

2013 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
2013 Budget

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City of Fond du Lac
Fond du Lac Area Transit

Date : September 19, 2012

To: Jordan Skiff, Public Works Director

From: Lynn Gilles, Transit Manager

Subject: FY2013 Fond du Lac Area Transit Budget

The local share operating contribution request is \$221,591. This amount is an 8% decrease from last years operation budget. In 2012, Transit expects to have a fund balance of \$21,680. In 2013, the transit budget projects to use \$7,135 of that fund balance.

\$14,000 will be used as the local share in purchasing a new Handi-Van. 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.

The approval of this budget will enable Fond du Lac Area Transit to continue to provide six (6) weekday bus routes, one (1) 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
2013 BUDGET
FOND DU LAC AREA TRANSIT**

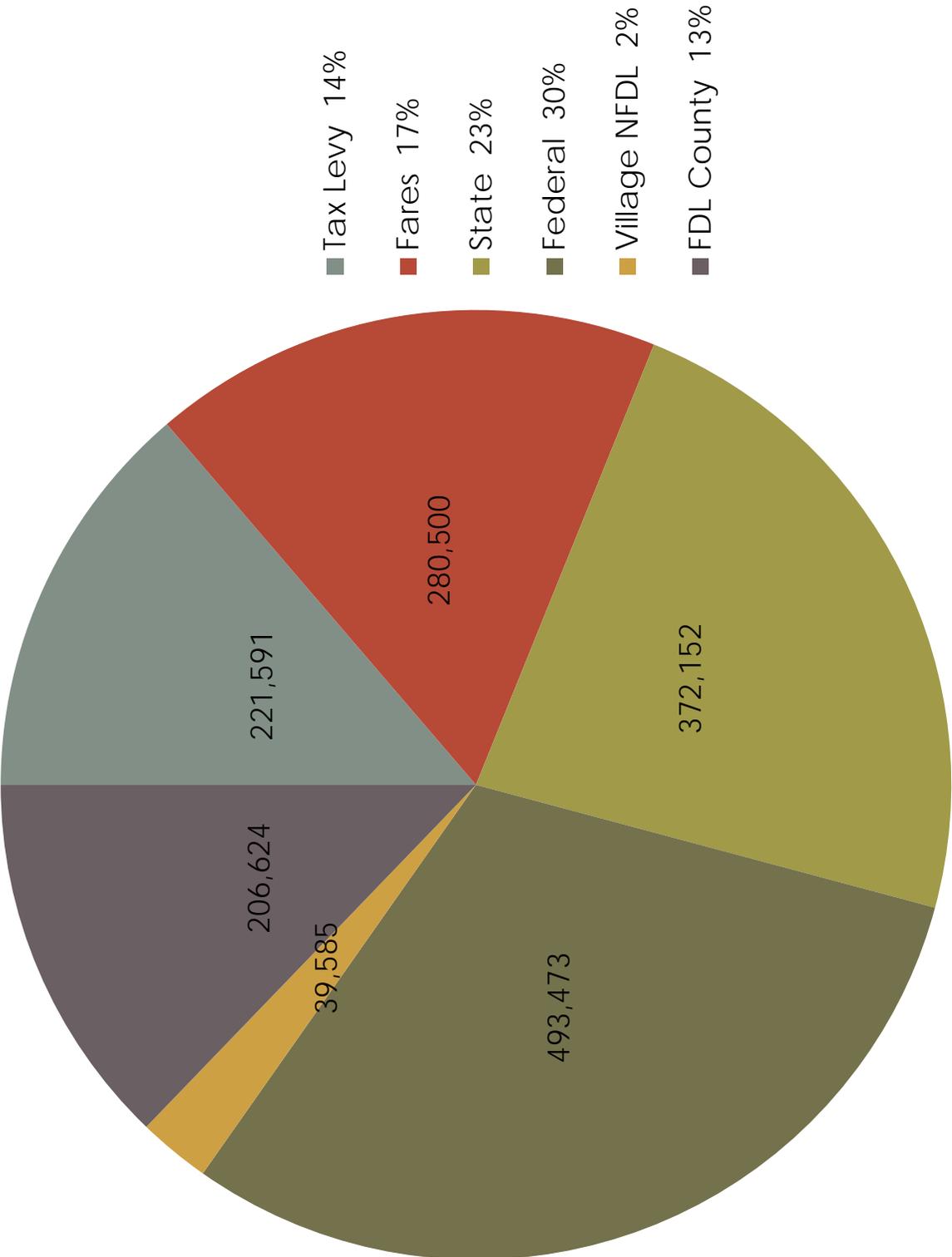
Budget Code 2351-2359

DESCRIPTION	2011 ACTUAL	2012 ADOPTED BUDGET	2012 AMENDED BUDGET	2012 8 MONTHS ACTUAL	2012 ESTIMATED ACTUAL	2013 PROPOSED BUDGET
EXPENDITURES						
Personal Services	628,113	613,772	611,772	421,316	635,021	567,258
Contractual Services	840,342	848,929	850,929	477,512	819,759	868,743
Materials & Supplies	178,619	193,600	193,600	91,291	166,810	170,851
Utilities	17,281	19,090	19,090	9,861	20,215	16,683
Other Financing Uses (Including Capital)	73,000	13,400	13,400	13,400	13,400	14,000
TOTAL EXPENDITURES	1,737,355	1,688,791	1,688,791	1,013,380	1,655,205	1,637,535
LESS REVENUES:						
Tax Levy Support	278,372	412,726	412,726	412,726	412,726	221,591
Intergovernmental Revenues	1,127,484	1,160,725	1,160,725	253,072	1,178,651	1,113,834
Public Charges for Services	285,655	272,000	272,000	279,657	264,003	280,500
Miscellaneous Revenues	12,114	14,475	14,475	6,541	13,198	14,475
TOTAL REVENUES	1,703,625	1,859,926	1,859,926	951,996	1,868,578	1,630,400
NET INCREASE (DECREASE) IN FUND BALANCE	(33,730)	171,135	171,135	(61,384)	213,373	(7,135)

Projection of Fund Balance as of December 31, 2012 and December 31, 2013

January 1, 2012 balance		(191,693)
Net change from 2012 operations		
Revenues	1,868,578	
Expenditures	1,655,205	213,373
December 31, 2012 projected balance		21,680
Net change from 2013 operations		
Revenues	1,630,400	
Expenditures	1,637,535	(7,135)
December 31, 2013 projected balance		<u>14,545</u>
Tax Levy Includes:	<u>2012</u>	<u>2013</u>
December 31, 2012 projected deficit	171,135	0
Operations	228,191	207,591
Local Share Capital - Handi-Van	13,400	14,000
Total Tax Levy	<u>412,726</u>	<u>221,591</u>

Fond du Lac Area Transit Proposed Revenue 2013



