

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: Director's Report

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

REPORT DATE: 3/13/25

MEETING DATE: 3/18/25

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 – 2024

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: 2024						
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	152,003	1,088	3,133	1,958	846	2,804	159,028	
"FREE FARE" TRIPS	2,536	0	0	0	0	0	2,536	
TRANSFER TRIPS	0	0	0	0	0	0	0	
TOTAL	154,539	1,088	3,133	1,958	846	2,804	161,564	
B. PASSENGER REVENUE								
PASSENGER REVENUE	\$66,070	\$3,264.00	\$9,399.00	\$36,712.50	\$15,862.50	\$52,575.00	\$131,308.00	
C. VEHICLE MILES								
REVENUE MILES	132,418	14,550	19,007				165,975	
TOTAL MILES	136,963	16,319	21,317				174,599	
D. VEHICLE HOURS								
REVENUE HOURS	9,262	1,130	1,475				11,867	
DRIVER PAY HOURS	10,043	1,269	1,657				12,969	
E. GALLONS OF FUEL								
GALLONS OF FUEL	23,798	2,118	2,767				28,683	
F. EXPENSES								
						TOTAL EXPENSES	\$1,199,467.00	
						CONTRA EXPENSES	\$0.00	
						NET EXPENSES	\$1,068,159.00	

Derek Muench

7-Mar-25

(Transit Director)

Ann Koeller

7-Mar-25

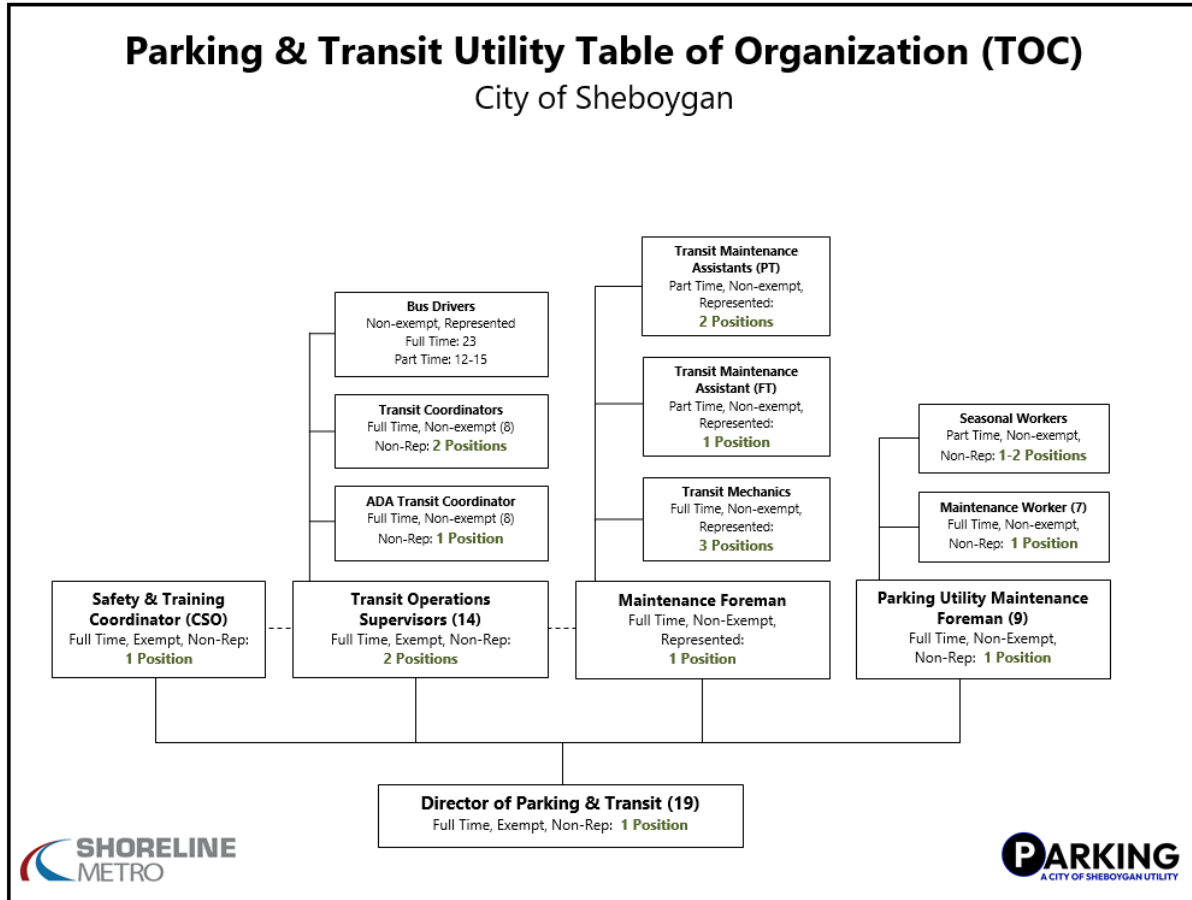
(Prepared By)

