

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: Director's Report

REPORT PREPARED BY: Derek Muench, Director of Transit & Parking

REPORT DATE: 3/12/24

MEETING DATE: 3/19/24

FISCAL SUMMARY:

Budget Line Item: N/A
Budget Summary: N/A
Budgeted Expenditure: N/A
Budgeted Revenue: N/A

STATUTORY REFERENCE:

Wisconsin Statutes: N/A
Municipal Code: N/A

BACKGROUND / ANALYSIS:

The Director of Transit & Parking presents to the Transit Commission a report of operations for the Transit and Parking Utilities. The Transit Commission is advised of the following processes for several standing items included in this report:

Reporting – Shoreline Metro staff filed several reports with the Wisconsin Department of Transportation and the Federal Transit Administration, typically on a quarterly basis.

- Wisconsin Department of Transportation
 - Bus Operations Report
 - Completed and reported quarterly directly to DOT.
 - 85.21 Operations Report
 - Completed and submitted quarterly to Sheboygan County for review and submission.
 - 5310 Vehicle Report
 - Completed and submitted quarterly to Sheboygan County for review and submission.
- Federal Transit Administration
 - Federal Financial Report (FFR):
 - Submitted for each project (application) active with FTA (typically quarterly) related to the expenses and federal funds used towards a project.
 - Milestone Progress Report (MPR):
 - Submitted for each project (application) active with FTA (typically quarterly) related to the status of a project.

4TH QUARTER OPERATIONS REPORT

WISCONSIN BUS OPERATIONS REPORT

Wisconsin Department of Transportation

Quarterly/Year End
DT1489 5/2002

1. MUNICIPALITY/TRANSIT SYSTEM:		CITY OF SHEBOYGAN / SHEBOYGAN TRANSIT						
2. Period Covered (Check One)		Year: 2023						
1st Quarter <input type="checkbox"/> Jan. 1 - Mar. 31	2nd Quarter <input type="checkbox"/> Apr. 1 - June 30	3rd Quarter <input type="checkbox"/> July 1 - Sept. 30		4th Quarter <input checked="" type="checkbox"/> Oct. -Dec. 31		Year-End <input type="checkbox"/> Jan. 1 - Dec. 31		
3. OPERATING CHARACTERISTICS								
A. PASSENGER TRIPS	FIXED ROUTE	DEMAND RESPONSE (PARATRANSIT)					TOTAL AGENCY TRIPS	
		ADA SERVICE	NON-ADA SERVICE	ADA AGENCY TRIPS	NON-ADA AGENCY TRIPS			
REVENUE TRIPS	147,956	787	2,697	1,711	1,030	2,741	154,181	
"FREE FARE" TRIPS	3,198	0	0	0	0	0	3,198	
TRANSFER TRIPS	0	0	0	0	0	0	0	
TOTAL	151,154	787	2,697	1,711	1,030	2,741	157,379	
B. PASSENGER REVENUE								
PASSENGER REVENUE	\$69,689	\$2,361.00	\$8,091.00	\$32,081.25	\$19,312.50	\$51,393.75	\$131,535.16	
C. VEHICLE MILES								
REVENUE MILES	128,490	13,071	19,501				161,062	
TOTAL MILES	132,900	14,362	21,428				168,690	
D. VEHICLE HOURS								
REVENUE HOURS	9,244	1,040	1,551				11,835	
DRIVER PAY HOURS	10,023	1,159	1,728				12,910	
E. GALLONS OF FUEL								
GALLONS OF FUEL	24,172	1,360	2,030				27,562	
F. EXPENSES								
						TOTAL EXPENSES	\$933,073.00	
						CONTRA EXPENSES	\$0.00	
						NET EXPENSES	\$801,537.84	

Derek Muench
(Transit Director)

10-Jan-24
(Date)

