

*****ATTACHMENTS*****

OPERATING STATISTICS FOR SHORELINE METRO & METRO CONNECTION - 2017 to 2018

	JANUARY				FEBRUARY				MARCH				APRIL				MAY				JUNE			
REVENUES	2018	2017	Difference	% Change	2018	2017	Difference	% Change	2018	2017	Difference	% Change	2018	2017	Difference	% Change	2018	2017	Difference	% Change	2018	2017	Difference	% Change
Metro Connection	\$25,452	\$23,690	\$1,762	7.4%	\$23,339	\$23,583	(\$244)	-1.0%	\$23,777	\$26,666	(\$2,889)	-10.8%	\$22,586	\$22,240	\$346	1.6%	\$24,500	\$24,262	\$238	1.0%	\$21,190	\$23,207	(\$2,017)	-8.7%
Shoreline Metro	\$37,784	\$43,032	(\$5,248)	-12.2%	\$40,434	\$34,603	\$5,831	16.9%	\$41,338	\$41,507	(\$169)	-0.4%	\$29,652	\$37,840	(\$8,188)	-21.6%	\$33,894	\$33,008	\$886	2.7%	\$44,697	\$34,932	\$9,765	28.0%
MONTH TOTALS	\$63,236	\$66,722	(\$3,486)	-5.2%	\$63,773	\$58,186	\$5,587	9.6%	\$65,115	\$68,173	(\$3,058)	-4.5%	\$52,238	\$60,080	(\$7,842)	-13.1%	\$58,394	\$57,270	\$1,124	2.0%	\$65,887	\$58,139	\$7,748	13.3%
RIDERSHIP	2018	2017	Difference	% Change	2018	2017	Difference	% Change	2018	2017	Difference	% Change	2018	2017	Difference	% Change	2018	2017	Difference	% Change	2018	2017	Difference	% Change
Metro Connection	2,967	2,935	32	1.1%	2,874	3,000	(126)	-4.2%	3,034	3,461	(427)	-12.3%	2,857	2,925	(68)	-2.3%	3,102	3,227	(125)	-3.9%	2,759	3,003	(244)	-8.1%
Trips/Revenue Hour	2.66	2.77	(0.11)	-4.0%	2.77	2.99	(0.22)	-7.4%	2.79	2.98	(0.19)	-6.4%	2.74	3.00	(0.26)	-8.7%	2.81	3.02	(0.21)	-7.0%	2.60	2.85	(0.25)	-8.8%
Shoreline Metro	48,719	41,916	6,803	16.2%	46,699	41,710	4,989	12.0%	48,326	45,154	3,172	7.0%	48,775	42,695	6,080	14.2%	49,395	48,116	1,279	2.7%	39,918	41,729	(1,811)	-4.3%
Trips/Revenue Hour	15.29	13.66	1.63	11.9%	16.03	14.56	1.47	10.1%	14.91	13.54	1.37	10.1%	15.35	13.91	1.44	10.4%	15.23	14.77	0.46	3.1%	12.02	12.17	(0.15)	-1.2%
MONTH TOTALS	51,686	44,851	6,835	15.2%	49,573	44,710	4,863	10.9%	51,360	48,615	2,745	5.6%	51,632	45,620	6,012	13.2%	52,497	51,343	1,154	2.2%	42,677	44,732	(2,055)	-4.6%
	JULY				AUGUST				SEPTEMBER				OCTOBER				NOVEMBER				DECEMBER			
REVENUES	2018	2017	Difference	% Change	2018	2017	Difference	% Change	2018	2017	Difference	% Change	2018	2017	Difference	% Change	2018	2017	Difference	% Change	2018	2017	Difference	% Change
Metro Connection	\$22,266	\$20,900	\$1,366	6.5%	\$23,511	\$24,651	(\$1,140)	-4.6%	\$20,559	\$23,119	(\$2,560)	-11.1%		\$24,814	(\$24,814)	-100.0%		\$23,417	(\$23,417)	-100.0%		\$21,648	(\$21,648)	-100.0%
Shoreline Metro	\$25,902	\$40,328	(\$14,426)	-35.8%	\$28,663	\$35,848	(\$7,185)	-20.0%	\$28,522	\$30,781	(\$2,259)	-7.3%		\$39,627	(\$39,627)	-100.0%		\$33,032	(\$33,032)	-100.0%		\$32,192	(\$32,192)	-100.0%
MONTH TOTALS	\$48,168	\$61,228	(\$13,060)	-21.3%	\$52,174	\$60,499	(\$8,325)	-13.8%	\$49,081	\$53,900	(\$4,819)	-8.9%	\$0	\$64,441	(\$64,441)	-100.0%	\$0	\$56,449	(\$56,449)	-100.0%	\$0	\$53,840	(\$53,840)	-100.0%
RIDERSHIP	2018	2017	Difference	% Change	2018	2017	Difference	% Change	2018	2017	Difference	% Change	2018	2017	Difference	% Change	2018	2017	Difference	% Change	2018	2017	Difference	% Change
Metro Connection	2,789	2,696	93	3.4%	2,963	3,047	(84)	-2.8%	2,640	2,792	(152)	-5.4%		3,085	(3,085)	-100.0%		2,833	(2,833)	-100.0%		2,585	(2,585)	-100.0%
Trips/Revenue Hour	2.61	2.80	(0.19)	-6.8%	2.58	2.75	(0.17)	-6.2%	2.73	2.80	(0.07)	-2.5%		2.81	(2.81)	-100.0%		2.71	(2.71)	-100.0%		2.57	(2.57)	-100.0%
Shoreline Metro	41,658	36,496	5,162	14.1%	45,430	41,411	4,019	9.7%	51,683	45,144	6,539	14.5%		51,216	(51,216)	-100.0%		50,210	(50,210)	-100.0%		43,929	(43,929)	-100.0%
Trips/Revenue Hour	12.91	11.22	1.69	15.1%	13.81	12.57	1.24	9.9%	15.78	15.23	0.55	3.6%		15.91	(15.91)	-100.0%		16.68	(16.68)	-100.0%		15.05	(15.05)	-100.0%
MONTH TOTALS	44,447	39,192	5,255	13.4%	48,393	44,458	3,935	8.9%	54,323	47,936	6,387	13.3%	0	54,301	(54,301)	-100.0%	0	53,043	(53,043)	-100.0%	0	46,514	(46,514)	-100.0%
REVENUE COMPARISON BY YEAR					RIDERSHIP COMPARISON BY YEAR					TRIPS/REV HOUR		REVENUE HOURS		REVENUE MILES										
ANNUAL TOTALS	2017 YTD		2018 YTD		Difference		% Change		ANNUAL TOTALS	2017 YTD		2018 YTD		Difference		% Change		2017 YTD	2018 YTD	2017 YTD	2018 YTD	2017 YTD	2018 YTD	
<i>Metro Connection</i>	\$212,318		\$207,180		(\$5,138)		-2%		<i>Metro Connection</i>	27,086		25,985		-1,101		-4%		2.88	2.70	9,388	9,632	116,421	122,256	
<i>Shoreline Metro</i>	\$331,879		\$310,886		(\$20,993)		-6%		<i>Shoreline Metro</i>	384,371		420,603		36,232		9%		13.52	14.59	28,531	28,875	410,673	402,097	

2018 THIRD QUARTER REPORT



Prepared by Shoreline Metro for the Transit Commission.

