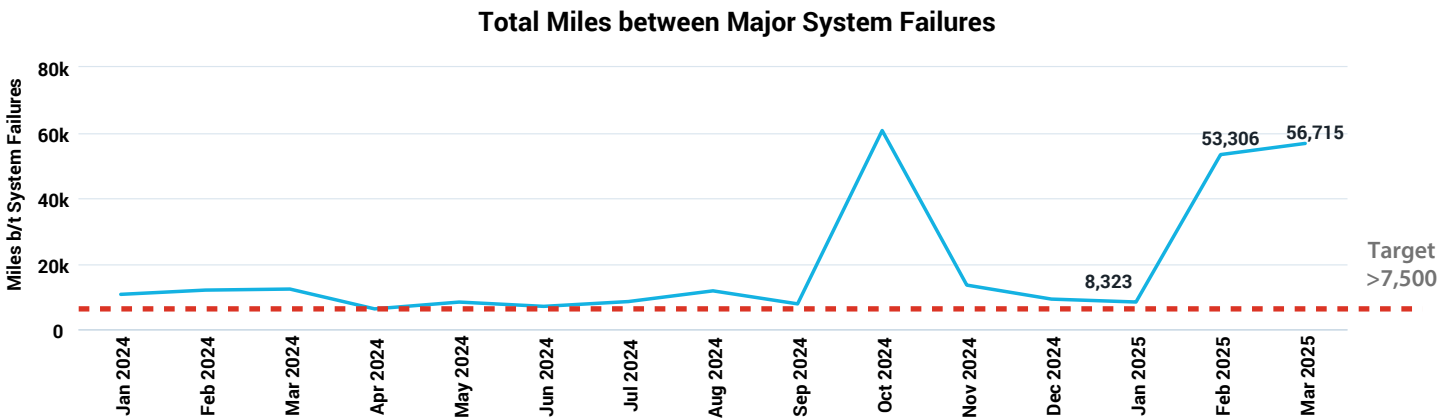


Reliability

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. Formula = (on time stops/total stops)

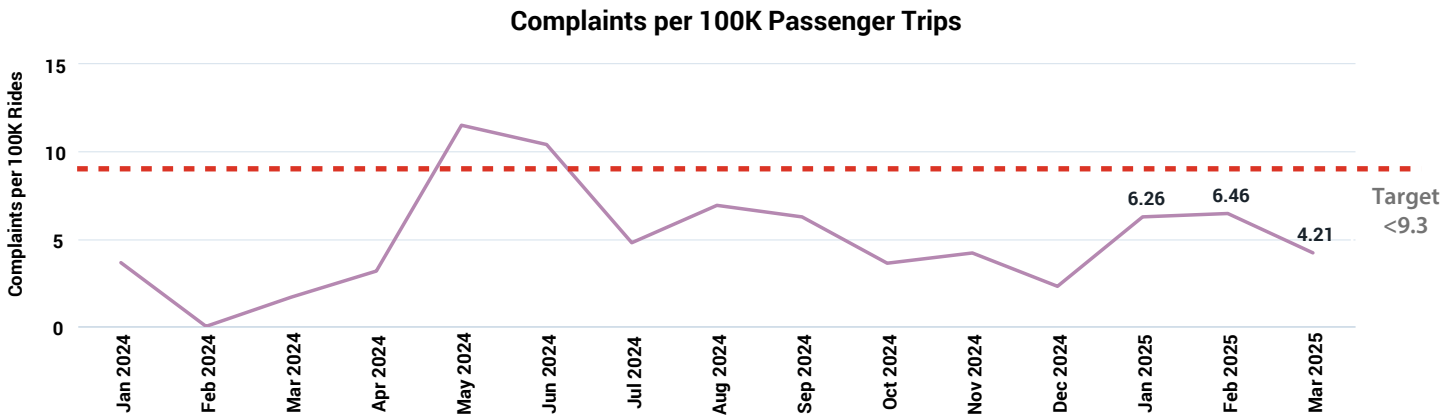


The goal is to minimize bus repair road calls through preventative maintenance and asset management. This graphs shows the average frequency of major system failures. A major system failure is a road call that requires replacement of a bus in service due to an issue that is a safety hazard or when vehicle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



