

*****ATTACHMENTS*****

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 3.1 Communication from Justin Hodges (via Mayor Vandersteen)

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

REPORT DATE: 7/10/18

MEETING DATE: 7/17/18

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:

Mayor Mike Vandersteen received a communication from Property Manager Justin Hodges who has ownership in the Black Pig property in downtown Sheboygan. The comments are a result of parking changes to Lot 14 involving permits and the requirement to pay to park in this lot. His concerns involve parking accommodations for up to 200 guests coming to the downtown establishment and their requirement to pay for parking.

STAFF COMMENTS:

No comments.

ACTION REQUESTED:

Motion to file the communication

ATTACHMENTS:

- I. Email communication from property manager, Justin Hodges.

Muench, Derek

From: Mayor Vandersteen
Sent: Monday, July 9, 2018 2:05 PM
To: Muench, Derek
Cc: Alderperson Todd Wolf
Subject: Fwd: Lot 14 parking city of Sheboygan

Derek,

Please place this communication on the agenda for the P&T Commission meeting on 7-17.

Mike Vandersteen, Mayor
City of Sheboygan

Begin forwarded message:

From: Justin Hodges <justin.hodges240@gmail.com>
Date: July 6, 2018 at 3:06:29 PM EDT
To: <Mayor.Vandersteen@sheboyganwi.gov>
Subject: Lot 14 parking city of Sheboygan

Hello Mr. Mayor, I am writing to you on behalf of Mr. Robert Hurrie owner of 821 north 8th street in Sheboygan. We have some great concerns regarding the plans to resume charging in the lot behind our facilities. This will cripple our business efforts and drive away both potential clients as well as people that are employed by us. The vast majority of restaurant workers make minimum-wage and cannot afford these ridiculous charges to park every day. I would like to set up some sort of a sit down meeting to discuss what alternatives we may be able to come into agreement about with this situation. Perhaps the parking meters on Niagara Avenue need to be removed. I am here every day of the week and no one parks on that street at the metered parking anyways. We regularly hold events during the week at our upstairs facility that can sometimes be in excess of 200 people. No one will be willing to come to our facility if they have to pay to park here. I would appreciate any feedback you may have to give on a solution to this problem we are more than willing to sit down and work with the city to find an agreement that will work for all parties.

Justin Hodges
Property manager

Sent from my iPhone

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 3.2 Transit & Parking Second Quarter Reports for 2018

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

REPORT DATE: 7/11/18

MEETING DATE: 7/17/18

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 second 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 first quarter report:

- Shoreline Metro ridership was up 4.0% for the quarter with revenue even over last year. Overall ridership is up for the year by 8.0% with revenue up 1% for the year.
 - Ridership overall continues to increase nicely over last year with many new riders using Shoreline Metro. Revenue trips for the second quarter were 14.30 per hour and 14.85 for the year. This marks a 6.7% increase in productivity from calendar year 2017 (13.92). The goal is 13.00 trips per hour.

- Metro Connection ridership was down 5% for the quarter with revenue down 2%. Overall ridership is down 5% with revenue down 2% for the year.
 - Ridership has decreased this quarter typically linked with more people using fixed route or alternative means with the nicer weather. Revenue trips for the second quarter were 2.72 per hour and 2.73 for the year. This marks a 5.8% 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.

- Parking Utility revenue was up drastically in the first quarter over the same period in 2017. Overall, revenue is up 11.6% 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 is expected to take through 2018 with some improvements happening over summer.

ACTION REQUESTED:

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

ATTACHMENTS:

- I. Report of Benchmark Measurements;

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%	12.31	12.17	0.14	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		\$20,900	(\$20,900)	-100.0%		\$24,651	(\$24,651)	-100.0%		\$23,119	(\$23,119)	-100.0%		\$24,814	(\$24,814)	-100.0%		\$23,417	(\$23,417)	-100.0%		\$21,648	(\$21,648)	-100.0%
Shoreline Metro		\$40,328	(\$40,328)	-100.0%		\$35,848	(\$35,848)	-100.0%		\$30,781	(\$30,781)	-100.0%		\$39,627	(\$39,627)	-100.0%		\$33,032	(\$33,032)	-100.0%		\$32,192	(\$32,192)	-100.0%
MONTH TOTALS	\$0	\$61,228	(\$61,228)	-100.0%	\$0	\$60,499	(\$60,499)	-100.0%	\$0	\$53,900	(\$53,900)	-100.0%	\$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		2,696	(2,696)	-100.0%		3,047	(3,047)	-100.0%		2,792	(2,792)	-100.0%		3,085	(3,085)	-100.0%		2,833	(2,833)	-100.0%		2,585	(2,585)	-100.0%
Trips/Revenue Hour		2.80	(2.80)	-100.0%		2.75	(2.75)	-100.0%		2.80	(2.80)	-100.0%		2.81	(2.81)	-100.0%		2.71	(2.71)	-100.0%		2.57	(2.57)	-100.0%
Shoreline Metro		36,496	(36,496)	-100.0%		41,411	(41,411)	-100.0%		45,144	(45,144)	-100.0%		51,216	(51,216)	-100.0%		50,210	(50,210)	-100.0%		43,929	(43,929)	-100.0%
Trips/Revenue Hour		11.22	(11.22)	-100.0%		12.57	(12.57)	-100.0%		15.23	(15.23)	-100.0%		15.91	(15.91)	-100.0%		16.68	(16.68)	-100.0%		15.05	(15.05)	-100.0%
MONTH TOTALS	0	39,192	(39,192)	-100.0%	0	44,458	(44,458)	-100.0%	0	47,936	(47,936)	-100.0%	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									
Metro Connection	\$143,648	\$140,844	(\$2,804)	-2%	Metro Connection	18,551	17,593	-958	-5%	2.94	2.73	6,321	6,448	78,403	82,292									
Shoreline Metro	\$224,922	\$227,799	\$2,877	1%	Shoreline Metro	261,320	281,832	20,512	8%	13.92	14.85	19,023	19,004	276,620	269,021									

2018 FIRST 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		\$12,676	(12,676.00)	-100.0%		\$10,436	(10,436.00)	-100.0%		\$9,162	(9,162.00)	-100.0%		\$9,205	(9,205.00)	-100.0%		\$8,505	(8,505.00)	-100.0%		\$10,131	(10,131.00)	-100.0%
Stall Rentals		\$5,135	(5,135.08)	-100.0%		\$926	(925.75)	-100.0%		\$18,231	(18,231.20)	-100.0%		\$3,033	(3,033.00)	-100.0%		\$2,734	(2,734.00)	-100.0%		\$48,299	(48,299.00)	-100.0%
MONTH TOTALS	\$0	\$17,811	(17,811.08)	-100.0%	\$0	\$11,362	(11,361.75)	-100.0%	\$0	\$27,393	(27,393.20)	-100.0%	\$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>	\$22,694	\$60,371	37,676.60	166.0%	\$22,694	\$30,406	\$27,910	\$29,965	\$32,274	\$0	\$27,841	\$0												
<i>Stall Rentals</i>	\$46,148	\$60,493	14,344.99	31.1%	\$46,148	\$40,261	\$11,580	\$20,232	\$24,292	\$0	\$54,066	\$0												
TOTAL REVENUE	\$68,842	\$120,864	52,021.59	75.6%	\$68,842	\$70,667	\$39,490	\$50,197	\$56,566	\$0	\$81,907	\$0												

Prepared by Shoreline Metro for the Transit Commission.

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	\$140,844	\$300,000	\$72,568	\$68,276	\$0	\$0	\$140,844
Shoreline Metro	<u>\$436,730</u>	<u>\$450,000</u>	<u>\$227,799</u>	<u>\$450,000</u>	<u>\$119,556</u>	<u>\$108,243</u>	<u>\$0</u>	<u>\$0</u>	<u>\$227,799</u>
Totals	\$718,927	\$750,000	\$368,643	\$750,000	\$192,124	\$176,519	\$0	\$0	\$368,643
TRANSIT RIDERSHIP & BENCHMARKS									
Metro Connection	35,589	34,000	8,875	34,000	8,875	8,718	0	0	17,593
Trip/Revenue Hour	2.84	2.75	2.73	2.75	2.74	2.72	0.00	0.00	1.36
Shoreline Metro	529,726	530,000	143,744	530,000	143,744	138,088	0	0	281,832
Trip/Revenue Hour	<u>14.11</u>	<u>13.00</u>	<u>14.85</u>	<u>13.00</u>	<u>15.41</u>	<u>14.30</u>	<u>0.00</u>	<u>0.00</u>	<u>7.43</u>
Totals	565,315	564,000	152,619	564,000	152,619	146,806	0	0	299,425
PARKING UTILITY									
	2017 Actual	2017 Goals	2018 YTD	2018 Goals	2018 Q1	2018 Q2	2018 Q3	2018 Q4	2018 TOTAL
REVENUES									
Meters	\$22,694	\$127,950	\$60,371	\$127,950	\$30,406	\$29,965	\$0	\$0	\$60,371
Stall Rentals	<u>\$46,148</u>	<u>\$122,200</u>	<u>\$60,493</u>	<u>\$122,200</u>	<u>\$40,261</u>	<u>\$20,232</u>	<u>\$0</u>	<u>\$0</u>	<u>\$60,493</u>
Totals	\$68,842	\$250,150	\$120,864	\$250,150	\$70,667	\$50,197	\$0	\$0	\$120,864