OPERATING STATISTICS FOR THE PARKING UTILITY - 2017 to 2018

REVENUES	JANUARY				FEBRUARY				MARCH				APRIL				MAY				JUNE			
	2018	2017	Difference	% Change	2018	2017	Difference	% Change	2018	2017	Difference	% Change	2018	2017	Difference	% Change	2018	2017	Difference	% Change	2018	2017	Difference	% Change
Meters	\$11,293	\$7,117	4,175.60	58.7%	\$9,327	\$8,279	1,048.00	12.7%	\$9,786	\$7,298	2,488.00	34.1%	\$9,298	\$7,500	1,798.13	24.0%	\$9,124	\$11,980	(2,856.00)	-23.8%	\$11,543	\$8,430	3,113.18	36.9%
Stall Rentals	\$8,063	\$30,820	(22,757.00)	-73.8%	\$7,529	\$596	6,933.05	1163.4%	\$24,669	\$14,732	9,936.94	67.5%	\$5,859	\$1,683	4,176.00	248.1%	\$271	\$284	(13.00)	-4.6%	\$14,102	\$9,613	4,489.00	46.7%
MONTH TOTALS	\$19,356	\$37,937	(18,581.40)	-49.0%	\$16,856	\$8,875	7,981.05	89.9%	\$34,455	\$22,030	12,424.94	56.4%	\$15,157	\$9,183	5,974.13	65.1%	\$9,395	\$12,264	(2,869.00)	-23.4%	\$25,645	\$18,043	7,602.18	42.1%
REVENUES	JULY				AUGUST				SEPTEMBER				OCTOBER				NOVEMBER				DECEMBER			
	2018	2017	Difference	% Change	2018	2017	Difference	% Change	2018	2017	Difference	% Change	2018	2017	Difference	% Change	2018	2017	Difference	% Change	2018	2017	Difference	% Change
Meters	\$13,022	\$12,676	346.00	2.7%	\$10,382	\$10,436	(54.00)	-0.5%	\$7,309	\$9,162	(1,853.00)	-20.2%	\$9,205	\$9,205	(9,205.00)	-100.0%	\$8,505	\$8,505	(8,505.00)	-100.0%	\$10,131	\$10,131	(10,131.00)	-100.0%
Stall Rentals	\$9,330	\$5,135	4,194.92	81.7%	\$3,643	\$926	2,717.25	293.5%	\$14,633	\$18,231	(3,598.20)	-19.7%	\$3,033	\$3,033	(3,033.00)	-100.0%	\$2,734	\$2,734	(2,734.00)	-100.0%	\$48,299	\$48,299	(48,299.00)	-100.0%
MONTH TOTALS	\$22,352	\$17,811	4,540.92	25.5%	\$14,025	\$11,362	2,663.25	23.4%	\$21,942	\$27,393	(5,451.20)	-19.9%	\$0	\$12,238	(12,238.00)	-100.0%	\$0	\$11,239	(11,239.00)	-100.0%	\$0	\$58,430	(58,430.00)	-100.0%
REVENUE COMPARISON BY YEAR					REVENUE COMPARISON BY QUARTER																			
ANNUAL TOTALS	2017 YTD	2018 YTD	Difference	% Change	FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER													
					2017	2018	2017	2018	2017	2018	2017	2018												
<i>Meters</i>	\$82,878	\$91,084	8,205.91	9.9%	\$22,694	\$30,406	\$27,910	\$29,965	\$32,274	\$30,713	\$27,841	\$0												
<i>Stall Rentals</i>	\$82,020	\$88,099	6,078.96	7.4%	\$46,148	\$40,261	\$11,580	\$20,232	\$24,292	\$27,606	\$54,066	\$0												
TOTAL REVENUE	\$164,898	\$179,183	14,284.87	8.7%	\$68,842	\$70,667	\$39,490	\$50,197	\$56,566	\$58,319	\$81,907	\$0												

Prepared by Shoreline Metro for the Transit Commission.

2018 ANNUAL BENCHMARKS

PARKING UTILITY BENCHMARKS	JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE		JULY		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER	
	Revenue	Permits	Revenue	Permits	Revenue	Permits	Revenue	Permits	Revenue	Permits	Revenue	Permits	Revenue	Permits	Revenue	Permits	Revenue	Permits	Revenue	Permits	Revenue	Permits	Revenue	Permits
Lot 2	\$82.46	9	\$0.00	9	\$0.00	9	\$0.00	9	\$0.00	9	\$0.00	9	\$164.92	9	\$0.00	9	\$71.09	9						
Lot 3	\$0.00	4	\$0.00	4	\$659.72	4	\$0.00	4	\$0.00	4	\$0.00	4	\$0.00	4	\$0.00	4	\$0.00	4						
Lot 3 METERS	\$0.00		\$0.00		\$483.45		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00							
Lot 4 METERS	\$1,856.76		\$1,783.28		\$1,508.11		\$1,624.58		\$1,458.82		\$1,891.94		\$2,301.96		\$1,673.02		\$954.84							
Lot 5	\$82.46	35	\$0.00	35	\$164.92	35	\$0.00	34	\$0.00	34	\$82.46	34	\$0.00	34	\$0.00	34	\$235.05	34						
Lot 7	\$5,195.25	27	\$0.00	27	\$1,154.47	27	\$0.00	27	\$0.00	27	\$412.31	27	\$577.24	27	\$0.00	27	\$398.11	27						
Lot 7 METERS	\$215.45		\$193.25		\$183.82		\$153.25		\$184.54		\$214.45		\$135.96		\$140.92		\$118.93							
Lot 8	\$82.46	25	\$0.00	25	\$907.07	25	\$82.46	25	\$0.00	25	\$907.07	25	\$164.92	25	\$0.00	25	\$314.43	25						
Lot 9	\$237.91	40	\$291.94	40	\$2,556.34	40	\$912.57	40	\$188.39	40	\$2,564.89	40	\$486.24	40	\$88.16	40	\$213.27	40						
Lot 9 METERS	\$303.79		\$202.68		\$255.08		\$225.22		\$209.48		\$241.05		\$206.77		\$277.30		\$298.30							
Lot 10	\$0.00	10	\$0.00	10	\$824.64	10	\$0.00	10	\$0.00	10	\$824.64	10	\$0.00	10	\$0.00	10	\$0.00	10						
Lot 11	\$192.41	10	\$54.97	10	\$577.23	11	\$412.30	11	\$0.00	12	\$669.16	12	\$247.39	12	\$77.72	11	\$426.55	10						
Lot 13	\$329.84	63	\$0.00	63	\$4,947.83	63	\$329.84	63	\$0.00	63	\$3,051.16	63	\$1,731.74	63	\$134.93	63	\$4,677.74	63						
Lot 14	\$907.11	72	\$3,381.04	72	\$4,700.46	72	\$494.78	72	\$0.00	70	\$824.63	92	\$785.76	92	\$2,839.39	92	\$99.53	92						
Lot 14 METERS	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00							
LOT 17	\$82.46	25	\$0.00	25	\$1,566.82	25	\$2,564.26	25	\$0.00	25	\$1,589.16	25	\$412.32	25	\$0.00	25	\$1,336.49	25						
Lot 18	\$0.00	41	\$3,381.04	41	\$3,380.86	41	\$0.00	41	\$0.00	41	\$0.00	41	\$3,380.86	41	\$0.00	41	\$0.00	41						
On-Street Meters	\$8,916.72		\$7,147.10		\$7,755.87		\$7,295.36		\$7,271.32		\$9,096.69		\$10,377.95		\$8,290.94		\$5,937.62							
On-Street Permits	\$870.35	89	\$420.03	91	\$3,145.92	90	\$912.57	92	\$188.39	94	\$2,764.69	96	\$1,078.45	97	\$351.57	97	\$2,223.65	99						

City of Sheboygan
Department of Transit and Parking
REPORT OF BENCHMARK MEASUREMENTS

Through 3/30/2018

TRANSIT									
	2017 Actual	2017 Goals	2018 YTD	2018 Goals	2018 Q1	2018 Q2	2018 Q3	2018 Q4	2018 TOTAL
REVENUES									
Metro Connection	\$282,197	\$300,000	\$207,180	\$300,000	\$72,568	\$68,276	\$66,336	\$0	\$207,180
Shoreline Metro	<u>\$436,730</u>	<u>\$450,000</u>	<u>\$310,886</u>	<u>\$450,000</u>	<u>\$119,556</u>	<u>\$108,243</u>	<u>\$83,087</u>	<u>\$0</u>	<u>\$310,886</u>
Totals	\$718,927	\$750,000	\$518,066	\$750,000	\$192,124	\$176,519	\$149,423	\$0	\$518,066
TRANSIT RIDERSHIP & BENCHMARKS									
Metro Connection	35,589	34,000	8,875	34,000	8,875	8,718	8,392	0	25,985
Trip/Revenue Hour	2.84	2.75	2.7	2.75	2.74	2.72	2.64	0.00	2.02
Shoreline Metro	529,726	530,000	143,744	530,000	143,744	138,088	138,771	0	420,603
Trip/Revenue Hour	<u>14.11</u>	<u>13.00</u>	<u>14.59</u>	<u>13.00</u>	<u>15.41</u>	<u>14.20</u>	<u>14.17</u>	<u>0.00</u>	<u>10.94</u>
Totals	565,315	564,000	152,619	564,000	152,619	146,806	147,163	0	446,588
PARKING UTILITY									
	2017 Actual	2017 Goals	2018 YTD	2018 Goals	2018 Q1	2018 Q2	2018 Q3	2018 Q4	2018 TOTAL
REVENUES									
Meters	\$82,878	\$127,950	\$91,084	\$127,950	\$30,406	\$29,965	\$30,713	\$0	\$91,084
Stall Rentals	<u>\$82,020</u>	<u>\$122,200</u>	<u>\$88,099</u>	<u>\$122,200</u>	<u>\$40,261</u>	<u>\$20,232</u>	<u>\$27,606</u>	<u>\$0</u>	<u>\$88,099</u>
Totals	\$164,898	\$250,150	\$179,183	\$250,150	\$70,667	\$50,197	\$58,319	\$0	\$179,183

