

*****ATTACHMENTS*****

**CITY OF SHEBOYGAN
SHEBOYGAN TRANSIT AND PARKING COMMISSION MEETING MINUTES
MAY 16, 2017**

OPENING OF MEETING

MEMBERS PRESENT: Alderperson Todd Wolf, Alderperson Roman Draughon, Director of Planning and Development Chad Pelishek, Captain James Veaser (Proxy for Chief Domagalski), Ryan Zinkel.

MEMBERS EXCUSED: Mayor Michael Vandersteen, Alderperson Mary Lynne Donohue, Charles Windsor, Michael Helmke

STAFF/OFFICIALS: Darrell Hofland, City Administrator, Jeff Agee-Aguayo, Bay-Lakes Regional Planning Commission, Ann Koeller, Administrative Coordinator Shoreline Metro

1.1 Chair Todd Wolf called the meeting to order.

1.2 Pledge of Allegiance

1.3 Election of Transit Commission Chairperson and Vice Chairperson

Motion by Chad Pelishek, seconded by Ryan Zinkel to nominate Alderperson Todd Wolf for Chairperson. Alderperson Todd Wolf accepted. Motion carried.

Motion by Chad Pelishek, seconded by Ryan Zinkel to nominate Alderperson Roman Draughon for Vice Chairperson. Alderperson Roman Draughon accepted. Motion carried.

1.4 Approval of minutes from the February 22, 2017 meeting.

Motion by Chad Pelishek, seconded by Ryan Zinkel to approve. Motion carried.

2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

2.1 Parking and Transit Monthly Reports (1st Quarter 2017)

Shoreline Metro: Revenue: \$119,142; Ridership: 128,780; Trip/Revenue Hour: 13.92
Metro Connection: Revenue: \$73,939; Ridership: 9,396; Trip/Revenue Hour: 2.91
Parking: Meter Revenue: \$22,694; Stall Rental Revenue: \$46,148

Motion by Chad Pelishek, seconded by Ryan Zinkel to approve. Motion carried.

2.2 2018-2022 Capital Improvement Program for Transit and Parking.

Shoreline Metro is presenting its annual 5-year Capital Improvement Program for discussion. Shoreline Metro's capital needs for the next five years focus on fixed route vehicle purchases. Several other non-revenue vehicle purchases including fareboxes are also recommended for purchase. Most of the projects are contingent on funding. Items are projected or forecasted based on current needs and may move from year to year depending on importance or need. The Parking Utility's capital needs for the next five years focus on vehicle purchases and lot rehabilitation and construction in the Riverfront and Lot 2.

This item was discussion only. No Action taken.

2.3 Approval of the 2017-2021 Paratransit Plan for Shoreline Metro.

Shoreline Metro has maintained a Paratransit Plan annually serving as the official document of ADA Paratransit Service for Shoreline Metro and Metro Connection. This all-inclusive plan documents policies and procedures related to ADA for both fixed route and paratransit services. All policies, procedures and best practices outlined in this plan are in accordance with ADA law, federal regulations and any other statutes.

Motion by Chad Pelishek, seconded by Ryan Zinkel to approve. Motion carried.

2.4 Public Comment Policy for Shoreline Metro.

This policy documents the departments policy on public comments and public hearings related to service changes and fare

increases. This document replaces the previous edition of the Public Comment Policy from 2014.

Motion by Chad Pelishek, seconded by Ryan Zinkel to approve. Motion carried.

2.5 Res No. 6-17-18 authorizing the Purchasing Agent to enter into contract for the purchase of a Full Size Pickup truck equipped with rear lift gate for the Sheboygan Parking Utility

The Parking Utility currently operates a 2001 model small to medium size pickup truck for maintenance operations and has included the purchase of a replacement full-size pickup with a crew cab suitable for transporting more people and heavier cargo to and from work areas than the current truck and includes a rear lift gate.

Motion by Chad Pelishek, seconded by Ryan Zinkel to forward to the Common Council with a favorable recommendation from the Transit Commission. Motion carried.

2.6 Communication from Dr. Toby Watson regarding parking in Lot 7

Motion by Ald. Roman Draughon, seconded by Ryan Zinkel to file this communication and forward all concerns to the parking consultant hired to conduct a parking study in the downtown Sheboygan area. The results of the parking study will be communicated with Dr. Toby Watson when completed. Motion carried.

2.7 Transit Asset Management Report for Shoreline Metro.

The Moving Ahead for Progress in the 21st Century Act of 2012 (MAP-21) required the FTA and the Federal Highway Administration (FHWA) to develop a performance-driven and outcome-based program that provides a greater level of transparency and accountability, improved project decision making and more efficient investment of Federal transportation funds. The Fixing America's Surface Transportation Act of 2015 (FAST Act) further affirmed the transition to performance management. Bay-Lake Regional Planning Commission with the assistance of Shoreline Metro staff, have developed a Transit Asset Management Plan as required by FTA under MAP-21 and the FAST Act.

Motion by Chad Pelishek, seconded by Ald. Roman Draughon to approve. Motion carried.

2.8 Director's Report - First Quarter Update.

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

1. GPS Integration – Shoreline Metro is currently working with Lanex to develop and integrate GPS locating of buses on the Shoreline Metro website. Timeline of implementation is midsummer (some initial problems with hosting of the website in recent weeks).
2. Triennial Review – FTA will be onsite May 24-25 to conduct Shoreline Metro's triennial review. Preparations for the review have been going on since December. The last review (2014) documented several findings, most of which were resolved onsite. This review comes with much more optimism and improvements!
3. Grants and Applications – Shoreline Metro will be applying for capital funding for buses in 2019 and 2020 through several grants including CMAQ, EPA, DOT, and 5339. Shoreline Metro is seeking 6-8 buses for these two years to replace the current fleet of 2003 and 2005 buses. Final approval of such grants will be made by the Transit Commission upon award of the grants should Shoreline Metro be fortunate to receive funding.
4. Department (Cultural) Developments – Shoreline Metro invested in its employees through several improvements during the first quarter including remodeled restrooms (Transfer Point), lunchroom kitchenette, a digital message board (TV Monitor) for notifications, employee mailboxes, a fantastic first quarter employee meeting featuring training from the Sheboygan Fire Department and a new banner for the bus garage.
5. 2016 Transit Mutual Insurance Safety Award – Shoreline Metro was recognized as the safest system in its division for 2016 with one payable accident (a claim that was minor as far as expense).
6. New Downtown Planters – The Parking Utility has purchased new flower planters for the corners on 8th Street. Old planters have been removed and the new ones will be installed shortly after delivery this week. They will be once again planted by the Town & Country Garden Club with flowers purchased from Otter Creek.
7. New Employees – Shoreline Metro has hired a new mechanic and several drivers in recent weeks and continues to look for good applicants for driver positions.

8. Collective Bargaining – This is the last year of the current collective bargaining agreement. Shoreline Metro will likely begin the process of good faith bargaining with ATU Local 998 in the coming months. Transit Commission must approve any agreement prior to acceptance.

9. City Strategic Plan Update – Here's an update on the transit and parking elements of the City's Strategic Plan for 2017-2021:

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

ii Critical Measures - Unfortunately ridership has dropped on the fixed route recently likely due to "good" economic times, inexpensive fuel, and the reduction effects of Route 30 last July. 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 either later this month or early September.

b. Infrastructure and Public Facilities

i. Action items - Shoreline Metro has five fixed route buses fully funded (local and federal matches secured) for purchase. We are awaiting a contract for purchase through the Wisconsin Department of Transportation. We are also scheduled to receive two paratransit buses later this month purchased in 2016 for Metro Connection operations through the 5310 program.

ii. Action items - The Parking Utility in collaboration with Sheboygan Squared have completed the redevelopment of two alleys on N. 8th Street by Subway and teh Black Pig. The Parking Utility will be working on redevelopment of the alley between N. 8th Street and Lot Seven by TJ's Closed this summer.

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 will commence on May 30th for the season. Total ridership has increased each of the past two years. Shoreline Metro will be using the trolleys purchased in 2016 exclusively for this route this year which should help drive ridership. Service will again be provided on the 4th of Jly, 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 2017 and early 2018.

e. Communication

i. Action items - Shoreline Metro has grown its Facebook to 704 "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".

This item was discussion only. No Action Taken.

3. ADJOURN

3.1 Motion to adjourn

Motion by Chad Pelishek, seconded by Ryan Zinkel. Motion carried.

3.2 Next Meeting Date: July 18, 2017. 5:00 PM at City Hall

Being no further business the meeting was adjourned at 6:00 p.m.

Generated by Ann Koeller on Thursday, May 18, 2017

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

Through 6/30/2017

TRANSIT	2015 Actual	2016 YTD	2016 Actual	2017 YTD	2017 Goals	2017 Q1	2017 Q2	2017 Q3	2017 Q4
REVENUES									
Metro Connection	\$272,385	\$65,053	\$269,512	\$143,648	\$300,000	\$73,939	\$69,709	\$0	\$0
Shoreline Metro	<u>\$434,250</u>	<u>\$145,028</u>	<u>\$412,975</u>	<u>\$224,922</u>	<u>\$450,000</u>	<u>\$119,142</u>	<u>\$105,780</u>	<u>\$0</u>	<u>\$0</u>
Totals	\$706,635	\$210,081	\$682,487	\$368,570	\$750,000	\$193,081	\$175,489	\$0	\$0
TRANSIT RIDERSHIP & BENCHMARKS									
Metro Connection	37,062	25,479	34,317	18,551	35,000	9,396	9,155	0	0
Trip/Revenue Hour	2.08	2.91	2.91	2.94	3.00	2.91	2.96	0.00	0.00
Shoreline Metro	538,802	395,503	261,320	261,320	445,000	128,780	132,540	0	0
Trip/Revenue Hour	<u>12.91</u>	<u>13.23</u>	<u>13.55</u>	<u>13.77</u>	<u>13.00</u>	<u>13.92</u>	<u>13.62</u>	<u>0.00</u>	<u>0.00</u>
Totals	575,864	420,982	295,637	279,871	480,000	138,176	141,695	0	0
PARKING UTILITY									
REVENUES									
Meters	\$110,599	\$25,615	\$108,922	\$50,604	\$127,950	\$22,694	\$27,910	\$0	\$0
Stall Rentals	<u>\$125,504</u>	<u>\$38,945</u>	<u>\$127,131</u>	<u>\$57,728</u>	<u>\$122,200</u>	<u>\$46,148</u>	<u>\$11,580</u>	<u>\$0</u>	<u>\$0</u>
Totals	\$236,103	\$64,560	\$236,053	\$108,332	\$250,150	\$68,842	\$39,490	\$0	\$0