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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	\$0.00	0	\$0.00	0	\$82.46	54
Lot 3	\$1,143.17	12	\$0.00	12	\$0.00	0	\$0.00	0	\$1,143.17	24
Lot 4	\$5,148.15	N/A	\$4,975.34	N/A	\$0.00	N/A	\$0.00	N/A	\$10,123.49	N/A
Lot 5	\$247.38	105	\$82.46	102	\$0.00	0	\$0.00	0	\$329.84	207
Lot 7	\$6,349.72	81	\$412.31	81	\$0.00	0	\$0.00	0	\$6,762.03	162
Lot 8	\$989.53	75	\$1,541.77	0	\$0.00	0	\$0.00	0	\$2,531.30	75
Lot 9	\$3,847.74	120	\$3,665.85	120	\$0.00	0	\$0.00	0	\$7,513.59	240
Lot 10	\$824.64	30	\$1,500.39	0	\$0.00	0	\$0.00	0	\$2,325.03	30
Lot 11	\$824.61	31	\$1,081.46	35	\$0.00	0	\$0.00	0	\$1,906.07	66
Lot 13	\$5,277.67	189	\$3,381.00	189	\$0.00	0	\$0.00	0	\$8,658.67	378
Lot 14	\$8,988.61	216	\$1,319.41	234	\$0.00	0	\$0.00	0	\$10,308.02	450
Lot 17	\$1,649.28	75	\$4,153.42	0	\$0.00	0	\$0.00	0	\$5,802.70	75
Lot 18	\$6,761.90	123	\$0.00	123	\$0.00	0	\$0.00	0	\$6,761.90	246
On-Street Meters	\$23,819.69	N/A	\$23,663.37	N/A	\$0.00	N/A	\$0.00	N/A	\$47,483.06	N/A
On-Street Permits	\$4,436.30	270	\$3,865.65	282	\$0.00	0	\$0.00	0	\$8,301.95	552

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651 TRANSIT SYSTEM FUND				2017	2018	2018	2018	2019	2019	DIFFERENCE	
DOT CODE	OBJECT	DESCRIPTION	ACCOUNT DETAILS	ACTUAL EXPENSES	APPROVED BUDGET	YTD EXPENSES	PROJECTED EXPENSES	EXECUTIVE REQUESTED	EXECUTIVE APPROVED	2019 vs 2018	2019 BUDGET NOTES
65193000 - TRANSIT ADMINISTRATION											
501.02	510110	FULL TIME SALARIES - REGULAR	All Admin Staff (8)	\$314,479.85	\$308,147.76	\$107,134.19	\$308,147.76	\$416,843.84	\$416,843.84	\$108,696.08	NEW: All Admin Staff (8)
501.02	510111	FULL TIME SALARIES - OVERTIME	Admin OT/Fill-in Dispatcher OT	\$7,285.34	\$6,500.00	\$1,756.17	\$6,500.00	\$6,500.00	\$6,500.00	\$0.00	
504.99	510140	INTERDEPARTMENTAL LABOR	Parking maintaining Transit grounds	\$4,839.01	\$6,000.00	\$818.20	\$6,000.00	\$5,000.00	\$5,000.00	\$1,000.00	
502.01	510310	FICA	Social Security	\$19,331.85	\$19,105.16	\$6,459.38	\$19,105.16	\$25,844.32	\$25,844.32	\$6,739.16	NEW: All Admin Staff (8)
502.01	510311	MEDICARE	Medicare	\$4,548.92	\$4,468.14	\$1,510.65	\$4,468.14	\$6,044.24	\$6,044.24	\$1,576.09	NEW: All Admin Staff (8)
502.02	510320	WI RETIREMENT FUND	Pension	\$181,029.58	\$20,712.46	\$7,396.24	\$20,712.46	\$28,094.94	\$28,094.94	\$7,382.48	NEW: All Admin Staff (8)
502.03	510340	HEALTH INSURANCE	Health Insurance	\$68,652.00	\$66,627.62	\$24,746.34	\$66,627.62	\$100,583.16	\$100,583.16	\$33,955.54	NEW: All Admin Staff (8) & 10% Increase for 2019
502.03	510345	HSA CONTRIBUTION	Health Savings contributions	\$5,250.00	\$5,775.00	\$4,800.00	\$5,775.00	\$5,820.00	\$5,820.00	\$45.00	NEW: All Admin Staff (8)
502.04	510350	DENTAL INSURANCE	Dental Insurance	\$4,688.22	\$4,420.79	\$1,667.41	\$4,420.79	\$6,372.30	\$6,372.30	\$1,951.51	NEW: All Admin Staff (8)
502.02	510351	UNFUNDED PENSION LIABILITY	Loan to repay WI Pension	\$24,357.00	\$24,357.00	\$8,119.00	\$24,357.00	\$24,357.00	\$24,357.00	\$0.00	Reoccurring annually through 2024.
502.05	510360	LIFE INSURANCE	Life Insurance	\$697.04	\$540.00	\$254.33	\$540.00	\$800.00	\$800.00	\$260.00	NEW: All Admin Staff (8)
502.08	510400	WORKERS COMPENSATION	Workers Comp	\$500.04	\$500.00	\$166.68	\$500.00	\$500.00	\$500.00	\$0.00	
503.03	521110	FINANCIAL SERVICES FEES		\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00	
509.08	521400	ADVERTISING & MARKETING		\$36,623.60	\$35,000.00	\$9,697.24	\$35,000.00	\$33,000.00	\$33,000.00	\$2,000.00	
503.03	521560	MEDICAL SERVICES	Pre-employment physicals/drug	\$4,694.80	\$4,000.00	\$2,041.60	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00	
504.99	521700	SECURITY SERVICES		\$1,310.56	\$500.00	\$721.44	\$500.00	\$500.00	\$500.00	\$0.00	
503.03	521900	CONTRACTED SERVICES	See notes	\$12,753.84	\$14,000.00	\$4,883.18	\$14,000.00	\$14,000.00	\$14,000.00	\$0.00	Bay-Lake, Bay Towel, Pro-Tec, JSM
504.99	523110	OFFICE EQUIPMENT MAINTENANCE	Ecolane, Printers	\$28,119.93	\$33,000.00	\$7,043.18	\$33,000.00	\$27,000.00	\$27,000.00	\$6,000.00	MBM (\$8,000), Ecolane (\$12,000), Trillium (\$2,000)
505.02	525100	ELECTRIC		\$18,551.72	\$18,000.00	\$7,032.06	\$18,000.00	\$18,000.00	\$18,000.00	\$0.00	
505.02	525105	WATER		\$2,008.78	\$1,200.00	\$1,137.19	\$1,200.00	\$1,800.00	\$1,800.00	\$600.00	
505.02	525110	SEWER		\$1,443.81	\$3,000.00	\$1,111.68	\$3,000.00	\$3,000.00	\$3,000.00	\$0.00	
505.02	525115	STORM WATER		\$130.00	\$130.00	\$0.00	\$130.00	\$130.00	\$130.00	\$0.00	
505.02	525120	TELEPHONE		\$847.99	\$2,500.00	\$77.71	\$2,500.00	\$2,500.00	\$2,500.00	\$0.00	
505.02	525125	MOBILE TELEPHONE		\$5,025.04	\$6,000.00	\$1,739.48	\$6,000.00	\$15,000.00	\$15,000.00	\$9,000.00	Data plans for MC software; cellular phones and GPS (US Cellular)
505.02	525135	INTERNET		\$525.51	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$0.00	
505.02	525140	GAS - UTILITY		\$11,954.40	\$20,000.00	\$10,965.28	\$20,000.00	\$15,000.00	\$15,000.00	\$5,000.00	
509.01	526100	PUBLICATIONS & SUBSCRIPTIONS		\$36.00	\$175.00	\$36.00	\$175.00	\$175.00	\$175.00	\$0.00	
509.01	526110	PROFESSIONAL ORGANIZATIONS	WURTA, TDA, Community Transp.	\$4,955.00	\$4,500.00	\$4,828.00	\$4,500.00	\$5,000.00	\$5,000.00	\$500.00	
509.01	526125	CONFERENCES	All training and travel	\$10,055.76	\$8,500.00	\$1,353.91	\$8,500.00	\$9,500.00	\$9,500.00	\$1,000.00	Combined in 2018
509.08	526150	LEGAL NOTICES		\$0.00	\$250.00	\$0.00	\$250.00	\$250.00	\$250.00	\$0.00	
504.99	530100	OFFICE SUPPLIES		\$4,891.93	\$6,500.00	\$1,447.09	\$6,500.00	\$6,500.00	\$6,500.00	\$0.00	
504.99	530210	OPERATING SUPPLIES		\$11,600.23	\$8,000.00	\$229.88	\$8,000.00	\$8,000.00	\$8,000.00	\$0.00	
504.99	530259	IT SMALL EQUIPMENT	Items under \$2,500	\$8,538.94	\$6,000.00	\$186.50	\$6,000.00	\$6,000.00	\$6,000.00	\$0.00	Computers, IT equipment
504.99	530260	SAFETY SUPPLIES		\$0.00	\$2,500.00	\$0.00	\$2,500.00	\$2,500.00	\$2,500.00	\$0.00	Safety improvements, Employee recognition program
504.99	530295	LANDSCAPING SUPPLIES		\$0.00	\$750.00	\$0.00	\$750.00	\$750.00	\$750.00	\$0.00	
506.01	540200	INSURANCE	Facility Insurance	\$3,405.57	\$2,000.00	\$1,437.64	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	
506.01	540215	GEN. PUB. OFFICIALS & AUTO	TMI Bus Insurance	\$120,372.00	\$105,090.00	\$105,090.00	\$105,090.00	\$105,090.00	\$105,090.00	\$0.00	
503.03	642200	IT EQUIPMENT	Items greater than \$2,500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
503.03	649100	OTHER EQUIPMENT	Items greater than \$2,500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
503.03	649200	EQUIPMENT REPLACEMENT	Items greater than \$2,500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
503.03	642300	COMMUNICATION		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
65193000 - TRANSIT ADMINISTRATION - TOTAL				\$927,504.26	\$753,298.94	\$330,437.65	\$753,298.94	\$911,004.79	\$911,004.79	\$157,705.86	
65193110 - TRANSIT BUS & FACILITY MAINTENANCE											
501.02	510110	FULL TIME SALARIES - REGULAR	Mechanics, Hostlers	\$214,120.77	\$224,272.36	\$74,443.96	\$224,272.36	\$229,850.66	\$229,850.66	\$5,578.30	
501.02	510111	FULL TIME SALARIES - OVERTIME		\$5,200.42	\$5,000.00	\$746.90	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	
501.02	510130	TEMPORARY SALARIES - REGULAR	Hostlers, Cleaners	\$114,664.05	\$108,778.83	\$37,774.72	\$108,778.83	\$114,035.96	\$114,035.96	\$5,257.13	
502.01	510310	FICA		\$19,066.26	\$20,020.07	\$6,519.28	\$20,020.07	\$20,675.60	\$20,675.60	\$655.52	
502.01	510311	MEDICARE		\$4,459.10	\$4,829.46	\$1,524.67	\$4,829.46	\$4,986.58	\$4,986.58	\$157.11	
502.02	510320	WI RETIREMENT FUND		\$22,653.33	\$21,046.98	\$7,179.28	\$21,046.98	\$21,743.39	\$21,743.39	\$696.41	
502.03	510340	HEALTH INSURANCE		\$98,743.35	\$102,470.00	\$30,762.45	\$102,470.00	\$111,412.07	\$111,412.07	\$8,942.07	10% Increase in 2019
502.03	510345	HSA CONTRIBUTION	Health Savings contributions	\$9,750.00	\$9,750.00	\$7,200.00	\$9,750.00	\$6,600.00	\$6,600.00	\$3,150.00	
502.04	510350	DENTAL INSURANCE		\$7,774.64	\$7,675.86	\$2,218.61	\$7,675.86	\$7,020.00	\$7,020.00	\$655.86	
502.05	510360	LIFE INSURANCE		\$351.19	\$700.00	\$93.66	\$700.00	\$600.00	\$600.00	\$100.00	
502.08	510400	WORKERS COMPENSATION		\$600.00	\$600.00	\$200.00	\$600.00	\$600.00	\$600.00	\$0.00	
502.07	510410	UNEMPLOYMENT COMPENSATION	Unemployment Comp	\$281.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
502.13	510490	CLOTHING ALLOWANCE	Tool & Shoe Allowance	\$0.00	\$0.00	\$0.00	\$0.00	\$3,400.00	\$3,400.00	\$3,400.00	
504.02	521900	CONTRACTED SERVICES	Tire Contract	\$48,424.81	\$28,000.00	\$10,777.85	\$28,000.00	\$40,000.00	\$40,000.00	\$12,000.00	Southside Tire, Bay-Towel, Lanser Towing
503.05	522110	VEHICLE MAINTENANCE		\$12,926.77	\$10,000.00	\$3,506.80	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	OUTSIDE WORK PERFORMED BY THIRD PARTY.
503.05	523310	COMMUNICATION EQUIPMENT MAINTENANCE		\$793.57	\$300.00	\$0.00	\$300.00	\$300.00	\$300.00	\$0.00	
504.99	524110	BUILDING EXTERIOR MAINTENANCE		\$24,606.01	\$3,500.00	\$1,641.72	\$3,500.00	\$3,500.00	\$3,500.00	\$0.00	
504.99	524115	BUILDING EQUIPMENT MAINTENANCE		\$6,737.98	\$6,000.00	\$3,714.59	\$6,000.00	\$6,000.00	\$6,000.00	\$0.00	
504.99	524124	HEATING & VENTILATION MAINTENANCE		\$163.41	\$200.00	\$99.46	\$200.00	\$200.00	\$200.00	\$0.00	
503.06	524135	JANITORIAL SERVICES	Office, maintenance supplies	\$1,553.88	\$3,100.00	\$0.00	\$3,100.00	\$3,100.00	\$3,100.00	\$0.00	
503.99	525150	GARBAGE/RUBBISH REMOVAL		\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	\$500.00	\$0.00	

