

*****ATTACHMENTS*****

SHEBOYGAN TRANSIT COMMISSION Minutes - 5:00 PM

Generated by Ann Koeller on Thursday, June 30, 2016

1. OPENING OF MEETING

Procedural: 1.1 Call to Order
5:00 pm

Action, Procedural: 1.2 Pledge of Allegiance

Action: 1.3 Approval of the minutes from the May 24, 2016 meeting.

Ald. John Belanger motioned to approve the minutes. Chad Pelishek seconded the motion. All ayes. Motion approved unanimously.

2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

Action, Discussion: 2.1 Communication from James Macon, President of ATU Local 998 regarding service cuts. There was a brief discussion regarding concerns brought up by ATU Local 998. Chad Pelishek motioned to file this communication. Mayor Michael Vandersteen seconded the motion. All ayes. Motion approved unanimously.

Action, Discussion: 2.2 Communication from mary Lewis regarding St Nicholas' Hospital bus stop. Chad Pelishek motioned to file this communication. Ald. John Belanger seconded the motion. All ayes. Motion approved unanimously.

Action, Discussion: 2.3 Free Fares on Shoreline Metro - Week of July 5-9, 2016.

Director Derek Muench proposed free fares July 5, 2016-July 9, 2016 to give customers an opportunity to learn the new route enhancements. Ald. John Belanger motioned to approve this request. Chad Pelishek seconded the motion. All ayes. Motion approved unanimously.

Action, Discussion: 2.4 CMAQ Resolution and Authorization.

Chad Pelishek motioned to approve this resolution. Mayor Michael Vandersteen seconded the motion. All ayes. Motion approved unanimously.

Action, Discussion: 2.5 Capital Improvements Program 2017-2021 - Parking utility.

Ald. John Belanger motioned to approve the Capital Improvements Program 2017-2021 for the Parking Utility as presented. Mayor Michael Vandersteen seconded the motion. All ayes. Motion approved unanimously.

3. ADJOURN

Action: 3.1 Motion to Adjourn

Chad Pelishek motioned to adjourn the meeting. Mayor Michael Vandersteen seconded the motion. All ayes. Motion approved unanimously.

Information: 3.2 Next Meeting Date: July 19, 2016. 5:00 PM at City Hall

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 2.1 Communication from Shoreline Metro customers

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

REPORT DATE: 7/14/16

MEETING DATE: 7/19/16

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 been faced with shrinking state and federal operating assistance grants/funding for several years. In middle 2015, the State Department of Transportation notified transit systems of a possible (and significant) reduction in funding which equated to 1.11% or as the formula estimated, over \$100,000. Fortunately, the exact percentage was less than forecasted. As a result of these decreases in funding, Shoreline Metro has been challenged to reduce expenses. The proposed changes are *NOT* a reflection on ridership, or the commitment of the communities we service, or the customers that rely on us. The tough decisions that must be made are related exclusively to funding. The attached communications relate directly to the change in service.

STAFF COMMENTS:

The Director of Transit & Parking acknowledges and respects the comments and support submitted by its customers. Difficult decisions were made related to funding. Both customers address equal concerns relating to two stops that no longer receive front door service. This change is directly related to timeliness on each of the respective routes. It is also related to providing service on private property. In late 2015, Shoreline Metro removed service to Sunnyside Mall on Route 7S due to a change in ownership and a suggestion to Shoreline Metro that the organization help pay for a new parking lot due to our use of it and the wear we caused on it over the years. Shoreline Metro is a partner service to area businesses and cannot afford extra financial burdens due to use of and service through private parking lots and driveways. Changes to Indian Meadows, Country Village and St Nicholas Hospital play into both of these ideas. Other transit systems in the state have been making similar changes over the years. Shoreline Metro strives to provide maximum service at the most reasonable level to accommodate the vast majority of its customers.

ACTION REQUESTED:

Motion to place communications on file.

ATTACHMENTS:

- I. Letter from Ms. Shirley Larsen;
- II. Email from Ms. Carolyn Ross;

July 5, 2016

Mr. Derek Muench, Director
Shoreline Metro Transit
608 South Commerce Street
Sheboygan, WI 53081

Dear Mr. Muench:

As a concerned citizen of Sheboygan County, I am very unhappy that Shoreline Metro Transit and the City of Sheboygan, after 30 years without an accident, will no longer drop off or pick up passengers at the covered entrance to HSHS St. Nicholas Hospital.

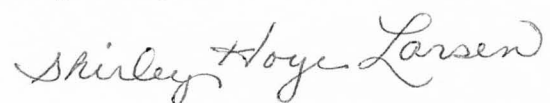
Most people who come to the Hospital do it for a reason. Handicapped citizens and those sometimes not in the best of health and those who do not have a car depend upon the bus service to the Hospital. Some have had treatments for hours at a time and just want to get a ride home not walk a block or more to the outside bus shelter on Superior Avenue when they can wait inside the Hospital out of the elements. And what happens if they are on their way and miss the bus? What about inclement weather? Would you like your loved one to have to walk in rain, wind (and it gets rather windy across the parking lot), cold and winter (snow and ice) weather?

Some volunteer at the Hospital and get here and home by riding the bus. I already have received comments that they will not be able to volunteer during the winter and on days the weather forecast is bad (rain storms, high winds (and it does get rather windy across the parking lot even on good days), cold (snow and ice) winter weather. You have taken away their ability to be productive individuals who want to give back to their communities and to the Hospital.

I lived most of my life in Sheboygan and felt proud of its efforts to nurture the well being of its citizens. Unfortunately the action of Shoreline Metro Transit and the City to shave a few minutes off Route No. 7 by eliminating the pick up and drop off at HSHS St. Nicholas Hospital's covered entrance sends a clear message in the opposite direction.

This is a most distressing show of insensitivity by the City of Sheboygan and by Shoreline Metro Transit and I urge you to reconsider and once again provide Bus Route No. 7 drop off and pick up at the covered main entrance to HSHS St. Nicholas Hospital.

Respectfully,



Shirley Hoyer Larsen
5003 N. Reineking Drive
Sheboygan, WI 53083

Muench, Derek

From: Rajer, Mary
Sent: Thursday, July 14, 2016 1:28 PM
To: Mayor Vandersteen; Muench, Derek
Subject: FW: The new bus schedules

From: Carolyn Ross [<mailto:carolynross31744@gmail.com>]
Sent: Thursday, July 14, 2016 1:16 PM
To: Rajer, Mary
Subject: The new bus schedules

I have ridden twice now on Route 20 to get to work at Deer Trace Mall, and also to get home in the afternoons. All of those stops that 20 has to make in Kohler, Sheboygan Falls make for a LONG irritating ride, and I have to wait a whole solid hour for 20 south to come in. Route five south no longer goes through Indian Meadows to pick up people, thus making it harder and a longer walk to a bus stop. I am simply stating my opinions without being insulting, and it is my opinion that the transit company sit down and try to figure out some better ways to help the community. There are more inconveniences than assistance here, and it needs to be changed. Thank you for hearing me out