PARKING UTILITY BENCHMARKS	2017 Q1		2017 Q2		2017 Q3		2017 Q4		ANNUAL TOTAL	
	Revenue	Permits	Revenue	Permits	Revenue	Permits	Revenue	Permits	Revenue	Permits
Lot 2	\$413.50	30	113.74	27	0	0	0	0	\$527.24	57
Lot 3	\$329.86	12	0.00	12	0	0	0	0	\$329.86	24
Lot 4	\$4,167.23	N/A	4,787.35	N/A	0	N/A	0	N/A	\$8,954.58	N/A
Lot 5	\$10,584.60	108	247.38	108	0	0	0	0	\$10,831.98	216
Lot 6	\$0.00	0	0.00	0	0	0	0	0	\$0.00	0
Lot 7	\$2,092.55	84	705.99	82	0	0	0	0	\$2,798.54	166
Lot 8	\$4,470.73	71	907.06	71	0	0	0	0	\$5,377.79	142
Lot 9	\$4,180.19	108	2,984.68	109	0	0	0	0	\$7,164.87	217
Lot 10	\$824.64	31	0.00	30	0	0	0	0	\$824.64	61
Lot 11	\$1,269.89	37	1,090.23	38	0	0	0	0	\$2,360.12	75
Lot 13	\$6,288.81	173	4,323.04	182	0	0	0	0	\$10,611.85	355
Lot 14	\$4,308.57	234	0.00	234	0	0	0	0	\$4,308.57	468
Lot 17	\$1,900.99	57	82.46	53	0	0	0	0	\$1,983.45	110
On-Street Meters	\$17,670.72	N/A	23,824.50	N/A	0	N/A	0	N/A	\$41,495.22	N/A
On-Street Permits	\$10,339.92	241	2,289.60	242	0	0	0	0	12629.52	483

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 2.1 Transit & Parking Quarterly Reports

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

REPORT DATE: 7/31/17

MEETING DATE: 8/2/17

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 monthly reports for the second quarter of 2017 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 slightly (less than 1%) for the quarter with revenue up by 11.2%.
 - 2016 revenue trips were 13.55/hour. Second quarter revenue trips are 13.62/hour. This is a 0.5% increase.
- Metro Connection ridership was up 6.0% for the quarter and revenue was up 2.9%.
 - Ridership has grown this quarter along with revenue (usually hand-in-hand). Trips per hour were 2.96 (2016 was 2.91/hour). Revenue hours were also up for the quarter over quarterly average in 2016.
- Parking Utility revenue was down in the second quarter over the same period in 2016. There are no concerns on revenue at this time.
 - Revenue is still slightly down due to no collection of hourly parking fees in Lot 14 (some revenue generated through monthly permits). On-street permits continued to perform very well. Meters were down likely due to the On-Street permits.

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: 2.2 Presentation of 2018 Transit Budget

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

REPORT DATE: 7/31/17

MEETING DATE: 8/2/17

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 2018 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 2018 Executive Budget.

STAFF COMMENTS:

The Director of Transit & Parking has assembled the transit budget for 2018 and submitted for the review of the Transit Commission. Budget highlights include health insurance contributions being funded by transit, an estimated 5% increase in health insurance costs, the removal of HUD/CDBG grant funds (this item is uncertain at the federal level but if funds are available, Shoreline Metro will apply via grant), and anticipated increases as a result of collective bargaining (bargaining is set to begin in August).

Overall, the budget decreases by \$91,048 from 2017. Expected funding through state and federal mass transit aids are expected to drop again. In 2017, the combined funding is 54.78%. A conservative 54.5% was used to construct the 2018 budget. Further adjustments to revenues were made as well.

There are no expected changes to personnel, staffing, routes or service in 2018. The budget maintains service levels created through the changes that went into effect on July 5, 2016.

ACTION REQUESTED:

Motion to accept the 2018 transit budget as presented by the Director of Transit & Parking.

ATTACHMENTS:

- I. 2018 Transit Budget;

651 TRANSIT SYSTEM FUND

DOT CODE	OBJECT DESCRIPTION	ACCOUNT DETAILS	2016 ACTUAL EXPENSES	2017 APPROVED BUDGET	2017 YTD EXPENSES	2017 PROJECTED EXPENSES	2018 EXECUTIVE REQUESTED	2018 EXECUTIVE APPROVED	DIFFERENCE 2018 vs 2017	2018 BUDGET NOTES
65193000 - TRANSIT ADMINISTRATION										
501.02	510110	FULL TIME SALARIES - REGULAR	\$296,222	\$292,194	\$171,591	\$292,194.00	\$303,095		\$10,902	
501.02	510111	FULL TIME SALARIES - OVERTIME	\$6,089	\$6,500	\$2,011	\$3,000.00	\$6,500		\$0	
504.99	510140	INTERDEPARTMENTAL LABOR	\$5,042	\$6,000	\$2,416	\$4,000.00	\$6,000		\$0	\$6,000 for Parking; City Department charges
502.01	510310	FICA	\$18,175	\$18,116	\$10,600	\$18,116.00	\$18,792		\$676	
502.01	510311	MEDICARE	\$4,276	\$4,237	\$2,479	\$4,237.00	\$4,395		\$158	
502.02	510320	WI RETIREMENT FUND	\$113,675	\$19,922	\$12,045	\$19,922.00	\$20,374		\$452	
502.03	510340	HEALTH INSURANCE	\$79,779	\$72,023	\$35,749	\$65,000.00	\$63,618		-\$8,405	Incorporated plan changes from 2017; Chuck family plan in '18
502.03	510341	RETIREE HEALTH INSURANCE	\$11,406	\$9,243	\$4,987	\$9,243.00	\$0		-\$9,243	No employees on retiree health insurance in 2018
502.03	510345	HSA CONTRIBUTION	\$0	\$7,275	\$5,250	\$5,250.00	\$5,775		-\$1,500	Contributions for employee HSAs; No HAS for Sowinski
502.04	510350	DENTAL INSURANCE	\$5,697	\$6,095	\$2,709	\$6,095.00	\$6,095		\$0	
502.02	510351	UNFUNDED PENSION LIABILITY	\$24,357	\$24,357	\$12,179	\$24,357.00	\$24,357		\$0	Reoccurring annually through 2024.
502.05	510360	LIFE INSURANCE	\$526	\$540	\$307	\$540.00	\$540		\$0	
502.08	510400	WORKERS COMPENSATION	\$500	\$500	\$250	\$250.00	\$500		\$0	
503.03	521110	FINANCIAL SERVICES FEES	\$4,000	\$4,000	\$4,000	\$4,000.00	\$4,000		\$0	
509.08	521400	ADVERTISING & MARKETING	\$24,074	\$35,000	\$14,566	\$35,000.00	\$35,000		\$0	
503.03	521560	MEDICAL SERVICES	\$5,817	\$4,000	\$1,844	\$3,600.00	\$4,000		\$0	
504.99	521700	SECURITY SERVICES	\$896	\$500	\$772	\$772.00	\$500		\$0	
503.03	521900	CONTRACTED SERVICES	\$10,700	\$10,900	\$3,774	\$10,700.00	\$14,000		\$3,100	Bay-Lake, Bay Towel, Pro-Tec Pest Control, Trillium, JSM, Roof Insp.
504.99	523110	OFFICE EQUIPMENT MAINTENANCE	\$31,582	\$36,656	\$16,599	\$33,000.00	\$33,000		-\$3,656	MBM, Ecolane
504.99	524110	EXTERIOR BUILDING MAINTENANCE	\$3,420	\$0	\$1,618	\$3,200.00	\$0		\$0	
504.99	524115	BUILDING EQUIPMENT MAINTENANCE	\$1,592	\$0	\$3,299	\$3,300.00	\$0		\$0	
504.99	524124	HEATING	\$637	\$0	\$0	\$0.00	\$0		\$0	
505.02	525100	ELECTRIC	\$19,594	\$18,000	\$9,827	\$18,000.00	\$18,000		\$0	
505.02	525105	WATER	\$2,356	\$1,200	\$751	\$1,200.00	\$1,200		\$0	
505.02	525110	SEWER	\$2,269	\$3,000	\$479	\$1,000.00	\$3,000		\$0	
505.02	525115	STORM WATER	\$130	\$130	\$130	\$130.00	\$130		\$0	
505.02	525120	TELEPHONE	\$1,024	\$2,500	\$532	\$1,000.00	\$2,500		\$0	
505.02	525125	MOBILE TELEPHONE	\$4,527	\$5,000	\$2,035	\$4,000.00	\$6,000		\$1,000	Data plans for MC software; cellular phones; director reimbursement
505.02	525135	INTERNET	\$540	\$550	\$526	\$526.00	\$550		\$0	
505.02	525140	GAS - UTILITY	\$16,452	\$20,000	\$7,269	\$16,000.00	\$20,000		\$0	
509.01	526100	PUBLICATIONS & SUBSCRIPTIONS	\$36	\$175	\$36	\$36.00	\$175		\$0	
509.01	526110	PROFESSIONAL ORGANIZATIONS	\$4,225	\$4,500	\$4,955	\$4,955.00	\$4,500		\$0	
509.02	526130	TRAINING & EDUCATION	\$1,832	\$3,750	\$535	\$1,000.00	\$4,000		\$250	
509.08	526150	LEGAL NOTICES	\$711	\$250	\$0	\$0.00	\$250		\$0	
509.02	527110	TRAVEL	\$1,729	\$4,500	\$3,548	\$3,700.00	\$4,500		\$0	
504.99	530100	OFFICE SUPPLIES	\$4,779	\$6,500	\$2,093	\$4,500.00	\$6,500		\$0	
504.99	530210	OPERATING SUPPLIES	\$2,845	\$8,000	\$2,044	\$4,000.00	\$8,000		\$0	
504.99	530259	IT SMALL EQUIPMENT	\$6,447	\$6,000	\$819	\$6,000.00	\$6,000		\$0	
504.99	530260	SAFETY SUPPLIES	\$0	\$0	\$0	\$0.00	\$2,500		\$2,500	Safety improvements, Employee recognition program
504.99	530295	LANDSCAPING SUPPLIES	\$0	\$750	\$0	\$0.00	\$750		\$0	
506.01	540200	INSURANCE	\$2,408	\$2,000	\$1,441	\$1,441.00	\$2,000		\$0	
506.01	540215	GEN. PUB. OFFICIALS & AUTO	\$124,675	\$125,885	\$120,372	\$120,372.00	\$105,090		-\$20,795	Reduction in miles in 2017 and 2018 (route 30); change in plan
503.03	642200	IT EQUIPMENT	\$0	\$0	\$0	\$0.00	\$0		\$0	
503.03	649100	OTHER EQUIPMENT	\$0	\$0	\$0	\$0.00	\$0		\$0	
503.03	649200	EQUIPMENT REPLACEMENT	\$0	\$0	\$0	\$0.00	\$0		\$0	
503.03	642300	COMMUNICATION	\$89,705.00	\$0	\$0	\$0.00	\$0		\$0	
65193000 - TRANSIT ADMINISTRATION - TOTAL			\$934,747	\$770,748	\$466,433	\$733,636	\$746,186	\$0	-\$24,562	
65193110 - TRANSIT BUS & FACILITY MAINTENANCE										
501.02	510110	FULL TIME SALARIES - REGULAR	\$196,570	\$224,545	\$111,999	\$224,545	\$224,272		-\$272	
501.02	510111	FULL TIME SALARIES - OVERTIME	\$2,036	\$5,000	\$3,681	\$5,000	\$5,000		\$0	
501.02	510130	TEMPORARY SALARIES - REGULAR	\$108,316	\$114,544	\$60,231	\$114,544	\$108,779		-\$5,765	
502.01	510310	FICA	\$18,169	\$20,407	\$9,904	\$20,407	\$20,020		-\$387	
502.01	510311	MEDICARE	\$4,249	\$4,917	\$2,316	\$4,917	\$4,829		-\$88	
502.02	510320	WI RETIREMENT FUND	\$20,277	\$21,811	\$11,698	\$21,811	\$21,047		-\$764	
502.03	510340	HEALTH INSURANCE	\$99,023	\$104,044	\$50,297	\$95,000	\$93,072		-\$10,972	Incorporated plan changes from 2017
502.03	510345	HSA CONTRIBUTION	\$7,254	\$9,750	\$9,750	\$9,750	\$9,750		\$0	Contributions for employee HSAs
502.04	510350	DENTAL INSURANCE	\$500	\$9,182	\$4,173	\$9,182	\$7,676		-\$1,506	
502.05	510360	LIFE INSURANCE	\$600	\$700	\$164	\$700	\$700		\$0	
502.08	510400	WORKERS COMPENSATION	\$2,154	\$600	\$300	\$600	\$600		\$0	
502.07	510410	UNEMPLOYMENT COMPENSATION	\$44,175	\$0	\$281	(\$500)	\$0		\$0	
504.02	521900	CONTRACTED SERVICES	\$8,985	\$28,000	\$17,382	\$28,000	\$28,000		\$0	
503.05	522110	VEHICLE MAINTENANCE	\$420	\$10,000	\$3,395	\$10,000	\$10,000		\$0	OUTSIDE WORK PERFORMED BY THIRD PARTY.
503.05	523310	COMMUNICATION EQUIPMENT MAINTENANCE	\$0	\$300	\$0	\$0	\$300		\$0	
504.99	524110	BUILDING EXTERIOR MAINTENANCE	\$3,717	\$3,500	\$538	\$1,000	\$3,500		\$0	