509.02	526130 TRAINING & EDUCATION		\$0.00	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	
503.06	530222 CLEANING SUPPLIES		\$2,477.86	\$3,000.00	\$1,948.94	\$3,000.00	\$3,000.00	\$3,000.00	\$0.00	
504.01	530235 DIESEL FUEL	Diesel Fuel, Kwik Trip	\$215,029.73	\$425,000.00	\$68,216.28	\$240,000.00	\$425,000.00	\$425,000.00	\$0.00	
504.99	530240 PROPANE		\$73.20	\$150.00	\$48.80	\$150.00	\$150.00	\$150.00	\$0.00	
504.01	530245 OILS & LUBRICANTS	Lubricants & Oil	\$18,947.48	\$37,000.00	\$22,696.70	\$37,000.00	\$25,000.00	\$25,000.00	\$12,000.00	
504.99	530255 TOOLS & SMALL EQUIPMENT	Tool & Shoe Allowance	\$24,751.64	\$8,000.00	\$953.89	\$8,000.00	\$8,000.00	\$8,000.00	\$0.00	
504.99	530285 PARTS		\$310,473.10	\$200,000.00	\$67,300.01	\$200,000.00	\$225,000.00	\$225,000.00	\$25,000.00	INTERNAL WORK PERFORMED BY SHORELINE METRO
504.99	530500 FIRE FIGHTING SUPPLIES & SMALL		\$0.00	\$600.00	\$0.00	\$600.00	\$600.00	\$600.00	\$0.00	

65193110 - TRANSIT BUS MAINTENANCE - TOTAL			\$1,164,062	\$1,232,494	\$349,569	\$1,047,494	\$1,278,274	\$1,278,274	\$45,781	
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65193120 - TRANSIT BUS OPERATIONS										
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501.01	510110 FULL TIME SALARIES - REGULAR	All FT drivers	\$760,775.43	\$826,556.89	\$237,614.64	\$826,556.89	\$851,553.70	\$851,553.70	\$24,996.80	FT Drivers (Class A)
501.01	510111 FULL TIME SALARIES - OVERTIME		\$19,223.20	\$10,000.00	\$3,656.43	\$10,000.00	\$12,000.00	\$12,000.00	\$2,000.00	OT All Drivers
501.01	510130 TEMPORARY SALARIES - REGULAR	All PT drivers	\$266,007.76	\$249,217.81	\$94,553.90	\$249,217.81	\$255,114.98	\$255,114.98	\$5,897.17	PT Drivers (Class B & C)
502.01	510310 FICA		\$65,080.39	\$73,611.00	\$20,515.55	\$73,611.00	\$75,409.19	\$75,409.19	\$1,798.19	
502.01	510311 MEDICARE		\$15,221.13	\$14,241.53	\$4,797.90	\$14,241.53	\$14,470.99	\$14,470.99	\$229.46	
502.02	510320 WI RETIREMENT FUND		\$69,089.24	\$64,532.77	\$21,309.77	\$64,532.77	\$65,560.76	\$65,560.76	\$1,027.99	
502.03	510340 HEALTH INSURANCE		\$192,753.77	\$218,295.60	\$68,170.74	\$218,295.60	\$241,287.28	\$241,287.28	\$22,991.68	10% Increase in 2019
502.03	510345 HSA CONTRIBUTION	Health Savings contributions	\$19,500.00	\$19,500.00	\$1,500.00	\$19,500.00	\$15,600.00	\$15,600.00	\$3,900.00	
502.04	510350 DENTAL INSURANCE		\$14,387.64	\$14,336.52	\$4,722.58	\$14,336.52	\$13,956.60	\$13,956.60	\$379.92	
502.05	510360 LIFE INSURANCE		\$3,275.20	\$2,200.00	\$754.08	\$2,200.00	\$2,225.00	\$2,225.00	\$25.00	
502.06	510365 ST DISABILITY INSURANCE		\$17,800.20	\$22,924.00	\$6,146.28	\$22,924.00	\$22,924.00	\$22,924.00	\$0.00	
502.08	510400 WORKERS COMPENSATION		\$2,600.04	\$2,600.00	\$866.68	\$2,600.00	\$2,600.00	\$2,600.00	\$0.00	
502.07	510410 UNEMPLOYMENT COMPENSATION		\$115.00	\$1,500.00	\$0.00	\$1,500.00	\$1,500.00	\$1,500.00	\$0.00	
502.13	510490 CLOTHING ALLOWANCE	Uniform allowance for drivers	\$8,747.14	\$10,000.00	\$12,642.50	\$12,642.50	\$9,070.00	\$9,070.00	\$930.00	

65193120 - TRANSIT BUS OPERATIONS - TOTAL			\$1,454,576	\$1,529,516	\$477,251	\$1,532,159	\$1,583,272	\$1,583,272	\$53,756	
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65193130 - TRANSIT - PARATRANSIT										ONLY DRIVERS IN 2019
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501.01	510110 FULL TIME SALARIES - REGULAR	Cindy, Joan, Fill in Dispatch	\$80,789.50	\$98,196.80	\$27,203.57	\$98,196.80	\$130,872.00	\$130,872.00	\$32,675.20	FT Drivers (Class D)
501.01	510111 FULL TIME SALARIES - OVERTIME		\$2,381.34	\$5,000.00	\$844.62	\$5,000.00	\$3,500.00	\$3,500.00	\$1,500.00	OT All Drivers
501.01	510130 TEMPORARY SALARIES - REGULAR	All drivers	\$202,062.19	\$232,494.00	\$73,933.07	\$232,494.00	\$98,862.00	\$98,862.00	\$133,632.00	PT Drivers (Class E)
502.01	510310 FICA		\$17,327.93	\$20,502.83	\$6,257.12	\$20,502.83	\$14,243.51	\$14,243.51	\$6,259.32	
502.01	510311 MEDICARE		\$4,052.51	\$4,568.47	\$1,463.36	\$4,568.47	\$3,125.04	\$3,125.04	\$1,443.43	
502.02	510320 WI RETIREMENT FUND		\$16,933.25	\$21,209.32	\$6,353.75	\$21,209.32	\$14,439.84	\$14,439.84	\$6,769.48	
502.03	510340 HEALTH INSURANCE		\$27,314.66	\$39,054.34	\$9,843.19	\$39,054.34	\$15,666.82	\$15,666.82	\$23,387.52	10% Increase in 2019
502.03	510345 HSA CONTRIBUTION	Health Savings contributions	\$2,250.00	\$750.00	\$1,800.00	\$750.00	\$600.00	\$600.00	\$150.00	
502.04	510350 DENTAL INSURANCE		\$3,757.56	\$3,805.63	\$1,167.65	\$3,805.63	\$1,854.12	\$1,854.12	\$1,951.51	
502.05	510360 LIFE INSURANCE		\$169.04	\$460.00	\$103.82	\$460.00	\$500.00	\$500.00	\$40.00	
502.08	510400 WORKERS COMPENSATION		\$150.00	\$150.00	\$50.00	\$150.00	\$150.00	\$150.00	\$0.00	
502.07	510410 UNEMPLOYMENT COMPENSATION		\$5,306.50	\$500.00	\$0.00	\$500.00	\$500.00	\$500.00	\$0.00	