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PARKING UTILITY BENCHMARKS	2018 Q1		2018 Q2		2018 Q3		2018 Q4		ANNUAL TOTAL	
	Revenue	Permits	Revenue	Permits	Revenue	Permits	Revenue	Permits	Revenue	Permits
Lot 2	\$82.46	27	\$0.00	27	\$236.01	27	\$0.00	0	\$318.47	81
Lot 3	\$1,143.17	12	\$0.00	12	\$0.00	12	\$0.00	0	\$1,143.17	36
Lot 4	\$5,148.15	N/A	\$4,975.34	N/A	\$4,929.82	N/A	\$0.00	N/A	\$15,053.31	N/A
Lot 5	\$247.38	105	\$82.46	102	\$235.05	102	\$0.00	0	\$564.89	309
Lot 7	\$6,349.72	81	\$412.31	81	\$975.35	81	\$0.00	0	\$7,737.38	243
Lot 8	\$989.53	75	\$1,541.77	0	\$875.16	0	\$0.00	0	\$3,406.46	75
Lot 9	\$3,847.74	120	\$3,665.85	120	\$787.67	120	\$0.00	0	\$8,301.26	360
Lot 10	\$824.64	30	\$1,500.39	0	\$782.37	0	\$0.00	0	\$3,107.40	30
Lot 11	\$824.61	31	\$1,081.46	35	\$751.66	33	\$0.00	0	\$2,657.73	99
Lot 13	\$5,277.67	189	\$3,381.00	189	\$6,544.41	189	\$0.00	0	\$15,203.08	567
Lot 14	\$8,988.61	216	\$1,319.41	234	\$3,724.68	276	\$0.00	0	\$14,032.70	726
Lot 17	\$1,649.28	75	\$4,153.42	0	\$1,748.81	0	\$0.00	0	\$7,551.51	75
Lot 18	\$6,761.90	123	\$0.00	123	\$3,380.86	123	\$0.00	0	\$10,142.76	369
On-Street Meters	\$23,819.69	N/A	\$23,663.37	N/A	\$24,606.51	N/A	\$0.00	N/A	\$72,089.57	N/A
On-Street Permits	\$4,436.30	270	\$3,865.65	282	\$3,653.67	293	\$0.00	0	\$11,955.62	845

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CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 3.1 Transit & Parking Third Quarter Report for 2018

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

REPORT DATE: 10/24/18

MEETING DATE: 10/29/18

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 reports for the third quarter of 2018 are presented for Shoreline Metro, Metro Connection and the Parking Utility for review and approval.

STAFF COMMENTS:

The Director of Transit & Parking has reviewed the reports as submitted.

Here is a summary of the third quarter report:

- Shoreline Metro ridership was up 12.75% for the quarter with revenue down over last year. Overall ridership is up for the year by 9.4% with revenue down 6% for the year.
 - Ridership overall continues to increase nicely over last year with many new riders using Shoreline Metro. Revenue trips through the third quarter were 14.17 per hour and 14.59 for the year. This marks a 4.8% increase in productivity from calendar year 2017 (13.92). The goal is 13.00 trips per hour.

- Metro Connection ridership was up 3.8% for the quarter with revenue down 2%. Overall ridership is down 4% with revenue down 2% for the year.
 - Ridership has increased this quarter typically linked with more people using paratransit with the rainy weather and the school year starting up again. Revenue trips for the second quarter were 2.64 per hour and 2.70 for the year. This marks a 6.25% decrease in productivity from 2017. The goal is 2.75 trips per hour.
 - Metro Connection has invested many hours in training new operators during the quarter which has led to a continued decrease in productivity. Staff are aware of the productivity goals and have been working to address them.

- Parking Utility revenue was up in the third quarter over the same period in 2017. Overall, revenue is up 8.7% from 2017. There are no concerns on revenue at this time.
 - Minimal revenue collected in Lot 14 again in 2018 although the Encore Apartments will be paying a full year of leases on the stalls in the adjacent lot.
 - The Parking Utility continues to make strides towards implementing the approved parking changes. Implementation took place in September 2018 revenue increases already being seen with the first meter collections. The permitting system will also bring in additional revenue.

ACTION REQUESTED:

Motion to accept the reports provided by the Director of Transit & Parking and place on file.

ATTACHMENTS:

- I. Report of Benchmark Measurements;

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 3.2 Transit Asset Management (TAM) Plan for Shoreline Metro

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

REPORT DATE: 10/24/18

MEETING DATE: 10/29/18

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 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.

STAFF COMMENTS:

Please see the attached Transit Asset Management Plan as assembled by Bay-Lake Regional Planning Commission with the assistance of Shoreline Metro staff as required by FTA under MAP-21 and the FAST Act. This is the first of many performance targets that Bay-Lake and the Metropolitan Planning Organization (MPO) will be involved in over the next several months.

The targets look at vehicles, major equipment and our two facilities. Targets have not been aggressively set this first go-around because of the many capital needs at Shoreline Metro and few resources to deal with those needs at this time. We estimated that 45% of the fleet was beyond useful life at this time, but we set the target at 61% because this would be the percentage of the fleet beyond useful life in 2018 if none of it is replaced in 2017. All of our major equipment is beyond useful life at this time, so we set this target at 100% – 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%.

ACTION REQUESTED:

Motion to approve the Transit Asset Management Plan for Shoreline Metro.

ATTACHMENTS:

- I. Transit Asset Management Plan for Shoreline Metro;



Transit Asset Management Plan

Calendar Year 2018



September 2018



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**SHORELINE METRO
TRANSIT ASSET MANAGEMENT PLAN
CALENDAR YEAR 2018**

**Prepared by:
Bay-Lake Regional Planning Commission**

September 2018

Principal Author:
Jeffrey C. Agee-Aguayo (with assistance from Calvin J. Salmon)
Bay-Lake Regional Planning Commission
425 South Adams Street, Suite 201
Green Bay, WI 54301
Phone: (920) 448-2820
FAX: (920) 448-2823
E-Mail Address: jagee@baylakerpc.org



U.S. Department
of Transportation
**Federal Transit
Administration**



U.S. Department
of Transportation
**Federal Highway
Administration**



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The preparation of this report was financed in part through a joint planning grant from the U.S. Department of Transportation, Federal Highway Administration, Federal Transit Administration and the Wisconsin Department of Transportation, under the provisions of Section 112 of the Federal Highway Act of 1973 and the Federal Transit Act of 1964 (as amended). Local funding was provided by Sheboygan County and by the Sheboygan Parking and Transit Utility.

The contents of this report reflect the views of the Bay-Lake Regional Planning Commission, which is responsible for the facts and the accuracy of the data presented herein. The contents do not necessarily reflect the official views and policies of the U.S. Department of Transportation. This report does not constitute a standard, specification or regulation.

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TRANSIT ASSET MANAGEMENT PLAN (TAMP) POLICY

Shoreline Metro has developed this TAMP to aid in: (1) assessing the current condition of capital assets; (2) determining what condition and performance of its assets should be (if they are not currently in a State of Good Repair); (3) identifying unacceptable risks, including safety risks, in continuing to use an asset that is not in a State of Good Repair; and (4) deciding how to best balance and prioritize reasonably anticipated funds (revenues from all sources) towards improving asset condition and achieving a sufficient level of performance within those means.

AGENCY OVERVIEW

Shoreline Metro is a public transit system owned and operated by the City of Sheboygan since 1973. Partnering municipalities include the City of Sheboygan Falls and the Village of Kohler.

Shoreline Metro provided fixed route bus and paratransit services to over 565,000 passengers in the Shoreline Metro service area in 2017. Shoreline Metro's inventory of revenue vehicles and capital assets include the following:

- 23 fixed route buses (with five replacement buses estimated to be delivered in 2019);
- 11 paratransit vehicles;
- 5 support vehicles;
- Various pieces of equipment;
- One (1) facility that houses administration, maintenance, and storage (bus garage); and
- One (1) facility that serves as the transfer station.

