

Date: August 4, 2026

To: Common Council

From: Rachelle Blitch, Director of Financial and Administrative Services

Re: Authorization to Place Shared-Ride Bus on Wisconsin Surplus

Overview

In spring 2025, the City completed a federal audit of the Shared Ride Taxi program. As part of that audit, staff developed a vehicle replacement schedule, which identified the **2016 E350 Bus** as nearing the end of its useful life and recommended replacement during the next grant cycle.

Last month, the City received a WisDOT grant award covering **80% of the replacement cost**, up to **\$69,760**. The proposed replacement vehicle is a **side-load ramp minivan**, consistent with current program needs and accessibility requirements.

Pricing and Timing Considerations

Attached is the **2025 Human Service Vehicle Price Sheet**, which notes:

- Current pricing **expires July 31, 2026**
- Prices will **increase by 3.3%** beginning August 2026

This purchase was not included in the approved **2026 Capital Improvement Plan**. If the Council chooses to order the vehicle this year, the **local share**—estimated at **\$16,819**—would be funded through year-end fund balance.

Alternatively, because the grant expenditure period runs through December 31, 2027, the Council may direct staff to include the purchase in the 2027 Capital Improvement Plan, with funding determined through that process.

Requested Action

After discussion with the Finance Committee, staff is requesting authorization to place the **2016 E350 Bus** on Wisconsin Surplus for auction prior to ordering the replacement vehicle.

Federal rules require the following:

- If the sale exceeds **\$10,000**, the City may retain **\$5,000**, and the remaining proceeds must be returned to the **FTA**
- If the sale is **below \$10,000**, the City may retain all proceeds