65193130 - TRANSIT - PARATRANSIT - TOTAL			\$362,494.48	\$426,691.38	\$129,020.15	\$426,691.38	\$284,313.32	\$284,313.32	\$142,378.06	
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TOTAL TRANSIT UTILITY FUND EXPENSE			\$3,908,636.43	\$3,942,000.00	\$1,286,277.42	\$3,759,642.50	\$4,056,864.86	\$4,056,864.86	\$114,864.86	
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651 TRANSIT SYSTEM FUND										
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DOT CODE	OBJECT	DESCRIPTION	ACCOUNT DETAILS	2017 ACTUAL REVENUE	2018 APPROVED BUDGET	2018 YTD BUDGET	2018 PROJECTED REVENUES	2019 EXECUTIVE REQUESTED	2019 EXECUTIVE APPROVED	DIFFERENCE 2018 vs 2017	2019 BUDGET NOTES
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65193000 - TRANSIT REVENUES											
Exhibit I	411100	REAL ESTATE TAXES	General Tax Levy	\$511,547.00	\$511,547.00	\$511,547.00	\$511,547.00	\$511,547.00	\$511,547.00	\$0.00	Same
Exhibit H	431401	FEDERAL SUBSIDY	Federal Portion	\$1,206,561.00	\$1,141,721.81	\$0.00	\$1,141,721.81	\$1,175,736.01	\$1,175,736.01	\$34,014.20	Estimated
450	431406	HUD SUBSIDY	Grant from City	\$42,493.00	\$9,639.00	\$0.00	\$9,639.00	\$42,493.00	\$42,493.00	\$32,854.00	Projected
	434211	STATE GRANT (85.205)	Grant from State	\$41,553.00	\$44,442.00	\$0.00	\$44,442.00	\$44,442.00	\$44,442.00	\$0.00	Estimated
Exhibit H	434401	STATE TRANSIT SUBSIDY	State Portion	\$852,222.00	\$949,918.18	\$0.00	\$949,918.18	\$978,218.28	\$978,218.28	\$28,300.10	Estimated
Exhibit I	437221	INTERGOVERNMENTAL REVENUE	85.21 County Funds	\$317,646.00	\$326,474.00	\$81,618.50	\$326,474.00	\$326,474.00	\$326,474.00	\$0.00	Unknown
Exhibit I	437401	KOHLER SUBSIDY	Kohler Portion (1.2%)	\$11,572.00	\$11,572.00	\$5,786.00	\$11,572.00	\$12,151.00	\$12,151.00	\$579.00	Return to '14 Levels
Exhibit I	437406	SHEBOYGAN FALLS SUBSIDY	Sheb Falls Portion (3.6%)	\$33,503.00	\$33,503.00	\$16,751.50	\$33,503.00	\$35,178.00	\$35,178.00	\$1,675.00	Return to '14 Levels
Exhibit I	437408	SHEBOYGAN AREA SCHOOL DISTRICT		\$0.00	\$0.00	\$0.00	\$45,000.00	\$90,000.00	\$90,000.00	\$90,000.00	School district agreement
	441116	JURY/WITNESS FEES		\$62.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
401.01	449521	FAREBOX FARES	All Farebox Cash Fares	\$288,022.25	\$305,000.00	\$102,902.93	\$275,000.00	\$240,000.00	\$240,000.00	\$65,000.00	School district agreement
	449526	SUMMER FREEDOM		\$1,350.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	
401.01	449535	MONTHLY BUS PASSES	Monthly Pass Sales	\$173,952.00	\$150,000.00	\$52,656.00	\$135,000.00	\$125,000.00	\$125,000.00	\$25,000.00	
401.05	449541	ADA FARES	Agency Fares (City)	\$239,274.70	\$250,000.00	\$76,153.90	\$250,000.00	\$270,000.00	\$270,000.00	\$20,000.00	Increase to Agency Fare (\$15.20 to \$17.00)
401.05	449546	ADRA FARES	Agency Fares (County)	\$37,511.50	\$35,000.00	\$11,872.30	\$35,000.00	\$42,000.00	\$42,000.00	\$7,000.00	Increase to Agency Fare (\$15.20 to \$17.00)
	449801	STATION CONCESSIONS		\$133.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
406.03	449806	ADVERTISING	Revenue from bus ads	\$29,741.09	\$32,000.00	\$8,100.00	\$32,000.00	\$32,000.00	\$32,000.00	\$0.00	
407.99	449911	RECYCLED MATERIALS	Scrap metal	\$0.00	\$901.00	\$0.00	\$901.00	\$901.00	\$901.00	\$0.00	
-	451301	DAMAGE FEES	Asset damage revenue	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	
407.04	461101	INTEREST ON INVESTMENTS		\$16,233.55	\$13,200.00	\$0.00	\$13,200.00	\$10,000.00	\$10,000.00	\$3,200.00	
407.03	462115	OTHER CITY RENTALS	Parking Utility Revenue	\$70,200.00	\$70,200.00	\$23,400.00	\$70,200.00	\$70,200.00	\$70,200.00	\$0.00	

-	469101 SALE OF EQUIPMENT	Sale of capital assets	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
-	469501 CASH OVER/SHORT		\$8.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
407.99	469918 INSURANCE REBATE	TMI Premium Rebate	\$39,806.00	\$42,000.00	\$0.00	\$42,000.00	\$42,000.00	\$42,000.00	\$0.00
407.99	469999 OTHER MISCELLANEOUS REV		\$79,473.86	\$8,882.00	\$61,400.61	\$63,000.00	\$3,524.00	\$3,524.00	\$5,358.00
	65193000 - TRANSIT REVENUES - TOTAL		\$3,992,849.45	\$3,942,000.00	\$952,188.74	\$3,995,118.00	\$4,056,864.29	\$4,056,864.29	
	TOTAL TRANSIT UTILITY FUND REVENUE		\$3,992,849.45	\$3,942,000.00	\$952,188.74	\$3,995,118.00	\$4,056,864.29	\$4,056,864.29	\$114,864.29 *State/Federal estimated at 54.15% according to WisDOT in 2018.

BUDGET ALLOCATIONS AS PROJECTED

		<u>2019</u>	<u>2019 Notes</u>
2019 PROJECTED EXPENSES	Expense Sub-Total	\$4,056,865	Increase due to wage increases
	Contra Expenses	\$86,442	85.205/Insurance dividend
	TOTAL OPERATING EXPENSES	\$3,970,423	
2019 PROJECTED REVENUES	Fares Sub-Total	\$677,000	Same
	Aux Trans Sub-Total	\$32,000	Same
	Non Trans Sub-Total	\$89,625	Same
	Other Revenue	\$42,493	HUD
	TOTAL OPERATING REVENUES	\$841,118	
	Total Ineligible Revenues	\$42,493	HUD
	WISDOT RECOGNIZED REVENUES	\$798,625	
 PROJECTED OPERATING ASSISTANCE			
	Recognized Expenses	\$3,970,423	
	Recognized Revenues	\$798,625	\$978,218
	Projected Deficit	\$3,171,798	\$1,175,736
	Estimated Federal/State Share*	\$2,153,954	54.15% combined
	Projected Local Share	\$1,017,843	
 <u>LOCAL SHARE</u>			
	85.21 Funds	\$326,474	
	Village of Kohler	\$12,151	
	City of Sheboygan Falls	\$35,178	
	City of Sheboygan	\$511,547	Personnel
	HUD	\$42,493	Non-Personnel
	Sheboygan Area School Dist.	\$90,000	
	TOTAL LOCAL SHARE	\$1,017,843	

NET \$0

*Fed/State portion estimated at 54.15% in 2018 according to estimates provided by WisDOT.

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 3.3 Presentation of 2019 Transit Budget

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

REPORT DATE: 7/10/18

MEETING DATE: 7/17/18

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 has submitted its 2019 budget for Transit Commission review. The budget has been submitted to the City of Sheboygan Finance Director and City Administrator for review and incorporation into the City's 2019 Executive Budget.

STAFF COMMENTS:

The Director of Transit & Parking has assembled the transit budget for 2019 and submitted for the review of the Transit Commission. Budget highlights include health insurance contributions being funded by transit, an estimated 10% increase in health insurance costs, the addition of HUD/CDBG grant funds back into the budget at 2016 levels and 2% wage increases for represented employees. Revenues are expected to increase with the change in agency fare. Also the SASD agreement will shift \$90,000 from farebox revenue to local share support.

Overall, the budget increases by \$107,315 from 2018. Expected funding through state and federal mass transit aids are expected to drop again. In 2018, the combined funding is 54.15%. A conservative 54.25% was used to construct the 2019 budget. Further adjustments to revenues were made as well. There are no expected changes to personnel, staffing, routes or service in 2019.

ACTION REQUESTED:

Motion to accept the 2019 transit budget as presented by the Director of Transit & Parking.

ATTACHMENTS:

- I. 2019 Transit Budget;

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 3.4 Presentation of 2019 Parking Utility Budget

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

REPORT DATE: 7/10/18

MEETING DATE: 7/17/18

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 Parking Utility has submitted its 2019 budget for Transit Commission review. The budget has been submitted to the City of Sheboygan Finance Director and City Administrator for review and incorporation into the City's 2019 Executive Budget.

STAFF COMMENTS:

The Director of Transit & Parking has assembled the parking utility budget for 2019. The budget does not feature any significant changes. Focus on the budget included maximizing revenues through parking changes in 2018 and capturing revenue from Lot 14. Operations and personnel will remain the same for 2019.

ACTION REQUESTED:

Motion to accept the 2019 Parking Utility budget as presented by the Director of Transit & Parking.

ATTACHMENTS:

- I. 2019 Parking Utility Budget.