504.99	524115	BUILDING EQUIPMENT MAINTENANCE		\$9,293	\$6,000	\$2,141	\$6,000	\$6,000	\$0	
504.99	524124	HEATING & VENTILATION MAINTENANCE		\$131	\$200	\$0	\$0	\$200	\$0	
503.06	524135	JANITORIAL SERVICES	Office, maintenance supplies	\$288	\$3,100	\$64	\$500	\$3,100	\$0	
503.99	525150	GARBAGE/RUBBISH REMOVAL		\$50	\$500	\$0	\$0	\$500	\$0	
509.02	526130	TRAINING & EDUCATION		\$0	\$2,000	\$0	\$0	\$2,000	\$0	
503.06	530222	CLEANING SUPPLIES		\$2,035	\$3,000	\$1,351	\$3,000	\$3,000	\$0	
504.01	530235	DIESEL FUEL	Fuel	\$194,108	\$450,000	\$111,360	\$225,000	\$425,000	-\$25,000	Removal of Route 30
504.99	530240	PROPANE		\$70	\$150	\$49	\$100	\$150	\$0	
504.01	530245	OILS & LUBRICANTS		\$14,752	\$37,000	\$19,967	\$38,000	\$37,000	\$0	
504.99	530255	TOOLS & SMALL EQUIPMENT	Tool & Shoe Allowance	\$8,184	\$8,000	\$3,776	\$8,000	\$8,000	\$0	
504.99	530285	PARTS		\$319,053	\$175,000	\$160,990	\$225,000	\$200,000	\$25,000	INTERNAL WORK PERFORMED BY SHORELINE METRO
504.99	530500	FIRE FIGHTING SUPPLIES & SMALL		\$0	\$600	\$0	\$0	\$600	\$0	
65193110 - TRANSIT BUS MAINTENANCE - TOTAL				\$1,064,408	\$1,242,849	\$585,246	\$1,050,556	\$1,223,096	\$0	-\$19,753
65193120 - TRANSIT BUS OPERATIONS										
501.01	510110	FULL TIME SALARIES - REGULAR	All FT drivers	\$805,475	\$884,382	\$404,906	\$815,000	\$826,557	-\$57,825	
501.01	510111	FULL TIME SALARIES - OVERTIME		\$10,684	\$10,000	\$13,283	\$20,000	\$10,000	\$0	
501.01	510130	TEMPORARY SALARIES - REGULAR	All PT drivers	\$253,805	\$188,664	\$146,851	\$200,000	\$249,218	\$60,554	
502.01	510310	FICA		\$66,171	\$73,212	\$34,147	\$73,212	\$73,611	\$399	
502.01	510311	MEDICARE		\$15,483	\$14,388	\$7,986	\$14,388	\$14,242	-\$146	
502.02	510320	WI RETIREMENT FUND		\$70,314	\$66,334	\$37,224	\$66,334	\$64,533	-\$1,802	
502.03	510340	HEALTH INSURANCE		\$237,724	\$257,260	\$100,827	\$200,000	\$214,015	-\$43,245	Incorporated plan changes from 2017
502.03	510345	HSA CONTRIBUTION	Health Savings contributions	\$0	\$23,250	\$19,500	\$19,500	\$19,500	-\$3,750	Contributions for employee HSAs
502.04	510350	DENTAL INSURANCE		\$19,151	\$20,554	\$8,511	\$20,554	\$17,008	-\$3,546	
502.05	510360	LIFE INSURANCE		\$3,309	\$2,675	\$1,418	\$2,675	\$2,200	-\$475	
502.06	510365	ST DISABILITY INSURANCE		\$21,190	\$22,924	\$7,386	\$22,924	\$22,924	\$0	
502.08	510400	WORKERS COMPENSATION		\$2,600	\$2,600	\$1,300	\$1,300	\$2,600	\$0	
502.07	510410	UNEMPLOYMENT COMPENSATION		\$2,117	\$1,500	\$115	\$750	\$1,500	\$0	
502.13	510490	CLOTHING ALLOWANCE	Uniform allowance for drivers	\$9,710	\$10,000	\$8,745	\$8,745	\$10,000	\$0	
504.99	530210	OPERATING SUPPLIES		\$150	\$0	\$0	\$0	\$0	\$0	
65193120 - TRANSIT BUS OPERATIONS - TOTAL				\$1,517,884	\$1,577,743	\$792,200	\$1,465,382	\$1,527,907	\$0	-\$49,836
65193130 - TRANSIT - PARATRANSIT										
501.01	510110	FULL TIME SALARIES - REGULAR	Cindy, Joan, Fill in Dispatch	\$84,275	\$97,668	\$43,335	\$97,668	\$98,197	\$529	
501.01	510111	FULL TIME SALARIES - OVERTIME		\$1,447	\$5,000	\$1,788	\$4,000	\$5,000	\$0	
501.01	510130	TEMPORARY SALARIES - REGULAR	All drivers	\$191,423	\$202,869	\$103,743	\$205,000	\$232,494	\$29,625	Restructure of MC wage scale
502.01	510310	FICA		\$16,793	\$18,633	\$8,728	\$17,000	\$20,503	\$1,870	
502.01	510311	MEDICARE		\$3,928	\$4,258	\$2,041	\$4,258	\$4,568	\$310	
502.02	510320	WI RETIREMENT FUND		\$15,731	\$19,867	\$8,318	\$16,500	\$21,209	\$1,342	
502.03	510340	HEALTH INSURANCE		\$36,335	\$61,279	\$14,693	\$28,000	\$37,279	-\$24,000	Incorporated plan changes from 2017
502.03	510345	HSA CONTRIBUTION	Health Savings contributions	\$0	\$4,500	\$2,250	\$2,250	\$750	-\$3,750	Contributions for employee HSAs
502.04	510350	DENTAL INSURANCE		\$5,328	\$6,106	\$2,208	\$4,400	\$3,483	-\$2,623	
502.05	510360	LIFE INSURANCE		\$140	\$660	\$75	\$150	\$460	-\$200	
502.08	510400	WORKERS COMPENSATION		\$150	\$150	\$75	\$75	\$150	\$0	
502.07	510410	UNEMPLOYMENT COMPENSATION		\$1,810	\$500	\$1,676	\$3,000	\$500	\$0	
65193130 - TRANSIT - PARATRANSIT - TOTAL				\$357,359	\$421,491	\$188,930	\$382,301	\$424,594	\$0	\$3,103
TOTAL TRANSIT UTILITY FUND EXPENSE				<u>\$3,874,398</u>	<u>\$4,012,830</u>	<u>\$2,032,809</u>	<u>\$3,631,875</u>	<u>\$3,921,782</u>	<u>\$0</u>	<u>-\$91,048</u>