**CITY OF FOND DU LAC
2013 BUDGET
FOND DU LAC AREA TRANSIT**

Budget Code 2351-2359

DESCRIPTION	2011 ACTUAL	2012 ADOPTED BUDGET	2012 AMENDED BUDGET	2012 8 MONTHS ACTUAL	2012 ESTIMATED ACTUAL	2013 PROPOSED BUDGET
EXPENDITURES						
Personal Services						
Salaries & Wages						
Regular Payroll	418,391	404,623	404,623	278,305	417,854	371,603
Overtime Payments	11,680	15,000	13,000	7,090	13,932	16,100
Supervisory Pay	1,221	1,700	1,700	909	1,300	1,525
Shift Premium Pay	215	230	230	137	220	240
Job Class Premium Pay	0	10	10	4	10	15
Total Salaries & Wages	431,507	421,563	419,563	286,445	433,316	389,483
Fringe Benefits						
Wisconsin Retirement	46,643	44,856	44,856	29,565	43,436	33,283
Social Security-Employer	31,590	32,020	32,020	20,972	32,020	28,850
Unemployment Compensation	173	0	0	0	0	0
Employee Group Health Insurance	115,557	112,668	112,668	81,951	120,479	108,161
Employee Group Life Insurance	2,631	2,649	2,649	1,740	2,579	2,670
Dependent Group Life Insurance	12	16	16	8	16	16
Retiree Health Insurance Credits	0	0	0	635	3,175	4,795
Total Fringe Benefits	196,606	192,209	192,209	134,871	201,705	177,775
Total Personal Services	628,113	613,772	611,772	421,316	635,021	567,258
Contractual Services						
Administrative Fees	68,952	65,058	65,058	43,368	65,058	65,947
Auditing Fees	1,152	1,157	1,157	1,157	1,157	1,161
Maintenance-Contract-Buses	20,929	20,000	20,000	10,555	19,000	17,000
Purchased Transportation Services	690,115	702,150	702,150	400,624	696,855	715,347
Other Outside Services	4,480	1,500	3,500	6,968	12,200	1,500
Data Processing Services	7,802	8,123	8,123	5,416	8,123	8,893
Worker's Compensation	19,072	15,775	15,775	12,855	19,306	23,385
Property & Liability Insurance	27,840	35,166	35,166	(3,431)	(1,940)	35,510
Total Contractual Services	840,342	848,929	850,929	477,512	819,759	868,743
Materials & Supplies						
Maintenance-Buildings	3,939	2,200	2,200	986	1,500	2,200
Maintenance-Office Equipment	520	300	300	3	20	300
Maintenance-All Other Equipment	1,055	900	900	0	500	900
Maintenance-Other	731	800	800	98	500	800
Maintenance-Custodial-Buses	20,070	21,000	21,000	10,470	18,300	21,000
Maintenance-Bus Parts	37,356	42,000	42,000	14,880	28,000	31,000
Maintenance-Tire & Tubes	1,479	3,000	3,000	0	2,000	2,500
Advertising	186	800	800	267	800	725
Printing	1,924	3,500	3,500	2,343	3,500	3,500
Postage	51	300	300	131	300	300
Education & Training	342	1,200	1,200	105	4,000	2,576
Municipal Business	122	500	500	49	500	500
Memberships & Publications	1,040	1,100	1,100	1,040	1,040	1,100
Office Supplies	1,075	300	300	383	500	300
Custodial Supplies	111	300	300	106	250	300
Clothing Expense	1,224	2,200	2,200	1,123	2,200	2,000

