

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: Director's Report

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

REPORT DATE: 12/11/24

MEETING DATE: 12/17/24

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.

2nd 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 checked="" type="checkbox"/> Apr. 1 - June 30	3rd Quarter <input type="checkbox"/> July 1 - Sept. 30	4th Quarter <input 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	147,089	967	3,268	1,845	893	2,738	154,062	
"FREE FARE" TRIPS	2,761	0	0	0	0	0	2,761	
TRANSFER TRIPS	0	0	0	0	0	0	0	
TOTAL	149,850	967	3,268	1,845	893	2,738	156,823	
B. PASSENGER REVENUE								
PASSENGER REVENUE	\$75,437	\$2,901.00	\$9,804.00	\$34,593.75	\$16,743.75	\$64,042.50	\$139,479.50	
C. VEHICLE MILES								
REVENUE MILES	130,843	13,037	19,291				163,171	
TOTAL MILES	135,334	14,296	21,153				170,783	
D. VEHICLE HOURS								
REVENUE HOURS	9,331	1,102	1,630				12,063	
DRIVER PAY HOURS	10,117	1,207	1,785				13,109	
E. GALLONS OF FUEL								
GALLONS OF FUEL	24,116	1,905	2,819				28,840	
F. EXPENSES								
						TOTAL EXPENSES	\$968,121.00	
						CONTRA EXPENSES	\$9,606.00	
						NET EXPENSES	\$819,035.50	

Derek Muench

(Transit Director)

5-Sep-24

(Date)

Ann Koeller

(Prepared By)