INTRODUCTION

In accordance with 49 CFR Parts 625 and 630 for Transit Asset Management (TAM), Shoreline Metro is the TAM sponsor for the Section 5307 Formula Grant in the Sheboygan Urbanized Area as well as any Section 5310, Section 5339, Congestion Mitigation and Air Quality (CMAQ) or other Federal grants received by that entity. This document presents Shoreline Metro's methodology for its January 1, 2018, performance targets of capital assets.

Shoreline Metro is currently operating as a Federal Transit Administration (FTA)-defined Tier II transit operator in compliance with 49 CFR § 625.45 (b) (1). Tier II transit providers are those transit agencies that do not operate rail fixed-guideway public transportation systems and have either 100 or fewer vehicles in fixed-route revenue service during peak regular service, or have 100 or fewer vehicles in general demand response service during peak regular service hours.

This TAMP provides a strategy of how Shoreline Metro will assess, monitor, and report the physical condition of assets utilized in the operation of the public transportation system.

TAMP ELEMENTS

As a Tier II public transportation provider, Shoreline Metro has developed and implemented a TAMP containing the following elements:

1. Asset Inventory Portfolio: An inventory of the number and type of capital assets to include: Rolling Stock, Facilities, and Equipment;
2. Asset Condition Assessment: A condition assessment of those inventoried assets for which Shoreline Metro has direct ownership and capital responsibility;

3. Decision Support Tools and Management Approach: A description of the analytical processes and decision-support tools that Shoreline Metro uses to estimate capital investment needs over time, and develop its investment prioritization; and
4. Investment Prioritization: Shoreline Metro's project-based prioritization of investments, developed in accordance with §625.33.

DEFINITIONS

Accountable Executive: Means a single, identifiable person who has ultimate responsibility for carrying out the safety management system of a public transportation agency; responsibility for carrying out transit asset management practices; and control or direction over the human and capital resources needed to develop and maintain both the agency's public transportation agency safety plan, in accordance with 49 U.S.C. 5329(d), and the agency's transit asset management plan in accordance with 49 U.S.C. 5326.

Asset Category: Means a grouping of asset classes, including a grouping of equipment, a grouping of rolling stock, a grouping of infrastructure, and a grouping of facilities.

Asset Class: Means a subgroup of capital assets within an asset category. For example, buses, trolleys, and cutaway vans are all asset classes within the rolling stock asset category.

Asset Inventory: Means a register of capital assets, and information about those assets.

Capital Asset: Means a unit of rolling stock, a facility, a unit of equipment, or an element of infrastructure used for providing public transportation.

Decision Support Tool: Means an analytic process or methodology: (1) To help prioritize projects to improve and maintain the state of good repair of capital assets within a public transportation system, based on available condition data and objective criteria; or (2) To assess financial needs for asset investments over time.

Direct Recipient: Means an entity that receives Federal financial assistance directly from the FTA.

Equipment: Means an article of nonexpendable, tangible property having a useful life of at least one year.

Exclusive-Use Maintenance Facility: Means a maintenance facility that is not commercial and either owned by a transit provider or used for servicing their vehicles.

Facility: Means a building or structure that is used in providing public transportation.

Full Level of Performance: Means the objective standard established by FTA for determining whether a capital asset is in a state of good repair.

Horizon Period: Means the fixed period of time within which a transit provider will evaluate the performance of its TAM plan. FTA's standard horizon period is four years.

Implementation Strategy: Means a transit provider's approach to carrying out TAM practices, including establishing a schedule, accountabilities, tasks, dependencies, and roles and responsibilities.

Infrastructure: Means the underlying framework or structures that support a public transportation system.

Investment Prioritization: Means a transit provider's ranking of capital projects or programs to achieve or maintain a state of good repair. An investment prioritization is based on financial resources from all sources that a transit provider reasonably anticipates will be available over the TAM plan horizon period.

Key Asset Management Activities: Means a list of activities that a transit provider determines are critical to achieving its TAM goals.

Life-Cycle Cost: Means the cost of managing an asset over its whole life.

Participant: Means a Tier II provider that participates in a group TAM plan.

Performance Measure: Means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets (e.g., a measure for on-time performance is the percentage of buses that arrive on time, and a corresponding quantifiable indicator of performance or condition that is an arithmetic difference between scheduled and actual arrival time for each bus).

Performance Target: Means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA.

Public Transportation System: Means the entirety of a transit provider's operations, including the services provided through contractors.

Public Transportation Agency Safety Plan: Means a transit provider's documented comprehensive agency safety plan that is required by 49 U.S.C. 5329.

Recipient: Means an entity that receives Federal financial assistance under 49 U.S.C. Chapter 53, either directly from FTA or as a subrecipient.

Rolling Stock: Means a revenue vehicle used in providing public transportation, including vehicles used for carrying passengers on fare-free services.

Service Vehicle: Means a unit of equipment that is used primarily either to support maintenance and repair work for a public transportation system or for delivery of materials, equipment or tools.

State of Good Repair (SGR): Means the condition in which a capital asset is able to operate at a full level of performance.

Subrecipient: Means an entity that receives Federal transit grant funds indirectly through a State or a direct recipient.

TERM Scale: Means the five (5) category rating system used in the FTA's Transit Economic Requirements Model (TERM) to describe the condition of an asset: 5.0 = Excellent; 4.0 = Good; 3.0 = Adequate; 2.0 = Marginal; and 1.0 = Poor.

Tier I Provider: Means a recipient that owns, operates, or manages either (1) one hundred and one (101) or more vehicles in revenue service during peak regular service across all fixed route modes or in any one non-fixed route mode, or (2) rail transit.

Tier II Provider: Means a recipient that owns, operates, or manages (1) one hundred (100) or fewer vehicles in revenue service during peak regular service across all non-rail fixed route modes or in any one non-fixed route mode, (2) a subrecipient under the 5311 Rural Area Formula Program, or (3) any American Indian tribe.

Transit Asset Management (TAM): Means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation.

Transit Asset Management (TAM) Plan: Means a plan that includes an inventory of capital assets, a condition assessment of inventoried assets, a decision support tool, and a prioritization of investments.

Transit Asset Management (TAM) Policy: Means a transit provider's documented commitment to achieving and maintaining a state of good repair for all of its capital assets. The TAM policy defines the transit provider's TAM objectives and defines and assigns roles and responsibilities for meeting those objectives.

Transit Asset Management (TAM) Strategy: Means the approach a transit provider takes to carry out its policy for TAM, including its objectives and performance targets.

Transit Asset Management (TAM) System: Means a strategic and systematic process of operating, maintaining, and improving public transportation capital assets effectively, throughout the life cycles of those assets.

Transit Provider (provider): Means a recipient or subrecipient of Federal financial assistance under 49 U.S.C. Chapter 53 that owns, operates, or manages capital assets used in providing public transportation.

Useful life: Means either the expected life cycle of a capital asset or the acceptable period of use in service determined by FTA.

Useful life benchmark (ULB): Means the expected life cycle or the acceptable period of use in service for a capital asset, as determined by a transit provider, or the default benchmark provided by FTA.

STATE OF GOOD REPAIR (SGR) STANDARDS POLICY

The Shoreline Metro SGR policy is as follows:

A capital asset is in a state of good repair (SGR) when each of the following objective standards is met:

- If the asset is in a condition sufficient for the asset to operate at a full level of performance. An individual capital asset may operate at a full level of performance regardless of whether or not other capital assets within a public transportation system are in a SGR;
- The asset is able to perform its manufactured design function;
- The use of the asset in its current condition does not pose an identified unacceptable safety risk and/or deny accessibility; and

- The asset’s life-cycle investment needs have been met or recovered, including all scheduled maintenance and rehabilitation.

The TAMP allows Shoreline Metro to predict the impact of its policies and investment justification decision on the condition of its assets throughout the asset’s life cycle, and enhances the ability to maintain a SGR by proactively investing in an asset before the asset’s condition deteriorates to an unacceptable level.

Shoreline Metro shall establish annual TAM goals, which are separate from annual SGR performance goals, based upon tangible criteria related to asset performance. Shoreline Metro has established the following baseline measures. TAM goals include monitoring the following criteria, as well as the means of measuring the goal as it compares to actual performance.