(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.

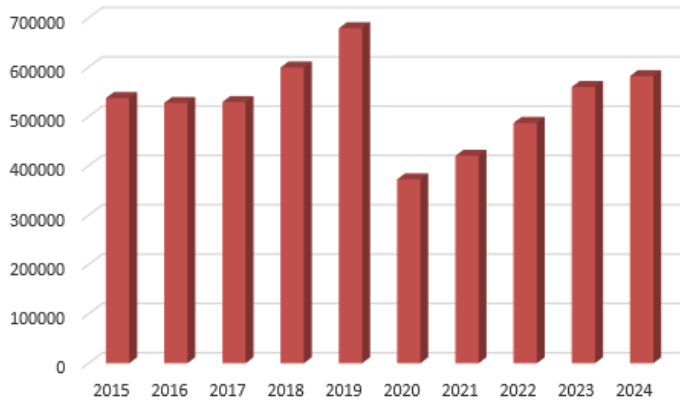
- Invoices
 - Paid within 30-days by staff
 - Payables are reviewed for approval by the Director
 - Approved payables are then sent to Finance for review and payment.
- Revenues/Fares/User Fees
 - Collected in accordance with departmental policies:
 - Fareboxes – twice a month (15th and last day)
 - 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:

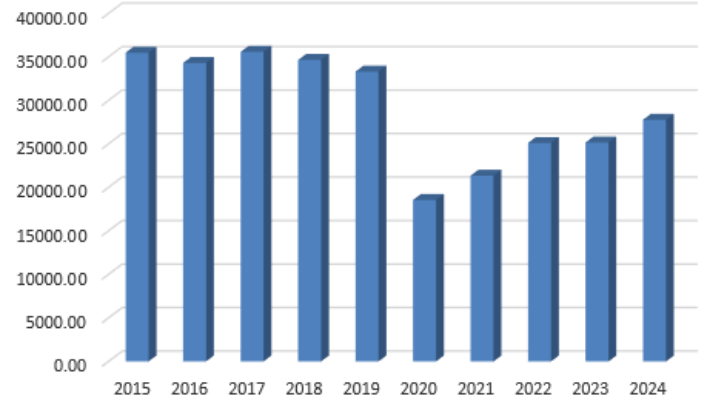


Ridership – The count of physical passenger trips taken with Shoreline Metro (red diagram) and Metro Connection (blue diagram) is known as ridership. For Shoreline Metro, a trip is counted every time a customer boards a bus. For Metro Connection, a trip is counted every time a customer completes a one-way 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.

Shoreline Metro Ridership – 2015 to 2024



Metro Connection Ridership – 2015 to 2024



DIRECTOR COMMENTS:

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

Personnel:

- **Brian Engel** has retired from Shoreline Metro as a paratransit driver at the end of January after almost 30-years with the team.
- **Sandy Nitsch** has retired from Shoreline Metro as a fixed route driver at the end of February after 19-years with the team.
- **Kimyada Joiner** has joined the Shoreline Metro team as a part-time fixed route driver.
- **Mairin MacTavish** has joined the Shoreline Metro team as a full-time Metro Connection driver.
- **Scott Arentsen** has joined the Parking Utility team as a maintenance worker.
- Shoreline Metro is preparing for some anticipated retirements in 2025:
 - Additional drivers will be hired in Q2 of 2025.

Operational Items/Updates:

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

- **Ridership** for CY2024 increased by 3.94 percent for Shoreline Metro and 10.3 percent for Metro Connection over CY2023.