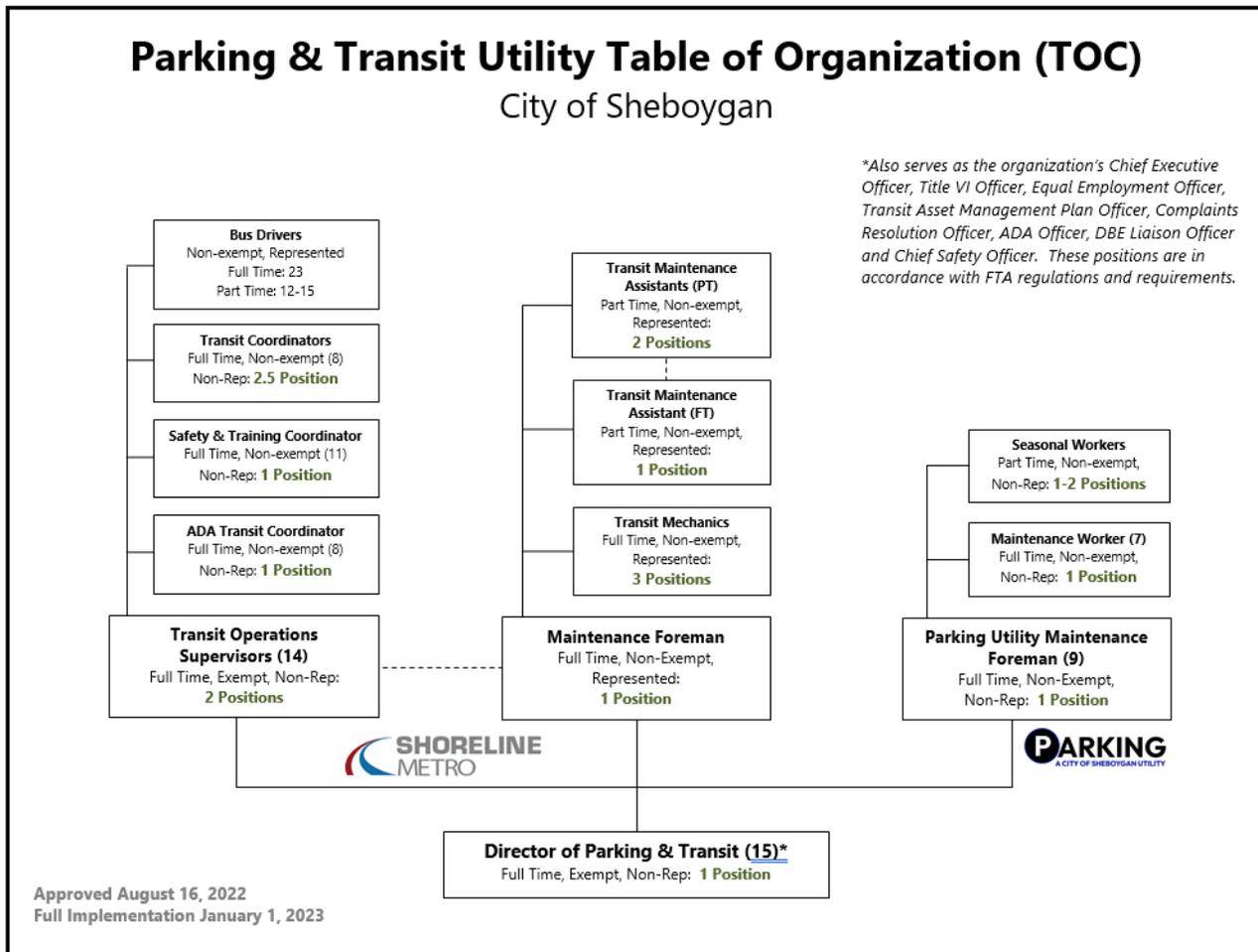
Ann Koeller
(Prepared By)

10-Jan-24
(Date)

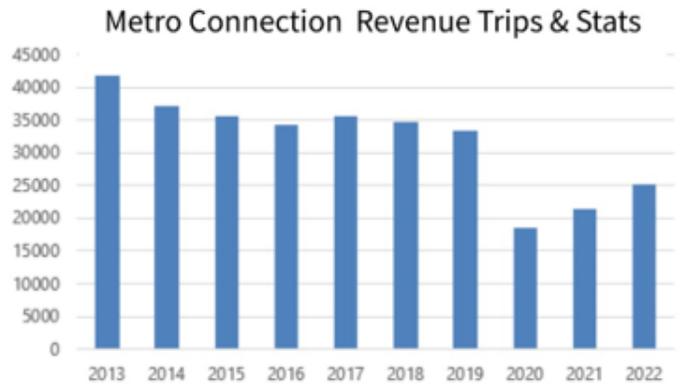
Financials – Shoreline Metro staff (Director) review expenses and revenues on a regular basis, typically bi-monthly and quarterly. Financial reports are reviewed for accurate expenses and revenues. In inaccuracies are reported to the Finance Department with a recommendation for resolution.