Criteria	Measure	FY 2019	
		Goal	Actual
Safety Risks	Number of Accidents per 100,000 Revenue Miles	0.6	TBD
System Reliability	On Time Performance	95%	TBD
Maintenance Resources	Number of Vehicles Out of Service for 30 or More Days	1	TBD
System Performance	Missed Trips Due to Major Breakdown, as % of Total Trips	< 5%	TBD

It is the belief of Shoreline Metro that TAMP implementation and monitoring provides a framework for maintaining a SGR by considering the condition of its assets in relation to the local operating environment. Shoreline Metro has developed its SGR policies to account for the prevention, preservation, maintenance, inspection, rehabilitation, disposal, and replacement of capital assets. The goal of these policies is to allow Shoreline Metro to determine and predict the cost to improve asset condition(s) at various stages of the asset life cycle, while balancing prioritization of capital, operating and expansion needs. The two foundational criteria of SGR performance measures are Useful Life Benchmark (ULB) and Condition.

Useful Life Benchmark

The Useful Life Benchmark (ULB) is defined as the expected lifecycle of a capital asset for a particular transit provider’s operating environment, or the acceptable period of use in service for a particular transit provider’s operating environment. ULB criteria are user defined, whereas ULB takes into account a provider’s unique operating environment (service frequency, weather, geography). When developing ULBs, Shoreline Metro recognized and took into account the local operating environment of its assets within the service area, historical maintenance records, manufacturer guidelines, and the default asset ULB derived from the FTA. In most cases, if an asset exceeds its ULB, then it is a strong indicator that it may not be in a state of good repair.

For the purposes of this TAMP, all assets (facilities, equipment, and fixed route rolling stock) were assessed by using FTA’s Useful Life Age Benchmark (ULB) set in FTA 5010.1D. This guidance (found on page IV-17 of FTA 5010.1D) indicates that typical useful life of the type of heavy duty buses that Shoreline Metro operates is 12 years or 500,000 miles, that the typical useful life of medium duty buses is seven years or 150,000 miles, and that the typical useful life of light duty vehicles is ten years or 100,000 miles. Shoreline Metro has defined each of these vehicle ULBs as whichever (years or mileage) comes last.

Methodology

Shoreline Metro (with assistance of Sheboygan MPO staff with the Bay-Lake Regional Planning Commission) reviewed the inventory of federally funded vehicles, equipment, and facilities and used age to ascertain a starting point for the 2018 TAM targets.

ASSET INVENTORY PORTFOLIO

The following capital asset items that Shoreline Metro owns, operates and has a direct capital responsibility, included in the TAMP asset inventory, are comprised of: Rolling Stock, Equipment, and Facilities (see below). At the time of this writing, Shoreline Metro does not operate passenger rail service. Therefore, Shoreline Metro does not have any associated rail infrastructure in its asset portfolio.

Vehicles

Shoreline Metro evaluated the inventory of its vehicle capital items and divided all vehicle types into three categories: heavy duty bus; medium duty bus (cutaways); and light duty bus (auto, pickup truck, minivan, van, SUV, etc.). Shoreline Metro then used FTA’s Useful Life Age Benchmark (ULB) set in FTA 5010.1D, page IV-17.

The chart below shows the results of Shoreline Metro’s findings:

Revenue Vehicle Type	Vehicle Count	Useful Life Age Benchmark (ULB, in years)	Useful Life Mileage Benchmark (in miles)	Vehicles Beyond ULB - Age	Vehicles Beyond ULB - Mileage	Percent of Fleet Beyond ULB ¹
Heavy Duty Bus	23	12	500,000	18	9	39%
Medium Duty Bus	11	7	150,000	2	1	9%
Total	34			20	10	29%

¹The lesser of number of vehicles beyond ULB age *or* mileage divided by vehicle count (by vehicle type)

Non- Revenue Vehicle Type	Vehicle Count	Useful Life Age Benchmark (ULB, in years)	Useful Life Mileage Benchmark (in miles)	Vehicles Beyond ULB - Age	Vehicles Beyond ULB - Mileage	Percent of Fleet Beyond ULB
Light Duty Vehicles (Support Vehicles)	5	10	100,000	0	0	0%

Target for Vehicles

Shoreline Metro sets the TAM performance target to allow for 36 percent of revenue vehicles to pass beyond useful life. This target was set higher than the 29 percent listed in the above table because two additional heavy duty buses are expected to pass beyond their useful life in 2019. Shoreline Metro is aggressively attempting to replace its fleet through various grant programs in order to lower the revenue vehicle performance target percentage over time. In addition, Shoreline Metro sets the TAM performance target to allow for 0 percent of non-revenue vehicles to pass beyond useful life.

Equipment

Shoreline Metro evaluated the inventory of its most significant equipment (items with a replacement cost of \$50,000 or more). These items include a scrubber, a hoist and a bus wash, all

located at the Shoreline Metro bus garage. Shoreline Metro then used guidance from the FTA and from various reports that discuss useful life for these types of equipment to determine if these pieces of equipment were beyond their useful life. For the equipment types listed below, scrubbers have a useful life of five years, while hoists and bus washes have a useful life of 10 years.

The chart below shows the results of Shoreline Metro’s findings:

Equipment Type	Useful Life Age Benchmark (ULB, in years)	Years of Remaining Useful Life	Age	Year Equipment Acquired
Scrubber	5	(18.00)	23.00	1995
Hoist	10	(33.00)	43.00	1975
Bus Wash	10	(7.00)	17.00	2001
Averages		(19.33)	27.67	

Target for Equipment

All of Shoreline Metro’s most significant equipment is beyond its useful life. For now, Shoreline Metro is setting the TAM performance target to allow for 100 percent of its most significant equipment to pass beyond useful life. Shoreline Metro will examine the condition of this equipment in greater detail in future TAM plans; if the condition of this equipment is deemed beyond its “state of good repair” in future TAM plans, then steps will be taken to get replacement equipment programmed in the Transportation Improvement Program (TIP). Replacement of the bus wash will be listed as an “illustrative project” in the *Sheboygan Metropolitan Planning Area TIP: Calendar Years 2019 – 2022*.

Facilities

Shoreline Metro evaluated the condition of its facilities using the remaining useful life standards outlined in FTA 5010.1D, page IV-18, 2(e), as a guide. The guidance indicated that facilities relevant to Shoreline Metro generally have a useful life of forty (40) years.

The chart below shows the results of Shoreline Metro’s findings:

Facility Type	Condition	Years of Remaining Useful Life	Age	Year of Completion	Condition
Administration, Maintenance and Storage (Bus Garage)	2	(3.00)	43	1975	Marginal
Transfer Facility/Station	4	14.00	26	1992	Good
Averages	3	5.50	34.50		

Target for Facilities

One of Shoreline Metro’s two facilities is beyond its useful life of 40 years. Shoreline Metro set the TAM performance target to only allow 50 percent of the facilities to pass beyond useful life. Shoreline Metro will continue to examine the condition of these facilities in greater detail in future TAM plans. A roof replacement for the administration, maintenance and storage facility has been programmed for 2020 in the *Sheboygan Metropolitan Planning Area TIP: Calendar Years 2019 – 2022*; this project should go a long way toward improving the “marginal” condition of that facility.

ASSET CONDITION ASSESSMENT

Shoreline Metro assesses the condition of its assets on an annual basis by utilizing the FTA TERM (Transit Economic Requirements Model) condition rating assessment scale (see above). This rating scale assigned a numerical value or rank based on the physical condition(s) presented by each individual asset throughout its life cycle. The rating scale is based on numbers from 1 to 5, with five being new and one being poor. Assets with a rating of 2.5 or higher are considered to be in a SGR. All completed asset inspection forms are documented, and ratings are recorded on the Shoreline Metro Fixed Asset List.

The inspection process and documentation forms utilized to assess facility and vehicle assets are detailed in the following TAMP companion documents:

- Shoreline Metro Comprehensive Preventative Maintenance Program
 - Mechanical Failures/Inspections
- Shoreline Metro Comprehensive Preventative Maintenance Program
 - Facility/Equipment/Vehicle Preventative Maintenance Inspections
- Shoreline Metro Five Year Capital Needs Plan: 2019 - 2023

DECISION SUPPORT TOOLS AND MANAGEMENT APPROACH

The primary management approach utilized to maintain an SGR is risk mitigation. This management philosophy applies risk mitigation strategies (policies and procedures) throughout the asset's life cycle, both from a maintenance perspective (breakdowns) and a safety and accessibility perspective (accidents/ADA requirements).

