

Action Items And Reports

Fox Cities Transit Commission

Tue, Jul 22, 2025 2:50PM

George Dearborn (Chairman) 01:50

Then begin to action items. The first action item is—oh, public hearings. Sorry about that. Jumped ahead. There's no one here for a public hearing, so move ahead to action items, and first approval of payments. I need a motion to approve the payments.

Diane Dexter (Commissioner) 02:08

I move approval.

Mike Patza (Commissioner) 02:09

Second.

George Dearborn (Chairman) 02:10

There's a motion and to second to—Kristin, if you could go through those, if anything unique for those, thanks.

Kristin Stohl (Enterprise Account Manager - Valley Transit) 02:18

Thank you. Chair. In your packet is the June check register. Most of the payments originate from our standard operations, but there are a few that I'd like to highlight. Midway down page two, there is a payment for \$29,759.50 to trans track, which is our annual payment for our primary data database software. Then if you go on to page four, you're going to see a payment to the City of Appleton for \$150,000. That is for the purchase of the vacant lot behind the transit center. And additionally, on page four is a payment to Faith technologies for \$14,666.37 for our access control system at our Whitman location. Those are a few of the highlights that I wanted to point out. Anybody have any questions?

George Dearborn (Chairman) 03:22

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

Alderson Martyn Smith (District 4) 03:28

Second.

George Dearborn (Chairman) 03:28

Motion and second, and, Ron, I think you explain that. Please.

George Dearborn (Chairman) 03:28

Next item is the authorization for the agreement to execute the agreement between Valley Transit, Wisconsin DOT, and East Central Regional Planning Commission. So, I need a motion to approve. Please.

Alderson Vered Meltzer (District 2) 03:45

Move to approve.

General Manager Ron McDonald (Valley Transit) 03:50

Sure. Thank you, Chair. So, as the Chair said, this is a three-way agreement between WisDOT, Valley Transit, and East Central Wisconsin Regional Planning Commission. This is an agreement that we're required to have by the

federal government, by both federal highway and Federal Transit Administration, and this is just for the planning efforts. If we receive federal money, we have to have this agreement in place to be able to get our federal grants. So, this is a template that was provided by WisDOT, and everybody's looked through, but it's something we need to sign to be able to continue operating. I would seek authorization to execute this agreement so we can keep going. Glad to answer any questions anybody has on it.

George Dearborn (Chairman) 04:37

Yes, please.

Alderperson Martyn Smith (District 4) 04:38

I just have a question so I understand this for future documents, when it says Appleton Fox Cities Metropolitan Planning Organization, and often it talks about MPO, is that basically us? The Fox Valley Transit? Okay.

General Manager Ron McDonald (Valley Transit) 04:51

No. So, very good question. So east central Wisconsin Regional Planning Commission is also the metropolitan planning Organization, or the MPO, for our transit management area. It's an MPO basically, if you're under 200,000. It becomes a Transportation Management Area if you're above 200,000. We're actually above the 200,000 in the Fox Cities, but this MPO agreement is what they use for the planning efforts. But that's actually—East Central functions as the MPO in our planning efforts. Any other questions?

George Dearborn (Chairman) 05:29

Anything else? Okay, we have a motion and a second on the floor. All those in favor, please say, aye. Any opposed? Thanks. Motion carries.

George Dearborn (Chairman) 05:39

Then we'll move on to information items. And the first item is financial report, or financial report, and Kristin will go through that please.

Kristin Stohl (Enterprise Account Manager - Valley Transit) 05:54

Thank you, Chair. We're going to—as chairperson said, we're going to go over our June financials and year to date financials. Our benchmark for revenues and expenses at this point in the year is 50% of our budget. Our fare revenue through June, is at about 35%. Part of that is attributed to a delay in some of the June deposits being posted to the general ledger. Our other revenues, which are primarily made up of advertising revenue, is at 35%.

Kristin Stohl (Enterprise Account Manager - Valley Transit) 06:21

For expenses our total operating expenses are on track at 49% of the budget, and purchase transportation is at 36%. Some highlights we have are we're over budget in overtime, although overall salary and fringe benefits remain under budget. Our administrative expenses are slightly over budget due to the beginning of the year insurance expense, but that percentage is decreasing as the year progresses. Additionally, recruitment expenses are over budget as we continue to invest in hiring more drivers. We are under budget in supply and materials, which is at 33 and a half percent, and utilities, which is at 44%. We are over budget in purchased services, which is at 64%. Two large items in this area are snow removal services, which we won't see again until the end of the year, and not on a hot day like today, and advertising. We are at 67.9% of the budget for repairs and maintenance. We pay for most of our software support at the beginning of the year. Therefore, software expense percent of the budget starts out high, but it doesn't increase exponentially as the year progresses. Questions?

George Dearborn (Chairman) 07:36

Oh yes, please go ahead.

Alderson Martyn Smith (District 4) 07:38

With the bus fare revenue our month now, the top line is 63—63,000, prior year, June, 42,000 but our ridership is down. So how—in comparison to that prior year, how does—is it—I'm just trying to understand the fares go up in that case, or how did...?

General Manager Ron McDonald (Valley Transit) 08:04

No, and I don't—I would have to give you an educated guess right here without digging into it, but when we go in and we take care of our ticket outlets and things like that, those don't tend to follow in line exactly on the calendar month. So those are going to go into different months ahead, and it gets wonky. So, if maybe we went in and did our outlets just before we hosted all of this, it would show up on there. That's probably what it is. We can dig into it if you want, but that's likely what it is.

Alderson Martyn Smith (District 4) 08:40

Okay. So [unclear] necessarily take some of those, when the revenues come in, when they get posted, that's not necessarily gospel. Basically, that could—

General Manager Ron McDonald (Valley Transit) 08:48

Yeah, it flows either way.