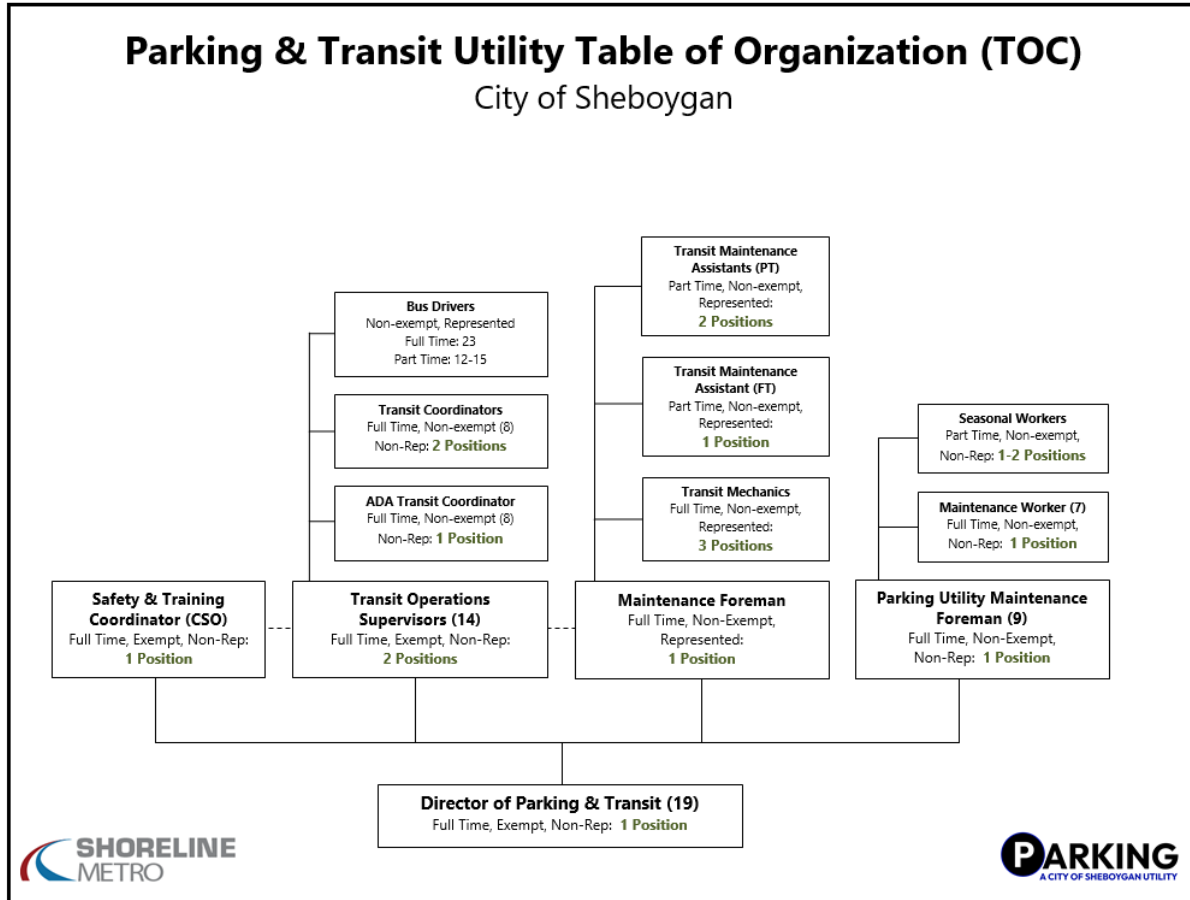
9/5/2024

(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.

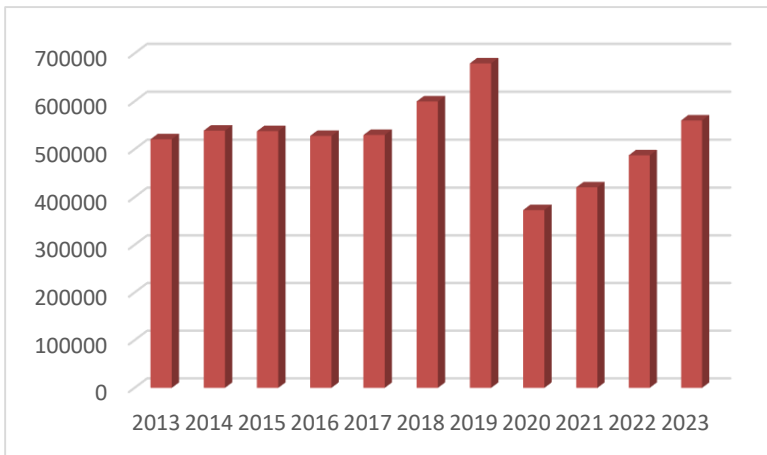
- Invoices
 - Paid within 30-days by staff
 - Payables are reviewed for approval by the Director
 - Approved payables are then sent to Finance for review and payment.
- Revenues/Fares/User Fees
 - Collected in accordance with departmental policies:
 - Fareboxes – twice a month (15th and last day)
 -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

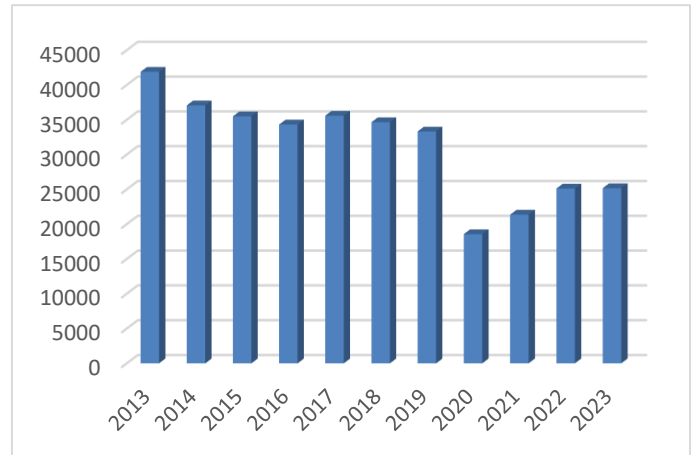


Ridership – The count of physical passenger trips taken with Shoreline Metro (red diagram) and Metro Connection (blue diagram) is known as ridership. For Shoreline Metro, a trip is counted every time a customer boards a bus. For Metro Connection, a trip is counted every time a customer completes a one-way 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 – 2013 to 2023



Metro Connection Ridership – 2013 to 2023



DIRECTOR COMMENTS:

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

Personnel:

- New Bus Drivers hired in Q4 of 2024 – Linda Sowinski (rehire) and Raven Moran
- Shoreline Metro is considered to be at “full staffing” as of today.
- Shoreline Metro is preparing for some anticipated retirements in 2025:
 - Additional drivers will be hired in Q1 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 is up 2.9 percent for Shoreline Metro and 3.9 percent for Metro Connection for the first half of 2024 over first half of 2023.