651 TRANSIT SYSTEM FUND

DOT CODE	OBJECT DESCRIPTION	ACCOUNT DETAILS	2015 ACTUAL EXPENSE	2016 APPROVED BUDGET	2016 YTD (APRIL) BUDGET	2016 PROJECTED EXPENSES	2017 EXECUTIVE REQUESTED	2017 REVISED REQUESTED	DIFFERENCE 2016 to 2017	2017 BUDGET NOTES
65193000 - TRANSIT ADMINISTRATION										
501.02	510110 FULL TIME SALARIES - REGULAR	Ann, Derek, Bruce, Roland, Fill Ins	\$283,562.87	\$292,753	\$94,877.52	\$284,632.56	\$292,194		-\$559	
501.02	510111 FULL TIME SALARIES - OVERTIME	Ann OT	\$3,556.08	\$6,500	\$1,282.23	\$3,846.69	\$6,500		\$0	
504.99	510140 INTERDEPARTMENTAL LABOR	Parking maintaining Transit grounds	\$0.00	\$6,000	\$342.87	\$1,028.61	\$6,000		\$0	\$6,000 for Parking; City Department charges
502.01	510310 FICA	Social Security	\$16,917.33	\$18,151	\$5,860.83	\$17,582.49	\$18,116		-\$35	
502.01	510311 MEDICARE	Medicare	\$3,956.42	\$4,245	\$1,370.68	\$4,112.04	\$4,237		-\$8	
502.02	510320 WI RETIREMENT FUND	Pension	\$19,506.55	\$19,402	\$6,451.65	\$19,354.95	\$19,922		\$520	
502.03	510340 HEALTH INSURANCE	Health Insurance	\$72,643.25	\$72,023	\$24,784.39	\$74,353.17	\$72,023		\$0	
502.03	510341 RETIREE HEALTH INSURANCE	Ron's Health Ins. (10yrs)	\$13,134.36	\$12,324	\$3,802.16	\$11,406.48	\$9,243		-\$3,081	Ron no longer on; Kevin retiree is \$1,027/month (through 9/2017)
502.03	510345 HSA CONTRIBUTION		\$0.00	\$0	\$0.00	\$0.00	\$7,275		\$7,275	Contributions for employee HSAs
502.04	510350 DENTAL INSURANCE	Dental Insurance	\$5,781.74	\$6,095	\$1,933.40	\$5,800.20	\$6,095		\$0	
502.02	510351 UNFUNDED PENSION LIABILITY	Loan to repay WI Pension	\$24,357.00	\$24,357	\$8,119.00	\$24,357.00	\$24,357		\$0	Reoccurring annually.
502.05	510360 LIFE INSURANCE	Life Insurance	\$438.39	\$540	\$149.63	\$448.89	\$540		\$0	
502.08	510400 WORKERS COMPENSATION	Workers Comp	\$500.04	\$500	\$166.68	\$500.04	\$500		\$0	
503.03	521110 FINANCIAL SERVICES FEES		\$4,133.92	\$4,000	\$0.00	\$4,000.00	\$4,000		\$0	
509.08	521400 ADVERTISING & MARKETING		\$31,993.70	\$35,000	\$5,251.56	\$25,000.00	\$35,000		\$0	
503.03	521560 MEDICAL SERVICES	Pre-employment physicals/drug	\$4,061.76	\$4,000	\$1,872.00	\$4,000.00	\$4,000		\$0	
504.99	521700 SECURITY SERVICES		\$286.08	\$500	\$71.52	\$286.08	\$500		\$0	
503.03	521900 CONTRACTED SERVICES	See notes	\$13,690.26	\$10,900	\$2,567.06	\$10,268.24	\$10,900		\$0	Bay-Lake, Bay Towel, Pro-Tec Pest Control, Trillium
504.99	523110 OFFICE EQUIPMENT MAINTENANCE	Ecolane, Printers	\$10,715.53	\$36,656	\$3,716.13	\$14,864.52	\$36,656		\$0	MBM,
505.02	525100 ELECTRIC		\$19,627.56	\$18,000	\$5,313.23	\$18,596.31	\$18,000		\$0	
505.02	525105 WATER		\$2,041.01	\$2,500	\$481.00	\$1,683.50	\$1,200		-\$1,300	
505.02	525110 SEWER		\$2,044.75	\$3,000	\$492.30	\$1,723.05	\$3,000		\$0	
505.02	525115 STORM WATER		\$130.00	\$130	\$0.00	\$130.00	\$130		\$0	
505.02	525120 TELEPHONE		\$1,041.40	\$2,500	\$257.22	\$900.27	\$2,500		\$0	
505.02	525125 MOBILE TELEPHONE		\$4,191.01	\$5,000	\$1,166.91	\$4,084.19	\$5,000		\$0	Data plans for MC software; cellular phones
505.02	525135 INTERNET		\$540.00	\$550	\$0.00	\$550.00	\$550		\$0	
505.02	525140 GAS - UTILITY		\$12,967.34	\$20,000	\$7,595.30	\$26,583.55	\$20,000		\$0	
509.01	526100 PUBLICATIONS & SUBSCRIPTIONS		\$36.00	\$175	\$36.00	\$36.00	\$175		\$0	
509.01	526110 PROFESSIONAL ORGANIZATIONS	WURTA, WRAPP	\$3,500.00	\$4,500	\$4,225.00	\$4,225.00	\$4,500		\$0	
509.02	526130 TRAINING & EDUCATION		\$3,035.23	\$3,750	\$291.45	\$750.00	\$3,750		\$0	
509.08	526150 LEGAL NOTICES		\$89.00	\$250	\$0.00	\$100.00	\$250		\$0	
509.02	527110 TRAVEL		\$2,417.60	\$4,500	\$228.71	\$1,200.00	\$4,500		\$0	
504.99	530100 OFFICE SUPPLIES		\$5,247.98	\$6,500	\$2,067.15	\$6,500.00	\$6,500		\$0	
504.99	530210 OPERATING SUPPLIES		\$4,673.83	\$8,000	\$612.27	\$8,000.00	\$8,000		\$0	
504.99	530255 TOOLS & SMALL EQUIPMENT	NOT USED	\$0.00	\$0	\$0.00	\$0.00	\$0		\$0	
503.03	530259 IT SMALL EQUIPMENT	Items under \$2,500	\$0.00	\$0	\$0.00	\$0.00	\$6,000		\$6,000	
504.99	530295 LANDSCAPING SUPPLIES		\$300.12	\$750	\$0.00	\$0.00	\$750		\$0	
506.01	540200 INSURANCE	Facility Insurance	\$2,419.23	\$2,000	\$888.06	\$3,108.21	\$2,000		\$0	
506.01	540215 GEN. PUB. OFFICIALS & AUTO	TMI Bus Insurance	\$120,591.00	\$125,885	\$124,675.00	\$124,675.00	\$125,885		\$0	Projected
503.03	642200 IT EQUIPMENT	Items greater than \$2,500	\$9,828.34	\$6,000	\$448.00	\$6,000.00	\$0		-\$6,000	
503.03	649100 OTHER EQUIPMENT	Items greater than \$2,500	\$0.00	\$0	\$0.00	\$0.00	\$0		\$0	
503.03	649200 EQUIPMENT REPLACEMENT	Items greater than \$2,500	\$0.00	\$0	\$0.00	\$0.00	\$0		\$0	
65193000 - TRANSIT ADMINISTRATION - TOTAL			\$703,957	\$767,936	\$311,397	\$714,687	\$770,748	\$0	\$2,812	
65193110 - TRANSIT BUS & FACILITY MAINTENANCE										
501.02	510110 FULL TIME SALARIES - REGULAR	Mechanics, Hostlers	\$276,675.40	\$215,748	\$60,780	\$182,339	\$224,545		\$8,797	
501.02	510111 FULL TIME SALARIES - OVERTIME		\$11,876.32	\$5,000	\$1,758	\$5,274	\$5,000		\$0	
501.02	510130 TEMPORARY SALARIES - REGULAR	Hostlers, Cleaners	\$53,185.54	\$112,004	\$32,520	\$97,560	\$114,544		\$2,540	
502.01	510310 FICA		\$20,047.46	\$19,871	\$5,201	\$15,603	\$20,407		\$536	

502.01	510311	MEDICARE		\$4,688.63	\$4,789	\$1,216	\$3,649	\$4,917	\$128	
502.02	510320	WI RETIREMENT FUND		\$22,535.96	\$20,610	\$5,891	\$17,674	\$21,811	\$1,201	
502.03	510340	HEALTH INSURANCE		\$103,485.37	\$104,044	\$32,893	\$98,678	\$104,044	\$0	
502.03	510345	HSA CONTRIBUTION		\$0.00	\$0	\$0	\$0	\$9,750	\$9,750 Contributions for employee HSAs	
502.04	510350	DENTAL INSURANCE		\$7,131.02	\$9,182	\$2,494	\$7,481	\$9,182	\$0	
502.05	510360	LIFE INSURANCE		\$734.60	\$700	\$117	\$350	\$700	\$0	
502.08	510400	WORKERS COMPENSATION		\$600.00	\$600	\$200	\$600	\$600	\$0	
502.07	510410	UNEMPLOYMENT COMPENSATION	Unemployment Comp	\$0.00	\$8,000	\$1,454	\$5,000	\$0	\$8,000 Created; For Hostlers with reduced hours	
504.02	521900	CONTRACTED SERVICES	Tire Contract	\$36,601.24	\$28,000	\$13,063	\$28,000	\$28,000	\$0	
503.05	522110	VEHICLE MAINTENANCE		\$63,177.97	\$10,000	\$3,156	\$10,000	\$10,000	\$0 OUTSIDE WORK PERFORMED BY THIRD PARTY.	
503.05	523310	COMMUNICATION EQUIPMENT MAINTENANCE		\$298.80	\$300	\$0	\$0	\$300	\$0	
504.99	524110	BUILDING EXTERIOR MAINTENANCE		\$11,760.21	\$3,500	\$268	\$2,500	\$3,500	\$0	
504.99	524115	BUILDING EQUIPMENT MAINTENANCE		\$3,476.97	\$6,000	\$1,971	\$6,000	\$6,000	\$0	
504.99	524124	HEATING & VENTILATION MAINTENANCE		\$0.00	\$200	\$668	\$1,000	\$200	\$0	
503.06	524135	JANITORIAL SERVICES	Office, maintenance supplies	\$2,256.63	\$3,100	\$22	\$3,100	\$3,100	\$0	
503.99	525150	GARBAGE/RUBBISH REMOVAL		\$0.00	\$500	\$0	\$0	\$500	\$0	
509.02	526130	TRAINING & EDUCATION		\$2,000.00	\$2,000	\$0	\$0	\$2,000	\$0	
503.06	530222	CLEANING SUPPLIES		\$3,600.37	\$3,000	\$337	\$3,000	\$3,000	\$0	
504.01	530235	DIESEL FUEL	Fuel	\$255,685.36	\$485,000	\$55,938	\$223,750	\$450,000	-\$23,700 Removal of Route 30	
504.99	530240	PROPANE		\$50.80	\$150	\$25	\$100	\$150	\$0	
504.01	530245	OILS & LUBRICANTS		\$29,025.11	\$37,000	\$9,084	\$37,000	\$37,000	\$0	
504.99	530255	TOOLS & SMALL EQUIPMENT	Tool & Shoe Allowance	\$10,332.17	\$8,000	\$1,137	\$8,000	\$8,000	\$0	
504.99	530285	PARTS		\$172,974.17	\$175,000	\$54,953	\$175,000	\$175,000	\$0 INTERNAL WORK PERFORMED BY SHORELINE METRO	
504.99	530500	FIRE FIGHTING SUPPLIES & SMALL		\$0.00	\$600	\$0	\$0	\$600	\$0	
65193110 - TRANSIT BUS MAINTENANCE - TOTAL				\$1,092,200	\$1,262,898	\$285,146	\$931,659	\$1,242,849	\$0	-\$20,049
65193120 - TRANSIT BUS OPERATIONS										
501.01	510110	FULL TIME SALARIES - REGULAR	All FT drivers	\$795,396.18	\$887,211	\$256,454	\$769,362	\$884,382	-\$2,829	
501.01	510111	FULL TIME SALARIES - OVERTIME		\$14,602.64	\$10,000	\$2,821	\$8,463	\$10,000	\$0	
501.01	510130	TEMPORARY SALARIES - REGULAR	All PT drivers	\$277,616.23	\$196,574	\$81,811	\$245,434	\$188,664	-\$7,910	
502.01	510310	FICA		\$65,898.93	\$67,630	\$20,378	\$61,134	\$73,212	\$5,582	
502.01	510311	MEDICARE		\$15,475.02	\$14,613	\$4,766	\$14,297	\$14,388	-\$225	
502.02	510320	WI RETIREMENT FUND		\$73,319.29	\$65,548	\$21,627	\$64,880	\$66,334	\$786	
502.03	510340	HEALTH INSURANCE		\$257,236.73	\$272,469	\$83,194	\$249,582	\$257,260	-\$15,209	
502.03	510345	HSA CONTRIBUTION		\$0.00	\$0	\$0	\$0	\$23,250	\$23,250 Contributions for employee HSAs	
502.04	510350	DENTAL INSURANCE		\$20,200.57	\$21,866	\$6,627	\$19,880	\$20,554	-\$1,312	
502.05	510360	LIFE INSURANCE		\$3,022.54	\$2,775	\$776	\$2,328	\$2,675	-\$100	
502.06	510365	ST DISABILITY INSURANCE		\$19,606.38	\$22,924	\$6,840	\$20,520	\$22,924	\$0	
502.08	510400	WORKERS COMPENSATION		\$2,600.04	\$2,600	\$867	\$2,600	\$2,600	\$0	
502.07	510410	UNEMPLOYMENT COMPENSATION		\$0.00	\$1,500	\$0	\$1,500	\$1,500	\$0	
502.13	510490	CLOTHING ALLOWANCE	Uniform allowance for drivers	\$9,274.47	\$10,000	\$9,710	\$9,710	\$10,000	\$0	
65193120 - TRANSIT BUS OPERATIONS - TOTAL				\$1,554,249	\$1,575,710	\$495,870	\$1,469,690	\$1,577,743	\$0	\$2,033
65193130 - TRANSIT - PARATRANSIT										
501.01	510110	FULL TIME SALARIES - REGULAR	Cindy, Joan, Fill in Dispatch	\$92,941.34	\$98,857	\$30,304	\$90,911	\$97,668	-\$1,189 Reduction of regular fill-in dispatcher; reduced to when needed.	
501.01	510111	FULL TIME SALARIES - OVERTIME		\$2,037.37	\$5,000	\$383	\$1,149	\$5,000	\$0	
501.01	510130	TEMPORARY SALARIES - REGULAR	All drivers	\$208,716.07	\$218,475	\$57,222	\$171,667	\$202,869	-\$15,606 Reduction in hours due to ridership/Ecolane; 2% budgeted increase.	
502.01	510310	FICA		\$17,916.05	\$19,675	\$4,851	\$14,554	\$18,633	-\$1,042	
502.01	510311	MEDICARE		\$4,189.99	\$4,460	\$1,135	\$3,404	\$4,258	-\$202	
502.02	510320	WI RETIREMENT FUND		\$19,375.70	\$20,245	\$4,321	\$12,963	\$19,867	-\$378	
502.03	510340	HEALTH INSURANCE		\$62,878.11	\$61,279	\$14,399	\$43,196	\$61,279	\$0 Reduction in hours reduced eligibility for insurance;	
502.03	510345	HSA CONTRIBUTION		\$0.00	\$0	\$0	\$0	\$4,500	\$4,500 Contributions for employee HSAs	
502.04	510350	DENTAL INSURANCE		\$5,988.14	\$6,106	\$1,992	\$5,975	\$6,106	\$0	
502.05	510360	LIFE INSURANCE		\$144.12	\$250	\$50	\$250	\$660	\$410	
502.08	510400	WORKERS COMPENSATION		\$150.00	\$150	\$50	\$150	\$150	\$0	

