



2012 Proposed Budget

Fond du Lac Area Transit

City of Fond du Lac

160 S. Macy Street • P.O. Box 150
Fond du Lac, WI 54936-0150

City of Fond du Lac
Fond du Lac Area Transit
2012 Budget

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City of Fond du Lac
Fond du Lac Area Transit

Date : September 22, 2011

To: Jordan Skiff, Public Works Director

From: Lynn Gilles, Transit Manager

Subject: FY2012 Fond du Lac Area Transit Budget

The local share operating contribution request is \$412,726. This amount is a large one-time increase to cover the operating deficit. The deficit can be traced to two line items, fuel and overtime payments.

\$13,400 of local share tax levy will be used to purchase a 14 passenger Handi-Van for use in our Americans with Disabilities Act transportation program. With the adoption of this budget, Fond du Lac Area Transit would be allowed to apply for a Federal 2012 capital assistance grant for this bus. Fond du Lac Area Transit will also be applying for Federal funds for two Gillig coaches to complete our fleet replacement.

The approval of this budget will enable Fond du Lac Area Transit to continue to provide six (6) weekday bus routes, two (2) peak hour routes, one Fond du Lac High School Tripper, weekday contracted federally mandated ADA Paratransit service, weekday contracted county/city partner financing arrangement for Non-ADA Paratransit service, and weekday JOBTRANS shared ride taxi service for the City of Fond du Lac and Village of North Fond du Lac. North Fond du Lac makes whole their service costs.

**CITY OF FOND DU LAC
2012 BUDGET
FOND DU LAC AREA TRANSIT**

Budget Code 2351-2359

DESCRIPTION	2010 ACTUAL	2011 ADOPTED BUDGET	2011 AMENDED BUDGET	2011 6 MONTHS ACTUAL	2011 ESTIMATED ACTUAL	2012 PROPOSED BUDGET
EXPENDITURES						
Personal Services	627,681	615,352	615,352	287,289	599,372	613,772
Contractual Services	830,353	810,001	810,001	384,146	809,278	848,929
Materials & Supplies	203,566	184,783	184,783	96,927	206,443	193,600
Utilities	16,941	18,150	18,150	8,291	17,744	19,090
Expense Transfers	(3,059)	0	0	0	0	0
Other Financing Uses (Including Capital)	156,228	73,000	73,000	0	73,000	13,400
TOTAL EXPENDITURES	1,831,710	1,701,286	1,701,286	776,653	1,705,837	1,688,791
LESS REVENUES:						
Tax Levy Support	273,353	278,372	278,372	278,372	278,372	412,726
Intergovernmental Revenues	1,067,571	1,069,014	1,069,014	424,971	1,184,281	1,160,725
Public Charges for Services	212,350	255,900	255,900	115,986	209,500	272,000
Miscellaneous Revenues	16,925	25,000	25,000	3,274	20,500	14,475
TOTAL REVENUES	1,570,199	1,628,286	1,628,286	822,603	1,692,653	1,859,926
NET INCREASE (DECREASE) IN FUND BALANCE	(261,511)	(73,000)	(73,000)	45,950	(13,184)	171,135

Projection of Fund Balance as of December 31, 2011 and December 31, 2012

January 1, 2011 balance		(157,951)
Net change from 2011 operations		
Revenues	1,692,653	
Expenditures	1,705,837	(13,184)
December 31, 2011 projected balance		(171,135)
Net change from 2012 operations		
Revenues	1,859,926	
Expenditures	1,688,791	171,135
December 31, 2012 projected balance		<u>0</u>
Tax Levy Includes:	<u>2011</u>	<u>2012</u>
December 31, 2011 projected deficit	0	171,135
Operations	278,372	228,191
Local Share Capital - Handi-Van	0	13,400
Total Tax Levy	<u>278,372</u>	<u>412,726</u>