651 TRANSIT SYSTEM FUND				2016	2017	2017	2017	2018	2018	DIFFERENCE	2018 BUDGET NOTES
DOT CODE	OBJECT	DESCRIPTION	ACCOUNT DETAILS	ACTUAL REVENUE	APPROVED BUDGET	YTD BUDGET	PROJECTED REVENUES	EXECUTIVE REQUESTED	EXECUTIVE APPROVED	2018 vs 2017	
65193000 - TRANSIT REVENUES											
Exhibit I	411100	REAL ESTATE TAXES	General Tax Levy	\$511,547	\$511,547	\$511,547	\$511,547	\$511,547		\$0	Same
Exhibit H	431401	FEDERAL SUBSIDY	Federal Portion	\$1,223,238	\$1,168,649	\$0	\$1,206,561	\$1,140,969		-\$27,680	Per 2016 contract
450	431406	HUD SUBSIDY	Grant from City	\$42,493	\$42,493	\$0	\$42,493	\$0		-\$42,493	Same
	434211	STATE GRANT (85.205)	Grant from State	\$44,442	\$44,442	\$0	\$41,553	\$44,442		\$0	Per 2016 contract
Exhibit H	434401	STATE TRANSIT SUBSIDY	State Portion	\$949,869	\$972,322	\$236,728	\$946,913	\$949,292		-\$23,030	Per 2016 contract
Exhibit I	437221	INTERGOVERNMENTAL REVENUE	85.21 County Funds	\$320,500	\$317,646	\$79,412	\$317,646	\$317,646		\$0	Same
Exhibit I	437401	KOHLER SUBSIDY	Kohler Portion (1.2%)	\$12,151	\$11,572	\$2,893	\$11,572	\$11,572		\$0	Return to '14 Levels
Exhibit I	437401	SHEBOYGAN FALLS SUBSIDY	Sheb Falls Portion (3.6%)	\$35,178	\$33,503	\$8,376	\$33,503	\$33,503		\$0	Return to '14 Levels
	441116	JURY/WITNESS FEES		\$13	\$0	\$0	\$0	\$0		\$0	
401.01	449521	FAREBOX FARES	All Farebox Cash Fares	\$274,499	\$305,000		\$305,000	\$305,000		\$0	Same
	449526	SUMMER FREEDOM		\$1,050	\$0		\$1,350	\$1,000		\$1,000	
401.01	449535	MONTHLY BUS PASSES	Monthly Pass Sales	\$160,752	\$150,000		\$160,000	\$150,000		\$0	Same
401.05	449541	ADA FARES	Agency Fares (City)	\$230,323	\$250,000		\$260,000	\$250,000		\$0	Same
401.05	449546	ADRA FARES	Agency Fares (County)	\$32,629	\$35,000		\$35,000	\$35,000		\$0	Same
	449801	STATION CONCESSIONS		\$199	\$0		\$0	\$0		\$0	
406.03	449806	ADVERTISING	Revenue from bus ads	\$32,770	\$32,000		\$32,000	\$32,000		\$0	Same

407.99	449911 RECYCLED MATERIALS	Scrap metal	\$161	\$901	\$0	\$901	\$901	\$0
-	451301 DAMAGE FEES	Asset damage revenue	\$0	\$5,000	\$0	\$3,000	\$5,000	\$0
407.04	461101 INTEREST ON INVESTMENTS		\$13,568	\$13,200	\$13,200	\$13,200	\$13,200	\$0 Same
407.03	462115 OTHER CITY RENTALS	Parking Utility Revenue	\$70,200	\$70,200	\$70,200	\$70,200	\$70,200	\$0 Same
-	469101 SALE OF EQUIPMENT	Sale of capital assets	\$1,706	\$0	\$0	\$0	\$0	\$0
-	469501 CASH OVER/SHORT		\$56	\$0	\$0	\$0	\$0	\$0
407.99	469918 INSURANCE REBATE	TMI Premium Rebate	\$41,480	\$40,000	\$39,806	\$39,806	\$42,000	\$2,000 Projected
407.99	469999 OTHER MISCELLANEOUS REV		\$17,965	\$9,354	\$50,000	\$50,000	\$8,511	-\$843 Transit work for Parking
65193000 - TRANSIT REVENUES - TOTAL			-\$4,016,676	\$4,012,829	\$1,012,162	\$4,082,245	\$3,921,782	\$0
TOTAL TRANSIT UTILITY FUND REVENUE			-\$4,016,676	\$4,012,829	\$1,012,162	\$4,082,245	\$3,921,782	\$0
								-\$91,047 *State/Federal estimated at 54.0% according to WisDOT in 2018.

BUDGET ALLOCATIONS AS PROJECTED		2018	2017 Notes
2018 PROJECTED EXPENSES	Expense Sub-Total	\$3,921,782	Increase due to wage increases
	Contra Expenses	\$86,442	85.205/Insurance dividend
	TOTAL OPERATING EXPENSES	\$3,835,340	
2018 PROJECTED REVENUES	Fares Sub-Total	\$741,000	Same
	Aux Trans Sub-Total	\$32,000	Same
	Non Trans Sub-Total	\$97,812	Same
	Other Revenue	\$0	HUD
	TOTAL OPERATING REVENUES	\$870,812	
	Total Ineligible Revenues	\$0	HUD
	WISDOT RECOGNIZED REVENUES	\$870,812	
PROJECTED OPERATING ASSISTANCE			
	Recognized Expenses	\$3,835,340	
	Recognized Revenues	\$870,812	\$949,292
	Projected Deficit	\$2,964,528	\$1,140,969
	Estimated Federal/State Share*	\$2,090,260	54.5% combined
	Projected Local Share	\$874,268	
LOCAL SHARE			
	85.21 Funds	\$317,646	
	Village of Kohler	\$11,572	
	City of Sheboygan Falls	\$33,503	Personnel
	City of Sheboygan	\$511,547	Non-Personnel
	HUD	\$0	
	TOTAL LOCAL SHARE	\$874,268	
	NET	\$0	

*Fed/State portion estimated at 54.5% in 2018 according to estimates provided by WisDOT.

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 2.3 Presentation of 2018 Parking Utility Budget

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

REPORT DATE: 7/31/17

MEETING DATE: 8/2/17

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 2018 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 2018 Executive Budget.

STAFF COMMENTS:

The Director of Transit & Parking has assembled the parking utility budget for 2018. The budget does not feature any significant changes. The budget is not attached but will be offered at the meeting for distribution and discussion.

ACTION REQUESTED:

Motion to accept the 2018 Parking Utility budget as presented by the Director of Transit & Parking.

ATTACHMENTS:

- I. None (Budget will distributed at the meeting).

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 2.4 Request to Apply for Section 5339 Funding for Projects

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

REPORT DATE: 7/31/17

MEETING DATE: 8/2/17

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 25th, 2017.

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 and the replacement of the roof at the Commerce Street Office and Maintenance Garage.

Shoreline Metro is looking to replace 3 vehicles in 2018 (already funded). In 2019 through 2021, Shoreline Metro is looking to replace 8 vehicles. Grants have not yet been rewarded for these vehicles although a CMAQ grant has been submitted for funding for these vehicles.

The roof on the Commerce Street Office and Maintenance Garage is well past its useful life. In fact, according to a study and evaluation conducted earlier this year gives this roof 1-2 years until possible complete failure. The cost of the project is estimated at \$500,000 to \$750,000. Replacement would ideally be in 2019 assuming funding is available for this project. Projects would be funded 80% through the grant with the remaining 20% funded 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: 2.5 Request to Add Former Social Security Lot to Parking Utility

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

REPORT DATE: 7/31/17

MEETING DATE: 8/2/17

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 City of Sheboygan recently purchased the former Social Security Office located at the corner of N 9th Street and Center Ave. The parking lot which has approximately 20 stalls would be added to the Parking Utility with stalls being available for lease on a monthly basis. Mayor Mike Vandersteen made the recommendation with support from the Director of Parking and Transit.

STAFF COMMENTS:

The Parking Utility could utilize this parking lot for reserved parking. The same monthly rates would apply (\$29 per month). The Parking Utility would work out the details with Mayor Vandersteen and City Administrator Darrell Hofland. This lot would be added to the General Parking Utility since it falls outside of the assessment district boundaries for PAD 1. It is expected the lot could be used for 6-10 months for leased parking.

ACTION REQUESTED:

Motion to accept request to add the Social Security Office lot to the general parking utility to be used as leased parking at \$29 per month.

ATTACHMENTS:

- I. None.

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 2.6 Prescription (Rx) and Over-the-Counter (OTC) Policy

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

REPORT DATE: 7/31/17

MEETING DATE: 8/2/17

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 developed a prescription (Rx) and Over-the-Counter (OTC) Supplemental Policy, procedures and forms to ensure the uniform implementation of the Program. Prescription medications here on in will be referred to as Rx and Over-the-Counter medications here on in will be referred to as OTC.

The purpose of this supplemental policy is to provide guidelines for safety-sensitive employees in balancing the treatment of illness and the requirements of performing a safety-sensitive function. It is not the intent of this policy to limit employees from obtaining the treatment and medications that they need for their health and well-being, but to ensure that employees are “medically qualified.” In the interest of protecting transit employees, passengers, and the general public, Shoreline Metro must ensure that safety-sensitive employee use of any prescription or over-the-counter (Rx/OTC) medications, or any combination of drugs being taken, will not adversely impact the employee’s job performance. The employee must, therefore, inform the prescribing medical practitioner of the employee’s job duties performed, and then request the medical practitioner to evaluate the employee’s health condition, currently used Rx/OTC medications, and dietary supplements along with any new Rx or recommended OTC medications to determine if the employee can safely perform his/her safety-sensitive job functions. By approving the use of the prescribed or recommended medication, the medical practitioner is ensuring to the greatest extent possible that the employee’s job duties can be performed safely. If the medical practitioner cannot provide such assurance, the employee will be removed from safety-sensitive functions, and the medical practitioner will be asked to determine the duration of the employee’s medical disqualification.