***Ridership reports are not available for Q3 due to the network outage within the City. Quarterly reports will hopefully be available at the January meeting for review and approval.*

- **Wisconsin DOT Management Review** was conducted on Shoreline Metro on November 14. This review is conducted every 5-years by Wisconsin Department of Transportation (contracted consultant). It measures operational statistics such as ridership, revenue, costs and service against peer transit systems in the state and in the Midwest. The preliminary report from the review shows Shoreline Metro is outperforming all other transit agencies similar in size (in some cases, Shoreline Metro was slightly behind either against comparable systems or the national average). The final report is expected in early 2025 and will be shared with the Transit Commission for review, acceptance and filing.
- **County-wide Transit Service Update** – Shoreline Metro has made the recommendation to City Leadership to withdraw its pending partnership with Sheboygan County to be the provider for their County-wide Transit Service starting in 2025. Concerns over the long-term commitment of funding and overall sustainability of the program ultimately lead to this decision.
- **Service Changes and Driver Schedules** – In October, City staff discovered a compliance issue in regards to drive pay for lunch breaks. This discovery ultimately required Shoreline Metro staff to ensure compliancy through new driver schedules. The City has corrected this issue and compensated those impacted drivers with backpay (2-year lookback window) as required by FLSA. The new driver schedules required us to make a few changes to the service schedule to ensure compliancy moving forward. The “last chance” evening northbound and southbound shuttles were discontinued starting on 11/18/24. No other changes to weekday service was impacted.

However, Saturday service added ½ of regular service from 3:45 p.m. to 4:15 p.m. to accommodate the loss in shuttles. Saturday service is still operating at post-COVID levels as ridership hasn’t rebounded on Saturdays as it has on weekdays. Service on Saturdays will remain at this level until further notice.

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.

SHORELINE METRO PUBLIC TRANSIT AGENCY SAFETY PLAN FOR 2024

Shoreline Metro has made required revisions to its Public Transit Agency Safety Plan. FTA released a few mandatory revisions along with Shoreline Metro's annual updates are included in this final draft.

A summary of the changes includes:

- Updated definitions and acronyms.
- Updated clarifying language throughout document to meet several minor requirements.
- Updated data to include most recent years data reporting for accidents and incidents.
- Revised Shoreline Metro staff as listed in the plan.
- Revised goals and benchmarks to include most recent years data.
- New requirements for communicating safety and safety performance information throughout the organization.
- New requirements for a comprehensive safety training program including de-escalation training, reporting training and safety event reporting.

The Director recommends acceptance and approval of the revised 2024 Public Transit Agency Safety Plan for Shoreline Metro.

****This item requires a signature of all Transit Commissioners on the signature page.****

TRANSIT ASSET MANAGEMENT PLAN (TAMP) FOR SHORELINE METRO

The Moving Ahead for Progress in the 21st Century Act of 2012 (MAP-21) required the FTA and the Federal Highway Administration (FHWA) to develop a performance-driven and outcome-based program that provides a greater level of transparency and accountability, improved project decision making and more efficient investment of Federal transportation funds. The Fixing America's Surface Transportation Act of 2015 (FAST Act) further affirmed the transition to performance management.

The targets look at vehicles, major equipment and our two facilities. Targets have been revised due to recent improvements in Shoreline Metro's fleet. Shoreline Metro received new buses in 2019 (5), 2020 (1), 2022 (10), and 2023 (6) along with a new trolley in 2021. Overall, 16 of 21 fixed route buses, 6 of 11 paratransit buses, and 1 of 1 trolley have been replaced since 2019. Additionally (but not included in this version of the TAMP) are support vehicle replacement. All five (5) support vehicles have been replaced in Q4 of 2024 (with two pickup trucks waiting for delivery).

Shoreline Metro estimates that 18 percent of the fleet will be beyond useful life in 2024, so we set the target accordingly. All of the major equipment is beyond useful life at this time, so the target remains

at 100 percent – we can assess this more in the TAM plan next year to determine what actually should be replaced based on condition. One of the two major facilities is beyond useful life (the transit garage), so we set this target at 50 percent.

No other significant changes to the latest update to the plan. Vehicle investment the past five years has been tremendous. It also allows Shoreline Metro to stay within range of its targets.

END OF REPORT