

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: Director's Report

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

REPORT DATE: 9/17/24

MEETING DATE: 9/17/24

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)

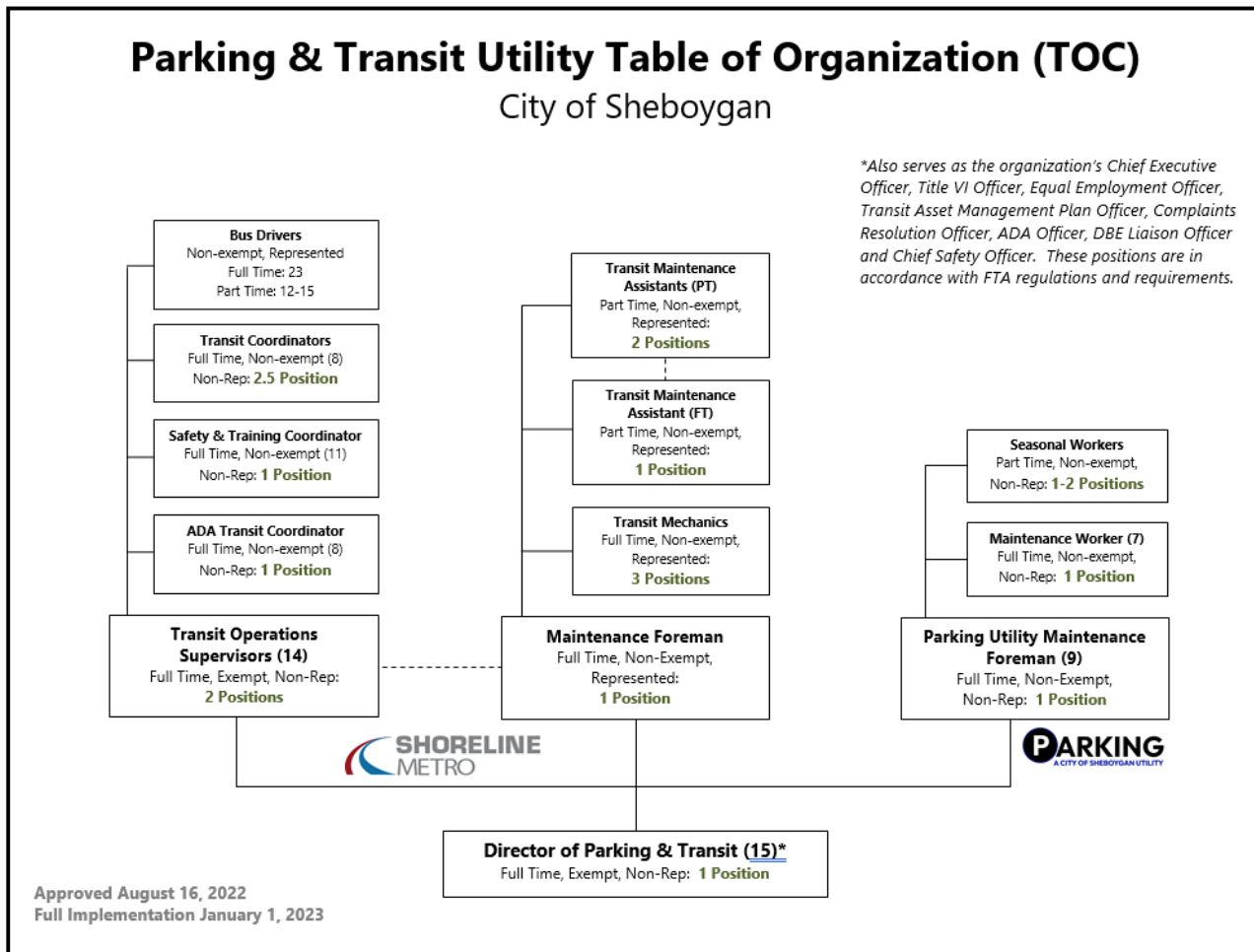
9/5/2024

(Date)