STAFF COMMENTS:

This is a recommended policy by FTA and is not required at this time for transit properties. However, we have learned that recommended policies have eventually become a mandatory policy. We

believe this policy will become a required element to Shoreline Metro's Drug and Alcohol policy down the road and therefore we are taking a proactive approach to implement such policy sooner than later. Being a department that employs many safety-sensitive employees, this policy is critical to the safety of our employees and will create employee awareness relating to these medications.

The Director of Human Resources has reviewed this policy and is in full support. It was suggested that this policy may be implemented city-wide at a future date in time due to ongoing issues with prescription and OTC drug use.

The Amalgamated Transit Union Steward has also reviewed the policy and is accepting of it. Implementation would take place as soon as possible after training for employees has occurred.

ACTION REQUESTED:

Motion to accept the Shoreline Metro Prescription (Rx) and Over-the-Counter (OTC) Medications Supplemental Policy.

ATTACHMENTS:

- I. Shoreline Metro Prescription (Rx) and Over-the-Counter (OTC) Medications Supplemental Policy.



Prescription (Rx) and Over-the-Counter (OTC) Medications Supplemental Policy

Approved by the Transit Commission – July 18, 2017

HISTORY:

Original Draft: July 2017

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A. PURPOSE

Shoreline Metro has developed a prescription (Rx) and Over-the-Counter (OTC) Supplemental Policy, procedures and forms to ensure the uniform implementation of the Program. Prescription medications here on in will be referred to as Rx and Over-the-Counter medications here on in will be referred to as OTC.

The purpose of this supplemental policy is to provide guidelines for safety-sensitive employees in balancing the treatment of illness and the requirements of performing a safety-sensitive function. It is not the intent of this policy to limit employees from obtaining the treatment and medications that they need for their health and well-being, but to ensure that employees are “medically qualified.” In the interest of protecting transit employees, passengers, and the general public, Shoreline Metro must ensure that safety-sensitive employee use of any prescription or over-the-counter (Rx/OTC) medications, or any combination of drugs being taken, will not adversely impact the employee’s job performance. The employee must, therefore, inform the prescribing medical practitioner of the employee’s job duties performed, and then request the medical practitioner to evaluate the employee’s health condition, currently used Rx/OTC medications, and dietary supplements along with any new Rx or recommended OTC medications to determine if the employee can safely perform his/her safety-sensitive job functions. By approving the use of the prescribed or recommended medication, the medical practitioner is ensuring to the greatest extent possible that the employee’s job duties can be performed safely. If the medical practitioner cannot provide such assurance, the employee will be removed from safety-sensitive functions, and the medical practitioner will be asked to determine the duration of the employee’s medical disqualification.

Employees covered by this supplemental policy affect public safety and the use of Rx and OTC medications may affect the employee’s ability to perform the essential functions of their job resulting in a direct threat to public safety.

B. APPLICABILITY

This policy applies to all safety-sensitive employees. The procedure set forth herein applies only to Rx/OTC medications that are to be taken that would affect the performance of safety-sensitive duties.

According to the Department of Labor, Rx and OTC drugs are not prohibited when taken in standard dosage and/or according to a physician’s prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing provider and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job. If the use of a medication could compromise the safety of the employee, fellow employees or the public, it is the employee’s responsibility to use appropriate personnel procedures (e.g., call in sick, use leave, request change of duty, notify supervisor, notify company doctor) to avoid unsafe workplace practices.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace policy to intentionally misuse and/or abuse prescription medications. Appropriate corrective action will be taken if job performance deterioration and/or other accidents occur.

C. PRESCRIPTION (Rx) AND OVER-THE-COUNTER (OTC) MEDICATIONS

Many factors contribute to the growing use of Rx/OTC medications in today’s society: stress, poor diets, and lack of exercise lead to hypertension and high blood pressure. Moreover, the natural aging process brings its own set of afflictions. The vast selection and access to Rx/OTC medications can help maintain a certain quality of life. At the same time, we cannot be complacent about the potential risks that these medications can pose, not only to us as individuals, but those that have been placed in our responsibility and care.

Prescription (Rx) Medications

Prescription medications are meant to be taken only by the individual for whom the prescription is written. The prescribing physician or healthcare professional must indicate, in addition to the patient’s name, the name of the substance, the quantity/amount to be dispensed, instructions on frequency and method of administration, the number of refills, if any, and the date. Virtually all Rx medications can have some type of side effects, varying from mild to severe, depending on the medication and the individual for whom it is prescribed.

The appropriate use of Rx medications is not prohibited. However, the employee has the responsibility to discuss the potential effects of any Rx medication with the prescribing medical practitioner including its potential to impair mental functioning, motor skills, or judgment. The employee must refrain from performing any safety-sensitive function any time his or her ability to safely perform these job duties is adversely impacted by the use of a Rx medication. The use or abuse of medications that impacts an employee's ability to perform safety-sensitive duties is strictly prohibited.

Examples of prohibited behavior include:

- a. The use of any Rx medication that adversely impacts the employee's ability to safely perform his/her safety-sensitive job functions.
- b. Not taking medications as prescribed for medical conditions that could affect the performance of safety-sensitive duties.
- c. Use of a medication that is not prescribed for the employee.
- d. Use of a medication that exceeds the prescribed dosage.
- e. Use of any medication that contains alcohol within four hours of performing safety-sensitive functions.

(OTC) Medications

Over-the-Counter (OTC) medications are legal, non-prescription substances taken for the relief of discomforting symptoms. These medications come in a variety of forms, including capsules, powders, tablets, and liquids, and can be used as fever reducers, to relieve pain and the symptoms of colds, flu, and allergy symptoms; appetite suppressants; bowel preparations; sleeping aids; and stimulants.

The appropriate use of OTC medications is not prohibited. However, the employee has the responsibility to read all warning labels and contraindication notices and, if necessary, discuss the potential effects of any OTC medication, combination of OTCs, use of Rx medications, dietary supplements, and health conditions with a medical practitioner including its potential to impair mental functioning, motor skills, or judgment. Employees must refrain from performing a safety-sensitive function any time their ability to safely perform their job duties is adversely impacted by the use of OTC medications. Examples of prohibited OTC medication use include:

- a. The use of any OTC medication that adversely impacts the employee's ability to safely perform his/her job duties.
- b. Use of any medication that contains alcohol within four hours of performing safety-sensitive functions.
- c. The use of a combination of OTCs with the same active ingredients that could result in an overdose.

D. REPORTING REQUIREMENTS

Ultimately, the employee is the best judge of how a substance (Rx or OTC) is impacting him or her. As such, the employee has the responsibility to inform the prescribing or primary medical practitioner of performance altering side effects and discuss alternative treatment or request medical disqualification from performance of safety sensitive duties.

The employee is encouraged to discuss or consider, along with their medical practitioner, alternative treatments that do not have performance altering side effects. Shoreline Metro requires that all safety-sensitive employees provide a Medical Information Form signed by their medical practitioner for each Rx medication used and indicates either that 1) the medication carries a warning against driving a motor vehicle or operating machinery while taking the medication or 2) any other health warnings or contraindications that would affect the individual's performance of safety-sensitive job duties.

Additionally, the same form is also required before performing a safety-sensitive function for all OTC medications if the medication carries a warning against driving a motor vehicle or operating machinery while taking the medication or any other health warnings or contraindications that would affect the individual's performance of safety-sensitive job duties.

This form can be signed by a licensed medical professional. Shoreline Metro will forward the form to Aurora Occupational Health and determination for fitness for duty will be made by Aurora Occupational Health .Aurora

Occupational Health may consult with the prescribing medical provider, on an as needed basis. The decision by Aurora Occupational Health is final. The medical information form is provided as Exhibit I of this document.

The medical information forms and any other medical information obtained through this process are confidential information and will be maintained in confidential medical files in Shoreline Metro's office.

E. PROCEDURAL GUIDELINES FOR IMPLEMENTATION OF THIS POLICY

The employee, employer, and Occupational Health department all have specific responsibilities in the implementation of this policy.

Employee Responsibilities

The employee is responsible for assessing his or her medical qualification while using an Rx/OTC Medication. As such, the employee has the following responsibilities:

- The employee is required to notify the prescribing medical provider, for Rx medications, and a medical provider or licensed pharmacist for all OTC medications, of the safety sensitive nature of his or her job duties.
- The employee has the responsibility to discuss the potential effects of any Rx/OTC drugs with the prescribing health care provider, including any adverse impact on the safe performance of safety sensitive job duties. The employee is encouraged to consider and/or discuss with the health care provider alternative treatments that do not have performance altering side effects and that do not compromise the quality or effectiveness of treatment.
- In the event that any side effects are experienced from the use of a Rx/OTC medication, which have the potential to affect the performance of safety sensitive job duties, the employee has the responsibility to inform a Shoreline Metro Supervisor immediately so that a medical qualification assessment may be conducted by Aurora Occupational Health.
- The employee is required to provide to the Shoreline Metro Supervisor medical information form for each Rx/OTC medication taken, signed by the prescribing health care provider, for Rx medications, and by a health care provider for OTC medications.

Employer Responsibilities

Shoreline Metro is responsible for enforcing this Rx/OTC Medication policy in conjunction with Shoreline Metro's Medical Qualification Policy and ensuring that all safety-sensitive employees are "medically qualified for duty." As such, Shoreline Metro will:

- Provide periodic training and information on Rx/OTC medications, including those that have the potential may impair safety-sensitive functions. This information will be provided as a guide only and should not be considered all-inclusive. Use of the information to identify potential problem Rx/OTC medications does not exempt the employee from the process as defined herein, but should be used to trigger more in depth discussions with the prescribing medical practitioner or licensed pharmacist.
- Provide medical authorization forms to the employee for use, with the consultation and written authorization from a medical professional or licensed pharmacist, in reporting Rx/OTC medication use.
- Maintain the confidentiality of all information received from employees regarding Rx/OTC medication use in the employee's confidential medical file.
- Send the employee for a medical qualification evaluation and fitness for duty exam by Aurora Occupational Health as a result of the employee's self-referral.

Aurora Occupational Health's Responsibilities (This doesn't include the medical reason why the employee is taking the medication, but relates only to the effects of the medication in relation to performing safety – sensitive functions).