502.07	510410	UNEMPLOYMENT COMPENSATION		\$1,096.31	\$500	\$111	\$500	\$500	\$0		
		65193130 - TRANSIT - PARATRANSIT - TOTAL		\$415,433	\$434,997	\$114,817	\$344,720	\$421,491	\$0	-\$13,507	
		TOTAL TRANSIT UTILITY FUND EXPENSE		<u>\$3,765,839</u>	<u>\$4,041,541</u>	<u>\$1,207,230</u>	<u>\$3,460,756</u>	<u>\$4,012,830</u>	<u>\$0</u>	<u>-\$28,711</u>	
651 TRANSIT SYSTEM FUND											
DOT CODE	OBJECT	DESCRIPTION	ACCOUNT DETAILS	2015 ACTUAL REVENUE	2016 APPROVED BUDGET	2016 YTD (APRIL) BUDGET	2016 PROJECTED REVENUES	2017 INITIAL PROPOSED	2017 REVISED REQUESTED	DIFFERENCE 2016 to 2017	2017 BUDGET NOTES
		65193000 - TRANSIT REVENUES									
Exhibit I	411100	REAL ESTATE TAXES	General Tax Levy	\$511,547.00	\$511,547	\$511,547.00	\$511,547.00	\$511,547		\$0	Same
Exhibit H	431401	FEDERAL SUBSIDY	Federal Portion	\$1,247,519.00	\$1,175,885	\$0.00	\$1,223,238.00	\$1,168,649		-\$7,236	Per 2016 contract
450	431406	HUD SUBSIDY	Grant from City	\$42,493.00	\$42,493	\$0.00	\$42,493.00	\$42,493		\$0	Same
	434211	STATE GRANT (85.205)	Grant from State	\$49,692.00	\$48,830	\$0.00	\$44,442.00	\$44,442		-\$4,388	Per 2016 contract
Exhibit H	434401	STATE TRANSIT SUBSIDY	State Portion	\$886,363.00	\$978,342	\$0.00	\$949,869.00	\$972,322		-\$6,020	Per 2016 contract
Exhibit I	437221	INTERGOVERNMENTAL REVENUE	85.21 County Funds	\$309,461.00	\$320,500	\$0.00	\$320,500.00	\$320,500		\$0	Same
Exhibit I	437401	KOHLER SUBSIDY	Kohler Portion (1.2%)	\$11,572.00	\$12,151	\$6,075.50	\$12,151.00	\$11,572		-\$579	Return to '14 Levels
Exhibit I	437401	SHEBOYGAN FALLS SUBSIDY	Sheb Falls Portion (3.6%)	\$33,503.00	\$35,178	\$17,589.00	\$35,178.00	\$33,503		-\$1,675	Return to '14 Levels
401.01	449521	FAREBOX FARES	All Farebox Cash Fares	\$306,545.69	\$305,000	\$101,189.94	\$305,000.00	\$305,000		\$0	Same
401.01	449535	MONTHLY BUS PASSES	Monthly Pass Sales	\$145,404.00	\$150,000	\$52,176.00	\$150,000.00	\$150,000		\$0	Same
401.05	449541	ADA FARES	Agency Fares (City)	\$244,201.00	\$250,000	\$78,274.90	\$250,000.00	\$250,000		\$0	Same
401.05	449546	ADRA FARES	Agency Fares (County)	\$34,474.10	\$50,000	\$10,634.50	\$35,000.00	\$35,000		-\$15,000	Same
406.03	449806	ADVERTISING	Revenue from bus ads	\$29,052.50	\$32,000	\$11,374.00	\$32,000.00	\$32,000		\$0	Same
407.99	449911	RECYCLED MATERIALS	Scrap metal	\$65.81	\$1,500	\$0.00	\$0.00	\$901		-\$599	
-	451301	DAMAGE FEES	Asset damage revenue	\$16,445.46	\$500	\$0.00	\$0.00	\$5,000		\$4,500	
407.04	461101	INTEREST ON INVESTMENTS		\$0.00	\$13,200	\$0.00	\$10,000.00	\$13,200		\$0	Same
407.03	462115	OTHER CITY RENTALS	Parking Utility Revenue	\$70,200.00	\$70,200	\$23,400.00	\$70,200.00	\$70,200		\$0	Same
-	469101	SALE OF EQUIPMENT	Sale of capital assets	\$182.00	\$0	\$0	\$0	\$0		\$0	
-	469501	CASH OVER/SHORT		\$39.64	\$0	\$0	\$0	\$0		\$0	
407.99	469918	INSURANCE REBATE	TMI Premium Rebate	\$32,585.00	\$40,000	\$41,480.00	\$41,480.00	\$40,000		\$0	Projected
407.99	469999	OTHER MISCELLANEOUS REV		\$11,728.36	\$4,215	\$6,132.00	\$7,000.00	\$6,500		\$2,285	
		65193000 - TRANSIT REVENUES - TOTAL		<u>-\$3,982,994</u>	<u>\$4,041,541</u>	<u>\$859,873</u>	<u>\$4,040,098</u>	<u>\$4,012,830</u>	<u>\$0</u>	<u>-\$28,711</u>	*State/Federal estimated at 54.4% according to WisDOT in 2016.
		TOTAL TRANSIT UTILITY FUND REVENUE		<u>-\$3,982,994</u>	<u>\$4,041,541</u>	<u>\$859,873</u>	<u>\$4,040,098</u>	<u>\$4,012,830</u>	<u>\$0</u>	<u>-\$28,711</u>	*State/Federal estimated at 54.4% according to WisDOT in 2016.

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 2.2 Presentation of 2017 Transit Budget

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

REPORT DATE: 7/14/16

MEETING DATE: 7/19/16

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 2017 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 2017 Executive Budget.

STAFF COMMENTS:

The Director of Transit & Parking has assembled the transit budget for 2017 and submitted for the review of the Transit Commission. Budget highlights include a 2% wage increase across the board (contract for ATU employees is 2%), health insurance contributions being funded by transit, an increase to the Wisconsin Retirement System contribution of 0.2%, funding for real-time vehicle locate software (GPS) to enable customers to locate our buses, and wifi for all fixed route buses.

Overall, the budget decreases by \$28,711 from 2016. Expected funding through state and federal mass transit aids are expected to drop again. In 2016, the combined funding is 54.92%. A conservative 54.5% was used to construct the 2017 budget. Further adjustments to revenues was made as well.

There are no expected changes to personnel, staffing, routes or service in 2017. The budget maintains service levels created through the changes that went into effect July 5, 2016.

ACTION REQUESTED:

Motion to approve the 2017 Transit Budget and refer to the City Administrator for inclusion into the 2017 City of Sheboygan Executive Budget.

ATTACHMENTS:

- I. 2017 Transit Budget;

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 2.3 Presentation of 2017 Parking Utility Budget

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

REPORT DATE: 7/14/16

MEETING DATE: 7/19/16

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 2017 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 2017 Executive Budget.

STAFF COMMENTS:

The Director of Transit & Parking has assembled the parking utility budget for 2017 and submitted for the review of the Transit Commission. Budget highlights include a 2% wage increase, health insurance contributions being funded by the parking utility, an increase to the Wisconsin Retirement System contribution of 0.2% and possible funding for Capital Improvement Program items.

Overall, the budget decreases by \$2,732 from 2016. Expected revenue from parking lots is expected to increase (Lot 14) while reliance on assessments is suggested to decrease. The Parking Utility does not expect anything out of the ordinary for operations in 2017. There are no expected changes to personnel and staffing in 2017. The budget maintains operations at levels consistent with 2016.

ACTION REQUESTED:

Motion to approve the 2017 Parking Utility Budget and refer to the City Administrator for inclusion into the 2017 City of Sheboygan Executive Budget.

ATTACHMENTS:

- I. 2017 Parking Utility Budget;

2017 MASTER PARKING BUDGET

650 PARKING UTILITY FUND

530 PARK DEPARTMENT

5312 PARK DEPARTMENT - HARBOR CENTRE

			2015	2016	2016	2017	2017	2016 to 2017	
			ACTUAL	APPROVED	PROJECTED	PROPOSED	MONTHLY	CHANGE	DETAILS
65053120__	510110__	FULL TIME SALARIES - REGULAR	\$25.17	\$780.00	\$500.00	\$821.22	\$68.44	\$41.22	
65053120__	510130__	TEMPORARY SALARIES - REGULAR	\$152.50	\$414.00	\$400.00	\$414.75	\$34.56	\$0.75	
65053120__	510310__	FICA	\$9.11	\$72.00	\$50.00	\$69.36	\$5.78	\$2.64	
65053120__	510311__	MEDICARE	\$2.14	\$0.00	\$5.00	\$6.00	\$0.50	\$6.00	
65053120__	510320__	WI RETIREMENT FUND	\$1.71	\$56.00	\$20.00	\$55.84	\$4.65	\$0.16	
65053120__	510340__	HEALTH INSURANCE	\$13.65	\$349.00	\$200.00	\$349.03	\$29.09	\$0.03	
65053120__	510345__	HSA CONTRIBUTION	\$0.00	\$0.00	\$0.00	\$26.77	\$2.23	\$26.77	
65053120__	510350__	DENTAL INSURANCE	\$0.00	\$24.00	\$15.00	\$23.55	\$1.96	\$0.45	
65053120__	528150__	VEHICLE RENTAL	\$225.00	\$100.00	\$100.00	\$100.00	\$8.33	\$0.00	
65053120__	530295__	LANDSCAPING SUPPLIES	\$0.00	\$1,750.00	\$1,500.00	\$1,500.00	\$125.00	\$250.00	
TOTAL PARK DEPARTMENT			\$429.28	\$3,545.00	\$2,790.00	\$3,366.52		\$178.48	