**CITY OF FOND DU LAC
2012 BUDGET
FOND DU LAC AREA TRANSIT**

Budget Code 2351-2359

DESCRIPTION	2010 ACTUAL	2011 ADOPTED BUDGET	2011 AMENDED BUDGET	2011 6 MONTHS ACTUAL	2011 ESTIMATED ACTUAL	2012 PROPOSED BUDGET
EXPENDITURES						
Personal Services						
Salaries & Wages						
Regular Payroll	419,930	402,226	402,226	190,222	397,400	404,623
Overtime Payments	17,984	12,000	12,000	2,044	12,000	15,000
Supervisory Pay	1,492	1,700	1,700	660	1,700	1,700
Shift Premium Pay	220	230	230	106	230	230
Job Class Premium Pay	4	15	15	0	15	10
Total Salaries & Wages	439,630	416,171	416,171	193,032	411,345	421,563
Fringe Benefits						
Wisconsin Retirement	47,723	45,778	45,778	21,600	43,200	44,856
Social Security-Employer	32,248	31,836	31,836	14,127	30,200	32,020
Employee Group Health Insurance	103,920	119,100	119,100	57,207	111,974	112,668
Employee Group Life Insurance	2,288	2,451	2,451	1,317	2,637	2,649
Dependent Group Life Insurance	12	16	16	6	16	16
Retiree Health Insurance Credits	1,860	0	0	0	0	0
Total Fringe Benefits	188,051	199,181	199,181	94,257	188,027	192,209
Total Personal Services	627,681	615,352	615,352	287,289	599,372	613,772
Contractual Services						
Administrative Fees	66,504	66,507	66,507	34,476	66,507	65,058
Auditing Fees	1,030	1,061	1,061	1,065	1,065	1,157
Maintenance-Contract-Buses	33,258	28,000	28,000	10,236	28,000	20,000
Purchased Transportation Services	677,032	660,650	660,650	300,707	660,650	702,150
Other Outside Services	370	1,500	1,500	0	1,500	1,500
Data Processing Services	7,176	7,200	7,200	3,600	7,883	8,123
Worker's Compensation	16,730	15,836	15,836	7,751	15,836	15,775
Property & Liability Insurance	28,253	29,247	29,247	26,311	27,837	35,166
Total Contractual Services	830,353	810,001	810,001	384,146	809,278	848,929
Materials & Supplies						
Maintenance-Buildings	3,329	2,200	2,200	1,946	2,200	2,200
Maintenance-Office Equipment	525	300	300	0	300	300
Maintenance-All Other Equipment	1,355	1,000	1,000	520	1,000	900
Maintenance-Other	669	900	900	0	900	800
Maintenance-Custodial-Buses	20,270	25,000	25,000	9,428	21,000	21,000
Maintenance-Bus Parts	78,419	55,000	55,000	25,804	55,000	42,000
Maintenance-Tire & Tubes	6,069	3,883	3,883	1,160	3,883	3,000
Advertising	318	1,000	1,000	0	800	800
Printing	2,964	4,000	4,000	606	3,500	3,500
Postage	155	500	500	20	300	300
Education & Training	2,524	1,100	1,100	276	1,100	1,200
Municipal Business	157	500	500	122	500	500
Memberships & Publications	1,075	1,100	1,100	1,040	1,100	1,100
Office Supplies	506	300	300	627	660	300
Custodial Supplies	964	300	300	0	300	300
Equipment < \$5,000	1,534	0	0	0	0	0
Clothing Expense	9	2,200	2,200	1,147	2,200	2,200

**CITY OF FOND DU LAC
2012 BUDGET
FOND DU LAC AREA TRANSIT**

Budget Code 2351-2359

DESCRIPTION	2010 ACTUAL	2011 ADOPTED BUDGET	2011 AMENDED BUDGET	2011 6 MONTHS ACTUAL	2011 ESTIMATED ACTUAL	2012 PROPOSED BUDGET
<i>Materials & Supplies-continued</i>						
Diesel Fuel	79,620	82,000	82,000	52,853	108,700	110,000
Gas	708	800	800	326	700	800
Oil	2,396	2,700	2,700	1,052	2,300	2,400
Total Materials & Supplies	203,566	184,783	184,783	96,927	206,443	193,600
<i>Utilities</i>						
Telephone	421	430	430	210	424	510
Cellular Phone	845	720	720	440	930	930
Other Communications	1,171	1,400	1,400	601	1,300	1,450
Water & Sewer Charges	1,525	1,300	1,300	444	1,580	1,300
Electricity	7,685	6,800	6,800	3,022	7,510	7,500
Natural Gas	5,294	7,500	7,500	3,574	6,000	7,400
Total Utilities	16,941	18,150	18,150	8,291	17,744	19,090
<i>Expense Transfers</i>						
Expense Transfers	(3,059)	0	0	0	0	0
Total Expense Transfers	(3,059)	0	0	0	0	0
<i>Operating Transfer Out</i>						
General Fund	40,000	0	0	0	0	0
Capital Projects	116,228	73,000	73,000	0	73,000	13,400
Total Operating Transfer Out	156,228	73,000	73,000	0	73,000	13,400
TOTAL EXPENDITURES	1,831,710	1,701,286	1,701,286	776,653	1,705,837	1,688,791
LESS REVENUES:						
<i>Taxes</i>						
Tax Levy Support	273,353	278,372	278,372	278,372	278,372	412,726
Total Taxes	273,353	278,372	278,372	278,372	278,372	412,726
<i>Intergovernmental Revenues</i>						
Federal Government	526,562	526,363	526,363	153,994	505,592	520,760
State of Wisconsin	432,973	424,102	424,102	170,125	436,368	392,732
Village of North Fond du Lac	31,878	32,445	32,445	16,417	37,679	38,809
FDL School District	1,648	1,500	1,500	849	1,500	1,800
Fond du Lac County	74,510	84,604	84,604	83,586	203,142	206,624
Total Intergovernmental Revenues	1,067,571	1,069,014	1,069,014	424,971	1,184,281	1,160,725
<i>Public Charges for Services</i>						
Farebox	49,847	52,000	52,000	28,699	52,000	59,000
Daily Pass	1,122	2,000	2,000	453	2,000	1,000
Monthly Pass	49,865	55,000	55,000	32,421	55,000	58,000
School Tripper	4,060	4,500	4,500	2,250	4,500	5,000
Handivan	43,693	40,000	40,000	25,919	52,000	80,000
Jobtrans	40,892	44,000	44,000	26,244	44,000	57,000
Non ADA-Specialized County	22,871	58,400	58,400	0	0	12,000
Total Public Charges for Services	212,350	255,900	255,900	115,986	209,500	272,000