Aurora's decision in a medical qualification determination is final. Aurora Occupational Health will:

- Conduct medical qualification assessments and fitness for duty exam.
- Review all medical information forms and make determinations of medical qualification.
- Consult with the prescribing health care provider, as necessary.
- Issue medical qualification determinations and document all determinations in writing.

Aurora Occupational Health
2414 Kohler Memorial Drive
Sheboygan, WI 53081
Tel: 920-459-1459
Fax: 920-459-1113

** Shoreline Metro’s safety-sensitive transit employees must report to work medically qualified to perform their assigned duties. Given the safety sensitive nature of their job duties, and possible side effects, employees must not perform any safety-sensitive duties while taking any Prescription or Over-the-Counter (Rx/OTC) medication, unless this medication will have no adverse effect on the performance of their safety sensitive job duties. Employees must complete this form for each Rx/OTC medication taken and consult with the necessary medical professional, as indicated. Prescribing physicians should be consulted for Rx medications and recommended OTCs.*

The information provided on this form will be used by the Aurora Occupational Health to make a medical qualification determination of the employee. All information will remain confidential.

F. CONSEQUENCES OF POLICY VIOLATION

An employee who fails to report an Rx/OTC medication or who performs safety-sensitive functions when his or her performance is being adversely impacted by an Rx/OTC medication will be subject to the following corrective action:

- 1) Failure to Report Use of Rx/OTC Medication
 - 1st Offense:Up to and including Termination
 - 2nd Offense:Termination

- 2) Failure to Report Use of Rx/OTC Medication and Involved in Accident/Incident
 - 1st Offense: Up to and including Termination
 - 2nd Offense:.....Termination

- 3) Falsification of a Physician’s Statement
 - 1st Offense:Termination

G. CONSIDERATIONS

The following list of medications of concern if used while performing safety-sensitive work is not definitive or all-inclusive, but is provided as a starting point:

Analgesics

Aspirin w/codeine, Codeine, Darvocet, Darvon, Demerol, Dilaudid, Empirin Compound w/codeine, Levo-Dromoran, Methadone, Morphine, Percocet, Percodan, Soma Compound w/codeine, Talacet, Talwin, Tylenol w/codeine, and Vicodin.

Anti-Motion Sickness

Antivert Dramamine, Marezine, Phenergan, Transderm-Scop.

Tranquilizers & Sedatives

Ativan, Denadryl, Centrax, Compazine, Dalmane, Diazepam, Equani, Halcion, Haldol, Libritabs, Librium, Limbitrol, Paxipam, Phenergan, Prolixin, Serax, Stelazine, Thorazine, Tranxene, Valium, Vlarelease, Xanax.

Antidepressants

Adapin, Amitriptyline, Asendin, Deprol, Desyrel, Elavil, Endep, Etrafon, Limbitrol, Lithium, Ludiomil, Marplan, Nardil, Norpramin, Pamelor, Parnate, Petrofrane, Sinequan, Surmontil, Tofranil, Triavil, Vivactil.

Barbiturates

Alurate, Butisol, Dilantin, Mebaral, Nembutal, Pentobarbital, Secobarbital, Seconal, Sedapap, Tuinal.

Skeletal Muscle Relaxants

Flexeril, Parafon, Soma.

Non-Prescription Cough & Cold Remedies, Antihistamines

Bendadryl, Bromfed, Chlrotrimetron, Comtrex, Contac, Deconamine, Dimetapp, Dristan, Drixoral, Externdryl, Fedahist, Kronofed, Naldecon, Nolamin, Novafed, Ornade, Phenergan, Rondec, Rynatan, Sinubid, Sinulin, Tavist-D.

Appendixes



OTC & PRESCRIPTION MEDICINE

AUTHORIZATION TO WORK FORM

Shoreline Metro employees using prescription medications or over-the-counter (OTC) medications that carry a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must report these medications to a Supervisor immediately and before performing safety sensitive activities.

EMPLOYEE: Complete and sign this form and give to your Supervisor.

Employee Name: _____ Employee # _____

I am going to be taking or currently am taking:

Prescription Drugs

Over-the-Counter (OTC) medications

PLEASE FILL OUT CHART COMPLETELY REGARDING ALL MEDICATION YOU ARE TAKING.

MEDICATION	WARNINGS/ADVERSE AFFECTS	LENGTH OF USAGE

PLEASE CHECK BOTH BOXES TO CERTIFY COMPLIANCE.

I certify that the above information is accurate and complete. I understand that these medications may interfere with safe work performance and should be evaluated before operating a vehicle or performing safety sensitive tasks. I understand that failure to report to a Supervisor the use of these medications while performing safety sensitive tasks for Shoreline Metro could lead to discipline up to and including termination.

I certify and permit Shoreline Metro to require further information from my physician regarding the medications being taken. It may also be necessary to obtain a medical release from my physician to return to work and perform safety sensitive activities.

Employee's Signature: _____ Date: ____/____/____

Comments: _____



OTC & PRESCRIPTION MEDICINE

ACCEPTANCE FORM

I, the undersigned employee, have read through, discussed and was trained on the Shoreline Metro Prescription (Rx) and Over-the-Counter (OTC) Medications Supplemental Policy.

I further agree that:

- I agree to abide by the Rx and OTC Drug Supplemental Policy.
- I agree to seek advice, ask questions, or ask for clarifications on items contained in this manual.
- I understand that failure to comply by this policy may result in corrective action up to and including termination.

By checking these boxes and signing below, does not constitute an agreement or contract for employment. Employment benefits and terms of employment are contained in the labor agreement and are considered a separate document but works in conjunction with this manual.

Print name: _____

Signature: _____

Employee #: _____

Date: _____



PRESCRIPTION & OTC MEDICATIONS

MEDICAL AUTHORIZATION TO WORK FORM

Shoreline Metro employees using prescription medications or over-the-counter (OTC) medications that carry a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be medically cleared before performing safety sensitive activities.

EMPLOYEE:

Employee Name: _____ Date #: _____

SSN #: _____ Job Title: _____

Safety-sensitive job duties performed:

- Operator (e.g. 15-passenger van, 27-passenger transit vehicle; indicate type and size of vehicle)
- Dispatcher (indicate type of service: fixed route, demand response, specialty)
- Maintenance (public transit vehicles)
- Other: _____

I am currently am taking: *(PLEASE FILL OUT CHART COMPLETELY REGARDING ALL MEDICATION YOU ARE TAKING.)*

NAME OF MEDICATION	DATE PRESCRIBED	MEDICAL PRACTITIONER

This information is true and correct to the best of my knowledge. I understand and comply with the prescribed use of these medications and their restrictions while working. Furthermore, I authorize SHORELINE METRO to obtain information from my physician about this medical authorization. I understand that it is my obligation to inform my employer of any medication I intend to take for review and determination of my fitness for duty.

Printed Name: _____ Date: _____

Signature: _____

PHYSICIAN:

Please complete this form regarding the patient named above. By signing below, you are acknowledging that you are aware of this employee’s job requirements and day-to-day responsibilities, and that the newly prescribed medication(s) in conjunction with medication(s) currently being taken will not impair performance or endanger the safety of this individual, coworker, transit system rider, or the public. Please indicate below what, if any, restrictions/limitations should be placed on the individual throughout the duration of this treatment.

MEDICATION BEING PRESCRIBED:

NAME OF MEDICATION	DOSAGE	# OF PILLS/ REFILLS	DATE APPROVAL EXPIRES	RESTRICTION/ LIMITATION

This individual is currently under my medical supervision and was last seen on _____.

I have reviewed the SHORELINE METRO employee’s medical records and am familiar with the employee’s job duties. In my opinion, this patient’s condition and the medication(s) listed above:

- WILL LIKELY** interfere with his/her ability to safely perform those job duties.
- WILL LIKELY NOT** interfere with his/her ability to safely perform those job duties.

Signature: _____ Date: _____

Printed Name: _____ Phone: _____

Address: _____
STREET CITY STATE ZIP

Comments: _____

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 2.7 Event Requests from The Wharf

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

REPORT DATE: 7/31/17

MEETING DATE: 8/2/17

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 Wharf is a local fishing bait and supply store located in the Riverfront shopping district. Annually the Wharf holds three events: Jr Coho Derby, Powder Puff Derby, and the Coho Derby. All three events are held over summer for the duration of 2-3 days for each event. The Wharf requests to use a portion of the parking lots adjacent to their business to hold the events and stage a tent with entertainment. The Wharf has always been a great business work with and has not caused any issues or concerns during these events. (One event was approved by the Director because of a late submission and was approved based on the approval of previous years by the Commission.)

STAFF COMMENTS:

The Wharf has always been a great business work with and has not caused any issues or concerns during these events. They always follow any and all policies and procedures with hosting the events and have not caused any damage to the parking lot as a result of the events.

ACTION REQUESTED:

Motion to approve the requests as presented by the owners of The Wharf to hold their three events utilizing the parking lot area adjacent to their business.

ATTACHMENTS:

- I. Three letters of request as drafted and submitted by The Wharf.

The Wharf Bait & Tackle
733 Riverfront Drive
Sheboygan, WI. 53081
920-458-4406

June 22, 2017

Parking and Transit
628 S Commerce St
Sheboygan, WI 53081

Attn: Derek Muench

On August 12th & 13th, 2017

, the Wharf is sponsoring the annual Coho Derby. This is a charity event to raise funds for Camp-Y- Koda. Several of the businesses that are sponsoring this event are: Sheboygan Chevrolet, Torke Coffee, Priority Sign, and Genuine Mechanics. We are planning on using the parking lot between the Duke of Devon and the Wharf for the day's activities. We intend to put up a free-standing tent to protect food and people from the weather.

We have spoken with the proprietors of the Duke of Devon and have their approval.

We have applied for a Street Festival permit with the Sheboygan Police Department and are now looking for City approval to use the parking lot between the Duke of Devon and the Wharf.

I would like to thank you for your cooperation in advance. If you have any questions do not hesitate to call me at 458-4406.

Sincerely,

Grace Brown
President
The Wharf

The Wharf Bait & Tackle
733 Riverfront Drive
Sheboygan, WI. 53081
920-458-4406

June 22,2017

Parking and Transit
628 S Commerce St
Sheboygan, WI 53081

Attn: Derek Muench

On July 19th, the Wharf is sponsoring the annual All Women's Powder Puff Derby. This is a charity event to raise funds for Sheboygan Cancer Care. Several of the businesses that are sponsoring this event are: Torke Coffee, Salon Sase, Genuine Mechanic.. We are planning on using the parking lot between the Duke of Devon and the Wharf for the day's activities. We intend to put up a free-standing tent to protect food and people from the weather.