600 CITY DEVELOPMENT

6110 CITY DEVELOPMENT - INDUSTRIAL PARK

			2015	2016	2016	2017	2017	2016 to 2017	
			ACTUAL	APPROVED	PROJECTED	PROPOSED	MONTHLY	CHANGE	DETAILS
65061100__	510110__	FULL TIME SALARIES - REGULAR	\$722.29	\$601.00	\$600.00	\$633.23	\$52.77	\$32.23	
65061100__	510130__	TEMPORARY SALARIES - REGULAR	\$462.76	\$1,304.00	\$1,300.00	\$1,303.50	\$108.63	\$0.50	
65061100__	510310__	FICA	\$60.99	\$56.00	\$56.00	\$42.00	\$3.50	\$14.00	
65061100__	510311__	MEDICARE	\$14.26	\$0.00	\$0.00	\$16.00	\$1.33	\$16.00	
65061100__	510320__	WI RETIREMENT FUND	\$49.11	\$43.00	\$43.00	\$43.06	\$3.59	\$0.06	
65061100__	510340__	HEALTH INSURANCE	\$440.98	\$269.00	\$269.00	\$269.00	\$22.42	\$0.00	
65061100__	510345__	HSA CONTRIBUTION	\$0.00	\$0.00	\$0.00	\$20.64	\$1.72	\$20.64	
65061100__	510350__	DENTAL INSURANCE	\$23.91	\$18.00	\$18.00	\$18.00	\$1.50	\$0.00	
65061100__	510351__	UNFUNDED PENSION LIABILITY	\$558.96	\$559.00	\$559.00	\$559.00	\$46.58	\$0.00	
65061100__	510360__	LIFE INSURANCE	\$0.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
65061100__	528150__	VEHICLE RENTAL	\$2,844.00	\$500.00	\$500.00	\$500.00	\$41.67	\$0.00	
65061100__	530210__	OPERATING SUPPLIES	\$0.00	\$250.00	\$150.00	\$150.00	\$12.50	\$100.00	
65061100__	530295__	LANDSCAPING SUPPLIES	\$0.00	\$500.00	\$200.00	\$200.00	\$16.67	\$300.00	
TOTAL CITY DEVELOPMENT			\$5,177.46	\$4,100.00	\$3,695.00	\$3,754.43		\$345.57	

940 PARKING ASSESSMENT DISTRICT 1

9400 PARKING UTILITY - PAD 1 ADMIN

			2015	2016	2016	2017	2017	2016 to 2017	
			ACTUAL	APPROVED	PROJECTED	PROPOSED	MONTHLY	CHANGE	DETAILS
65094001__	463301__	PARKING DISTRICT ASSESSMENT	\$25,261.58	\$74,458.00	\$91,924.00	\$76,558.00		\$2,100.00	
65094001__	469999__	MISC REVENUE	\$2,146.94	\$0.00	\$0.00	\$0.00		\$0.00	
65094001__	510110__	FULL TIME SALARIES - REGULAR	\$22,120.98	\$38,247.00	\$38,000.00	\$40,279.00	\$3,356.58	\$2,032.00	
65094001__	510111__	FULL TIME SALARIES - OVERTIME	\$100.45	\$1,000.00	\$1,000.00	\$1,000.00	\$83.33	\$0.00	
65094001__	510130__	TEMPORARY SALARIES - REGULAR	\$3,116.52	\$5,214.00	\$5,200.00	\$5,214.00	\$434.50	\$0.00	
65094001__	510140__	INTERDEPARTMENTAL LABOR	\$0.00	\$500.00	\$0.00	\$500.00	\$41.67	\$0.00	

65094001__	510310__	FICA	\$1,966.36	\$2,545.00	\$2,500.00	\$2,696.00	\$224.67	\$151.00
65094001__	510311__	MEDICARE	\$459.94	\$1,000.00	\$1,000.00	\$1,000.00	\$83.33	\$0.00
65094001__	510320__	WI RETIREMENT FUND	\$1,506.58	\$2,754.00	\$2,700.00	\$2,658.00	\$221.50	\$96.00
65094001__	510340__	HEALTH INSURANCE	\$12,515.13	\$17,119.00	\$17,000.00	\$17,119.00	\$1,426.58	\$0.00
65094001__	510341__	RETIREE HEALTH INSURANCE	\$0.00	\$5,194.00	\$5,194.00	\$5,194.00	\$432.83	\$0.00
65094001__	510345__	HSA CONTRIBUTION	\$0.00	\$0.00	\$0.00	\$1,313.00	\$109.42	\$1,313.00
65094001__	510350__	DENTAL INSURANCE	\$1,022.64	\$1,155.00	\$1,100.00	\$1,155.00	\$96.25	\$0.00
65094001__	510360__	LIFE INSURANCE	\$0.98	\$52.00	\$52.00	\$52.00	\$4.33	\$0.00
65094001__	510400__	WORKERS COMPENSATION	\$99.96	\$100.00	\$100.00	\$100.00	\$8.33	\$0.00
65094001__	510410__	UNEMPLOYMENT COMPENSATION	\$3,488.00	\$100.00	\$0.00	\$100.00	\$8.33	\$0.00
65094001__	521100__	BANKING FEES	\$0.00	\$50.00	\$500.00	\$50.00	\$4.17	\$0.00
65094001__	521110__	FINANCIAL SERVICES FEES	\$500.00	\$500.00	\$500.00	\$500.00	\$41.67	\$0.00
65094001__	524110__	BUILDING EXTERIOR MAINTENANCE	\$36,500.04	\$28,578.00	\$28,578.00	\$28,578.00	\$2,381.50	\$0.00
65094002__	524220__	SNOW REMOVAL SERVICES	\$10,840.00	\$40,000.00	\$40,000.00	\$40,000.00	\$3,333.33	\$0.00
65094003__	525100__	ELECTRIC	\$2,842.63	\$5,000.00	\$2,500.00	\$3,000.00	\$250.00	\$2,000.00
65094013__	525120__	TELEPHONE	\$35.04	\$300.00	\$300.00	\$500.00	\$41.67	\$200.00
65094001__	526150__	LEGAL NOTICES	\$168.48	\$100.00	\$0.00	\$100.00	\$8.33	\$0.00
65094002__	528150__	VEHICLE RENTAL	\$4,059.00	\$4,500.00	\$4,500.00	\$4,500.00	\$375.00	\$0.00
65094014__	530100__	OFFICE SUPPLIES	\$0.00	\$200.00	\$200.00	\$200.00	\$16.67	\$0.00
65094013__	530210__	OPERATING SUPPLIES	\$675.43	\$4,000.00	\$4,000.00	\$4,000.00	\$333.33	\$0.00
65094002__	530295__	LANDSCAPING SUPPLIES	\$12,136.34	\$5,500.00	\$5,500.00	\$5,500.00	\$458.33	\$0.00
65094001__	641200__	LIGHT EQUIPMENT	\$2,396.92	\$14,000.00	\$14,000.00	\$10,000.00	\$833.33	\$4,000.00
65094002__	443405__	LOT METERS	\$6,048.59	\$6,000.00	\$6,000.00	\$6,000.00	\$500.00	\$0.00
65094002__	443705__	MISCELLANEOUS STALL RENTAL	\$66.33	\$100.00	\$100.00	\$100.00	\$8.33	\$0.00
65094003__	443405__	LOT METERS	\$4,557.15	\$4,000.00	\$4,000.00	\$4,000.00	\$333.33	\$0.00
65094003__	443705__	MISCELLANEOUS STALL RENTAL	\$168.92	\$150.00	\$150.00	\$150.00	\$12.50	\$0.00
65094004__	443405__	LOT METERS	\$16,791.81	\$22,000.00	\$18,000.00	\$18,000.00	\$1,500.00	\$4,000.00
65094005__	443705__	MISCELLANEOUS STALL RENTAL	\$10,254.33	\$12,000.00	\$12,000.00	\$12,000.00	\$1,000.00	\$0.00
65094013__	443705__	MISCELLANEOUS STALL RENTAL	\$22,359.07	\$19,000.00	\$19,000.00	\$19,000.00	\$1,583.33	\$0.00
65094014__	443405__	LOT METERS	\$723.45	\$0.00	\$1,250.00	\$2,500.00	\$208.33	\$2,500.00
65094014__	443705__	MISCELLANEOUS STALL RENTAL	\$19,426.24	\$33,000.00	\$15,000.00	\$30,000.00	\$2,500.00	\$3,000.00
65094017__	443705__	MISCELLANEOUS STALL RENTAL	\$8,747.01	\$7,000.00	\$7,000.00	\$7,000.00	\$583.33	\$0.00
TOTAL PARKING UTILITY - PAD 1 ADMIN			\$0.00	\$0.00	\$0.00	\$0.00		
Expenses			\$177,708.00	\$175,308.00	\$14,609.00	\$175,308.00		\$0.00

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Lot 14
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950 PARKING UTILITY

9500 PARKING UTILITY - ADMINISTRATION

		2015	2016	2016	2017	2017	2016 to 2017	
		ACTUAL	APPROVED	PROJECTED	PROPOSED	MONTHLY	CHANGE	DETAILS
65095000__	443901__	\$48.58	\$2,000.00	\$2,000.00	\$1,750.00		\$250.00	
65095000__	449201__	\$30,577.50	\$13,400.00	\$13,400.00	\$13,400.00		\$0.00	
65095000__	461101__	\$0.00	\$14,500.00	\$14,000.00	\$14,000.00		\$500.00	
65095000__	510110__	\$52,004.09	\$38,510.00	\$38,510.00	\$40,556.00	\$3,379.67	\$2,046.00	
65095000__	510111__	\$85.50	\$0.00	\$10.00	\$0.00	\$0.00	\$0.00	
65095000__	510130__	\$9,208.28	\$4,997.00	\$4,997.00	\$4,990.00	\$415.83	\$7.00	
65095000__	510140__	\$0.00	\$5,000.00	\$2,500.00	\$2,500.00	\$416.67	\$0.00	
65095000__	510310__	\$3,270.35	\$2,565.00	\$2,565.00	\$2,722.00	\$226.83	\$157.00	
65095000__	510311__	\$764.92	\$1,000.00	\$1,000.00	\$1,000.00	\$83.33	\$0.00	
65095000__	510320__	\$3,535.67	\$2,773.00	\$2,773.00	\$2,739.00	\$228.25	\$34.00	
65095000__	510340__	\$17,366.93	\$17,237.00	\$17,237.00	\$17,237.00	\$1,436.42	\$0.00	
65095000__	510341__	\$12,329.04	\$15,581.00	\$15,581.00	\$15,581.00	\$1,298.42	\$0.00	