**CITY OF FOND DU LAC
2012 BUDGET
FOND DU LAC AREA TRANSIT**

Budget Code 2351-2359

DESCRIPTION	2010 ACTUAL	2011 ADOPTED BUDGET	2011 AMENDED BUDGET	2011 6 MONTHS ACTUAL	2011 ESTIMATED ACTUAL	2012 PROPOSED BUDGET
Miscellaneous Revenues						
Property Damage	302	0	0	0	0	0
Other Equipment & Property	6,475	8,000	8,000	0	8,000	2,000
Advertising Revenues	12,000	12,000	12,000	6,000	12,000	12,000
Interest on Investment	(1,852)	5,000	5,000	(2,726)	500	475
Total Miscellaneous Revenues	16,925	25,000	25,000	3,274	20,500	14,475
TOTAL REVENUES	1,570,199	1,628,286	1,628,286	822,603	1,692,653	1,859,926
NET INCREASE (DECREASE) IN FUND BALANCE	(261,511)	(73,000)	(73,000)	45,950	(13,184)	171,135

**FOND DU LAC AREA TRANSIT
CITY OF FOND DU LAC
2012 FARE INFORMATION
Effective January 1, 2012**

<u>FIXED ROUTE BUS RATES</u>	FY11	FY12
<u>Cash</u>		
Adult Rate (Ages 19 to 64).....	\$ 1.25	\$1.50
Youth Rate (Ages 6 to 18)	1.10	1.25
Elderly and Handicapped.....	.60	.75
Under Age 6	Free	Free
<u>Tokens</u>		
Adult Rate (Ages 19 to 64).....	10/\$11.00	10/\$13.00
Youth Rate (Ages 6 to 18)	10/\$10.00	10/\$11.00
<u>Monthly Pass or Day Pass</u>		
Adult Rate (Ages 19 to 64).....	\$38	\$38
Youth Rate (Ages 6 to 18)	\$32	\$32
Day Pass	\$3	\$4
Youth Summer Pass (20 rides).....	NA	NA
<u>SCHOOL TRIPPER SERVICES</u>		
<u>Cash</u>		
Adult Rate (Ages 19 to 64).....	\$ 1.25	\$1.50
Youth Rate (Ages 6 to 18)	\$ 1.10	\$1.25
Elderly and Handicapped.....	.60	.75
Under Age 6	Free	Free
<u>Tokens</u>		
Adult Rate (Ages 19 to 64).....	10/\$11.00	10/\$13.00
Youth Rate (Ages 6 to 18)	10/\$10.00	10/\$11.00
<u>Monthly Pass</u>		
Adult Rate (Ages 19 to 64).....	\$38	\$38
Youth Rate (Ages 6 to 18)	\$32	\$32
<u>ADA Paratransit (HANDIVAN)</u>		
<u>City and Village</u>		
(6:00 am to 6:30 p.m. weekday)	\$ 2.50	\$3.00
(8:00 am to 5:30 p.m. Saturday)NA.....	\$ 2.50	\$3.00
<u>Non-ADA Specialized Paratransit (HANDIVAN)</u>		
(6:00 am to 6:30 p.m. weekday)	\$ 2.00	\$ 3.00
<u>JOBTRANS</u>		
Ages 6 to 64	\$4.00	\$5.00
Children (less than 6) accompanied by adult -	\$2.00	\$2.50
Elderly (65 and over) and Physically Challenged.....	\$2.00	\$2.50

BUS TOKENS - Bus tokens are available from any bus driver, the City\County Government Center, the information desk at National Exchange Bank, or from our office at the Municipal Service Center.