We have spoken with the proprietors of the Duke of Devon and have their approval.

We have applied for a Street Festival Permit with the Sheboygan Police Department and are now looking for City approval to use the parking lot between the Duke of Devon and the Wharf.

I would like to thank you for your cooperation in advance. If you have any questions do not hesitate to call me at 458-4406.

Sincerely,

Grace Brown
President
The Wharf



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

REGION V
Illinois, Indiana,
Michigan, Minnesota,
Ohio, Wisconsin

200 West Adams Street
Suite 320
Chicago, IL 60606-5253
312-353-2789
312-886-0351 (fax)

July 28, 2017

Mr. Darryl Hofland
City Administrator
City of Sheboygan
828 Center Avenue
Sheboygan, WI 53081

Re: Federal Transit Administration FY 2017 Triennial Review – Final Report and Closeout Letter

Dear Mr. Hofland:

The enclosed final report documents the Federal Transit Administration's (FTA) Triennial Review of the City of Sheboygan (operating as Shoreline Metro), in Sheboygan, WI. This review is required by Chapter 53 of Title 49, United States Code, Section 5307. Although not an audit, the Triennial Review is the FTA's assessment of Sheboygan's compliance with federal requirements, determined by examining a sample of grant management and program implementation practices. As such, the Triennial Review is not intended as, nor does it constitute, a comprehensive and final review of compliance with grant requirements.

The Triennial Review focused on Shoreline Metro's compliance in 17 areas. No deficiencies were found with the FTA requirements in any of the areas.

Please consider your FY 2017 Triennial Review to be closed.

Thank you for your cooperation and assistance during this Triennial Review. If you need any technical assistance or have any questions, please do not hesitate to contact Tarressa Carrell, FTA Program Manager at 312-886-1624.

Sincerely,

Marisol Simon
Regional Administrator

cc: Mr. Derek Muench, Director of Transit and Parking, City of Sheboygan

Achievement of Excellence

presented to

the City of Sheboygan
Sheboygan, Wisconsin



Federal Transit Administration
Region V

**Certificate for exemplary completion of a U.S. DOT FTA
Triennial Review during Fiscal Year 2017 presented to federal-funded
public transportation providers and agencies who had no open
final report findings in the areas examined.**

Marisol R. Simón, Regional Administrator

FINAL REPORT

FY 2017 TRIENNIAL REVIEW

of the

**City of Sheboygan
(Shoreline Metro)
Sheboygan, Wisconsin
Recipient ID: 2059**

Performed for:

**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL TRANSIT ADMINISTRATION
REGION V**

Prepared by:

CDI/DCI Joint Venture

Scoping Meeting Date: January 21, 2017

Site Visit Dates: May 24-25, 2017

Draft Report Date: June 22, 2017

Final Report Date: July 28, 2017

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I. Executive Summary

This report documents the Federal Transit Administration's (FTA) Triennial Review of City of Sheboygan (Shoreline Metro). The review was performed by CDI/DCI Joint Venture. During the site visit, administrative and statutory requirements were discussed and documents were reviewed. Shoreline Metro's transit facilities were toured to provide an overview of activities related to FTA-funded projects.

The Triennial Review focused on Shoreline Metro's compliance in 17 areas. No deficiencies were found during this review.

II. Review Background and Process

1. Background

The United States Code, Chapter 53 of Title 49, requires the FTA of the United States Department of Transportation (USDOT) to perform reviews and evaluations of Urbanized Area Formula Grant activities at least every three years. This requirement is contained in 49 U.S.C. 5307(f)(2). This review was performed in accordance with FTA procedures (published in FTA Order 9010.1B, April 5, 1993). At least once every three years, the Secretary shall review and evaluate completely the performance of a grantee in carrying out its program, specifically referring to compliance with statutory and administrative requirements.

The Triennial Review includes a review of the grantee's compliance in 17 areas. The basic requirements for each of these areas are summarized in Section IV.

This report presents the findings from the Triennial Review of City of Sheboygan operating as Shoreline Metro in Sheboygan, Wisconsin. The review concentrated on procedures and practices employed during the past three years; however, coverage was extended to earlier periods as needed to assess the policies in place and the management of grants. The specific documents reviewed are referenced in this report and are available at FTA's regional office or at the grantee's office.

2. Process

The Triennial Review process includes a pre-review assessment, a review scoping meeting with the FTA regional office, and an on-site visit to the grantee's location. The review scoping meeting was conducted with the Region V Office on January 24, 2017. Necessary files retained by the regional office were sent to the reviewer electronically. A grantee information request and review package was sent to Shoreline Metro advising it of the site visit and indicating information that would be needed and issues that would be discussed. The site visit to Shoreline Metro occurred on May 24-25, 2017.

The onsite portion of the review began with an entrance conference, at which the purpose of the Triennial Review and the review process were discussed. The remaining time was spent discussing administrative and statutory requirements and reviewing documents. A tour of Shoreline Metro's transit facilities was conducted to provide an overview of activities related to FTA-funded projects. Reviewers visited the administrative and maintenance facilities at 608 S. Commerce Street and the transfer station at 828 Pennsylvania Avenue, both in the City of Sheboygan. A sample of maintenance records for FTA-funded vehicles and equipment was also examined during the site visit. Upon completion of the review, a summary of preliminary findings was provided to Shoreline Metro at an exit conference. The individuals participating in the review are listed in Section VI of this report.

3. Metrics

The metrics used to evaluate whether a grantee is meeting the requirements for each of the areas reviewed are:

- Not Deficient: An area is considered not deficient if, during the review, no findings were noted with the grantee's implementation of the requirements.
- Deficient: An area is considered deficient if any of the requirements within the area reviewed were not met.
- Not Applicable: An area can be deemed not applicable if, after an initial assessment, the grantee does not conduct activities for which the requirements of the respective area would be applicable.

III. Grantee Description

1. Organization

The City of Sheboygan established public transit service in 1972 and provides fixed-route and complementary paratransit service known as Shoreline Metro within the City of Sheboygan, Village of Kohler, and the Town of Sheboygan Falls. The service area population is approximately 70,000. Shoreline Metro is part of the City government; the Transit Department is headed by the Director of Parking and Transit. The Director reports to the Transit Commission, a semi-autonomous body of the City government. By municipal code, the mayor, three council members, the Director of Economic Development, the Chief of Police, and three citizens appointed by the mayor and approved by the city council are members of the commission. Transit services are financially segregated in the Transit Commission Enterprise Fund.

2. Services

The City directly operates both fixed-route service and ADA complementary paratransit service. The fixed-route service, operated as Shoreline Metro, comprises a network of ten routes. In addition, during the school year the City operates a series of tripper routes that are open to the public. Buses operate on the regular routes weekdays from 5:54 a.m. to 9:45 p.m. and Saturdays from 7:45 a.m. to 5:45 p.m. There is no service on Sundays. The basic adult fare for fixed-route service is \$1.70. Seniors, persons with disabilities, and Medicare cardholders ride for \$0.85 during all hours of operation. The City also offers token and pass programs for all riders.

The City operates a fleet of 24 buses in fixed-route service, sixteen of which are FTA funded. The current peak requirement is for 15 vehicles. The City owns 10 paratransit vehicles, all of which are FTA funded.

The City operates from a single FTA-funded maintenance and administration facility at 608 S. Commerce Street in Sheboygan. The regular routes operate a pulse schedule oriented around an FTA-funded downtown transit center located at 828 Pennsylvania Avenue in downtown Sheboygan.

The City of Sheboygan's National Transit Database Report for FY 2016 provided the following financial and operating statistics for its fixed-route and paratransit service:

	Fixed-Route Service	Paratransit Service
Unlinked Passengers	527,775	34,317
Revenue Hours	39,094	11,807
Operating Expenses	\$3,027,184	\$753,819

3. Grant and Project Activity

Shoreline Metro does not currently have any active grants. Pending the State of Wisconsin's allocation of section 5307 funds to local transit agencies (typically in July), Shoreline Metro will submit an application to the FTA.

Completed Projects

Over the past three years, the City has completed the following projects:

- Purchase of two paratransit buses;
- Eliminated a fixed route (Route 30);
- Remodeled offices at 608 S. Commerce Street; and
- Purchased trolleys from another transit agency for use on a seasonal summer route.

Projects Underway

Shoreline Metro is currently undertaking route modifications and improvements and preparing a Transportation Development Program.

Future Projects

Over the next three years, Shoreline Metro plans to purchase five fixed route buses and four paratransit buses.

IV. Results of the Review

1. Financial Management and Capacity

Basic Requirement: The grantee must demonstrate the ability to match and manage FTA grant funds, cover cost increases and operating deficits, cover maintenance and operational costs for FTA funded facilities and equipment, and conduct and respond to applicable audits.

Finding: During this Triennial Review of Shoreline Metro, no deficiencies were found with the FTA requirements for Financial Management and Capacity.

2. Technical Capacity

Basic Requirement: The grantee must be able to implement FTA funded projects in accordance with the grant application, Master Agreement, and all applicable laws and regulations, using sound management practices.

Finding: During this Triennial Review of Shoreline Metro, no deficiencies were found with the FTA requirements for Technical Capacity.

3. Maintenance

Basic Requirement: Grantees and subrecipients must keep federally funded vehicles, equipment and facilities in good operating condition. Grantees and subrecipients must keep ADA accessibility features on all vehicles, equipment and facilities in good operating order.

Finding: During this Triennial Review of Shoreline Metro, no deficiencies were found with the FTA requirements for Maintenance.

4. Americans with Disabilities Act

Basic Requirement: Titles II and III of the Americans with Disabilities Act of 1990 (ADA) provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service, including complementary paratransit service.

Finding: During this Triennial Review of Shoreline Metro, no deficiencies were found with the USDOT requirements for ADA.

5. Title VI

Basic Requirement: The grantee must ensure that no person shall, on the grounds of race, color, or national origin, be excluded from participating in, or be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance without regard to whether specific projects or services are federally funded. The grantee must ensure that federally supported transit services and related benefits are distributed in an equitable manner.