Decision Support Tools

The following tools are used in making investment decisions:

Process/Tool	Brief Description
Inspection Reports	Individual inspection reports documenting the condition of the asset.
Rolling Stock Report	Inventory report that is used to track all rolling stock inventory, including age and mileage. This assists in decisions by providing the ability to compare details about the various rolling stock vehicles.
Fixed Asset Inventory Report	Inventory report that shows rolling stock and all other equipment. Staff is able to utilize this report to see what is surpassing its useful life, the condition rating and the other investment opportunities that Shoreline Metro has.

INVESTMENT PRIORITIZATION

The Lead Mechanic uses his best judgment and experience to prioritize needs and submits a request of priorities to the Director of Transit & Parking. Projects are then ranked based on need. Consideration is given to estimation of funding levels from all sources that are reasonably expected.

The ranking of programs and projects will be expressed as: High Priority, Medium Priority, or Low Priority. Each investment prioritization program or project ranked shall contain a year and/or date in which Shoreline Metro intends to carry out the program or project.

Plan Review

Shoreline Metro shall maintain all supporting TAMP records and documents. Shoreline Metro shall make TAMP records available to Federal (FTA), State (WisDOT) and MPO (Bay-Lake Regional Planning Commission) entities that provide(s) funding to Shoreline Metro and/or aid in its planning processes. The TAMP can be considered a “living document” that shall be reviewed on at least a quarterly basis, updated, and incorporated into Shoreline Metro’s capital and budget planning and reporting processes. Beginning in 2018, TAMP data shall serve as a “baseline” measure of asset performance management. As more data are collected, additional monitoring categories and goals may be included to support condition and reliability-based decision-making.

NTD Reporting

TAM Targets will be reported to the NTD annually as required, starting in 2018.

CONCLUSION

The Sheboygan Transit Commission, management team, staff, and employees of Shoreline Metro firmly believe that by implementing this Transit Asset Management Plan (TAMP), Shoreline Metro will better meet its mission and offer safe, efficient, reliable, and accessible public transportation options to the general public of Shoreline Metro’s service area. In addition, Shoreline Metro believes that by implementing this TAMP, the following State of Good Repair (SGR) indicators will be either maintained or improved upon:

- Limit safety risks;
- Justify investments;
- Increase system reliability and accessibility;
- Lower maintenance costs; and
- Increase system performance.

Contacts

Derek Muench
Director of Transit & Parking
Shoreline Metro
(920) 459-3140
derek.muench@shorelinemetro.com

Jeffrey Agee-Aguayo
Transportation Planner
Bay-Lake Regional Planning Commission
(920) 448-2820, Ext. 103
jagee@baylakerpc.org

Adoption and Revision History

Recommended for approval (with changes recommended by the Director of Shoreline Metro) by the Sheboygan MPO Technical and Policy Advisory Committees on September 6, 2018.

Approved for the MPO by the Bay-Lake Regional Planning Commission on September 14, 2018.

Approved by the Sheboygan Transit Commission in October, 2018.

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 3.3 Community Development Block Grant Agreement - 2018

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

REPORT DATE: 10/24/18

MEETING DATE: 10/29/18

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:

Shoreline Metro applies annually to receive Community Development Block Grant (CDBG) funding through the federal HUD program. The funding goes to support later evening service hours as part of the service schedule for Shoreline Metro.

STAFF COMMENTS:

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.

ACTION REQUESTED:

Motion to accept the agreement and authorize the Transit Commission Chair to sign the agreement and allow the Director of Transit & Parking to act as the witness.

ATTACHMENTS:

- I. None – Agreements for signature will be presented at the meeting.

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 3.4 2019 Operating Assistance Grant & Resolution

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

REPORT DATE: 10/24/18

MEETING DATE: 10/29/18

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:

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.

STAFF COMMENTS:

Shoreline Metro has applied for funding to subsidize operations for many years. In 2018, combined Section 5307 and State 85.20 funds are expected to cover 54.00% 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 2019.

ACTION REQUESTED:

Motion to accept and adopt the resolution and send resolution to the Common Council for consideration, acceptance and adoption at the next meeting.

ATTACHMENTS:

- I. Resolution No. 103-18-19

III

5.3

Res. No. 103 - 18 - 19. By Alderperson Wolf. October 1, 2018.

A RESOLUTION authorizing the filing of an application with the United States of America Department of Transportation and authorizing the executing of the contract pertaining to grants for calendar year 2019, under former Section 9 (USC 5307) of the Federal Transit Act of 1964, as amended.

WHEREAS, the Secretary of Transportation is authorized to make grants for a mass transportation program of projects; and

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of the projects costs in the program; and

WHEREAS, it is required by the United States Department of Transportation in accordance with the provisions of Title VI of the Civil Rights Act of 1964 that in connection with the filing of an application for assistance under the Federal Transit Act of 1964, as amended, the applicant gives an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the United States Department of Transportation requirements thereunder; and

WHEREAS, it is the goal of the applicant that disadvantaged business enterprises be utilized to the fullest extent possible in connection with these projects, and definite procedures shall be established and administered to ensure that disadvantaged businesses shall have the opportunity to participate in construction contracts, supplies, equipment contracts, or consultants and other services.

NOW, THEREFORE, BE IT RESOLVED: That the Director of Parking and Transit is authorized to execute and file an application on behalf of the City of Sheboygan with the United States Department of Transportation to aid in financing of capital and operating assistance projects for calendar year 2019, pursuant to former Section 9 (USC 5307) of the Federal Transit Act of 1964, as amended.

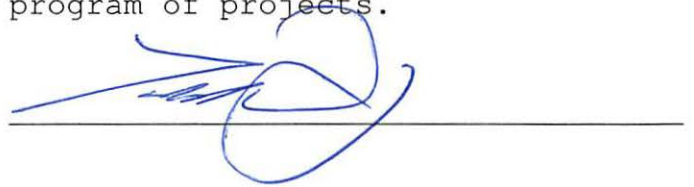
BE IT FURTHER RESOLVED: That the Director of Parking and Transit of the City of Sheboygan is authorized to execute the contract pertaining to the City of Sheboygan's application for 2019 operating and capital assistance grants under former Section 9 (USC 5307) of the Federal Transit Act of 1964, as amended.

BE IT FURTHER RESOLVED: That the Director of Parking and Transit is authorized to execute and file with such applications all assurances or any other documents required by the United States Department of Transportation effectuating the purposes of Title VI of the Civil Rights Act of 1964 and other legally mandated requirements of the United States Department of Transportation.

Transit

BE IT FURTHER RESOLVED: That the Director of Parking and Transit is authorized to furnish such additional information as the United States Department of Transportation may require in connection with the application for the program of projects.

BE IT FURTHER RESOLVED: That the Director of Parking and Transit is authorized to execute grant agreements on behalf of the City of Sheboygan with the United States Department of Transportation for aid in the financing of the capital and operating assistance program of projects.



I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 3.5 Service Agreement with Village of Kohler

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

REPORT DATE: 10/24/18

MEETING DATE: 10/29/18

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:

Shoreline Metro provides service annually to the Village of Kohler. However, there has never been a formal service agreement for such services. The Director of Transit & Parking has finalized agreements for municipalities that receive transit service from the City of Sheboygan. The agreement has been signed and accepted by the Village of Kohler.

STAFF COMMENTS:

The agreement has been reviewed by City Attorney Charles Adams and is supported by the Director of Transit & Parking and recommends passage of the agreement. The agreement will not be required to be approved and signed each year by the Transit Commission unless there are changes to the agreement. The annual local share may change but the contract allows for changes in the amount paid by the Village of Kohler without approving the agreement annually.

ACTION REQUESTED:

Motion to accept and approve the agreement for service between the City of Sheboygan and the Village of Kohler for service to commence on 1/1/2019 in accordance with agreement.

ATTACHMENTS:

- I. Service agreement between the City of Sheboygan and Village of Kohler;

**AGREEMENT FOR TRANSIT SERVICE
BETWEEN THE CITY OF SHEBOYGAN AND THE VILLAGE OF KOHLER**

THIS AGREEMENT, made by and between the City of Sheboygan, a municipal corporation of the State of Wisconsin, with principal offices located at 828 Center Avenue, Sheboygan, Wisconsin, hereafter referred to as SHEBOYGAN; and the Village of Kohler, a Wisconsin village with principal offices located at 319 Highland Drive, Kohler, Wisconsin, hereinafter referred to as KOHLER;

WITNESSETH:

WHEREAS, SHEBOYGAN currently owns and operates a transit system, providing service in the Sheboygan metropolitan area; and

WHEREAS, SHEBOYGAN has established a transit commission (hereinafter referred to as COMMISSION) pursuant to § 66.1021, Wis. Stats., which commission is responsible for the maintenance and operation of SHEBOYGAN's comprehensive, unified local transportation system (hereinafter referred to as SHORELINE METRO); and

WHEREAS, both the Federal Transportation Administration of the U.S. Department of Transportation and the State of Wisconsin Department of Transportation assist in the subsidization of the operating deficit under formula grant programs; and

WHEREAS, KOHLER seeks to contract with SHEBOYGAN for the provision of public transit services from SHEBOYGAN to and within KOHLER; and

WHEREAS, the purpose of this agreement is to set forth the terms and conditions under which transit service is to be provided by SHEBOYGAN to KOHLER.