- **Support Vehicles** were received in Q1 to support operations. Shoreline Metro took delivery of two (2) 2025 Ford F-250s to be used to assist with transit operations. All five (5) support vehicles were purchased using ARPA, or American Rescue Plan Act, funds.
- **SASD Parking Stalls in Lot 3** will be designated along the north end of the lot (along Niagara Avenue) as part of an agreement the City reached in purchasing land owned by SASD just north of Change Academy and west of the Sheboygan Inn for development. The agreement includes 10 stalls for a duration of 20-years. The stalls will be paid for through the TIF/TID (tax incremental funding/district) in this area. Since these stalls will be paid for (revenue will be received), no formal action is required.

The Director of Transit & Parking and the City Administrator discussed this agreement and agreed this was the best accommodation with the least disruption for SASD in order to acquire their property for development.

An invoice for \$24,000 will be submitted to the Finance Department and paid for using TIF/TID funding. This amount represents \$10 per permit, 20 parking stalls and 20 years.

$\$10 \text{ per permit} \times 20 \text{ parking stalls per month} \times 20 \text{ years} = \$24,000$

Attached is a copy of the agreement letter for the SASD. For a copy of the purchase agreement, please contact the Director of Transit & Parking.

Sheboygan Area School District
Attn: Mark Boehlke
3330 Stahl Road
Sheboygan, WI 53081

March 13, 2025

Dear Mr. Boehlke:

On March 7, 2025, the City of Sheboygan entered into an agreement with the Sheboygan Area School District (SASD) to purchase parcel number 59281106170 located along Ontario Avenue and North 9th Street in the City of Sheboygan.

As part of this agreement, the buyer (City of Sheboygan) shall lease ten (10) parking spaces to the seller (SASD) located in parcel number 59281107180, otherwise known as public parking lot 3, located at the corner of Niagara Avenue and North 9th Street in the City of Sheboygan for an initial term of 20-years. The term of this agreement shall commence on July 1, 2025.

This letter serves as formal documentation of this agreement. The City (via the Parking Utility) will provide the ten (10) parking stalls as outlined in the purchase agreement. These stalls will be signed (sample below) for the exclusive use by SASD employees. The stalls will be located along the north row of Lot 3 along Niagara Avenue.

The Sheboygan Area School District understands that policing and enforcing such stalls will be done by SASD staff through the Sheboygan Police Department (self-policing). Maintenance on these stalls will be done by the Parking Utility. Stalls will not be charged to the SASD in partnership with the Parking Utility.

Please retain this letter for future documentation. Let me know if I can be of further assistance to you and Sheboygan Area School District staff.

Sincerely,



Derek Muench
Director of Transit & Parking
City of Sheboygan
608 S Commerce Street
Sheboygan, WI 53081
(920) 459-3140



ACTION REQUESTED:

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

ATTACHMENTS:

- I. 2024 4th Quarter Operations Reports for Transit & Parking
- II. 2024 WisDOT Management Performance Review
- III. 2025 Drug, Alcohol and Drug-Free Workplace Policy

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.

4th QUARTER OPERATIONS REPORTS FOR TRANSIT & PARKING UTILITIES

Staff are submitting the included reports for Q3 for transit and parking for your consideration and approval.

- **Shoreline Metro**
 - Ridership – increased 2.2 percent in CY24 or same period in CY23.
 - Passengers/Revenue Mile – increased from 16.35 in CY23 to 16.69 in CY24.
 - Expenses – increased over same period in CY23.
 - Revenues – decreased over same period in CY23.
 - Comments – service levels remained the same in CY24 over CY23; added a half hour of service on Saturdays in November; motor parts purchased in Q4 of 2024.

- **Metro Connection**
 - Ridership – increased 12.7 percent in CY24 or same period in CY23.
 - Passengers/Revenue Mile – increased from 2.38 in CY23 to 2.67 in CY24
 - Comments – service levels remained the same in CY24 over CY23 (added a half hour of service on Saturdays).

- **Parking**
 - Meter Revenue - decreased slightly over same period in CY23.
 - Permit Revenue – decreased significantly over same period in CY23.
 - Comments – overall revenue decreased 9.9 percent in 2024 over CY23 (although it cannot be confirmed that all City Hall department permit revenue has been entered for 2024). This could change the overall revenue received in 2024.