Alderson Martyn Smith (District 4) 08:50

Okay.

General Manager Ron McDonald (Valley Transit) 08:51

And the other side of this is, you know, we're—we have more expenses than we do revenue in the door right now, but we haven't gotten our federal and state checks coming in. So, we've got additional money coming in that will offset that. So don't be afraid by that. It's just the way that it flows. WisDOT we will probably start getting checks from—the contract was actually signed yesterday, and so they'll start issuing checks within the next 30 days. We'll probably get about two thirds of that money in the next few weeks, and the federal money, I think they're getting ready to do an echo drop, probably the next couple of days, to start drawing some federal dollars down. So, it'll all even out.

Alderson Martyn Smith (District 4) 09:32

Thank you.

General Manager Ron McDonald (Valley Transit) 09:33

Just the way it flows.

George Dearborn (Chairman) 09:37

Any other questions on that? If not, Kristin, we can move into ridership report, please.

Kristin Stohl (Enterprise Account Manager - Valley Transit) 09:44

Thank you. So, ridership—June, fixed route ridership was down 13% compared to June of last year. That's a decrease in about 6400 rides. The reduction in rides was across all fare types and routes. We're still continuing to see the effects of the service changes that were implemented in July of last year. The ADA and ancillary services increased 16% from prior year, which translates roughly to 1,060 rides. The connector ridership

continues to grow. It's seen 108% increase from last year. Calumet County's ancillary service also saw 140% increase. While this represents only 187 additional rides, it's still a notable upward trend.

George Dearborn (Chairman) 10:40

No questions—please.

Larry Wurdinger (Commission Member) 10:42

That 13% is really good, because you got to understand, we cut more than 13% of the service. So, what's probably going to happen in a couple months, once we lined up to the services the same as it is this year, I actually think the ridership is going to be starting to truck upward. So, we cut more than 13% of the service, so it sounds bad that you lost 13% of the riders, but actually that's pretty good, because that means more people are actually riding per hour.

General Manager Ron McDonald (Valley Transit) 11:08

So yeah, it's unfortunate we had to make those changes at that time, but your efficiency gets a little bit better because you have less service on the streets and people get into a concentrated amount of time they can actually use it, or it's less convenient for them, so you're absolutely right. Larry, good observation. Thanks for bringing that up.

George Dearborn (Chairman) 11:29

Anything else? we'll move on to the second quarter performance indicators, and Dave can go through that please, if you would.

David Vickman (Transit Operations Specialist) 11:41

Thank you. So go over the fixed route key performance indicators for the second quarter, which is the months of April, May, and June. First one is our bus on time performance. You can see we hit a high-water mark in March and April, and then construction season got hold of us. Right now, we have nine roads on detour, and with detour routes, sometimes they're longer. A lot of traffic takes the same detour we take, so slows the bus down and impacts our on-time performance. So, we're looking forward as the construction season winds down to—that performance will should improve and get right back above 90% which is our target.

David Vickman (Transit Operations Specialist) 12:27

Miles between road calls or major system failures. This indicator's kind of up and down. So, April, we were above the target, and we want to be above 7500 miles per failure. In May we were below. We had 11 road calls that qualified. And then the month of June, we just had one. So, our fleet is reaching its midlife, but it should stay consistently above that. But it's not surprising that we have months where it drops below.

David Vickman (Transit Operations Specialist) 13:00

Complaints per 100,000 passenger trips. We want to be below our target of 9.3 complaints per 100,000 passenger trips. We did so in April and June, but in May, we were slightly above that target. Those complaints are reviewed by our operations team to kind of resolve any issues that we have out there, trying to avoid future complaints and reduce them in the future.

David Vickman (Transit Operations Specialist) 13:26

On the second page, it's our first—it's our only safety indicator, and that would be, you know, significant events that we track. And through the second quarter, we didn't have any, which is good.

David Vickman (Transit Operations Specialist) 13:38

And then our last performance indicator's on the productivity side, which is passengers per revenue hour, and we're above the 12.6 target for April and May, and just below it in June. We normally see a dip in the summer when school ridership is not there. So that's not terribly surprising.

David Vickman (Transit Operations Specialist) 14:04

On the demand response side, on time performance continues to be pretty stable, well above the target of 90%. Our complaints are below the target which is also good for all three months. The last indicator on the first page on safety events, we didn't have any, and that's also awesome. And then on the final page, for information purposes, we post the passengers per revenue our so you can compare that to the fixed route side. So obviously smaller vehicle, different types of passenger trips. We don't carry as much, but we always hover around two passengers per revenue our on that service. Any questions?

George Dearborn (Chairman) 14:49

Yes.

Aldersperson Vered Meltzer (District 2) 14:51

What's the primary nature of the complaints that we've received?

David Vickman (Transit Operations Specialist) 14:56

Primary nature of the complaints. They are—just looked at this before the meeting. They range. We get some where someone's at a stop and the driver doesn't see him and passes him by. Maybe driver attitude once in a while, things like that. Those are, I would say, the primary ones that we work on.

Aldersperson Vered Meltzer (District 2) 15:19

Thank you.

David Vickman (Transit Operations Specialist) 15:21

And sometimes when you're—I noticed one we were on detour, and the detour route passed by a closed stop, but the driver could eyeball it, so if he saw someone there, she saw someone there, they could wave them over. Sometimes you miss folks when you're on detour. So, you get a few more complaints. We work on them. When a complaint comes in, the operation team works with the driver to resolve the situation.

George Dearborn (Chairman) 15:49

Anything else?

[There was nothing else.]