65095000__	510345__	HSA CONTRIBUTION	\$0.00	\$0.00	\$0.00	\$1,310.00	\$109.17	\$1,310.00
65095000__	510350__	DENTAL INSURANCE	\$1,257.64	\$1,162.00	\$1,162.00	\$1,190.00	\$99.17	\$28.00
65095000__	510351__	UNFUNDED PENSION LIABILITY	\$560.04	\$560.00	\$560.00	\$560.00	\$46.67	\$0.00
65095000__	510360__	LIFE INSURANCE	\$14.09	\$50.00	\$50.00	\$50.00	\$4.17	\$0.00
65095000__	510400__	WORKERS COMPENSATION	\$200.04	\$200.00	\$1,500.00	\$200.00	\$16.67	\$0.00
65095000__	510410__	UNEMPLOYMENT	\$0.00	\$50.00	\$0.00	\$50.00	\$4.17	\$0.00
65095000__	521100__	BANKING FEES	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
65095000__	521110__	FINANCIAL SERVICES FEES	\$500.00	\$500.00	\$500.00	\$500.00	\$41.67	\$0.00
65095000__	521560__	MEDICAL SERVICES	\$64.00	\$50.00	\$50.00	\$50.00	\$4.17	\$0.00
65095000__	521700__	SECURITY SERVICES	\$0.00	\$50.00	\$50.00	\$0.00	\$0.00	\$50.00
65095000__	522110__	VEHICLE MAINTENANCE	\$7,229.93	\$5,000.00	\$5,000.00	\$5,000.00	\$416.67	\$0.00
65095000__	524110__	BUILDING EXTERIOR MAINTENANCE	\$25,969.14	\$28,775.00	\$28,775.00	\$28,775.00	\$2,397.92	\$0.00
65095000__	524220__	SNOW REMOVAL SERVICES	\$6,133.75	\$15,000.00	\$8,000.00	\$15,000.00	\$1,250.00	\$0.00
65095000__	525100__	ELECTRIC	\$822.90	\$750.00	\$750.00	\$750.00	\$62.50	\$0.00
65095000__	525105__	WATER	\$0.00	\$25.00	\$25.00	\$25.00	\$2.08	\$0.00
65095000__	525125__	MOBILE PHONE	\$143.32	\$240.00	\$240.00	\$240.00	\$20.00	\$0.00
65095000__	526110__	PROFESSIONAL ORGANIZATIONS	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00
65095000__	526130__	TRAINING	\$0.00	\$250.00	\$0.00	\$400.00	\$33.33	\$150.00
65095000__	526150__	LEGAL NOTICE	\$0.00	\$100.00	\$0.00	\$50.00	\$4.17	\$50.00
65095000__	528150__	VEHICLE RENTAL	\$15,946.50	\$3,000.00	\$10,000.00	\$3,000.00	\$250.00	\$0.00
65095000__	530100__	OFFICE SUPPLIES	\$312.12	\$250.00	\$250.00	\$250.00	\$20.83	\$0.00
65095000__	530210__	OPERATING SUPPLIES	\$17,619.21	\$10,000.00	\$10,000.00	\$10,000.00	\$833.33	\$0.00
65095000__	530230__	GASOLINE	\$1,613.95	\$4,000.00	\$1,500.00	\$2,500.00	\$208.33	\$1,500.00
65095000__	530250__	SAND & SALT	\$0.00	\$4,000.00	\$4,000.00	\$4,000.00	\$333.33	\$0.00
65095000__	530255__	TOOLS & SMALL EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
65095000__	530259__	IT SMALL EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
65095000__	530295__	LANDSCAPING SUPPLIES	\$3,529.71	\$5,000.00	\$5,000.00	\$4,000.00	\$333.33	\$1,000.00
65095000__	540200__	INSURANCE	\$365.79	\$200.00	\$200.00	\$200.00	\$16.67	\$0.00
65095000__	540215__	GEN. PUB. OFFICIALS & AUTO	\$248.44	\$625.00	\$625.00	\$625.00	\$52.08	\$0.00
65095000__	631200__	STREET IMPROVEMENTS	\$295,604.61	\$7,500.00	\$25,000.00	\$7,000.00	\$583.33	\$500.00
65095000__	641200__	LIGHT EQUIPMENT	\$205.87	\$5,000.00	\$5,000.00	\$5,000.00	\$416.67	\$0.00
65095000__	642200__	IT EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
65095000__	649100__	OTHER EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
65095007__	443405__	LOT METERS	\$1,713.39	\$1,000.00	\$1,000.00	\$1,000.00	\$83.33	\$0.00
65095007__	443705__	MISCELLANEOUS STALL RENTAL	\$13,911.53	\$13,000.00	\$10,000.00	\$10,000.00	\$833.33	\$3,000.00
65095008__	443705__	MISCELLANEOUS STALL RENTAL	\$7,750.61	\$10,000.00	\$10,000.00	\$10,000.00	\$833.33	\$0.00
65095009__	443405__	LOT METERS	\$1,357.01	\$1,200.00	\$1,200.00	\$1,200.00	\$100.00	\$0.00
65095009__	443705__	MISCELLANEOUS STALL RENTAL	\$17,583.00	\$18,000.00	\$18,000.00	\$18,000.00	\$1,500.00	\$0.00
65095010__	443705__	MISCELLANEOUS STALL RENTAL	\$4,142.85	\$2,200.00	\$3,000.00	\$2,200.00	\$183.33	\$0.00
65095011__	443705__	MISCELLANEOUS STALL RENTAL	\$9,816.10	\$8,000.00	\$4,000.00	\$4,000.00	\$333.33	\$4,000.00
65095090__	443201__	STREET METERS	\$85,279.46	\$85,000.00	\$80,000.00	\$85,000.00	\$7,083.33	\$0.00
65095014__	443201__	STREET METERS	\$18,991.76	\$12,000.00	\$25,000.00	\$20,000.00	\$1,666.67	\$8,000.00

Lot 7
Lot 7
Lot 8
Lot 9
Lot 9
Lot 10
Lot 11
Street Meters
On-Street Parking Permits

TOTAL PARKING UTILITY - CITY LOTS			\$285,734.04	\$0	\$11,790	\$0		
Expenses			\$476,905.83	\$180,300.00	\$193,390.00	\$180,550.00		\$0.00

960 PAD 2 - RIVERFRONT

9600 PARKING UTILITY - PAD 2 ADMIN			2015	2016	2016	2017	2017	2016 to 2017	
			ACTUAL	APPROVED	PROJECTED	PROPOSED	MONTHLY	CHANGE	DETAILS
65096000__	463301__	PARKING DISTRICT ASSESSMENT	\$36,921.84	\$40,082.00	\$33,746.00	\$40,325.04		\$243.04	
65096000__	469999__	OTHER MISCELLANEOUS REV	\$5,488.60	\$10,000.00	\$10,000.00	\$10,000.00		\$0.00	

65096000__	510110__	FULL TIME SALARIES - REGULAR	\$8,480.76	\$9,789.00	\$9,700.00	\$10,310.00	\$859.17	\$521.00
65096000__	510111__	FULL TIME SALARIES - OVERTIME	\$21.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
65096000__	510130__	TEMPORARY SALARIES - REGULAR	\$3,310.75	\$3,476.00	\$3,400.00	\$3,476.00	\$289.67	\$0.00
65096000__	510140__	INTERDEPARTMENT LABOR	\$107.36	\$300.00	\$300.00	\$300.00	\$25.00	\$0.00
65096000__	510310__	FICA	\$605.79	\$816.00	\$800.00	\$846.00	\$70.50	\$30.00
65096000__	510311__	MEDICARE	\$141.69	\$90.00	\$90.00	\$100.00	\$8.33	\$10.00
65096000__	510320__	WI RETIREMENT FUND	\$584.29	\$705.00	\$700.00	\$701.00	\$58.42	\$4.00
65096000__	510340__	HEALTH INSURANCE	\$4,269.79	\$4,382.00	\$4,382.00	\$4,382.00	\$365.17	\$0.00
65096000__	510345__	HSA CONTRIBUTION	\$0.00	\$0.00	\$0.00	\$336.05	\$28.00	\$336.05
65096000__	510350__	DENTAL INSURANCE	\$263.56	\$296.00	\$296.00	\$296.00	\$24.67	\$0.00
65096000__	510360__	LIFE INSURANCE	\$1.20	\$13.00	\$13.00	\$13.00	\$1.08	\$0.00
65096000__	510400__	WORKERS COMPENSATION	\$50.04	\$50.00	\$50.00	\$50.00	\$4.17	\$0.00
65096000__	510410__	UNEMPLOYMENT COMPENSATION	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
65096000__	524110__	BUILDING EXTERIOR MAINTENANCE	\$5,130.00	\$7,315.00	\$7,315.00	\$7,315.00	\$609.58	\$0.00
65096000__	524220__	SNOW REMOVAL SERVICES	\$3,762.50	\$10,000.00	\$4,000.00	\$10,000.00	\$833.33	\$0.00
65096000__	525100__	ELECTRIC	\$984.83	\$700.00	\$700.00	\$700.00	\$58.33	\$0.00
65096000__	526150__	LEGAL NOTICE	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
65096000__	528150__	VEHICLE RENTAL	\$4,783.50	\$4,500.00	\$4,500.00	\$4,500.00	\$375.00	\$0.00
65096000__	530210__	OPERATING SUPPLIES	\$1,500.00	\$2,000.00	\$2,000.00	\$2,000.00	\$166.67	\$0.00
65096000__	530295__	LANDSCAPING SUPPLIES	\$8,413.00	\$5,500.00	\$5,500.00	\$5,000.00	\$416.67	\$500.00

TOTAL PARKING UTILITY -RIVERFRONT			\$0.00	\$0.00	\$0.00	\$0.00		
Expenses			\$42,410.44	\$44,582.00	\$38,246.00	\$50,325.05		\$0.00