**CITY OF FOND DU LAC
2013 BUDGET
FOND DU LAC AREA TRANSIT**

Budget Code 2351-2359

DESCRIPTION	2011 ACTUAL	2012 ADOPTED BUDGET	2012 AMENDED BUDGET	2012 8 MONTHS ACTUAL	2012 ESTIMATED ACTUAL	2013 PROPOSED BUDGET
<i>Materials & Supplies-continued</i>						
Diesel Fuel	103,345	110,000	110,000	57,682	100,000	97,900
Gas	326	800	800	229	500	450
Oil	2,102	2,400	2,400	1,396	2,400	2,500
Total Materials & Supplies	178,619	193,600	193,600	91,291	166,810	170,851
<i>Utilities</i>						
Telephone	420	510	510	284	440	525
Cellular Phone	950	930	930	612	930	958
Other Communications	1,366	1,450	1,450	1,249	1,800	2,000
Water & Sewer Charges	1,490	1,300	1,300	891	1,800	1,300
Electricity	7,712	7,500	7,500	4,518	7,500	6,900
Natural Gas	5,343	7,400	7,400	2,307	7,745	5,000
Total Utilities	17,281	19,090	19,090	9,861	20,215	16,683
<i>Operating Transfer Out</i>						
Capital Projects	73,000	13,400	13,400	13,400	13,400	14,000
Total Operating Transfer Out	73,000	13,400	13,400	13,400	13,400	14,000
TOTAL EXPENDITURES	1,737,355	1,688,791	1,688,791	1,013,380	1,655,205	1,637,535
LESS REVENUES:						
<i>Taxes</i>						
Tax Levy Support	278,372	412,726	412,726	412,726	412,726	221,591
Total Taxes	278,372	412,726	412,726	412,726	412,726	221,591
<i>Intergovernmental Revenues</i>						
Federal Government	505,592	520,760	520,760	93,407	504,602	493,473
State of Wisconsin	436,369	392,732	392,732	114,093	421,651	372,152
Village of North Fond du Lac	37,678	38,809	38,809	43,798	44,000	39,585
FDL School District	1,698	1,800	1,800	1,774	1,774	2,000
Fond du Lac County	146,147	206,624	206,624	0	206,624	206,624
Total Intergovernmental Revenues	1,127,484	1,160,725	1,160,725	253,072	1,178,651	1,113,834
<i>Public Charges for Services</i>						
Farebox	55,106	59,000	59,000	33,101	60,000	61,000
Daily Pass	1,095	1,000	1,000	894	1,330	1,000
Monthly Pass	59,006	58,000	58,000	40,003	59,273	65,000
School Tripper	3,719	5,000	5,000	2,434	4,400	4,500
Handivan	65,669	80,000	80,000	52,719	80,000	92,000
Jobtrans	46,602	57,000	57,000	29,973	47,000	57,000
Non ADA-Specialized County	54,458	12,000	12,000	120,533	12,000	0
Total Public Charges for Services	285,655	272,000	272,000	279,657	264,003	280,500
<i>Miscellaneous Revenues</i>						
Other Equipment & Property	3,987	2,000	2,000	0	600	2,000
Advertising Revenues	12,000	12,000	12,000	7,625	12,000	12,000
Interest on Investment	(3,873)	475	475	(1,207)	475	475
Miscellaneous	0	0	0	123	123	0
Total Miscellaneous Revenues	12,114	14,475	14,475	6,541	13,198	14,475