NOW, THEREFORE, the parties hereto agree as follows:

1. SERVICES & SERVICE LEVEL

During the term of this agreement, SHORELINE METRO shall operate regularly scheduled fixed route bus service to KOHLER as described in Attachment A. In addition, SHORELINE METRO will provide door-to-door accessible paratransit service to individuals unable to use the fixed route bus service in KOHLER in accordance with Adults with Disabilities Act of 1992 (ADA). Any changes to the level of bus service as described in Attachment A will require the prior approval of the COMMISSION and the appropriate legislative body of KOHLER. Such changes in service levels may require a corresponding adjustment in the percentage share of the Local Match for Services to KOHLER.

2. FARE STRUCTURE

During the term of this agreement, the COMMISSION shall be solely responsible for setting bus fares.

3. DESIGNATION OF RESPONSIBILITY

SHEBOYGAN designates SHORELINE METRO as the provider of the services set forth in this agreement.

4. PAYMENT SCHEDULE

KOHLER agrees to pay SHEBOYGAN an amount equal to its proportionate share of projected annual net operating deficit incurred by SHORELINE METRO. In 2019, this amount is equal to **\$12,151**. KOHLER

agrees to make quarterly payments in four equal installments of **\$3,037.75** during the calendar year due on or before the following dates: March 30, June 30, September 30, and December 31. SHEBOYGAN shall invoice KOHLER for such payments prior to each date.

SHEBOYGAN may assess a penalty for payments that are not made within 30-days of invoice date equivalent to 1% of the payment amount.

5. INSURANCE

SHEBOYGAN shall carry and keep in force insurance coverage insuring SHEBOYGAN against liability for personal injuries or property damage arising out of the operation of such bus service, and covering each and all of the buses used by SHEBOYGAN in service provided to KOHLER.

6. OPERATING AUTHORITY

SHEBOYGAN shall have sole and ultimate authority and responsibility for the operation, control, and direction of bus service operated within KOHLER, pursuant to this agreement, and in accordance with terms herein.

7. RECORDS/INFORMATION

SHEBOYGAN shall, at the request of KOHLER, provide any and all information pertaining to the operations of SHORELINE METRO as long as providing such information is consistent with SHEBOYGAN policy. Information may include such things as meeting notices, minutes, policies, procedures, notifications, etc. Such requests shall be presented to SHEBOYGAN via writing and such requests shall be made ten (10) days in advance.

8. MEDIATION OF DISPUTES

Any disputes over the interpretation of application of this agreement which cannot be resolved by the parties shall be submitted to a mediator before any legal action may be taken in a court of law. Said mediator may be a representative of the Wisconsin Department of Transportation.

9. FORCE MAJEURE

In no event shall SHEBOYGAN be deemed to be in default of any provision of this agreement for failure to perform, where such failure is due to strikes, walkouts, riots, civil insurrections or disorders, act of God, adverse weather conditions, or for any other cause or causes beyond the control of SHEBOYGAN.

10. TERMINATION

Either party may terminate this agreement one hundred and twenty (120) days following delivery of a written notice to the other party. If KOHLER terminates this agreement, KOHLER will agree to pay for pro-rated service costs up to and including the last day of service.

11. TERM OF AGREEMENT

This agreement shall remain in effect for 2019 or until modified or terminated and will be binding upon the parties mutually and upon their successors and assigns.

12. LOCAL MATCH FOR SERVICES

Subject to KOHLER approval, SHEBOYGAN shall, on an annual basis, determine the local share responsibility for KOHLER. This amount will be based on the level of service desired by KOHLER for the calendar year. The local match is comprised of total costs of providing service, total revenues from service, and federal and state funding mass transit aids. Costs of providing service are calculated annually.

The local share for the service level provided to KOHLER for 2019 is **\$12,151**. Any changes to the service level, operational costs and revenues, changes in state mass transit aids or changes in federal mass transit aids may cause the local share to change. SHORELINE METRO shall notify KOHLER during the budget process of its local share contribution for the following year.

IN WITNESS WHEREOF, the parties have affixed their hands and seals

DATED THIS 5th DAY OF October, 2018.

VILLAGE OF KOHLER

CITY OF SHEBOYGAN

BY: 

BY: _____

Name: Thomas R. Schnettler

Name: _____

Title: Village President

Title: _____

ATTEST:

ATTEST:



Name: Laurie Lindow

Name: _____

Title: Clerk-Treasurer

Title: _____

ATTACHMENT A

City of Sheboygan (Shoreline Metro) Service Agreement
Village of Kohler Level of Service

1. **FIXED ROUTE - Weekdays (Monday through Friday)**

<u>Route</u>	<u>Daily Trips</u>	<u>Run Times</u>	<u>Headway</u>	<u>% Billed</u>
20 North	4	5:45 a.m.	:60 min.	25%
		6:45 a.m.	:60 min.	25%
		11:15 a.m.	:60 min.	25%
		5:45 p.m.	:60 min.	25%
20 South	4	9:15 a.m.	:60 min.	25%
		1:15 p.m.	:60 min.	25%
		3:45 p.m.	:60 min.	25%
		7:45 p.m.	:60 min.	25%
Kohler Special	1	7:15 a.m.	:30 min.	100%

2. **FIXED ROUTE - Saturdays**

<u>Route</u>	<u>Daily Trips</u>	<u>Run Times</u>	<u>Headway</u>	<u>% Billed</u>
20 North	3	9:15 a.m.	:60 min.	25%
		12:15 p.m.	:60 min.	25%
		3:15 p.m.	:60 min.	25%
20 South	4	11:15 a.m.	:60 min.	25%
		1:15 p.m.	:60 min.	25%

3. **PARATRANSIT - Weekdays (Monday through Friday)**

Service shall be provided from 5:45 a.m. to 8:45 p.m. Trips may be taken in accordance with Shoreline Metro policy.

4. **PARATRANSIT - Saturdays**

Service shall be provided from 7:45 a.m. to 5:45 p.m. Trips may be taken in accordance with Shoreline Metro policy.

NOTES:

- No service will be provided on major holidays including New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day.
- Service on Christmas Eve and New Year's Eve may be altered depending on the day of the week these holiday fall on in a particular year.

ATTACHMENT B
City of Sheboygan (Shoreline Metro) Service Agreement
Current Schedule of Bus Fares and Media

Adult

Cash Fare.....\$1.75 per trip
Token.....\$13.00 (pack of 10)

Student

Cash Fare.....\$1.75 per trip
Token.....\$11.00 (pack of 10)

Senior Citizen/Disabled

Cash Fare.....\$0.85 per trip
Punch Pass\$8.50 (10 rides)

All Customers

Monthly Pass.....\$48.00
Day Pass\$3.00
Children Under 5 years of ageFREE w/ Fare Paying Adult

NOTES:

- Children under 5 years of age may ride free when accompanied by a fare paying adult passenger.
- Students must be under high school age or younger enrolled full time at a primary or secondary school.
- Senior citizens and individuals with a disability may ride at the reduced fare upon presentation of proper identification recognized by Shoreline Metro. Identification cards are available for eligible disabled customers.
- Transfers between routes at the Transfer Station are available without charge. One transfer will be allowed for each paid fare. Transfers are for immediate use and cannot be used at any other location along the route.

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 3.6 Director's Report

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

REPORT DATE: 10/24/18

MEETING DATE: 10/29/18

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 third quarter of 2018.

STAFF COMMENTS:

The Director of Transit & Parking presents the following items as advisory and information only:

- 1) GPS Upgrade – Speaking of bid news, Shoreline Metro is also currently working on switching its GPS/AVL provider. We simply have not seen the results we have hoped for with the current provider. The new provider can provide mapping for customers as well enhance other features for staff. We are looking forward to the next step in our GPS/AVL system. The system is currently being developed by UniteGPS after the equipment was backordered for about 6 weeks.