970 PAD 4 - S 12th STREET

9700 PARKING UTILITY - PAD 4 ADMIN			2015	2016	2016	2017	2017	2016 to 2017	
			ACTUAL	APPROVED	PROJECTED	PROPOSED	MONTHLY	CHANGE	DETAILS
65097000__	463301__	PARKING DISTRICT ASSESSMENT	\$4,948.02	\$12,373.00	\$7,721.00	\$12,288.95		\$84.05	
65097000__	510110__	FULL TIME SALARIES - REGULAR	\$558.12	\$2,358.00	\$1,500.00	\$2,483.00	\$206.92	\$125.00	
65097000__	510111__	FULL TIME SALARIES - OVERTIME	\$2.14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
65097000__	510130__	TEMPORARY SALARIES - REGULAR	\$305.63	\$435.00	\$435.00	\$435.00	\$36.25	\$0.00	
65097000__	510310__	FICA	\$37.83	\$200.00	\$100.00	\$158.00	\$13.17	\$42.00	
65097000__	510311__	MEDICARE	\$8.80	\$17.00	\$10.00	\$70.00	\$5.83	\$53.00	
65097000__	510320__	WI RETIREMENT FUND	\$38.00	\$170.00	\$100.00	\$169.00	\$14.08	\$1.00	
65097000__	510340__	HEALTH INSURANCE	\$318.38	\$1,056.00	\$800.00	\$1,056.00	\$88.00	\$0.00	
65097000__	510345__	HSA CONTRIBUTION	\$0.00	\$0.00	\$0.00	\$80.95	\$6.75	\$80.95	
65097000__	510350__	DENTAL INSURANCE	\$24.59	\$71.00	\$60.00	\$71.00	\$5.92	\$0.00	
65097000__	510360__	LIFE INSURANCE	\$0.03	\$4.00	\$4.00	\$4.00	\$0.33	\$0.00	
65097000__	510400__	WORKERS COMPENSATION	\$50.04	\$50.00	\$50.00	\$50.00	\$4.17	\$0.00	
65097000__	510410__	UNEMPLOYMENT COMPENSATION	\$0.00	\$50.00	\$0.00	\$50.00	\$4.17	\$0.00	
65097000__	524110__	BUILDING EXTERIOR MAINTENANCE	\$699.96	\$1,762.00	\$1,762.00	\$1,762.00	\$146.83	\$0.00	
65097000__	524220__	SNOW REMOVAL SERVICES	\$2,360.00	\$5,750.00	\$2,500.00	\$5,500.00	\$458.33	\$250.00	
65097000__	526150__	LEGAL NOTICE	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	
65097000__	528150__	VEHICLE RENTAL	\$544.50	\$400.00	\$400.00	\$400.00	\$33.33	\$0.00	
TOTAL PARKING UTILITY - PAD 4 ADMIN			\$0.00	\$0.00	\$0.00	\$0.00			
Expenses			\$4,948.02	\$12,373.00	\$7,721.00	\$12,288.95		\$84.05	

980 P A D - SOUTH PIER

9800 PARKING UTILITY - SOUTH PIER ADMIN			2015	2016	2016	2017	2017	2016 to 2017
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			ACTUAL	APPROVED	PROJECTED	PROPOSED	MONTHLY	CHANGE	DETAILS
65098000__	463301__	PARKING DISTRICT ASSESSMENT	\$12,569.62	\$18,260.00	\$16,449.00	\$18,043.78		\$216.22	
65098000__	510110__	FULL TIME SALARIES - REGULAR	\$1,258.05	\$3,664.00	\$3,664.00	\$3,859.00	\$321.58	\$195.00	
65098000__	510111__	FULL TIME SALARIES - OVERTIME	\$4.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
65098000__	510130__	TEMPORARY SALARIES - REGULAR	\$1,777.38	\$3,911.00	\$3,900.00	\$3,911.00	\$325.92	\$0.00	
65098000__	510310__	FICA	\$154.43	\$255.00	\$255.00	\$254.00	\$21.17	\$1.00	
65098000__	510311__	MEDICARE	\$36.10	\$84.00	\$84.00	\$100.00	\$8.33	\$16.00	
65098000__	510320__	WI RETIREMENT FUND	\$85.73	\$264.00	\$264.00	\$262.00	\$21.83	\$2.00	
65098000__	510340__	HEALTH INSURANCE	\$651.06	\$1,640.00	\$1,640.00	\$1,640.00	\$136.67	\$0.00	
65098000__	510345__	HSA CONTRIBUTION	\$0.00	\$0.00	\$0.00	\$125.78	\$10.48	\$125.78	
65098000__	510350__	DENTAL INSURANCE	\$54.14	\$111.00	\$111.00	\$111.00	\$9.25	\$0.00	
65098000__	510360__	LIFE INSURANCE	\$0.09	\$4.00	\$4.00	\$4.00	\$0.33	\$0.00	
65098000__	510400__	WORKERS COMPENSATION	\$50.04	\$50.00	\$50.00	\$50.00	\$4.17	\$0.00	
65098000__	510410__	UNEMPLOYMENT COMPENSATION	\$0.00	\$50.00	\$0.00	\$50.00	\$4.17	\$0.00	
65098000__	524110__	BUILDING EXTERIOR MAINTENANCE	\$2,870.04	\$2,737.00	\$2,737.00	\$2,737.00	\$228.08	\$0.00	
65098000__	524220__	SNOW REMOVAL SERVICES	\$1,917.50	\$3,000.00	\$1,300.00	\$3,000.00	\$250.00	\$0.00	
65098000__	525100__	ELECTRIC	\$537.78	\$300.00	\$300.00	\$300.00	\$25.00	\$0.00	
65098000__	526150__	LEGAL NOTICE	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	
65098000__	528150__	VEHICLE RENTAL	\$2,313.00	\$400.00	\$400.00	\$400.00	\$33.33	\$0.00	
65098000__	530210__	OPERATING SUPPLIES	\$0.00	\$240.00	\$240.00	\$240.00	\$20.00	\$0.00	
65098000__	530295__	LANDSCAPING SUPPLIES	\$860.00	\$1,500.00	\$1,500.00	\$1,000.00	\$83.33	\$500.00	
TOTAL PARKING UTILITY - SOUTH PIER ADMIN			\$0.00	\$0.00	\$0.00	\$0.00			
	Expenses		\$12,569.62	\$18,260.00	\$16,449.00	\$18,043.78		\$216.22	
998 DEPRECIATION									
9981 DEPRECIATION									
			2015	2016	2016	2017	2017	2016 to 2017	DETAILS
			ACTUAL	APPROVED	PROJECTED	PROPOSED	MONTHLY	CHANGE	
65099810__	993000__	DEPRECIATION-IMPROVEMENTS	\$0.00	\$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	\$0.00	\$0.00	
TOTAL DEPRECIATION			\$0.00	\$22,000.00	\$22,000.00	\$22,000.00		\$0.00	
999 CUSTOMER CLEARING									
9999 FUND BALANCE APPLIED									
			2015	2016	2016	2017	2017	2016 to 2017	DETAILS
			ACTUAL	APPROVED	PROJECTED	PROPOSED	MONTHLY	CHANGE	
65099990__	492101__	INTER TRANSFER-GENERAL FUND	\$429.29	\$3,584.00	\$2,790.00	\$3,366.52		\$217.48	Revenue for Harbor Centre
65099990__	492407__	INTER TRANSFER-INDUSTRIAL PK	\$5,177.46	\$4,028.00	\$3,695.00	\$3,754.43		\$273.57	Revenue for Industrial Park
65099990__	499999__	FUND EQUITY	\$0.00	\$22,000.00	\$22,000.00	\$0.00		\$22,000.00	
TOTAL FUND BALANCE APPLIED			\$5,606.75	\$29,612.00	\$28,485.00	\$7,120.95		\$22,491.05	
TOTAL CUSTOMER CLEARING			\$5,606.75	\$29,612.00	\$28,485.00	\$7,120.95		\$22,491.05	
TOTAL PARKING UTILITY FUND			\$359,988.64	\$0.00	\$0.00	\$0.00			
TOTAL REVENUES			\$300,990.52	\$468,369.00		\$443,636.72			
TOTAL EXPENSES			\$660,979.16	\$468,369.00		\$465,636.72		\$2,732.28	
TOTAL ASSESSMENTS			\$139,992.83	\$162,785.00		\$154,336.72			

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 2.4 Shoreline Metro ADA Paratransit Plan 2016-2020

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

REPORT DATE: 7/14/16

MEETING DATE: 7/19/16

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 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. The plan is maintained and implemented by the Director of Transit & Parking.

STAFF COMMENTS:

The Director of Transit & Parking presents the 2016-2020 Paratransit Plan for consideration, review and approval. All policies, procedures and best practices are in accordance with ADA law, federal regulations and any other statutes. The Director serves as the oversight for all ADA related concerns and assures compliancy of ADA related policies on behalf of the Transit Commission.

This document was well-received by FTA during the 2014 Triennial Review. The Director feels it is an important document for employees and customers alike and contributes to the transparency of the organization. The document is available on the Shoreline Metro website for viewing anytime.

This document replaces the previous edition of the Paratransit Plan from 2014-2018.

ACTION REQUESTED:

Motion to approve the 2016-2020 Paratransit Plan for Shoreline Metro and Metro Connection.

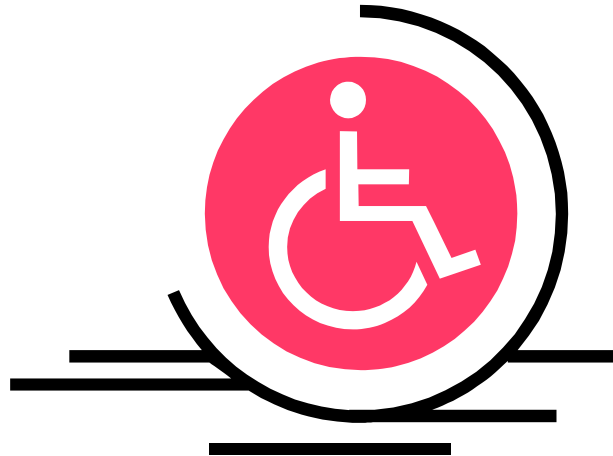
ATTACHMENTS:

- I. 2016-2020 Paratransit Plan for Shoreline Metro;

Shoreline Metro

Paratransit Operations Plan

For Elderly and Disabled Customers



**Plan Years:
2016-2020**

SHORELINE METRO PARATRANSIT PLAN AUTHOR

Derek R. Muench
Director of Transit & Parking
Shoreline Metro/Metro Connection

Approved: July 19, 2016 by the Sheboygan Parking & Transit Commission



SHEBOYGAN COMMON COUNCIL

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Charles Windsor
Derek Muench (ex-officio)*

*Advisory to the Commission

The city establishes a transit commission pursuant to W.S.A., § 66.1021, which shall be designated the "Sheboygan Transit Commission." Such commission shall be responsible for the maintenance and operation of the city's comprehensive, unified local transportation system in accordance with the jurisdiction, powers and duties set forth in W.S.A., § 66.1021. Additionally, such commission shall maintain, operate and control all off-street parking facilities and on-street parking facilities, under the general control and supervision of the common council.

- (a) The transit commission shall consist of nine commissioners. Six of the members shall be the mayor, the chairman of the committee on finance of the common council, the chairman of the committee on public protection and safety of the common council, the chairman of the committee on public works of the common council, the chief of police and the director of city development, who shall be members by virtue of their office. The other commissioners shall be three citizen members.
- (b) The three citizen members shall be appointed by the mayor and approved by the common council.
- (c) The citizen members of the commission shall be appointed for staggered three-year terms expiring on April 30 each year.
- (d) The mayor, the chief of police and the director of city development may designate another member of their respective department to attend a meeting or meetings of the transit commission in his or her absence with full power to act in his or her stead.

Updated July 13, 2016

Shoreline Metro Paratransit Plan

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Section One - General Information about Shoreline Metro

A. Historical

Shoreline Metro is a publicly owned and operated fixed route bus system serving the cities of Sheboygan and Sheboygan Falls and Village of Kohler. The City of Sheboygan took over management of operations of the privately owned Sheboygan Transit, Inc in 1972 and was renamed to Sheboygan Transit System. Transit services had been privately operated in the Sheboygan area since inception in 1944.