Finding: During this Triennial Review of Shoreline Metro, no deficiencies were found with the FTA requirements for Title VI.

6. Procurement

Basic Requirement: Grantees use their own procurement procedures that reflect applicable state and local laws and regulations, provided that the process ensures competitive procurement and the procedures conform to applicable federal law, including 49 CFR Part 18, (repealed effective December 26, 2014), 2 CFR Part 1201, incorporating 2 CFR Part 200 (specifically Sections 200.317-200.326), and FTA Circular 4220.1F, “Third Party Contracting Guidance.”

Finding: During this Triennial Review of Shoreline Metro, no deficiencies were found with the FTA requirements for Procurement.

7. Disadvantaged Business Enterprise

Basic Requirement: The grantee must comply with 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. Grantees also must create a level playing field on which DBEs can compete fairly for DOT-assisted contracts.

Finding: During this Triennial Review of Shoreline Metro, no deficiencies were found with the USDOT requirements for DBE. Shoreline Metro does not meet the threshold requiring a DBE plan and/or goals; this requirement is considered Not Applicable.

8. Legal

Basic Requirement: The grantee must be eligible and authorized under state and local law to request, receive, and dispense FTA funds and to execute and administer FTA funded projects. Grantees must comply with Restrictions on Lobbying requirements.

Finding: During this Triennial Review of Shoreline Metro, no deficiencies were found with the FTA requirements for Legal.

9. Satisfactory Continuing Control

Basic Requirement: The grantee must ensure that FTA-funded property will remain available to be used for its originally authorized purpose throughout its useful life until disposition.

Finding: During this Triennial Review of Shoreline Metro, no deficiencies were found with the FTA requirements for Satisfactory Continuing Control.

10. Planning/Program of Projects

Basic Requirement: The grantee must participate in the transportation planning process in accordance with FTA requirements, Fixing America's Surface Transportation (FAST) Act, and the metropolitan and statewide planning regulations. Each recipient of a Section 5307 grant shall develop, publish, afford an opportunity for a public hearing on, and submit for approval, a program of projects (POP).

Finding: During this Triennial Review of Shoreline Metro, no deficiencies were found with the FTA requirements for Planning/POP.

11. Public Comment on Fare Increases and Major Service Reductions

Basic Requirement: Section 5307 grantees are expected to have a written, locally developed process for soliciting and considering public comment before raising a fare or carrying out a major transportation service reduction.

Finding: During this Triennial Review of Shoreline Metro, no deficiencies were found with the FTA requirements for Public Comment on Fare Increases and Major Service Reductions.

12. Half Fare

Basic Requirement: For fixed route service supported with Section 5307 assistance, fares charged elderly persons, persons with disabilities or an individual presenting a Medicare card during off peak hours will not be more than one half the peak hour fares.

Finding: During this Triennial Review of Shoreline Metro, no deficiencies were found with the FTA requirements for Half Fare.

13. Charter Bus

Basic Requirement: Grantees are prohibited from using federally funded equipment and facilities to provide charter service if a registered private charter operator expresses interest in providing the service. Grantees are allowed to operate community based charter services excepted under the regulations.

Finding: During this Triennial Review of Shoreline Metro, no deficiencies were found with the FTA requirements for Charter Bus. Shoreline Metro does not provide charter bus service.

14. School Bus

Basic Requirement: Grantees are prohibited from providing exclusive school bus service unless the service qualifies and is approved by the FTA Administrator under an allowable exemption. Federally funded equipment or facilities cannot be used to provide exclusive school bus service. School tripper service that operates and looks like all other regular service is allowed.

Finding: During this Triennial Review of Shoreline Metro, no deficiencies were found with the FTA requirements for School Bus. Shoreline Metro does not provide school bus service.

15. Security

Basic Requirement: As recipients of Section 5307 funds, grantees must annually certify that they are spending at least one percent of such funds for transit security projects or that such expenditures for security systems are not necessary.

Finding: During this Triennial Review of Shoreline Metro, no deficiencies were found with the FTA requirements for Security.

16. Drug Free Workplace and Drug and Alcohol Program

Basic Requirement: All grantees are required to maintain a drug-free workplace for all transit-related employees and to have an ongoing drug-free awareness program. Grantees receiving Section 5307, 5309 or 5311 funds that have safety-sensitive employees must have a drug and alcohol testing program in place for such employees.

Finding: During this Triennial Review of Shoreline Metro, no deficiencies were found with the FTA requirements for Drug-Free Workplace and Drug and Alcohol Program.

17. Equal Employment Opportunity

Basic Requirement: The grantee must ensure that no person in the United States shall on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participating in, or denied the benefits of, or be subject to discrimination in employment under any project, program, or activity receiving federal financial assistance under the federal transit laws. (Note: EEOC's regulation only identifies/recognizes religion and not creed as one of the protected groups.)

Finding: During this Triennial Review of Shoreline Metro, no deficiencies were found with the FTA requirements for Equal Employment Opportunity (EEO).

V. Summary of Findings

Review Area	Deficiency Code	Deficiency	Corrective Action	Response Date	Date Closed
1. Financial Management and Capacity	ND				
2. Technical Capacity	ND				
3. Maintenance	ND				
4. ADA	ND				
5. Title VI	ND				
6. Procurement	ND				
7. DBE	ND				
8. Legal	ND				
9. Satisfactory Continuing Control	ND				
10. Planning/ POP	ND				
11. Public Comment on Fare Increase and Major Service Reductions	ND				
12. Half Fare	ND				
13. Charter Bus	ND				
14. School Bus	ND				
15. Security	ND				
16. Drug-Free Workplace/ Drug and Alcohol Program	ND				
17. EEO	ND				

VI. Attendees

Name	Title	Phone Number	E-mail Address
<i>The City of Sheboygan</i>			
Derek Muench	Director, Transit & Parking	920.459.3140	dmuench@shorelinemetro.com
Darryl Hofland	City Administrator	920.627.4538	Darryl.hofland@sheboyganwi.gov
Nancy Buss	Finance Director	920.459.3304	Nancy.bass@sheboyganwi.gov
Scott Navis	Lead Mechanic	920.459.4538	Scott.navis@shorelinemetro.com
Cindy VerDuin	Lead Support II	920.459.3409	cverduin@shorelinemetro.com
Bernard Rammer	Purchasing Agent	920.459.3469	Bernard.rammer@sheboyganwi.gov
Jeff Agee-Agvayo	Transportation Planner (MPO)	920.448.2820	jagee@baylakerpc.org
Roland Knorr	Operations Supervisor	920.459.3281	rknorr@shorelinemetro.com
<i>FTA</i>			
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VII. Appendices

No Appendices with this report

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 2.8 Director's Report

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

REPORT DATE: 7/31/17

MEETING DATE: 8/2/17

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 has provided a Director's Report in conjunction with bi-monthly Transit Commission meetings to update members of the Sheboygan Transit Commission on day-to-day activities and developments within Shoreline Metro.

STAFF COMMENTS:

The Director of Transit & Parking as part of the Director's Report would like to share the following items with the Transit Commission as information only:

1. Triennial Review – Shoreline Metro had its FTA Triennial Review in late May 2017. It is with great honor that I announce we completed a perfect review with FTA. Shoreline Metro had zero (0) findings. The two-day review concluded with many positive comments received on several areas including customer service, ADA and maintenance. A big thank you to the staff of Shoreline Metro as well as other city departments for their assistance with the review!
2. Employee Surveys – Shoreline Metro employees were asked to participate in employee surveys over the summer of 2017. As a result of the surveys, Shoreline Metro has some areas that scored very favorably. Shoreline Metro did not have any areas that scored very unfavorably. Unlike last year's surveys, Shoreline Metro employees did not demonstrate a trend in areas needing improvement or attention. The surveys drastically improved in several areas over the previous survey period. Shoreline Metro management has worked to address many of the areas of concern including communication, employee satisfaction, and employee morale through invest in things like the lunchroom and restrooms, mailboxes for all employees, a digital message board for employees (and customers at the Transfer Point), and taking employee suggestions seriously. While we feel positive progress has been made, we will continue to monitor satisfaction and make investment where its needed.

3. New Flower Planters – The Parking Utility has been hard at work this spring to replace the old flower planters with new ones! If you haven't seen them, please take a look and let us know your thoughts! They turned out great and really brighten up the downtown. The Parking Utility also worked on replacing the old trash receptacles purchased by the BID to match the planters. These two items really helped clean up the corners and bring some much needed improvements to the downtown!
4. Collective Bargaining – The City will meet with the Amalgamated Transit Union Local 998 in mid August to begin bargaining for a new contract. We are optimistic this process will be professional and wrapped up in a couple of meetings. Transit Commission must approve any agreement prior to acceptance.
5. City Strategic Plan Update – Here's an update on the transit and parking elements of the City's Strategic Plan for 2017-2021:
 - 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.
 - ii. Critical Measures – Unfortunately ridership has dropped on the fixed route recently likely due to “good” economic times, inexpensive fuel, and the reduction effects of Route 30 last July. 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 either later this month or early September.
 - 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. We will be issuing a purchase order in the near future to begin the purchase process for these vehicles. We also received two (2) paratransit buses in June purchased in 2016 for Metro Connection operations through the 5310 program. Shoreline Metro will also take receipt of two (2) more paratransit buses later this year through the 5310 program for 2017.
 - ii. Action Items – The Parking Utility in collaboration with Sheboygan Squared have completed the redevelopment of two alleys on N 8th Street by Subway and the Black Pig. The Parking Utility will be working on several other developments this year.
 - 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 30th for the season. Total ridership has increased each of the past two years. Shoreline Metro has been using the trolleys purchased in 2016 exclusively for this route this year which should help drive ridership. Service was provided on the 4th of July, 11:00 a.m. to 8:00 p.m. Thus far, we have received many great and positive comments from customers (most of which are not from the area) on the cleanliness of the downtown, the fantastic trolley route option, and the friendliness of the community! There have been several days (based on driver comments) where ridership has been 60+ customers on board!
- 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 2017 and early 2018.
- e. Communication
 - i. Action Items – Shoreline Metro has grown its Facebook to 704 “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 and place on file.

ATTACHMENTS:

- I. Triennial Review Final Report.