Quality

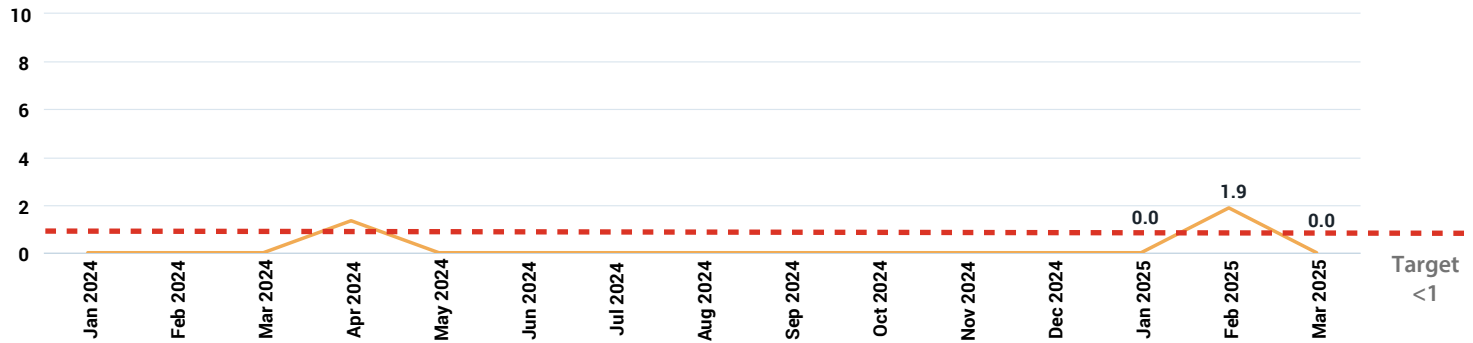
The focus is to provide quality service and respond to feedback in a timely manner. This graph shows the monthly rate of complaints per 100,000 rides. Formula = (complaints/rides)X100,000