2019 MASTER PARKING BUDGET

650 PARKING UTILITY FUND

530 PARK DEPARTMENT

5312 PARK DEPARTMENT - HARBOR CENTRE

		2017	2018	2018	2019	2019	2019	2018 to 2019	
		ACTUAL	APPROVED	PROJECTED	REQUESTED	APPROVED	MONTHLY	CHANGE	DETAILS
65053120	510110	FULL TIME SALARIES - REGULAR	\$391.65	\$532.65	\$532.65	\$450.00	\$450.00	\$37.50	\$82.65
65053120	510130	TEMPORARY SALARIES - REGULAR	\$108.38	\$130.31	\$130.31	\$110.00	\$110.00	\$9.17	\$20.31
65053120	510310	FICA	\$29.94	\$41.11	\$41.11	\$30.00	\$30.00	\$2.50	\$11.11
65053120	510311	MEDICARE	\$6.95	\$6.00	\$6.00	\$7.00	\$7.00	\$0.58	\$1.00
65053120	510320	WI RETIREMENT FUND	\$26.64	\$36.22	\$36.22	\$28.00	\$28.00	\$2.33	\$8.22
65053120	510340	HEALTH INSURANCE	\$157.86	\$222.88	\$222.88	\$160.00	\$160.00	\$13.33	\$62.88
65053120	510345	HSA CONTRIBUTION	\$27.00	\$17.09	\$17.09	\$27.00	\$27.00	\$2.25	\$9.91
65053120	510350	DENTAL INSURANCE	\$14.01	\$15.03	\$15.03	\$15.00	\$15.00	\$1.25	\$0.03
65053120	510351	UNFUNDED PENSION LIABILITY	\$0.00	\$0.00	\$0.00	\$30.00	\$30.00	\$2.50	\$30.00
65053120	510360	LIFE INSURANCE	\$0.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
65053120	524110	BUILDING EXTERIOR MAINTENANCE	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	\$41.67	\$500.00
65053120	528150	VEHICLE RENTAL	\$117.00	\$100.00	\$100.00	\$125.00	\$125.00	\$10.42	\$25.00
65053120	530295	LANDSCAPING SUPPLIES	\$2,050.00	\$1,500.00	\$1,500.00	\$1,200.00	\$1,200.00	\$100.00	\$300.00
TOTAL PARK DEPARTMENT			\$2,929.46	\$2,601.29	\$2,601.29	\$2,682.00	\$2,682.00		\$80.71

600 CITY DEVELOPMENT

6110 CITY DEVELOPMENT - INDUSTRIAL PARK

		2017	2018	2018	2019	2019	2019	2018 to 2019	
		ACTUAL	APPROVED	PROJECTED	REQUESTED	APPROVED	MONTHLY	CHANGE	DETAILS
65061100	510110	FULL TIME SALARIES - REGULAR	\$2,960.07	\$1,648.20	\$1,648.20	\$2,800.00	\$2,800.00	\$233.33	\$1,151.80
65061100	510130	TEMPORARY SALARIES - REGULAR	\$1,324.63	\$885.48	\$885.48	\$1,200.00	\$1,200.00	\$100.00	\$314.52
65061100	510310	FICA	\$257.95	\$110.00	\$110.00	\$300.00	\$300.00	\$25.00	\$190.00
65061100	510311	MEDICARE	\$60.31	\$35.78	\$35.78	\$60.00	\$60.00	\$5.00	\$24.22
65061100	510320	WI RETIREMENT FUND	\$201.28	\$112.08	\$112.08	\$200.00	\$200.00	\$16.67	\$87.92
65061100	510340	HEALTH INSURANCE	\$1,191.30	\$689.66	\$689.66	\$1,200.00	\$1,200.00	\$100.00	\$510.34
65061100	510345	HSA CONTRIBUTION	\$21.00	\$52.89	\$52.89	\$21.00	\$21.00	\$1.75	\$31.89
65061100	510350	DENTAL INSURANCE	\$72.50	\$46.52	\$46.52	\$75.00	\$75.00	\$6.25	\$28.48
65061100	510351	UNFUNDED PENSION LIABILITY	\$558.96	\$559.00	\$559.00	\$559.00	\$559.00	\$46.58	\$0.00
65061100	510360	LIFE INSURANCE	\$1.34	\$0.00	\$0.00	\$2.00	\$2.00	\$0.17	\$2.00
65061100	524110	BUILDING EXTERIOR MAINTENANCE	\$0.00	\$0.00	\$0.00	\$750.00	\$750.00	\$62.50	\$750.00
65061100	528150	VEHICLE RENTAL	\$436.50	\$200.00	\$200.00	\$450.00	\$450.00	\$37.50	\$250.00
65061100	530210	OPERATING SUPPLIES	\$0.00	\$150.00	\$150.00	\$100.00	\$100.00	\$8.33	\$50.00
65061100	530295	LANDSCAPING SUPPLIES	\$0.00	\$200.00	\$200.00	\$100.00	\$100.00	\$8.33	\$100.00
TOTAL CITY DEVELOPMENT			\$7,085.84	\$4,689.61	\$4,689.61	\$7,817.00	\$7,817.00		\$3,127.39

940 PARKING ASSESSMENT DISTRICT 1

9400 PARKING UTILITY - PAD 1 ADMIN

		2017	2018	2018	2019	2019	2019	2018 to 2019	
		ACTUAL	APPROVED	PROJECTED	REQUESTED	APPROVED	MONTHLY	CHANGE	DETAILS
65094001	463301	PARKING DISTRICT ASSESSMENT	\$45,245.26	\$73,625.32	\$80,000.31	\$70,400.00	\$70,400.00		\$3,225.32
65094001	469999	MISC REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
65094001	510110	FULL TIME SALARIES - REGULAR	\$14,228.37	\$41,215.13	\$41,215.13	\$40,000.00	\$40,000.00	\$3,333.33	\$1,215.13
65094001	510111	FULL TIME SALARIES - OVERTIME	\$124.42	\$500.00	\$500.00	\$500.00	\$150.00	\$12.50	\$350.00
65094001	510130	TEMPORARY SALARIES - REGULAR	\$4,716.57	\$6,391.47	\$6,391.47	\$5,000.00	\$5,000.00	\$416.67	\$1,391.47
65094001	510140	INTERDEPARTMENTAL LABOR	\$0.00	\$500.00	\$500.00	\$100.00	\$100.00	\$8.33	\$400.00
65094001	510310	FICA	\$1,143.52	\$3,000.00	\$3,000.00	\$2,500.00	\$2,500.00	\$208.33	\$500.00

65094001__	510311__	MEDICARE	\$267.38	\$645.51	\$645.51	\$300.00	\$300.00	\$25.00	\$345.51
65094001__	510320__	WI RETIREMENT FUND	\$975.03	\$2,802.63	\$2,802.63	\$2,500.00	\$2,500.00	\$208.33	\$302.63
65094001__	510340__	HEALTH INSURANCE	\$5,268.20	\$17,245.62	\$17,245.62	\$17,500.00	\$17,500.00	\$1,458.33	\$254.38
65094001__	510345__	HSA CONTRIBUTION	\$1,100.00	\$1,322.57	\$1,322.57	\$1,100.00	\$1,100.00	\$91.67	\$222.57
65094001__	510350__	DENTAL INSURANCE	\$334.51	\$1,163.36	\$1,163.36	\$900.00	\$900.00	\$75.00	\$263.36
65094001__	510351__	UNFUNDED PENSION LIABILITY	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	\$41.67	\$500.00
65094001__	510360__	LIFE INSURANCE	\$3.30	\$0.00	\$0.00	\$100.00	\$100.00	\$8.33	\$100.00
65094001__	510400__	WORKERS COMPENSATION	\$99.96	\$100.00	\$100.00	\$100.00	\$100.00	\$8.33	\$0.00
65094001__	510410__	UNEMPLOYMENT COMPENSATION	\$0.00	\$100.00	\$100.00	\$100.00	\$100.00	\$8.33	\$0.00
65094001__	521100__	BANKING FEES	\$301.90	\$300.00	\$300.00	\$300.00	\$300.00	\$25.00	\$0.00
65094001__	521110__	FINANCIAL SERVICES FEES	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$41.67	\$0.00
65094001__	524110__	BUILDING EXTERIOR MAINTENANCE	\$36,500.04	\$28,789.02	\$28,789.02	\$32,000.00	\$32,000.00	\$2,666.67	\$3,210.98
65094002__	524220__	SNOW REMOVAL SERVICES	\$29,803.25	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$3,333.33	\$0.00
65094003__	525100__	ELECTRIC	\$3,582.31	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$250.00	\$0.00
65094013__	525120__	TELEPHONE	\$724.75	\$500.00	\$500.00	\$500.00	\$500.00	\$41.67	\$0.00
65094001__	526150__	LEGAL NOTICES	\$33.56	\$100.00	\$100.00	\$100.00	\$100.00	\$8.33	\$0.00
65094002__	528150__	VEHICLE RENTAL	\$6,021.00	\$4,500.00	\$4,500.00	\$6,000.00	\$6,000.00	\$500.00	\$1,500.00
65094014__	530100__	OFFICE SUPPLIES	\$0.00	\$200.00	\$200.00	\$200.00	\$200.00	\$16.67	\$0.00
65094013__	530210__	OPERATING SUPPLIES	\$10,132.98	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$333.33	\$0.00
65094002__	530295__	LANDSCAPING SUPPLIES	\$8,857.67	\$5,500.00	\$5,500.00	\$5,500.00	\$5,500.00	\$458.33	\$0.00
65094001__	641200__	LIGHT EQUIPMENT	\$10,827.83	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$833.33	\$0.00
65094017__	443705__	MISCELLANEOUS STALL RENTAL (17)	\$6,496.60	\$7,000.00	\$6,000.00	\$9,000.00	\$9,000.00	\$750.00	\$2,000.00
65094002__	443405__	LOT METERS (2)	\$249.35	\$100.00	\$175.00	\$200.00	\$200.00	\$16.67	\$100.00
65094002__	443705__	MISCELLANEOUS STALL RENTAL (2)	\$2,968.67	\$6,000.00	\$2,000.00	\$3,000.00	\$3,000.00	\$250.00	\$3,000.00
65094003__	443405__	LOT METERS (3)	\$60.42	\$150.00	\$0.00	\$50.00	\$50.00	\$4.17	\$100.00
65094003__	443705__	MISCELLANEOUS STALL RENTAL (3)	\$1,319.44	\$4,000.00	\$1,200.00	\$1,300.00	\$1,300.00	\$108.33	\$2,700.00
65094005__	443705__	MISCELLANEOUS STALL RENTAL (5)	\$11,574.14	\$12,000.00	\$20,000.00	\$12,000.00	\$12,000.00	\$1,000.00	\$0.00
65094060__	443705__	MISCELLANEOUS STALL RENTAL (6)	\$103.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
65094013__	443405__	LOT METERS (13)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
65094013__	443705__	MISCELLANEOUS STALL RENTAL (13)	\$20,515.46	\$19,000.00	\$15,000.00	\$25,000.00	\$25,000.00	\$2,083.33	\$6,000.00
65094014__	443405__	LOT METERS (14)	\$0.00	\$2,500.00	\$0.00	\$2,000.00	\$2,000.00	\$166.67	\$500.00
65094014__	443705__	MISCELLANEOUS STALL RENTAL (14)	\$12,864.42	\$30,000.00	\$15,000.00	\$30,000.00	\$30,000.00	\$2,500.00	\$0.00
65094004__	443405__	LOT METERS (4)	\$17,512.39	\$18,000.00	\$18,000.00	\$20,000.00	\$20,000.00	\$1,666.67	\$2,000.00
65094018__	443705__	MISCELLANEOUS STALL RENTAL (14B)	\$6,762.08	\$0.00	\$15,000.00	\$15,000.00	\$15,000.00	\$1,250.00	\$15,000.00
TOTAL PARKING UTILITY - PAD 1 ADMIN			\$9,875.00	\$0.01	\$0.00	\$0.00	\$0.00		
Expenses			\$114,572.23	\$172,375.31	\$172,375.31	\$172,950.00	\$172,950.00		\$574.69