- Invoices
 - Paid within 30-days by staff
 - Payables are reviewed for approval by the Director
 - Approved payables are then sent to Finance for review and payment.
- Revenues/Fares/User Fees
 - Collected in accordance with departmental policies:
 - Fareboxes – twice a month (15th and last day)
 - Office Sales – daily
 - Meters – twice a month (some monthly/quarterly)
 - Grants/Reimbursements – direct deposit and processed by Finance.
 - Deposited at Wisconsin Bank & Trust
 - Credited to appropriate budget accounts as soon as possible by Finance.

Personnel – Shoreline Metro staff address personnel needs on a regular basis. Bus drivers are the most common position available with recruitment occurring almost monthly. Bus drivers are hired as needed and based on abilities and qualifications. Staff positions are filled as needed. The following is the current Table of Organization for the Parking & Transit Utilities:



Ridership – The count of physical passenger trips taken with Shoreline Metro and Metro Connection is known as ridership. For Shoreline Metro, a trip is counted every time a customer boards a bus. For Metro Connection, a trip is counted every time a customer completes a one-way trip. Ridership is highly influenced by socio-economic factors, weather, and emergencies. It is also a product of affordable fares, reliable service, safe travel and dependability.



DIRECTOR COMMENTS:

The Director of Transit & Parking presents the following items for as advisory and information.

Personnel:

- New drivers hired in Q1 of 2024 include Jeannie Kisolek, Heidi Schmidtke, Nicole Ramsay and Cindy Lou McNamara.
- Re-hired Jack Sowinski to assist with training new drivers (Jack was an employee until 2021).
- Open Mechanic position (expected to be filled externally).
- Open Maintenance Assistant positions (both being filled internally this spring).
- Open Transit Coordinator position in May (expected to be filled externally).
- Additional drivers expected to be hired in May-June.

Operational Items/Updates:

The following items are provided as operational updates related to transit and parking services provided by the department.

- **2024 FTA Triennial Review** has been announced and confirmed for later this year (tentatively mid-May). All initial required documents and information was submitted by early February, well ahead of the February 29, 2024 deadline. This is a comprehensive review of Shoreline Metro and its operations in many different categories including ADA, Procurement, Financial Capacity, Drug and Alcohol, Title VI, Charter Service and Grants/Funding. This year will also include review on use of CARES Act and ARPA grant funds. Shoreline Metro has performed well during these reviews in years past including zero findings during the 2017 and 2021 reviews.

- **Ridership** for CY2024 is up 8.2 percent for Shoreline Metro and 5.6 percent for Metro Connection for the months of January and February over same period in 2022.
- **HotSpot Parking** implementation is 95 percent completed. During the last quarter of 2023, the following items were implemented or completed:
 - All parking lot entrance signs have been redesigned and updated with the help of Marshall Sign.
 - All internal parking lot signage has been removed. The appropriate and important information was incorporated into the entrance signs.
 - Internal payment kiosks were installed in most all public parking lots allowing customers to pay “hourly” parking through HotSpot (even lots without parking meters).
 - Promotion on Facebook regularly promoting new parking payment options.
 - Website revised and fully updated to incorporate all changes and parking solutions.

A few challenges still exist and we continue to address those the best that we can. Andy and his Customer Service Officers have been outstanding and incredible to work with. Thank you to them for always being in communication and working with our staff in a timely and efficient manner.



Staff from Parking and the Police Department met recently with HotSpot to address ongoing issues with enforcement and the license plate readers (LPRs). From the enforcement side, there have been several issues that don't seem to be resolved. HotSpot assured us that these issues are being addressed with resolution coming soon.

Unfortunately, due to these ongoing issues, we have indicated a need to have this system fully functioning with no issues by end of summer or we may be looking for a new partner and solution.

ACTION REQUESTED:

Staff recommends accepting the Director's Report provided by the Director of Transit & Parking and placing on file.

ATTACHMENTS:

- I. None.