In 2011, Sheboygan Transit System was renamed to Lakeshore Metro, but due to a short legal dispute over the naming of the transit system, officials later renamed the public transit system to Shoreline Metro. The renaming was an effort to change the image of the bus system and rebrand it to appeal to new riders. The name change helped capture a holistic approach to lakeshore transportation and no longer singled out one community over the other.

In 2011-2012, Shoreline Metro underwent a Transportation Development Plan with the assistance of Bay-Lake Regional Planning Commission. The plan made many recommendations on route structure, times, fares, and stops mostly to reduce expenses from a cut in state funding. The Transportation Development Plan was adopted in summer 2012 and covers the years 2011 to 2015.

In 2014, Metro Connection upgraded its dispatching and scheduling software from Route Match to Ecolane MDT. The upgrade included mobile data terminals (MDTs) for all vehicles, web-based software application and a reduction in data entry. In April 2015, the software went live with a noticeable increase in efficiency including a 25% reduction in revenue hours, 33% reduction in revenue miles, 25% reduction in vehicles in revenue service and a near 100% reduction in paper and printing. Trips per hour in 2014 were 2.08 and by August 2015, trips per hour had improved to 3.17.

B. Name, Address and Contact Information

<i>Office:</i>	Shoreline Metro 608 S Commerce St Sheboygan, WI 53081	<i>Intermodal Facility:</i>	Shoreline Metro 828 Pennsylvania Ave Sheboygan, WI 53081
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<i>Contacts:</i>	Derek Muench, Director 608 S Commerce St Sheboygan, WI 53081 Ph: 920.459.3140 dmuench@shorelinemetro.com	Cindy Ver Duin, ADA Coordinator 608 S Commerce St Sheboygan, WI 53081 Ph: 920.459.3409 cverduin@shorelinemetro.com
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Section Two - Description of Fixed Route System

A. System Characteristics

Population Served: 56,897 (2010 Census)

Service Area: Cities of Sheboygan and Sheboygan Falls and Village of Kohler

Fare Structure: Cash Fare \$1.75, Elderly and Disabled \$0.85. Monthly bus passes are available for \$48; Day passes for \$3; 10 Adult tokens for \$13; 10 Student tokens for \$11. Passengers under the age of 5 may ride free when accompanied by an adult.

Route Structure: Fixed

Route Narratives:

Route 3 North – North Central Sheboygan

Route 3 North services the north central area of the City of Sheboygan including Piggly Wiggly, Pigeon River Elementary School, Walgreens and RCS. It departs from the Transfer Point at quarter past (:15) and quarter to (:45) each hour. From the Transfer Point, the route heads west on Center Ave, north on N 10th Street to Michigan Ave, then west on Michigan Ave, north on N 14th Street/Calumet Dr then veers north onto N 15th Street up to Piggly Wiggly. From Piggly Wiggly, the route exits onto Mayflower Ave and heads west to N 15th Street, then north on N 15th Street, west on Eisner Ave then south on N 21st Street to North Ave. At North Ave, the route heads west to N 25th Street, east on Geele Ave and then south on N 13th Street, east on Michigan Ave followed by heading south on N 10th Street, east on Center Ave and returning to the Transfer Point.

Route 3 South – South Central Sheboygan

Route 3 South services the south central area of the City of Sheboygan including South Pier/Blue Harbor Resort, Madison Elementary School, Georgia Ave Apartments, Horace Mann Middle School, BioLife, UW Sheboygan, and Old Wisconsin. It departs the Transfer Point at quarter past (:15) and quarter to (:45) each hour. From the Transfer Point, the route heads west on Pennsylvania Ave, south on S 9th Street onto S 8th Street, then continues around the Indiana Ave roundabout onto South Pier Dr, east on Fisherman's Row, and north on Blue Harbor Drive before heading south on South Pier Dr to Indiana Ave. The route then continues west on Indiana Ave to S 17th Street, south on S 17th Street, then west on Georgia Ave, west on Union Ave to University Dr, east on the university access road then north back to University Dr. The route then heads north and east on University Dr to Taylor Dr, south on Taylor Dr, east on Union Ave, north on S 24th Street, east on Broadway Ave, north on S 14th Street and then east on Pennsylvania Ave back to the Transfer Point

Route 5 North – Northeast Sheboygan

Route 5 North services the northeast area of the City of Sheboygan including Save A lot Foods, Urban Middle School, Piggly Wiggly, North High School, Memorial Hospital, and the YMCA. The Senior Center is also serviced on this route by request only. It departs the Transfer Point at quarter past (:15) and quarter to (:45) each hour. From the Transfer Point, the route heads east on Center Ave, north on N 8th Street, west on Geele Ave, north on N 13th Street, west on MacArthur Ave and then north on N 15th to Eisner Ave. From Eisner Ave, the route travels east to N 10th Street, south on N 10th Street, east on North Ave, south on N 5th Street, east on Geele Ave, south on N 3rd Street to Superior Ave, then west on Superior Ave to N 4th Street. On N 4th Street, the route travels south to and then east on Ontario Ave to Broughton Ave, south on Broughton Ave to

Pennsylvania Ave, west on Pennsylvania Ave, north on N 6th Street, west on Center Ave back to the Transfer Point.

Route 5 South – South Central Sheboygan

Route 5 South services the south central area of the City of Sheboygan including the Shoreline Metro office, Indian Meadows Mobile Home Park, Heritage Square, Pick N Save and access to Wilson Elementary School. It departs the Transfer Point at quarter past (:15) and quarter to (:45) each hour. From the Transfer Point, the route heads west on Pennsylvania Ave, south on Commerce Street, west on Indiana Ave, south on S 11th Street, west on Georgia Ave followed by south on S 12th Street. At Union Ave, the route travels west, then south on S 16th Street, west on Mead Ave, south on S 18th Street, west on Wilson Ave, south on S Business Drive to Indian Meadows. From Indian Meadows, the route heads east on Carmen Ave, north on S 18th Street, west on Wilson Ave, north on S Business Dr, then into Pick N Save before continuing on S Business Dr, east on Broadway Ave, north on S 12th Street, east on Georgia Ave, north on S 11th St, east on Indiana Ave, north on Commerce Street and east on Pennsylvania Ave to the Transfer Point.

Route 7 North – Northwest Sheboygan

Route 7 North services the northwest area of the City of Sheboygan including the Mead Public Library, Sheboygan Aurora Clinic, Pick N Save, St Nicholas Hospital, and Jefferson Elementary School. It departs the Transfer Point at quarter past (:15) and quarter to (:45) each hour. From the Transfer Point, the route heads west on Center Ave, north on N 9th Street, west on Superior Ave, south on N 23rd Street, west on Kohler Memorial Dr, north on N 25th Street, west on Superior Ave past St Nicholas Hospital. At Taylor Drive, the route heads north to Main Ave, south on N 29th Street, east on Saemann Ave, south on N 16th Street, east on Superior Ave and then south on N 9th Street and east on Center Ave back to the Transfer Point.

Route 7 South – Southeast Sheboygan

Route 7 South services the southeast area of the City of Sheboygan including Longfellow Elementary School, the Boys & Girls Club, South High School, Sunnyside Mall, Country Village, Embers Apartments and access to Indian Meadows and Southtown Mall. It departs the Transfer Point at quarter past (:15) and quarter to (:45) each hour. From the Transfer Point, the route heads west on Pennsylvania Ave, south on S 9th Street and continues south on S 8th Street, around the roundabout on S 8th Street, west on Wilson Ave, south on S 12th Street to Weeden Creek Rd, west on Weeden Creek Rd, then north on S Business Dr, east on Washington Ave then heads north on N 12th Street, east on Union Ave, north on S 8th Street to Pennsylvania Ave, west on Pennsylvania Ave to the Transfer Point.

Route 10 North – Northwest Sheboygan

Route 10 North services the northwest area of the City of Sheboygan including the Sheboygan Aurora Clinic, Job Center, Big Lots, Marcus Cinema, Memorial Mall, Shopko, Festival Foods, Taylor Heights and the Tamarack Apartments. It departs the Transfer Point at quarter past (:15) and quarter to (:45) each hour. From the Transfer Point, the route heads west on Center Ave, north on N 10th Street, west on Erie Ave/Kohler Memorial Drive, north on N 25th Street, west on the Frontage Road, northwest on Wilgus Ave and loops around through the Job Center. From the Job Center, the route continues southeast on Wilgus Ave, south on Taylor Drive and loops through Memorial Mall. From the mall, the route heads east on Erie Ave and loops through Shopko. From Shopko, the route heads south on Taylor Drive and loops through Festival Foods and Taylor Heights. From Taylor Heights, the route heads east on Erie Ave, north on N 19th Street, east on Kohler Memorial Drive/Erie Ave, south on N 9th Street, and then east on Center Ave to the Transfer Point.

Route 10 South – Southwest/South Central Sheboygan

Route 10 South services the southwest and south central areas of the City of Sheboygan including Washington Square, Walmart, the Detention Center, Nemark, Acuity, Aldi, and Wildwood Park. It departs the Transfer Point at quarter past (:15) and quarter to (:45) each hour. From the Transfer Point, the route heads west on Pennsylvania Ave, south on S 14th Street, continues south on S Business Dr, west on Wilson Ave into Washington Square past Piggly Wiggly before exiting on the Frontage Road onto Washington Ave, then west to Greenwing Dr, south on Greenwing Dr, west into Walmart then north out of Walmart to the Frontage Rd, east to Greenwing Dr, north to Washington Ave, east to S 32nd Street, then north on S 32nd Street, west on Crocker Ave to Taylor Drive, then north to New Jersey Ave, east on New Jersey Ave to S 15th Street, east on Pennsylvania Ave to the Transfer Point.

Routes 20N & 20S – Sheboygan Falls/Kohler

Route 20N and 20S service the Village of Kohler and City of Sheboygan Falls, and a small portion of the City of Sheboygan, Woodlake Market, Kohler Company, Deer Trace Kohler, Bemis Manufacturing, Sheboygan Falls High School and Middle School, Sheboygan Falls Municipal Building, Piggly Wiggly, Forest Avenue Mobile Home Park, the Aging and Disability Resource Center and Walmart (south side Sheboygan). Route 20N travels in a counterclockwise motion departing the Transfer Point weekdays at 5:45am, 7:15am, 11:15am and 5:45pm. Route 20S travels in a clockwise motion departing the Transfer Point weekdays at 9:15am, 1:15pm, 3:45pm and 7:45pm. Route 20N also departs the Transfer Point intermittently on Saturdays at 9:15am, 12:15pm, and 3:15pm. Route 20S also departs the Transfer Point intermittently on Saturdays at 11:15am and 1:15pm. All runs have a headway of 60-min.