BUS TOKENS AND MONTHLY RIDE PASSES – Available at Fond du Lac High School, city fixed route bus drivers, or from the Transit office at the Municipal Service Center.

MONTHLY PASS - The monthly pass is good on any regularly scheduled fixed bus route, including school tripper routes. Each pass covers a full month, effective the first day of the month with the exception of a September school pass introduction when the September student pass is valid at the beginning of the school year to the end of September. Simply show your monthly ride pass to the bus operator. There is no limit to the number of rides you can take. The monthly pass is available on fixed route and major area schools.

REDUCED FARES FOR THE ELDERLY AND DISABLED ON FIXED ROUTE BUSES - A reduced fare program is offered to senior citizens, 65 years of age and over, and qualifying physically challenged individuals. The program permits those with medicare cards or ADA Paratransit Cards to ride for one-half the regular adult fixed route fare. Applications for the reduced fare card can be obtained at any full service outlet, from bus drivers, Fond du Lac Senior Services, Brooke Industries, Advocap, or by calling Fond du Lac Area Transit at 322-3650.

FREE TRANSFER POLICY - Free transfers are issued on all routes, upon request at the time the fare is paid. This entitles the passenger to transfer to any other route. Transfers are valid only when presented at the designated transfer point by the passenger to whom it was issued. The transfer is good for a one (1) hour time limit. Torn or mutilated transfers cannot be accepted.

**FOND DU LAC AREA TRANSIT
2012 BUDGET
COMMENTS**

Mission Statement: It is the mission of Fond du Lac Area Transit to provide options in safe, reliable and convenient transportation to the citizens of Fond du Lac and the surrounding area.

Activities: Planning, budgeting, operations, marketing and quality control functions of six accessible city fixed bus routes, contracting of major school tripper services, contracting of ADA complementary paratransit service HANDIVAN, contracting JOBTRANS shared ride taxi service, and financial coordination of city/county urbanized specialized elderly and disabled transit services.

2011 Accomplishments:

1. **Advertising on the buses:** Fond du Lac Area Transit will receive \$12,000 for the advertising contract of 2011. The advertising has proven to be a great marketing tool for the system and has generated excitement for the system. We will continue to expand this plan and expect to add more advertising to our route map. Since inception, advertising revenue exceeds \$96,000.
2. **Buses to Books:** Fond du Lac Area Transit enjoyed continued success in our fourth year of the Buses to Books program. In conjunction with the Fond du Lac Public Library we were able to transport approximately 900 children to summer activities at the library. We hope to continue this program into the future.
3. **Federal Capital Funds:** Fond du Lac Area Transit received a Federal Capital grant, with the assistance of U.S. Representative Thomas Petri, to purchase a new Gillig bus. This bus is on order and we expect delivery by the end of year 2012.

2012 Objectives:

1. Secure maximum available state and federal operating assistance.
2. Secure maximum available federal capital on approved capital outlay.
3. Monitor, evaluate and communicate public transit enhancements as directed by city council.
4. Increase the viability of Fond du Lac Area Transit through successful planning and marketing.

PUBLIC HEARING NOTICE 2012 OPERATING BUDGET AND FARE INCREASE

Fond du Lac Area Transit, City of Fond du Lac

NOTICE IS HEREBY GIVEN that a Public Hearing will be held in the Legislative Chambers located in the City-County Government Center, 160 South Macy Street, Fond du Lac, Wisconsin, on October 12, 2011 at 7:00 p.m. at which time any person or agencies shall have an opportunity to be heard on the Proposed Fond du Lac Area Transit budget. A summary of the proposed budget is presented below and copies of the proposed budget are available for public inspection in the City Clerk's office in the City-County Government Center, 160 South Macy Street, at the Fond du Lac Public Library, 32 Sheboygan Street, and on the City of Fond du Lac website, www.fdl.wi.us. Copies of the budget can be purchased at a price of \$7.25 per copy. Assistance for handicapped citizens will be provided upon request no later than five days prior to the public hearing. Written comments will be accepted at the above address.