TRANSIT COMMISSION AGENDA ITEM COMMENTS:

The following items are on the Transit Commission agenda for consideration and approval and are not a part of the Director’s Report. This information is provided by the Director of Transit and Parking and is for your consideration. Please consult this information prior to making any motions or approvals.

Resignation of Heather Cleveland from Transit Commission:

Heather Cleveland has given notice to Mayor Ryan Sorenson to resign her position on the Transit Commission effective April 2024. This will be at the end of her 3-year term. No approval action is required on this item. Motion to file the communication would be in order by the Transit Commission.

Muench, Derek

From: Heather Cleveland <heather@greenbicycleco.com>
Sent: Monday, February 26, 2024 2:14 PM
To: Muench, Derek; Sorenson, Ryan
Subject: Transit Commission

Greetings Mayor Sorenson and Derek,

It has been a pleasure serving the City of Sheboygan Transit Commission. Thank you very much for the opportunity.

I do not intend to renew my term on the Transit Commission at the end of my 3-year term in April 2024.

I share this information with you now to give proper time to fill the vacancy.

Sincerely,
Heather Cleveland

—
Heather Cleveland, AICP
(she/her/hers)
Urban Planner & Community Developer

Green Bicycle Co.
1117 N 8th Street
Sheboygan, WI 53081

Office: 920-287-3661
Cell: 920-254-1360
www.greenbicycleco.com



Resignation of Alder Amanda Salazar from Transit Commission:

Alder Amanda Salazar has given notice to Mayor Ryan Sorenson to resign her position as Alder and therefore, resigning her position on the Transit Commission effective March 2024. Amanda has moved out of her alder district (City). A new Alder appointment will be made after the April elections. No approval action is required on this item.

Revised Position Description for the Director of Transit & Parking:

The position description for the Director of Transit and Parking has been updated and revised in advance of the upcoming Federal Triennial Review. Please see the attachment included with the agenda for the full description.

In summary, the revised description incorporates the additional titles and positions as required through federal programs and updated essential responsibilities:

- Public Transit Agency Safety Plan (PTASP): Accountable Officer
- Title VI Plan: Title VI Officer (Shoreline Metro only)
- Transit Asset Management Plan: Plan Officer
- ADA: ADA Officer
- Complaints: Complaints Resolution Officer
- Chief Executive Officer
- Updated responsibilities under Essential Responsibilities

The revised position description will replace the current description on file in HR and at Shoreline Metro. It will also require a signature of acceptance by the Director. A copy will be retained in the employee's official personnel file(s) in HR and at Shoreline Metro. The updated description has been reviewed by the City's HR Director.

This item requires action by the Transit Commission. Motion to approve the position description for the Director of Transit and Parking.

Revised Position Description for the Director of Transit & Parking:

The departmental organizational chart has been updated and revised in advance of the upcoming Federal Triennial Review. Under the Public Transit Agency Safety Plan (PTASP), there must be documentation showing the Chief Safety Officer "uninterrupted" line of reporting to the Accountable Executive. The only documentation the organization has of such chain of command is the organizational chart.

The organization chart has been revised to remove the Safety and Training Coordinator (also known as the Chief Safety Officer) from under the Operations Supervisors to be along side the Operations Supervisors and under the Director of Transit & Parking (also known as the Accountable Executive). The organizational chart has also been revised to include a second full-time Maintenance Assistance and remove all part-time Maintenance Assistants (except one which will be eliminated later in 2024).