**CITY OF FOND DU LAC
2013 BUDGET
FOND DU LAC AREA TRANSIT**

Budget Code 2351-2359

DESCRIPTION	2011 ACTUAL	2012 ADOPTED BUDGET	2012 AMENDED BUDGET	2012 8 MONTHS ACTUAL	2012 ESTIMATED ACTUAL	2013 PROPOSED BUDGET
TOTAL REVENUES	<u>1,703,625</u>	<u>1,859,926</u>	<u>1,859,926</u>	<u>951,996</u>	<u>1,868,578</u>	<u>1,630,400</u>
NET INCREASE (DECREASE) IN FUND BALANCE	<u>(33,730)</u>	<u>171,135</u>	<u>171,135</u>	<u>(61,384)</u>	<u>213,373</u>	<u>(7,135)</u>

**FOND DU LAC AREA TRANSIT
CITY OF FOND DU LAC
2013 FARE INFORMATION
Effective January 1, 2013**

<u>FIXED ROUTE BUS RATES</u>	FY12	FY13
<u>Cash</u>		
Adult Rate (Ages 19 to 64)	\$ 1.50	\$1.50
Youth Rate (Ages 6 to 18)	1.25	1.25
Elderly and Handicapped75	.75
Under Age 6	Free	Free
<u>Tokens</u>		
Adult Rate (Ages 19 to 64)	10/\$13.00	10/\$13.00
Youth Rate (Ages 6 to 18)	10/\$11.00	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	\$4	\$4
Youth Summer Pass (20 rides)	NA	NA
<u>SCHOOL TRIPPER SERVICES</u>		
<u>Cash</u>		
Adult Rate (Ages 19 to 64)	\$ 1.50	\$1.50
Youth Rate (Ages 6 to 18)	\$ 1.25	\$1.25
Elderly and Handicapped75	.75
Under Age 6	Free	Free
<u>Tokens</u>		
Adult Rate (Ages 19 to 64)	10/\$13.00	10/\$13.00
Youth Rate (Ages 6 to 18)	10/\$11.00	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>		
<i>City and Village</i>		
(6:00 am to 6:30 p.m. weekday)	\$ 3.00	\$3.00
<u>Non-ADA Specialized Paratransit (HANDIVAN)</u>		
(6:00 am to 6:30 p.m. weekday)	\$ 3.00	\$ 3.00
<u>JOBTRANS</u>		
Ages 6 to 64	\$5.00	\$5.00
Children (less than 6) accompanied by adult -	\$2.50	\$2.50
Elderly (65 and over) and Physically Challenged	\$2.50	\$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, Brooke Industries, 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
2013 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.

2012 Accomplishments:

1. **Advertising on the buses:** Fond du Lac Area Transit will receive \$12,000 for the advertising contract of 2012. The advertising program has proven to be a great marketing tool for the system and has generated excitement for the system. Since inception, advertising revenue exceeds \$108,000.
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 100 children to summer activities at the library. We hope to continue this program into the future.
3. **Free Fare Day:** On August 31, 2012, Fond du Lac Area Transit transported almost 900 riders. This day has traditionally been used as a day for students and families to familiarize themselves for their ride to school.
4. **Fleet Replacement:** With a State of Good Repair Grant Award, Fond du Lac Area Transit was able to place the order for the final two coaches in the fleet. The Grant Award will pay for 80% of coaches 915 and 916, to be delivered in Spring 2013.

2013 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 2013 OPERATING BUDGET
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 10, 2012 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. 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 2013 budget presented below is prepared based on estimated \$865,625 combined State and Federal Operating Assistance.

DESCRIPTION	2011 ACTUAL	2012 ADOPTED BUDGET	2012 AMENDED BUDGET	2012 8 MONTHS ACTUAL	2012 ESTIMATED ACTUAL	2013 PROPOSED BUDGET
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Published September 23 and 30, 2012
Sue Strands
City Clerk

PUBLIC HEARING NOTICE CAPITAL BUDGET 2013

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 \$56,000. 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 10, 2012 at 7:00 p.m. at which time any person shall have an opportunity to be heard on the proposed 2013 capital budget for Fond du Lac Area Transit.

PROGRAM OF PROJECTS

Project Descriptions:

(1)Paratransit vehicle \$ 70,000

TOTAL PROGRAMMED:	\$ 70,000
FEDERAL SHARE:	\$ 56,000
LOCAL SHARE:	\$ 14,000

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 10, 2012

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 23 and 30, 2012

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

**A RESOLUTION ADOPTING THE 2013
FOND DU LAC AREA TRANSIT BUDGET**

WHEREAS, on October 10, 2012 the City Council held public hearings on Fond du Lac Area Transit's 2013 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 2013 Operating Budget of Fond du Lac Area Transit in the amount of \$1,630,400 and the 2013 Capital Budget in the amount of \$14,000 for one replacement 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