950 PARKING UTILITY

9500 PARKING UTILITY - ADMINISTRATION

		2017	2018	2018	2019	2019	2019	2018 to 2019	
		ACTUAL	APPROVED	PROJECTED	REQUESTED	APPROVED	MONTHLY	CHANGE	DETAILS
65095000__	443901__	HOOD RENTALS	\$6,050.14	\$7,000.00	\$5,000.00	\$6,000.00	\$6,000.00	\$500.00	\$1,000.00
65095000__	449201__	EQUIPMENT RENTALS	\$23,940.90	\$15,550.00	\$15,000.00	\$20,325.00	\$20,325.00	\$1,693.75	\$4,775.00
65095000__	461101__	INTEREST	\$3,751.51	\$14,000.00	\$14,000.00	\$3,500.00	\$3,500.00	\$0.00	\$10,500.00
65095000__	469101__	EQUIPMENT SALES	\$2,666.00	\$0.00	\$0.00	\$1,473.00	\$1,473.00	\$122.75	\$1,473.00
65095000__	469501__	OVER/SHORT	\$23.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
65095000__	510110__	FULL TIME SALARIES - REGULAR	\$67,482.98	\$40,190.03	\$40,190.03	\$50,696.00	\$50,696.00	\$4,224.67	\$10,505.97
65095000__	510111__	FULL TIME SALARIES - OVERTIME	\$74.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
65095000__	510130__	TEMPORARY SALARIES - REGULAR	\$7,081.03	\$5,650.43	\$5,650.43	\$1,190.00	\$1,190.00	\$99.17	\$4,460.43
65095000__	510140__	INTERDEPARTMENT LABOR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
65095000__	510310__	FICA	\$4,495.82	\$3,000.00	\$3,000.00	\$2,200.00	\$2,200.00	\$183.33	\$800.00
65095000__	510311__	MEDICARE	\$1,051.46	\$554.84	\$554.84	\$927.00	\$927.00	\$77.25	\$372.16
65095000__	510320__	WI RETIREMENT FUND	\$8,612.68	\$2,732.92	\$2,732.92	\$3,576.00	\$3,576.00	\$298.00	\$843.08
65095000__	510340__	HEALTH INSURANCE	\$18,366.48	\$16,816.69	\$16,816.69	\$20,538.00	\$20,538.00	\$1,711.50	\$3,721.31
65095000__	510341__	RETIREE HEALTH INSURANCE	\$9,207.12	\$9,668.00	\$9,668.00	\$11,141.00	\$11,141.00	\$928.42	\$1,473.00
65095000__	510345__	HSA CONTRIBUTION	\$1,310.00	\$1,289.68	\$1,289.68	\$872.00	\$872.00	\$72.67	\$417.68
65095000__	510350__	DENTAL INSURANCE	\$1,202.52	\$1,134.43	\$1,134.43	\$1,339.00	\$1,339.00	\$111.58	\$204.57

Mark on plan through Oct 2021

65095000__	510351__	UNFUNDED PENSION LIABILITY	\$560.04	\$560.00	\$560.00	\$30.00	\$30.00	\$2.50	\$530.00	
65095000__	510360__	LIFE INSURANCE	\$22.71	\$25.00	\$25.00	\$124.00	\$124.00	\$10.33	\$99.00	
65095000__	510400__	WORKERS COMPENSATION	\$200.04	\$200.00	\$200.00	\$200.00	\$200.00	\$16.67	\$0.00	
65095000__	510410__	UNEMPLOYMENT COMPENSATION	\$0.00	\$50.00	\$50.00	\$50.00	\$50.00	\$4.17	\$0.00	
65095000__	521110__	FINANCIAL SERVICES FEES	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$41.67	\$0.00	
65095000__	521560__	MEDICAL SERVICES	\$67.20	\$50.00	\$50.00	\$50.00	\$50.00	\$4.17	\$0.00	
65095000__	522110__	VEHICLE MAINTENANCE	\$8,993.90	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$416.67	\$0.00	
65095000__	524110__	BUILDING EXTERIOR MAINTENANCE	\$25,078.50	\$28,072.98	\$28,072.98	\$27,350.00	\$27,350.00	\$2,279.17	\$722.98	
65095000__	524220__	SNOW REMOVAL SERVICES	\$12,541.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$1,250.00	\$0.00	
65095000__	525100__	ELECTRIC	\$980.28	\$750.00	\$750.00	\$750.00	\$750.00	\$62.50	\$0.00	
65095000__	525105__	WATER	\$0.00	\$25.00	\$25.00	\$25.00	\$25.00	\$2.08	\$0.00	
65095000__	525125__	MOBILE PHONE	\$148.30	\$240.00	\$240.00	\$240.00	\$240.00	\$20.00	\$0.00	
65095000__	526130__	TRAINING	\$0.00	\$400.00	\$400.00	\$400.00	\$400.00	\$33.33	\$0.00	
65095000__	526150__	LEGAL NOTICE	\$0.00	\$50.00	\$50.00	\$50.00	\$50.00	\$4.17	\$0.00	
65095000__	528150__	VEHICLE RENTAL	\$11,574.00	\$5,000.00	\$5,000.00	\$8,000.00	\$8,000.00	\$666.67	\$3,000.00	
65095000__	530100__	OFFICE SUPPLIES	\$285.72	\$250.00	\$250.00	\$250.00	\$250.00	\$20.83	\$0.00	
65095000__	530210__	OPERATING SUPPLIES	\$4,248.62	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$833.33	\$0.00	
65095000__	530230__	GASOLINE	\$2,011.90	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$208.33	\$0.00	
65095000__	530250__	SAND & SALT	\$3,375.10	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$333.33	\$0.00	
65095000__	530295__	LANDSCAPING SUPPLIES	\$6,177.73	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$333.33	\$0.00	
65095000__	540200__	INSURANCE	\$320.52	\$400.00	\$400.00	\$400.00	\$400.00	\$33.33	\$0.00	
65095000__	540215__	GEN. PUB. OFFICIALS & AUTO	\$375.00	\$500.00	\$500.00	\$500.00	\$500.00	\$41.67	\$0.00	
65095000__	590300__	UNCLASSIFIED	\$13,936.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
65095000__	631200__	STREET IMPROVEMENTS	\$4,543.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$583.33	\$0.00	
65095000__	641200__	LIGHT EQUIPMENT	\$40,936.59	\$26,940.00	\$26,940.00	\$20,000.00	\$20,000.00	\$1,666.67	\$6,940.00	Capital Purchases
65095000__	641400__	OTHER EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
65095007__	443405__	LOT METERS (7)	\$1,624.41	\$1,000.00	\$1,500.00	\$1,500.00	\$1,500.00	\$125.00	\$500.00	Lot 7
65095007__	443705__	MISCELLANEOUS STALL RENTAL (7)	\$9,240.65	\$10,000.00	\$10,000.00	\$11,500.00	\$11,500.00	\$958.33	\$1,500.00	Lot 7
65095010__	443705__	MISCELLANEOUS STALL RENTAL (10)	\$3,298.56	\$2,500.00	\$2,500.00	\$3,200.00	\$3,200.00	\$266.67	\$700.00	
65095011__	443705__	MISCELLANEOUS STALL RENTAL (11)	\$4,652.24	\$4,000.00	\$2,500.00	\$2,500.00	\$2,500.00	\$208.33	\$1,500.00	
65095090__	443201__	STREET METERS	\$86,171.19	\$85,000.00	\$90,000.00	\$95,000.00	\$95,000.00	\$7,916.67	\$10,000.00	
65095091__	443201__	STREET METERS	\$20,716.56	\$25,000.00	\$26,000.00	\$28,000.00	\$28,000.00	\$2,333.33	\$3,000.00	
65095008__	443705__	MISCELLANEOUS STALL RENTAL (8)	\$7,906.21	\$10,000.00	\$10,000.00	\$8,000.00	\$8,000.00	\$666.67	\$2,000.00	Lot 8
65095009__	443405__	LOT METERS (9)	\$2,951.55	\$2,500.00	\$2,000.00	\$2,900.00	\$2,900.00	\$241.67	\$400.00	Lot 9
65095009__	443705__	MISCELLANEOUS STALL RENTAL (9)	\$12,190.95	\$16,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$1,250.00	\$1,000.00	Lot 9
TOTAL PARKING UTILITY - CITY LOTS			\$70,576.50	\$0	\$950	\$0				
Expenses			\$255,761.24	\$192,550.00	\$192,550.00	\$198,898.00	\$198,898.00		\$0.00	