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

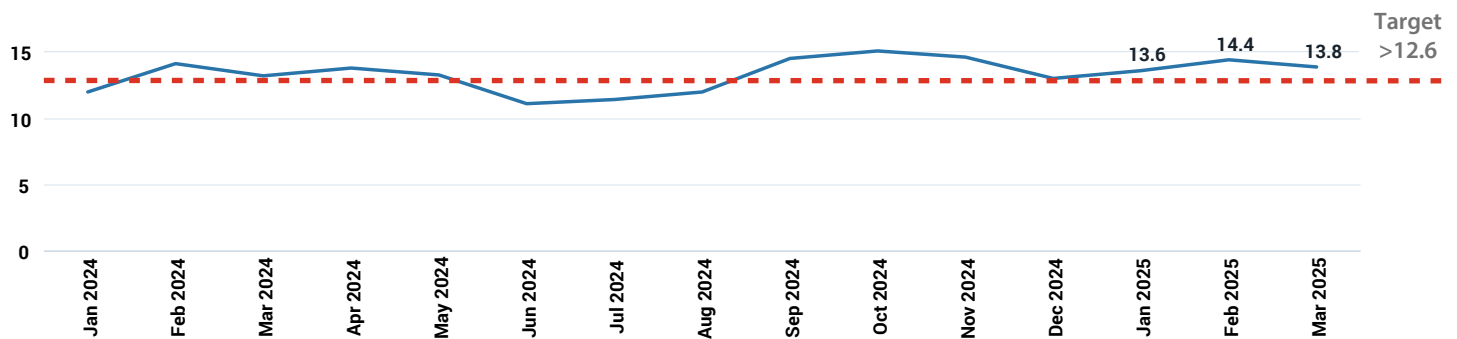
Reportable Events per 100K Miles



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

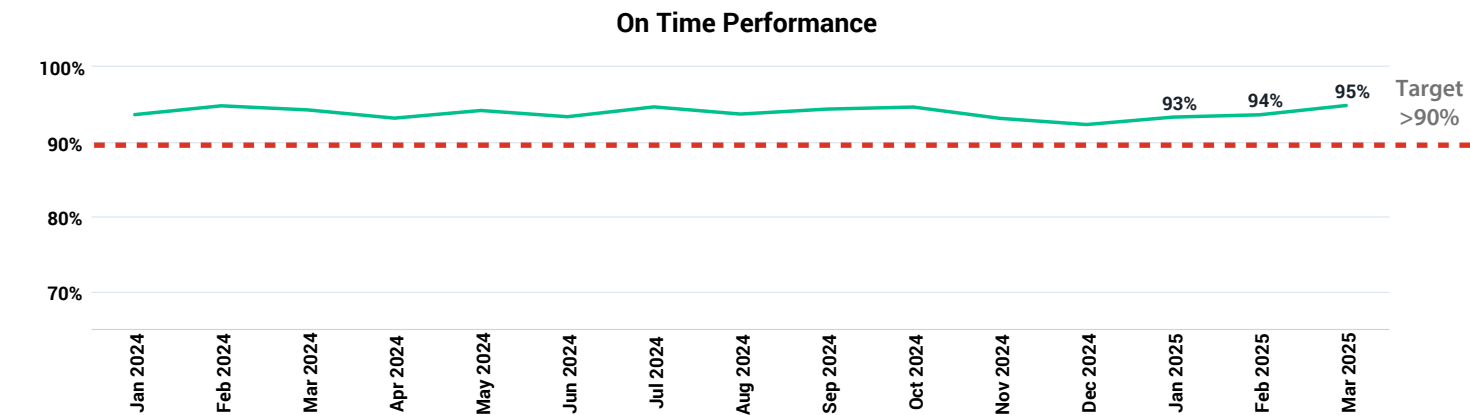


Quarterly KPI - Demand Response Service, 1st Quarter 2025



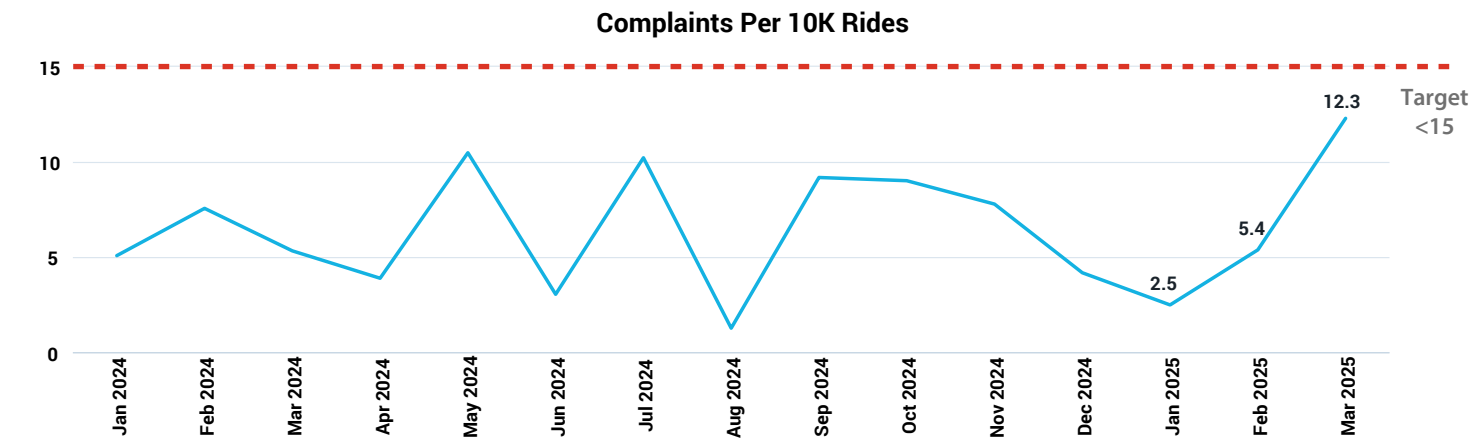
Reliability

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)



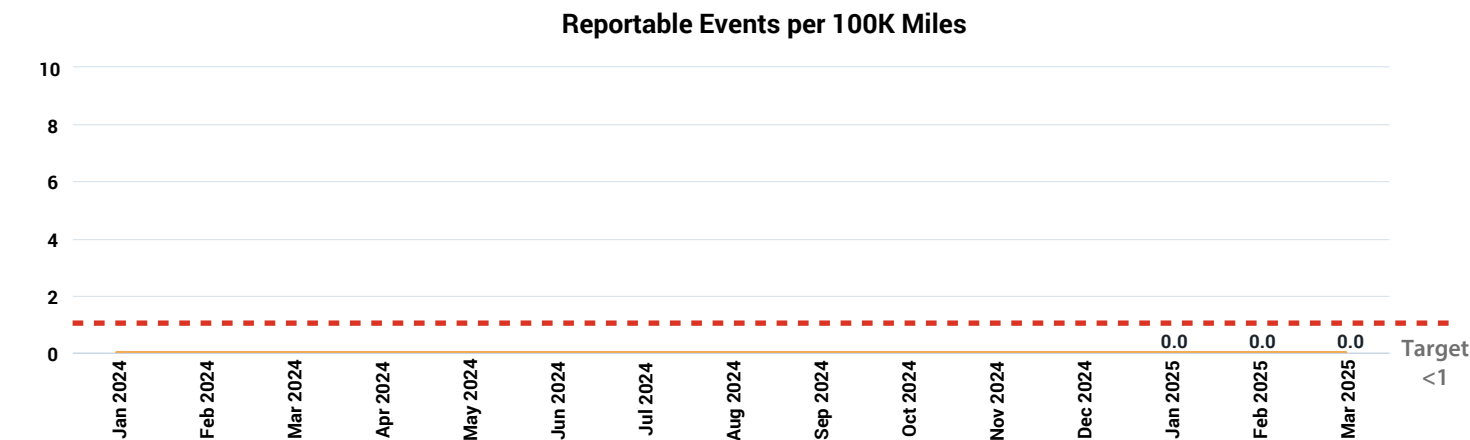
Quality

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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)