- 2) SASD Agreement Update – Shoreline Metro has experienced a significant increase in ridership due to the students of SASD using public transit. Ridership in September was 14% above last year and this included only nineteen weekdays (average is 21.5 per month). Transit staff met on Friday, October 19 to talk about issues stemming from this increase including how to address assaults and misbehaviors by students. A meeting is scheduled for October 25 between Shoreline Metro staff and SASD staff to address these issues and pool resources together to be more proactive. Shoreline Metro continues to address issues as they arise and has allocated additional resources to accommodate the increase including modifying Tripper Routes to the high schools and middle schools and utilizing shuttles as second buses.

- 3) Parking Implementation Plan Update – The Director and his staff have been busy with the parking changes and implementation over summer and fall. New signs, parking meter decals, permits and agreements have all been created and/or ordered. Shoreline Metro's

Administrative Coordinator has been instrumental in getting the permits to customers and coordinating the issuance of additional permits to waiting list customers. The Parking Utility has initially realized increases in meter revenue from the first collection after the increase. Staff will discuss this further with the Commission at the meeting.

The Parking Utility has a completely updated webpage on the Shoreline Metro website and it has been promoted to customers, businesses and organizations. New informational flyers and brochures have been created and are available on the website. Please check it out at www.shorelinemetro.com/parkingutility.

- 4) Trolley Route & Service – Shoreline Metro continues to have success with its Route 40 Trolley Route in 2018. Service was once again provided on July 4th from 11:00 a.m. until 8:00 p.m. Ridership was very high with many great comments received. Ridership was 4,360 trips this season which was a 31% increase over 2017. Please see the attached Info Sheet for more information on the trolley in 2018.
- 5) Staffing – Shoreline Metro was able to hire five drivers over the course of late August and early September. Two drivers are in revenue service (on their own) and another is very close to going into service. We have one driver that went into revenue service for Metro Connection and have been utilizing her on that service (without a CDL). Our final hire is testing for his CDL on Thursday, October 25. Shoreline Metro also had one full-time driver return from medical leave in early October. At this point, we seem to be at an appropriate staffing level with a couple drivers still out or going out due to medical issues. Shoreline Metro will continue to evaluate the need for more drivers in the near future. All service levels have been restored as of October 6th, 2018.
- 6) Passing of Metro Connection Driver – Kerry Griessmeyer who was a Metro Connection driver for about 6 ½ years passed away in September. He was a wonderful employee and loved his job at Shoreline Metro. He will be missed by everyone at Shoreline Metro.
- 7) 2019 Budget Update – The Director of Transit & Parking has made minor revisions to the budgets for 2019 which have not been incorporated into the submitted budgets. This is typical each year as more solid figures come in relating to personnel, benefits, etc. The changes do not significantly impact the budget and therefore, the changes were not incorporated into the City budget. The revised budget is a good guideline for the Director to work off of in the new year alongside the actually submitted budget.
- 8) City Strategic Plan Update – Here’s an update on the transit and parking elements of the City’s Strategic Plan for 2018-2022:
 - a. Quality of Life
 - i. Improve Mass Transit Options throughout Sheboygan and Sheboygan County – Shoreline Metro continues to explore options beyond the current service area

- including the Town of Sheboygan and Plymouth. Through cooperation with the Sheboygan County EDC, Shoreline Metro continues to have discussions about expansion to the Town of Sheboygan, west to Plymouth or garner support for other partnerships. The agreement with SASD is a great example of this Quality of Life action item.
- ii. Critical Measures – Ridership has increased significantly on the fixed route recently despite “good” economic times and inexpensive fuel. Shoreline Metro continues to advertise to drive ridership and continue building positive relationships which is essential to driving ridership. Passenger opinion surveys are currently being fabricated by Bay-Lake Regional Planning Commission with surveys set to be conducted this summer. Ridership for students continues to be strong as well as workforce commuters. Ridership is up 8% for the year with students now being able to ride free!
- b. Infrastructure and Public Facilities
- i. Action Items – Shoreline Metro has five (5) fixed route buses fully funded (local and federal matches secured) for purchase. Shoreline Metro has issued a purchase order for these vehicles and awaiting delivery sometime in March 2019.
 - ii. Action Items –The Parking Utility will be working on redevelopment of the alley between N 8th Street and Lot 7 by Freak Toyz in conjunction with Sheboygan Squared and City Planning in 2018. This has been pushed out to 2019.
- c. Economic Development
- i. Action Items – The Parking Utility maintains a cost per stall on an annual basis. This information will be presented during the first quarter of 2018.
 - ii. Action Items – The Square (Route 40) route commenced on May 29th for the season. Total ridership has increased each of the past two years. Shoreline Metro used the trolleys purchased in 2016 exclusively for this route this year which saw ridership at its highest level with a 31% increase in 2018. Service was again provided on the 4th of July, 11:00 a.m. to 8:00 p.m.
- d. Governing and Fiscal Management
- i. Action Items – Shoreline Metro has commenced on its next Transit Development Program (TDP) through Bay-Lake Regional Planning Commission. We are currently in the preliminary stages with work largely being done by Bay-Lake. The process will continue through 2018 and into 2019.
- e. Communication
- i. Action Items – Shoreline Metro has grown its Facebook to 962 “likes”. This number has grown substantially since last year. I believe at the time of the City’s Strategic Plan publication, Shoreline Metro had 600 page “likes”.

ACTION REQUESTED:

Motion to accept the Director's Report provided by the Director of Transit & Parking and place on file.

ATTACHMENTS:

- I. 2018 Trolley Info Sheet.

SHORELINE METRO HAD A

“TROLLEY”



GOOD TIME AGAIN IN 2018!



HISTORY

During the winter of 2014 at a Business Improvement District meeting, business owners expressed an interest to connect Sheboygan’s South Pier, Riverfront and Marina with the downtown. After exploring the possibility of a walk bridge over the Sheboygan River, an idea of a bus route, or trolley route, was tossed out. Fast forward six months and in June 2015, the birth of the new Trolley Route, originally called the Harbor Centre Express, was born. Today, the trolley route runs Memorial Day to Labor Day and is called The Square, appropriately named after the rebranded name of the business improvement district, Sheboygan Squared.



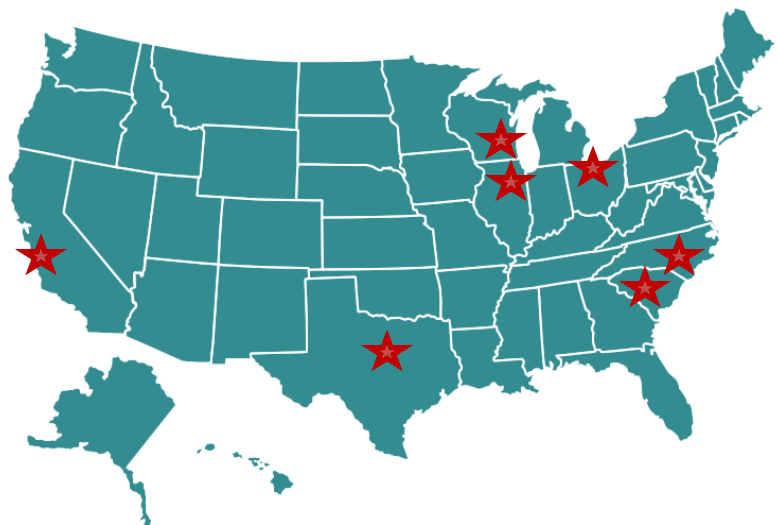
SHORELINE METRO PURCHASED TROLLEYS TO BE USED ON THE SQUARE DURING THE SUMMER. IN 2018, RIDERSHIP INCREASED ANOTHER 31% OVER 2017 AND HAS INCREASED BY 156% SINCE 2015.

STATISTICS

YEAR	PASSENGER TRIPS	% INCREASE	VEHICLE
2015	1,706	N/A	Bus
2016	2,264	33%	Bus/Trolley
2017	3,327	47%	Trolley
2018	4,360	31%	Trolley

156% INCREASE SINCE 2015!

WHERE ARE OUR CUSTOMERS FROM?



TROLLEY GOOD TIMES

Shoreline Metro provided trolley service regularly through August 18th. In 2018, the trolley route serviced:

- Craft 30’s Summer Solstice at City Green and the Craft 30 Brew Pub;
- Midsummer Festival of the Arts;
- Levitt Amp Series at City Green on Thursdays;
- Para World Sailing Championships (Sept. 22);
- River Days Festival (Sept. 22);
- Picnic on the Green Events;

“I enjoyed riding the trolley and meeting new people.” -Martha-