960 PAD 2 - RIVERFRONT

9600 PARKING UTILITY - PAD 2 ADMIN

			2017	2018	2018	2019	2019	2019	2018 to 2019	DETAILS
			ACTUAL	APPROVED	PROJECTED	REQUESTED	APPROVED	MONTHLY	CHANGE	
65096000__	463301__	PARKING DISTRICT ASSESSMENT	\$44,515.00	\$41,824.76	\$41,824.76	\$41,942.00	\$41,942.00		\$117.24	
65096000__	469999__	OTHER MISCELLANEOUS REV	\$5,146.00	\$7,000.00	\$7,000.00	\$5,000.00	\$5,000.00		\$2,000.00	
65096000__	510110__	FULL TIME SALARIES - REGULAR	\$7,905.48	\$10,472.12	\$10,472.12	\$8,000.00	\$8,000.00		\$2,472.12	
65096000__	510111__	FULL TIME SALARIES - OVERTIME	\$47.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
65096000__	510130__	TEMPORARY SALARIES - REGULAR	\$5,793.73	\$1,635.94	\$1,635.94	\$6,000.00	\$6,000.00	\$500.00	\$4,364.06	
65096000__	510140__	INTERDEPARTMENT LABOR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
65096000__	510310__	FICA	\$831.26	\$700.00	\$700.00	\$800.00	\$800.00	\$66.67	\$100.00	
65096000__	510311__	MEDICARE	\$194.44	\$226.27	\$226.27	\$200.00	\$200.00	\$16.67	\$26.27	
65096000__	510320__	WI RETIREMENT FUND	\$540.54	\$712.10	\$712.10	\$550.00	\$550.00	\$45.83	\$162.10	
65096000__	510340__	HEALTH INSURANCE	\$2,957.45	\$4,381.84	\$4,381.84	\$2,900.00	\$2,900.00	\$241.67	\$1,481.84	
65096000__	510345__	HSA CONTRIBUTION	\$336.00	\$336.05	\$336.05	\$340.00	\$340.00	\$28.33	\$3.95	
65096000__	510350__	DENTAL INSURANCE	\$199.89	\$295.59	\$295.59	\$200.00	\$200.00	\$16.67	\$95.59	
65096000__	510360__	LIFE INSURANCE	\$1.68	\$0.00	\$0.00	\$2.00	\$2.00	\$0.17	\$2.00	
65096000__	510400__	WORKERS COMPENSATION	\$50.04	\$50.00	\$50.00	\$50.00	\$50.00	\$4.17	\$0.00	
65096000__	524110__	BUILDING EXTERIOR MAINTENANCE	\$5,130.00	\$7,314.84	\$7,314.84	\$5,200.00	\$5,200.00	\$433.33	\$2,114.84	

65096000__	524220__	SNOW REMOVAL SERVICES	\$13,211.75	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$1,000.00	\$0.00
65096000__	525100__	ELECTRIC	\$1,103.92	\$700.00	\$700.00	\$700.00	\$700.00	\$58.33	\$0.00
65096000__	528150__	VEHICLE RENTAL	\$3,973.40	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$333.33	\$0.00
65096000__	530210__	OPERATING SUPPLIES	\$642.50	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$83.33	\$0.00
65096000__	530295__	LANDSCAPING SUPPLIES	\$5,125.40	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$416.67	\$0.00

TOTAL PARKING UTILITY - RIVERFRONT									
Expenses		\$48,045.44	\$43,824.75	\$43,824.75	\$46,942.00	\$46,942.00			\$0.01

970 PAD 4 - S 12th STREET

9700 PARKING UTILITY - PAD 4 ADMIN		2017	2018	2018	2019	2019	2019	2018 to 2019	DETAILS
		ACTUAL	APPROVED	PROJECTED	REQUESTED	APPROVED	MONTHLY	CHANGE	
65097000__	463301__	PARKING DISTRICT ASSESSMENT	\$7,713.82	\$12,880.96	\$12,880.96	\$10,821.00	\$10,821.00		\$2,059.96
65097000__	510110__	FULL TIME SALARIES - REGULAR	\$1,080.45	\$2,522.55	\$2,522.55	\$1,200.00	\$1,200.00	\$100.00	\$1,322.55
65097000__	510111__	FULL TIME SALARIES - OVERTIME	\$12.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
65097000__	510130__	TEMPORARY SALARIES - REGULAR	\$713.89	\$394.07	\$394.07	\$800.00	\$800.00	\$66.67	\$405.93
65097000__	510310__	FICA	\$109.04	\$180.00	\$180.00	\$110.00	\$110.00	\$9.17	\$70.00
65097000__	510311__	MEDICARE	\$25.52	\$43.12	\$43.12	\$25.00	\$25.00	\$2.08	\$18.12
65097000__	510320__	WI RETIREMENT FUND	\$74.24	\$171.53	\$171.53	\$75.00	\$75.00	\$6.25	\$96.53
65097000__	510340__	HEALTH INSURANCE	\$402.52	\$1,055.51	\$1,055.51	\$400.00	\$400.00	\$33.33	\$655.51
65097000__	510345__	HSA CONTRIBUTION	\$80.00	\$80.95	\$80.95	\$80.00	\$80.00	\$6.67	\$0.95
65097000__	510350__	DENTAL INSURANCE	\$30.52	\$71.20	\$71.20	\$30.00	\$30.00	\$2.50	\$41.20
65097000__	510360__	LIFE INSURANCE	\$0.14	\$0.00	\$0.00	\$1.00	\$1.00	\$0.08	\$1.00
65097000__	510400__	WORKERS COMPENSATION	\$50.04	\$50.00	\$50.00	\$50.00	\$50.00	\$4.17	\$0.00
65097000__	510410__	UNEMPLOYMENT COMPENSATION	\$0.00	\$50.00	\$50.00	\$50.00	\$50.00	\$4.17	\$0.00
65097000__	524110__	BUILDING EXTERIOR MAINTENANCE	\$699.96	\$0.00	\$1,762.02	\$1,500.00	\$1,500.00	\$125.00	\$1,500.00
65097000__	524220__	SNOW REMOVAL SERVICES	\$4,387.50	\$5,500.00	\$5,500.00	\$5,500.00	\$5,500.00	\$458.33	\$0.00
65097000__	528150__	VEHICLE RENTAL	\$873.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$83.33	\$0.00
TOTAL PARKING UTILITY - PAD 4 ADMIN		\$825.00	\$1,762.03	\$0.01	\$0.00	\$10,821.00	\$10,821.00		
Expenses		\$8,538.82	\$11,118.93	\$12,880.95	\$10,821.00	\$10,821.00			\$297.93

980 P A D - SOUTH PIER

9800 PARKING UTILITY - SOUTH PIER ADMIN		2017	2018	2018	2019	2019	2019	2018 to 2019	DETAILS
		ACTUAL	APPROVED	PROJECTED	REQUESTED	APPROVED	MONTHLY	CHANGE	
65098000__	463301__	PARKING DISTRICT ASSESSMENT	\$17,494.00	\$16,309.26	\$16,309.26	\$16,146.00	\$16,146.00		\$163.26
65098000__	469999__	MISC REVENUE	\$2,627.36	\$3,000.00	\$3,000.00	\$2,800.00	\$2,800.00		\$200.00
65098000__	510110__	FULL TIME SALARIES - REGULAR	\$1,848.62	\$3,919.51	\$3,919.51	\$1,800.00	\$1,800.00	\$150.00	\$2,119.51
65098000__	510130__	TEMPORARY SALARIES - REGULAR	\$1,480.21	\$612.30	\$612.30	\$1,400.00	\$1,400.00	\$116.67	\$787.70
65098000__	510310__	FICA	\$201.48	\$300.00	\$300.00	\$200.00	\$200.00	\$16.67	\$100.00
65098000__	510311__	MEDICARE	\$47.14	\$46.68	\$46.68	\$50.00	\$50.00	\$4.17	\$3.32
65098000__	510320__	WI RETIREMENT FUND	\$125.69	\$266.53	\$266.53	\$125.00	\$125.00	\$10.42	\$141.53
65098000__	510340__	HEALTH INSURANCE	\$726.57	\$1,640.04	\$1,640.04	\$750.00	\$750.00	\$62.50	\$890.04
65098000__	510345__	HSA CONTRIBUTION	\$126.00	\$125.78	\$125.78	\$130.00	\$130.00	\$10.83	\$4.22
65098000__	510350__	DENTAL INSURANCE	\$43.18	\$110.63	\$110.63	\$40.00	\$40.00	\$3.33	\$70.63
65098000__	510360__	LIFE INSURANCE	\$0.53	\$0.00	\$0.00	\$1.00	\$1.00	\$0.08	\$1.00
65098000__	510400__	WORKERS COMPENSATION	\$50.04	\$50.00	\$50.00	\$50.00	\$50.00	\$4.17	\$0.00
65098000__	510410__	UNEMPLOYMENT COMPENSATION	\$0.00	\$50.00	\$50.00	\$50.00	\$50.00	\$4.17	\$0.00
65098000__	524110__	BUILDING EXTERIOR MAINTENANCE	\$2,870.04	\$0.00	\$2,737.80	\$2,900.00	\$2,900.00	\$241.67	\$2,900.00
65098000__	524220__	SNOW REMOVAL SERVICES	\$9,873.75	\$8,000.00	\$8,000.00	\$10,000.00	\$10,000.00	\$833.33	\$2,000.00
65098000__	525100__	ELECTRIC	\$477.12	\$200.00	\$200.00	\$200.00	\$200.00	\$16.67	\$0.00
65098000__	528150__	VEHICLE RENTAL	\$1,251.00	\$750.00	\$750.00	\$750.00	\$750.00	\$62.50	\$0.00
65098000__	530210__	OPERATING SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
65098000__	530295__	LANDSCAPING SUPPLIES	\$1,000.00	\$500.00	\$500.00	\$500.00	\$500.00	\$41.67	\$0.00