ACTION: Motion to accept and file the 4th Quarter Reports as presented by the Director of Transit & Parking.

ACCEPTANCE OF THE 2024 ANNUAL REPORTS FOR TRANSIT & PARKING UTILITIES

- **2024 Annual Transit Report:**

Shoreline Metro presents the 2024 Annual Transit Report for your consideration and approval. Please review the attachment included in the agenda.

ACTION: This item requires action by the Transit Commission. Motion to accept and file the 2024 Annual Report for Shoreline Metro.

- **2023 Annual Parking Utility Report:**

The Parking Utility presents the 2024 Annual Transit Report for your consideration and approval. Please review the attachment included in the agenda.

ACTION: This item requires action by the Transit Commission. Motion to accept and file the 2024 Annual Report for the Parking Utility.

ACCEPTANCE OF THE 2024 WISDOT MANAGEMENT REVIEW FINAL REPORT

Section 85.20 of the Wisconsin Statutes requires the Wisconsin Department of Transportation (WisDOT) to conduct a transit system management performance review (MPR) of all urban mass transit systems receiving state aid at least once every five years. This report summarizes the 2024 MPR for the City of Sheboygan’s public transit system, doing business as Shoreline Metro. The City’s previous MPR was conducted in 2019.

The 2024 MPR process consisted of three main activities: performance analysis, review of completed written MPR questionnaire and provided documentation, and a virtual interview with the transit director and other staff. In October, an electronic MPR questionnaire form was sent to the City’s Director of Transit and Parking (“transit director”), who leads Shoreline Metro. The review team then conducted a quantitative performance analysis to inform the areas of focus for the virtual interview. The interview was conducted on November 14, 2024, via Zoom.

This report consists of five sections: System Overview; Analysis of System Performance; Policy- and Decision-Making Processes; Functional Area Review; and Conclusions. The Functional Area Review focuses on transportation operations, vehicle and facility maintenance, finance, planning and scheduling, transit system marketing, and the agency’s response to the Covid-19 pandemic.

ACTION: This item requires action by the Transit Commission. Motion to accept and file the 2024 WisDOT Management Review Final Report as presented by the Director of Transit & Parking.

APPROVAL OF THE UPDATED DRUG, ALCOHOL AND DRUG-FREE WORKPLACE POLICY

The Shoreline Metro System is dedicated to providing safe, dependable, and economical transportation services to our Shoreline Metro passengers. Shoreline Metro System employees are our most valuable resource and it is our goal to provide a healthy, safe working environment which promotes personal well-being. In meeting these goals, it is our policy to (1) assure that employees are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner; (2) create a workplace environment free from the adverse effects of drug abuse and alcohol misuse; (3) prohibit the unlawful manufacture, distribution, dispensing, possession, or use of

controlled substances; and (4) to encourage employees to seek professional assistance anytime personal problems, including alcohol or drug dependency, adversely affect their ability to perform their assigned duties.

This policy is also intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. The Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 653 and Part 654, as amended, *and superseded by 49 CFR Part 655, as amended* that mandate urine drug testing and breath alcohol testing for safety-sensitive positions and prohibits performance of safety-sensitive functions when there is a positive test result. The U.S. Department of Transportation (DOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens. In addition, the Federal government published 49 CFR Part 29, "The Drug-Free Workplace Act of 1988," which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA. This policy incorporates those requirements for safety-sensitive employees and others when so noted.

Notable changes to the 2025 edition include:

- Formatted to follow the recommended FTA template
- Voluntary Self-Referral (Section 9 on page 10)
- Updated Drug & Alcohol Officer and EAP Provider (Attachment A on page 15)
- Added information about the Drug & Alcohol Clearinghouse (Section 11 on page 11)
- Includes the Prescription Drug Use (Section 10 on page 11) and Drug-Free Workplace (Attachment C on page 17)
- Revised Safety-Sensitive Positions and Reasonable Suspicion Trained Positions (Attachment B on page 16)
- Substance Abuse Professional costs and costs for treatment are covered by employer as this is a two-strike policy (Section 5 on page 7)

ACTION: This item requires action by the Transit Commission. Motion to accept and file the updated Drug, Alcohol and Drug-Free Workplace policy for Shoreline Metro as presented by the Director of Transit & Parking.

END OF REPORT