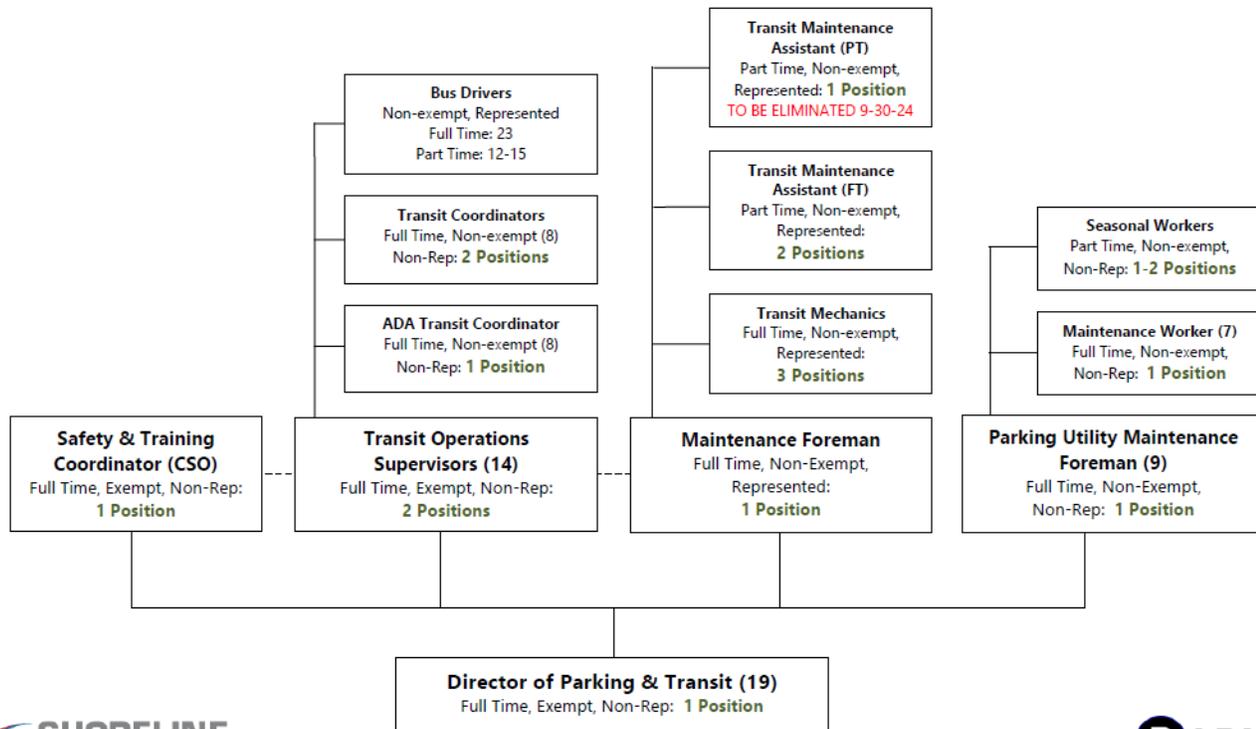
The revised organizational chart will replace the current organizational chart on file in HR and at Shoreline Metro. It will also be included in the City's organizational chart. The updated organizational chart has been reviewed by the City's HR Director.

This item requires action by the Transit Commission. Motion to approve the organizational chart for the Transit and Parking Utilities.

Parking & Transit Utility Table of Organization (TOC)

City of Sheboygan

JANUARY 29, 2024



Replacement of Shoreline Metro Support Vehicles:

Shoreline Metro would like to use CARES Act or ARPA funds to replace its fleet of support vehicles. Currently, Shoreline Metro has five (5) support vehicles:

- 2010 Chevy Impala
- 2010 Ford F-250
- 2013 Ford F-250
- 2013 Dodge Caravan
- 2013 Chevy Equinox

All vehicles were purchased using American Recovery and Reinvestment Act (ARRA) funds in 2009 and 2012. The vehicles are in good condition but have reached 11-14 years of age.

Shoreline Metro would like to replace these five (5) vehicles with four (4) support vehicles including two (2) pickup trucks and two (2) medium-sized SUVs (such as a Ford Explorer or Chevy Traverse). Shoreline Metro staff does not need three support vehicles for daily operations.

The existing vehicles must be sold competitively following FTA requirements. The City of Sheboygan will retain the first \$5,000 from each vehicle with the proceeds being returned to FTA. The \$25,000 retained from the sale could be used to offset the purchase of the new vehicles or be returned to the Transit Fund for future use and purchases (most likely the best option). The City Administrator is aware of this request and supports the purchase of new support vehicles.

This item requires action by the Transit Commission. Motion to approve the sale and purchase of support vehicles for Shoreline Metro in accordance with FTA procurement requirements.

2023 Annual Transit Report:

Shoreline Metro presents the 2023 Annual Transit Report for your consideration and approval. Please review the attachment included in the agenda.

This item requires action by the Transit Commission. Motion to accept and file the 2023 Annual Report for Shoreline Metro.

2023 Annual Parking Utility Report:

The Parking Utility presents the 2023 Annual Transit Report for your consideration and approval. Please review the attachment included in the agenda.

This item requires action by the Transit Commission. Motion to accept and file the 2023 Annual Report for the Parking Utility.