TOTAL PARKING UTILITY - SOUTH PIER ADMIN		\$0.01	\$2,737.79	\$0.01	\$0.00				
Expenses		\$20,121.37	\$16,571.47	\$19,309.27	\$18,946.00	\$18,946.00		\$2,374.53	
998 DEPRECIATION									

9981 DEPRECIATION		2017	2018	2018	2019	2019	2019	2018 to 2019	
		ACTUAL	APPROVED	PROJECTED	REQUESTED	APPROVED	MONTHLY	CHANGE	DETAILS
65099810__ 993000__ DEPRECIATION-IMPROVEMENTS		\$0.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00	
65099810__ 994000__ DEPRECIATION-MACHINERY		\$0.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$0.00	\$0.00	
TOTAL DEPRECIATION		\$0.00	\$22,000.00	\$22,000.00	\$22,000.00	\$22,000.00		\$0.00	
999 CUSTOMER CLEARING									

9999 FUND BALANCE APPLIED		2017	2018	2018	2019	2019	2019	2018 to 2019	
		ACTUAL	APPROVED	PROJECTED	REQUESTED	APPROVED	MONTHLY	CHANGE	DETAILS
65099990__ 492101__ INTER TRANSFER-GENERAL FUND		\$2,929.46	\$2,601.30	\$2,601.29	\$2,682.00	\$2,682.00	\$0.00	\$5,283.30	Revenue for Harbor Centre
65099990__ 492407__ INTER TRANSFER-INDUSTRIAL PK		\$7,085.84	\$4,689.61	\$4,689.61	\$7,817.00	\$0.00	\$0.00	\$4,689.61	Revenue for Industrial Park
65099990__ 499999__ FUND EQUITY		\$83,585.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
TOTAL FUND BALANCE APPLIED		\$10,015.30	\$7,290.91	\$0.00	\$10,499.00			\$3,208.09	
TOTAL CUSTOMER CLEARING		\$10,015.30	\$7,290.91	\$0.00	\$10,499.00			\$3,208.09	
TOTAL PARKING UTILITY FUND		\$83,585.94	\$0.00	\$0.00					
TOTAL REVENUES		\$394,281.07	\$453,231.21	\$428,599.39	\$457,583.00	\$457,583.00			
TOTAL EXPENSES		\$477,867.01	\$475,231.20	\$470,231.18	\$481,056.00	\$481,056.00		\$5,824.80	
TOTAL ASSESSMENTS		\$130,129.38	\$158,931.21	\$150,724.39	\$149,808.00	\$149,808.00			

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 3.5 Request to Apply for Section 5339 Funding for Projects

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

REPORT DATE: 7/10/18

MEETING DATE: 7/17/18

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:

Section 5339 is a competitive grant offered through FTA for buses and bus facilities. Shoreline Metro has taken advantage of this grant in the past to fund buses. The deadline for this grant is August 9, 2018 for Section 5339(b). There will also be a Section 5339(c) that will also be available this year. The request would be to apply for both grant funding opportunities.

STAFF COMMENTS:

Shoreline Metro has submitted its capital improvement program for the next five years. Included in this program were new buses for Shoreline Metro. Shoreline Metro is looking to again replace 3 fixed route buses in 2019 and another 5 buses in 2020 through 2021. These 3 buses for 2019 were approved by the City Council on July 2, 2018. The request to apply for up to 80% of the federal funding for these vehicles is a matter for formality and approval by the Transit Commission to fund the remaining amount by the City of Sheboygan.

ACTION REQUESTED:

Motion to accept request to apply for 5339 funding as requested by the Director of Transit & Parking for the aforementioned projects.

ATTACHMENTS:

- I. None.

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 3.7 Position Creation and Description for Safety, Education and Training Supervisor

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

REPORT DATE: 7/12/18

MEETING DATE: 7/17/18

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 created a Lead Support II position back in March 2014 as the position that would backfill the Director’s previous role with Shoreline Metro. This position was responsible for the Travel Training and Bus Buddy program, fill-in dispatching duties, and act as a resource for other administrative staff and support for drivers. This position had no supervisory responsibilities associated with it.

STAFF COMMENTS:

Since 2014, the position has been held by a former driver who has demonstrated not only a strong dedication to the department but also took this position to much greater heights than the department expected. The employee has performed well beyond expectations and has seen his current wage reach Q4 on the grade scale for Grade C (essentially maximizing his earning potential).

The employee’s job description has been adjusted over time to include these new responsibilities and with the employee’s performance and added responsibilities, it is time to adjust the position and the wage scale associated with the position. The grade scale for this position had never been adjusted with the change in responsibilities.

The current position is responsible for the training and education of new drivers at Shoreline Metro. The position is also responsible for assisting with the department’s Safety Program (a program that will become more robust in the coming years as FTA sets standards for all public transit systems). Since 2017, the employee in this position has trained well over a dozen drivers including many that are still with Shoreline Metro today. He has developed training programs and manuals critical to the development of CDL operators. In the near future, FTA intends to set standards as to who can train

drivers and the certifications they must have to do such training. This employee is already ahead of the curve and is actively working to meet those requirements.

Of note, under previous management, all training was conducted by Operations Supervisors. When previous and current management further reduced supervisor positions, training was conducted by a platoon of employees including drivers. Shoreline Metro saw significant value with having one person dedicated to the training program and the importance of effective onboarding with new employees. This employee reminded Shoreline Metro of the critical need for an effective trainer, one that is safety-minded and knows the operations. This employee has a near perfect track record of safety and his annual performance evaluations definitely define these accomplishments.

The recommendation is to allow the Director of Transit & Parking to promote this individual to the position of Safety, Education and Training Supervisor as outlined on the job description. Once specifics are finalized with Human Resources, the Director would work to transition this employee into his new role. Some minor changes to the job description might be needed to meet FLSA requirements (exempt versus non-exempt).

The former Lead Support II position will not be filled and will be eliminated from the Table of Organization for Shoreline Metro and the City of Sheboygan.

ACTION REQUESTED:

Motion to allow the creation of the Safety, Education and Training Supervisor position and allow the Director to fill the position with the recommended individual as presented.

ATTACHMENTS:

- I. Job Description – Safety, Education and Training Supervisor.

JOB DESCRIPTION

Job Title: **Safety, Education and Training Supervisor**
Date: Original Approval –July 17, 2018; Current Revision – July 17, 2018
Preparer's Name: Derek Muench, Director

Position Information

Category: Non-represented, Exempt
Supervisor: Transit Operations Supervisor(s)
Department: Transit Utility
Location: Shoreline Metro
Wage: Grade F: \$18.80-\$25.44/hour (\$39,104 - \$52,915 annual salary)

Objective of the Job

The Safety, Education and Training Supervisor position provides essential training to new and existing bus operators, coordinates the Bus Buddy and Travel Training programs, assists in the implementation and delivery of safety initiatives, and is a critical member of the Accident Review Committee. This position also provides assistance and relief to the Operations Supervisors for Shoreline Metro and Metro Connection. This position performs essential daily tasks and is an important part of the Shoreline Metro team.

Essential Duties and Responsibilities

- Trains and re-trains new and existing bus operators in the proper and safe operation of Shoreline Metro buses in accordance with department policies and procedures, and state and federal guidelines;
- Assists in the implementation and delivery of various training programs for bus operators including but not limited to CDL training, defensive driving, accidents and incidents procedures, securement training, etc.;
- Assists in the implementation and monitoring of safety procedures and holds safety meetings as needed (or in conjunction with department quarterly employee meetings);
- Conducts driver operator ride-along evaluations on fixed route and paratransit routes to ensure operations are in accordance with department policy;
- Assists Transit Director with system-wide evaluations of service and schedules and assists with planning of new routes, bus stops, shelter locations, etc.;
- Assists in accident reviews as a critical member of the Accident Review Committee;
- Coordinate and lead Shoreline Metro's travel training and bus buddy programs;

Additional Duties and Responsibilities

- Provide dispatch relief to the Operations Supervisors due to vacation, sickness, meetings or other absences;
- Provide administrative assistance as needed with farebox money, parking revenue, tokens, customer concerns, etc.;
- Data entry as needed;
- Assist with website maintenance and other technologies employed within the department;
- Perform token outlet duties monthly at each token outlet;
- Assist the Director with reports, projects and seminars;
- Act as a professional representative of Shoreline Metro and the City of Sheboygan;
- Report to work each workday on or before designated check-in time
- Performs other related duties as assigned.

Education and Skills Required

Education: High School Diploma or equivalent (Bachelor's Degree preferred)

Skills:

- Valid WI Commercial Drivers License, Class B with passenger "P" endorsement. Air brake restriction must also be removed. Valid CDL must be obtained in a timely fashion during training.
- Must have 2-3 years minimum experience in an office setting or transit setting with driving experience of commercial vehicles preferred.
- Must be proficient in computer skills including Microsoft Office and possess excellent math, writing and communication skills.
- Must be able to have a flexible work schedule including evenings, mornings, week days and Saturdays.
- Must be able to demonstrate an ability to read, understand, retain and recite information in training manuals, notices and standard operating procedures.
- Must be able to work in a team environment, make decisions in the absence of a supervisor and be able to work with little or no supervision at times;
- Must submit to FTA required drug and alcohol testing requirements including but not limited to pre-employment, post-accident, random and reasonable suspension testing as a condition of employment.
- Must possess ability to work in a fast-paced environment with times of high stress and anxiety.

Pre-Employment Requirements

- Must pass a State of Wisconsin Department of Motor Vehicle background check with no DUI convictions within the past ten (10) years.
- Must pass a State of Wisconsin Criminal background check.

Post Job Offer Requirements

- Must pass a physical examination and maintain those standards as a condition of employment.
- Must pass a DOT drug test.

The City of Sheboygan, Wisconsin is an Equal Opportunity Employer

In compliance with the Americans with Disabilities Act, the City of Sheboygan will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.