The proposed 2012 budget presented below is prepared based on estimated \$913,492 combined State and Federal Operating Assistance.

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Other Financing Uses	156,228	73,000	73,000	0	73,000	13,400
TOTAL EXPENDITURES	1,831,710	1,701,286	1,701,286	776,653	1,705,837	1,688,791
LESS REVENUES:						
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Published September 28 and October 5, 2011

In addition to the Operating Budget, the public hearing will also include the 2012 Fond du Lac Area Transit fare increase

Sue Strands

City Clerk

PUBLIC HEARING NOTICE CAPITAL BUDGET 2012

Notice is hereby given that the City of Fond du Lac is applying to the Wisconsin Department of Transportation with a federal grant request of \$629,600. under Section 5307 of the Federal Transit Act, as amended. A public hearing will be in the Legislative chambers located in the City-Council Government Center, 160 South Macy Street, Fond du Lac, Wisconsin on October 12, 2011 at 7:00 p.m. at which time any person shall have an opportunity to be heard on the proposed 2012 capital budget for Fond du Lac Area Transit.

PROGRAM OF PROJECTS

Project Descriptions:

Replacement (2) Heavy Duty coaches	\$ 720,000
(1) Paratransit vehicle	\$ 67,000
TOTAL PROGRAMMED:	\$ 787,000
FEDERAL SHARE:	\$ 629,600
LOCAL SHARE:	\$ 157,400

Copies of the detailed program of projects are available for public inspection at the:

Dept. of Public Works
City of Fond du Lac
Post Office Box 150
160 South Macy St.
Fond du Lac, Wisconsin 54936-0150.

Additionally, written comments will be considered if submitted to the:

City Clerk's Office
City of Fond du Lac
Post Office Box 150
160 South Macy Street
Fond du Lac, Wisconsin 54936-0150

By: October 12, 2011

Notice is further given that the proposed Program of Projects, as shown above, will be the final Program of Projects if no changes are required.

Sue Strands
City Clerk
City of Fond Lac

Published September 28 and October 5, 2011

**CITY OF FOND DU LAC
FOND DU LAC AREA TRANSIT
RESOLUTION NO. _____**

**A RESOLUTION ADOPTING THE 2012
FOND DU LAC AREA TRANSIT BUDGET**

WHEREAS, on October 12, 2011 the City Council held public hearings on Fond du Lac Area Transit's 2012 Operating and Capital budgets pursuant to Section 65.90 and 85.20 of the Wisconsin Statutes, the rules of the Wisconsin Department of Transportation, and the Federal Transit Administration; and

WHEREAS, the City Council has deliberated said budgets;

WHEREAS, the Federal Transportation Administration has been delegated authority to award Federal financial assistance for a transportation project;

WHEREAS, the grant or cooperative agreement for Federal Financial assistance will impose certain obligations upon the Applicant, and may require the Applicant to provide the local share of the project cost;

WHEREAS, the Applicant has or will provide all annual certifications and assurances to the Federal Transit Administration required for the project;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Fond du Lac, Wisconsin, that the 2012 Operating Budget of Fond du Lac Area Transit in the amount of \$1,688,791 and the 2012 Capital Budget in the amount of \$157,400 for two replacement fixed-route coaches and one Handi-Van, are hereby adopted and the appropriate state and federal operating and capital applications shall be filed with the Wisconsin Department of Transportation.

BE IT FURTHER RESOLVED that the Fond du Lac Area Transit Manager or his/her designee is authorized to execute and file application for Federal Assistance authorized by 49 U.S.C. chapter 53, title 23, United States Code or other Federal statutes authorizing a project administered by the Federal Transit Administration.

BE IT FURTHER RESOLVED that the Director of Administration is authorized to execute and file with such applications all assurances or any other documents required by the United States Department of Transportation effectuating the purposes of Title VI of the Civil Rights Act of 1964 and other legally mandated requirements of the United States Department of Transportation.

BE IT FURTHER RESOLVED that the Fond du Lac Area Transit Manager is authorized to furnish such additional information as the United States Department of Transportation may require in connection with the application for the program of projects.

BE IT FURTHER RESOLVED that the City Manager is authorized to execute grant agreements on behalf of the City of Fond du Lac with the United States Department of Transportation for aid in the financing of the capital and operating assistance program of projects.

ADOPTED:

Richard Gudex, President, Fond du Lac City Council

Attest:

Sue Strands, City Clerk

Reviewed:

Deborah Hoffman, City Attorney