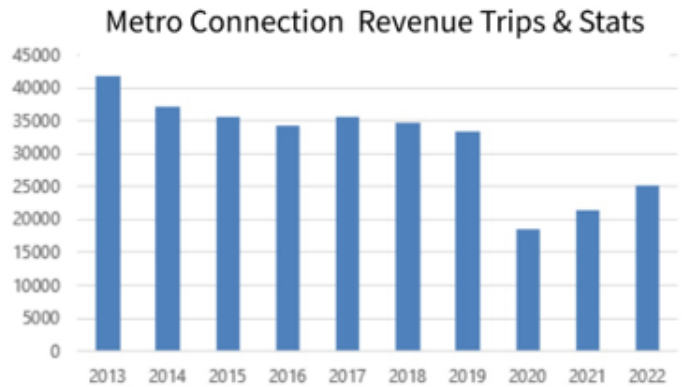
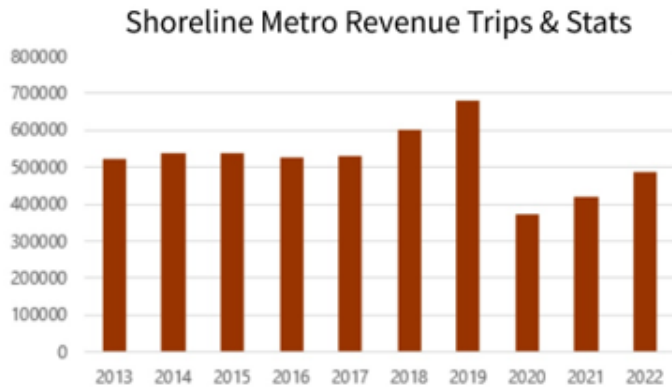
Financials – Shoreline Metro staff (Director) review expenses and revenues on a regular basis, typically bi-monthly and quarterly. Financial reports are reviewed for accurate expenses and revenues. In inaccuracies are reported to the Finance Department with a recommendation for resolution.

- 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 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 Bus Drivers hired in Q3 of 2024 – Steven Brown, Leonard Hensch and Fred Gager (rehire).
- Shoreline Metro is considered to be at “full staffing” as of today.
 - Additional drivers would be considered if available on a very temporary basis or “foot-in-the-door” opportunity

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.
- **County-wide Transit Service** – Shoreline Metro is working with Sheboygan County to develop a county-wide shared-ride taxi service to commence in 2025. Shoreline Metro is the preferred contracted provider of this service. Both entities continue to work through the details of service and service agreement. More details forthcoming.
- **2024/2025 SASD Bus Pass Program** – The new program is uploaded and viewable on the Shoreline Metro website. A new pass features new colors as has been tradition with each new school year. The program has also been renamed to “Bus Pass Program” to be inclusive of staff and faculty that also use the pass for riding Shoreline Metro. The program also features a “Public Transit vs. School Bus Service” insert aimed at clarifying expectations for students,

parents and SASD staff. There continues to be misunderstandings between the two services so we hope this insert clarifies things a bit.

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.

FINAL REPORT FOR 2024 FTA TRIENNIAL REVIEW

Shoreline Metro had its FTA Triennial Review earlier this year (as previously stated). This year's review ended in just one day! This was a record for FTA and included another perfect review with zero findings! This is and was truly a team effort. It takes EVERYONE including the Transit Commission for us to get these milestones and recognitions. Attached is the Final Report for acceptance and filing.

The Director recommends accepting the report and placing on file.

2025 PARKING UTILITY BUDGET

The Director of Transit & Parking is submitting the 2025 Parking Utility budget for your consideration and approval. In summary, there are not many budget highlights for 2025 with the budget being straightforward. The budget was adjusted to incorporate increases in revenues for both meters and permits. Assessments are expected to increase in large part to increases in wages and benefits (health insurance is a 6 percent increase and dental is a 5.73 percent). Wages with cost-of-living are close to 4 percent. Overall, labor accounts for a 13.9 percent increase in expenses. Parking may decide not to hire seasonal help in 2025 (would bring the labor costs down to a 1 percent increase).

The Director recommends approving the 2025 Parking Utility budget and including it in the City Administrator's City Budget for 2025.

2025 TRANSIT UTILITY BUDGET

The Director of Transit & Parking is submitting the 2025 Transit Utility budget for your consideration and approval. In summary, there are not many budget highlights for 2025 with the budget being straightforward. There are no proposed changes to fares or service. The budget was adjusted to incorporate increases in revenues for fixed route and paratransit fares (paratransit will see an increase to the agency fare in 2025). Overall budget increases by 3 percent (health insurance is a 6 percent increase and dental is a 5.73 percent). Union wages are 3 percent increase and non-rep with cost-of-living are close to 4 percent. Budget includes using CARES Act/ARPA funding to balance budget (\$57,612). Estimated state/federal funding is budgeted at 57 percent (2024 was 59.17 percent).

The Director recommends approving the 2025 Transit Utility budget and including it in the City Administrator's City Budget for 2025.

2025-2029 CAPITAL IMPROVEMENTS PROGRAM FOR PARKING & TRANSIT UTILITIES

The Director of Transit & Parking is submitting the 2025-2029 Capital Improvements Program for the Parking and Transit Utilities. Transit capital needs is highlighted by the replacement of five (5) fixed route, heavy-duty buses in 2027. A Congestion Mitigation Air Quality Control (CMAQ) application has already been submitted for possible funding of these buses.

Parking capital needs is highlighted by the replacement of a John Deere Gator (2025), pickup truck (2027) and one-ton pickup truck (2028). Additionally, rehab and construction of the Riverfront East parking lots is scheduled for 2026.

The Director recommends approving the 2025-2029 Capital Improvements Program for Parking & Transit Utilities and include it in the City Administrator's 2025 City Budget for consideration and approval.

SECOND QUARTER REPORTS FOR TRANSIT & PARKING

The Director of Transit & Parking is submitting these reports for consideration by the Transit Commission. When reading this report for transit operations, please do not put much emphasis on individual quarterly metrics. Many factors influence ridership (winter during first quarter as an example) and expenses (annual purchases such as insurance paid during first and second quarter).

Here is a summary Second Quarter reports:

- Transit Utility:
 - Shoreline Metro ridership was up 2.0 percent for Q2.
 - Ridership is up 2.9 percent for CY2024
 - Many metrics improved during the quarters and for year end
 - Metro Connection ridership was up 5.8 percent for Q2.
 - Ridership is up 3.9 percent for CY2024 (factoring in second quarter)
 - Revenue was up 2.5 percent for Q2.
 - Expenses were up 23.2 percent in Q2.
- Parking Utility:
 - Permit revenue is up 20.0 percent in Q1.
 - Permit revenue was low in CY2023 due to implementation of HotSpot and "free" parking in Q1.
 - Meter revenue was up 21.6 percent in Q1.
 - HotSpot revenues continue to increase month-over-month from August 2023 to May 2024 (totaling about 11 percent of meter revenue).
 - All lots except 5 and 10 allow for hourly parking (\$0.75 per hour) through HotSpot.
 - Expenses are tracking as expected.
 - Snow removal was less than budgeted through Q1 with all invoices paid YTD.
 - Overall, revenues are up 25.3 percent in Q1 over CY2023.

The Director recommends a motion to approve the Q2 Reports as presented and place on file.

SERVICE AGREEMENT WITH CITY OF SHEBOYGAN FALLS

A new service agreement with the City of Sheboygan Falls is attached for consideration. There are no changes to the agreement. An agreement hasn't been updated in a few years so the Director felt it was good practice to get a revised agreement in place. There is a 0 percent increase in their annual local share for 2025.

The Director recommends acceptance and approval of the Service Agreement with the City of Sheboygan Falls for transit service.

SERVICE AGREEMENT WITH VILLAGE OF KOHLER

A new service agreement with the Village of Kohler is attached for consideration. There are no changes to the agreement. An agreement hasn't been updated in a few years so the Director felt it was good practice to get a revised agreement in place. There is a 0 percent increase in their annual local share for 2025.

The Director recommends acceptance and approval of the Service Agreement with the Village of Kohler for transit service.

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.****

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AGREEMENT FOR 2024-2025

Shoreline Metro applies annually to receive Community Development Block Grant (CDBG) funding through the federal HUD program. The funding goes to support increased frequency and accessibility to Shoreline Metro for a particular low-income sector of Sheboygan located just west and north of downtown Sheboygan. The agreement is the formal acceptance of the CDBG funding to support operations as part of the local share match for Shoreline Metro's annual operations budget. The amount is equal to \$42,493.00.

The Director recommends the support and approval of the agreement and further authorizes the Director to sign the agreement on behalf of the Transit Utility and Sheboygan Transit Commission.

RESOLUTION 76-24-25 FOR OPERATING GRANTS FOR CY2025

Shoreline Metro applies for Section 5307 Federal Mass Transit Operating Assistance and State 85.20 Mass Transit Operating Assistance funds each year to subsidize the costs of operating Shoreline Metro for the City of Sheboygan and participating communities. The grant is due by December 15th. As a matter of formality, Shoreline Metro requests approval to apply for these funds through the attached authorizing resolution.

Shoreline Metro has applied for funding to subsidize operations for many years. In 2025, combined Section 5307 and State 85.20 funds are expected to cover about 57.00% of eligible expenses. Funding levels continue to decrease year-after-year which puts more pressure on local shares to cover the difference. No changes in route service or fare structure are expected for calendar year 2025.

The Director recommends the support and approval of the resolution, recommends the resolution to the Common Council for approval and approves the Director to apply for and submit the required application for federal and state mass transit operating funds for CY2025.