Route 30 – Southside Sheboygan/Industrial Park/Deer Trace Kohler

Eliminated on July 5, 2016.

Route 40 – The Square

Route 40 services the downtown, Riverfront, South Pier and Marina/Lakefront areas of the City of Sheboygan including Blue Harbor Resort, Riverfront, John Michael Kohler Arts Center, Harbor Centre Marina, Deland Park, Fountain Park and downtown Sheboygan. The route runs annually from Memorial Day to Labor and includes service on the Fourth of July. It departs the Transfer Point weekdays at the top (:00) and bottom (:30) of each hour weekdays from 10:00am to 8:00pm and Saturdays from 10:00am to 6:00pm. From the Transfer Point, it travels east on Pennsylvania Ave to S 8th Street, S 8th Street to Indiana Ave and onto South Pier Drive via roundabout, followed by heading around past Blue Harbor Resort on Blue Harbor Drive and finally departing South Pier on South Pier Drive. At the roundabout at Indiana Ave, the route heads north on S 8th Street, before heading northeast on Riverfront Drive to Pennsylvania Ave. It then continues north on N 6th St to New York Ave, east on New York Ave to the Kohler Arts Center, then south on N 7th Street to Pennsylvania Ave, east on Pennsylvania Ave to Broughton Drive and then north to the marina. The route then continues into the marina and circles back to Broughton Drive where the route continues north to Michigan Ave, then west on Michigan Ave to N 8th Street, south on N 8th Street to Center Ave and finally west on Center to the Transfer Point.

B. Service Vehicles and Accessibility

Shoreline Metro has forty (40) vehicles in its fleet including five (5) Gillig low floor 29' coaches, eleven (11) Gillig low floor 35' coaches, eleven (11) medium-sized paratransit buses, six (6) New Flyer low floor coaches and two (2) Dupont Trolleys. Support vehicles include two (2) Dodge Caravan minivans, one (1) Chevrolet Equinox SUV, and one (1) Chevrolet Impala sedan. Maintenance vehicles include two (2) Ford Superduty Pickup trucks.

The Gillig and New Flyer low floor coaches are 100% accessible and are equipped with ramps and Q-Straint mobility device securement systems. The paratransit buses are also 100% accessible and are equipped with lifts and Q-Straint mobility device securement systems. The Dupont Trolley's are 100% accessible are equipped with lifts and Q-Straint mobility device securement systems. The non-revenue support vehicles are not accessible. All of Shoreline Metro's routes are 100% accessible for mobility devices and disabled individuals.

Drivers shall pick up and disembark disabled passengers including mobility devices at all designated bus stops unless the ramp cannot be deployed, the ramp will be damaged if deployed, or temporary conditions preclude the safe use of the stop by all passengers.

In the event of an unsafe disembark location the driver shall temporarily use the next closest corner or safe bus stop to disembark the passenger as to not cause any damage to the ramp or harm to the passenger.

C. Ramp and Securement Policy

Shoreline Metro's fleet of revenue vehicles are all equipped with securement devices as well as ramps. Shoreline Metro requires that all mobility devices such as wheelchairs and scooters be secured using the proper four (4) point securement devices on board all fixed route buses. Shoreline Metro also strongly encourages but does not require users in mobility devices to use the provided lap and shoulder belts. Shoreline Metro drivers must document and report all mobility device users who have declined the use of the lap and shoulder belts. Transit drivers must also assist with the use of ramps and securement devices, as necessary.

Shoreline Metro will transport customers using a mobility device such as a wheelchair, scooter, or power chair (any device used as a mobility aid and is classified as a transport chair). Drivers will secure these devices using 4-point securement whenever possible. Shoreline Metro will not deny service to passengers using a mobility device when an attempt to secure using 4-point securement has been made, but for whatever reason, 4-point securement cannot be obtained. It is also the policy to follow the department procedures for proper securing mobility devices and in accordance with the ADA as documented in 49 CFR, Part 37 (Transportation Services for Individuals with Disabilities).

Service will be denied to a passenger using a mobility device who declines to permit his/her wheelchair to be secured to an accessible bus with the securement devices provided or cannot be safely accommodated outside of the aforementioned safety specifications.

Shoreline Metro may, at the discretion of the staff and drivers, use Q-Straint looping straps to assist with securing mobility devices to the bus. Certain scooters and non-traditional mobility devices will require these straps to assist with proper securement

All Shoreline Metro drivers and staff will be trained on proper mobility device securements and "best practice" techniques by a certified trainer. All drivers will have written certificates on file of the training date and training curriculum. Drivers will be trained once every two (2) years with training not to exceed every three (3) years. Please see Appendix A for the policy in its entirety.

D. Maintenance

All vehicles in the Shoreline Metro fleet must be properly maintained including the operative condition of all accessibility features available to individuals with disabilities. These features include lifts, ramps, securement devices, signage, and systems to facilitate communication. All accessibility features will be repaired promptly.

In the event of an inoperative device or impaired accessibility feature, the vehicle will be removed from the assigned route until all repairs are complete. If the device or accessibility feature occurs or is noticed during the middle of a shift, the vehicle must either be repaired or removed from route prior to the start of the next service day.

Alternative service to individuals with disabilities will be made if a vehicle with an inoperative device or impaired accessibility feature is on a fixed route and the headway to the next accessible vehicle exceeds thirty (30) minutes on the Sheboygan routes or sixty (60) minutes on the Sheboygan Falls and Kohler route.

E. Service Animals

Individuals requiring the use of a service animal are permitted to bring their service animal on board the bus. Service animals may accompany an individual for any reason including physical, mental, emotional or psychological reasons.

A service animal is defined as any animal individually trained to work or perform tasks for an individual with a disability, including but not limited to guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.

Individuals requiring a service animal are not required to certify or register the animal, but the animal must remain on a leash or safe holding container as to not cause harm or undue hardship to other passengers. There is no limit as to how many service animals a passenger may bring on board.

F. Medical Equipment

Shoreline Metro allows individuals to bring medical equipment such as respirators and portable oxygen tanks on board the fixed route buses. Individuals using these devices are asked to keep them strapped to the mobility device or remain in the lap while on route. Oxygen tanks should remain upright at all times and must be secured to the mobility device or held in an upright position.

G. Communications

Shoreline Metro will provide to its passengers, upon request, material including maps, applications and policies in an accessible format for disabled individuals. If an accessible format is unavailable, Shoreline Metro will accommodate the individual's request to the best of its ability.

Shoreline Metro drivers and operators are required to announce stops at transfer points, major intersections, and destination points, at adequate intervals along a route. An individual's stop may also be requested as part of the communication dialogue.

H. Assistance

Shoreline Metro will provide assistance to any individual requiring additional help with boarding and alighting. Drivers may assist passengers for safety reasons as to prevent passenger accidents. Shoreline Metro does

not promote assistance when safety to drivers or passengers is at risk. When a driver's or passenger's safety is at risk, Shoreline Metro staff may recommend paratransit service for the user, but may not require it.

I. Reasonable Modifications

Shoreline Metro will honor and accommodate any reasonable modification to service as long as the request 1) does not fundamentally alter the service; 2) does not create a direct threat to the health and safety of others; and 3) is not necessary to permit the passenger to use the services for their intended purpose (nondiscriminatory). Such modifications should be made in advance to properly consider and plan for such modification but may be made to the driver at the time of boarding.

Section Three - Description of ADA Paratransit Service and Eligibility

Shoreline Metro's Paratransit service, known as Metro Connection, is an origin-to-destination transportation service for people with disabilities who have been certified as unable to use Shoreline Metro's accessible fixed route bus service for some or all trips.

Shoreline Metro provides complimentary ADA Paratransit services in conjunction with its fixed route bus system and in accordance with the Americans with Disabilities (ADA) Act of 1992 under Title III. Under this provision, individuals who are unable, because of a disability, to use the fixed bus service may be eligible for this program.

Shoreline Metro operates Metro Connection for its paratransit services. Shoreline Metro also contracts with Sheboygan County to provide other specialized transportation programs (SS 85.21) such as the Elderly and Disabled transportation programs which are managed by Shoreline Metro.

A. Application Materials

Application material and other information for Metro Connection's Specialized Transportation Services are available in print form at the Shoreline Metro and Metro Connection office.

Applications are also available for download on Shoreline Metro's website, www.shorelinemetro.com.

Notices and applications will be sent to potential users of paratransit services upon request. Potential users are encouraged to contact the Metro Connection office to request an application. Please see Exhibit B to view the application.

B. ADA Paratransit Eligibility Process

Metro Connection determines eligibility upon review of a completed application form containing information regarding the applicant's functional ability. Metro Connection reserves the right to require a medical professional's opinion and/or a functional assessment prior to determining eligibility. An individual's origin and destination must be within $\frac{3}{4}$ mile of the fixed bus route. Please see Section C for hours.

Clients are asked to complete an application form to establish eligibility. Upon completion of the entire application and submittal to Metro Connection, an application review will take place. Metro Connection, in accordance with Title III of the Americans with Disabilities Act of 1992 will determine eligibility after receiving the completed application. As part of the application process, Metro Connection may require further medical information from a medical professional or an in-person assessment to be conducted by the Paratransit Coordinator or his/her designee. Upon receipt of all required forms and/or assessment, a written response will be mailed to the individual notifying them of their eligibility status within twenty-one (21) business days.

If the application is denied, the determination will be in writing and a copy will be supplied to the Transit Commission for their information and use, if an appeal is filed.

Eligibility Requirements:

- a. Temporary Disabilities – An individual must meet one of the three eligibility criteria for a limited period of time.
- b. Trip-by-Trip – An individual may meet criteria for some trips but not others.

Eligibility Criteria:

Individuals meeting any of the following criteria will be determined ADA paratransit eligible as defined by the Americans with Disabilities Act (ADA):

- 1) An individual with a disability who is unable to board, ride, or disembark from a fully accessible Shoreline Metro bus.
- 2) An individual with a disability who is able to board, ride, or disembark from a fully accessible Shoreline Metro bus, however, an accessible vehicle is not available on the regular bus system.
- 3) An individual who as a specific impairment-related condition, which prevents the individual from getting to or from a boarding or departure location of the regular bus system. This relates to environmental or architectural barriers under public control, which prevent individuals getting to or from accessible transportation.

Presumptive/Reciprocal Eligibility (Visitor Policy):

Metro Connection will observe presumptive and reciprocal eligibility if the individual meets the ADA certified eligibility criteria. Eligibility will be presumed and reciprocal provided an individual presents certification from another system. If an individual claims eligibility from another system, but has no certification, Metro Connection will honor the request on the presumption of eligibility. In such cases, a proof that the individual is, in fact, not a resident of the local transit district and if the request for service is based upon a hidden impairment, medical documentation may be required.

Such presumption of eligibility will be for twenty one (21) days and service will be provided on the same basis as for locally certified individuals. Metro Connection requires that the individual make a request for ADA certification beyond the twenty one (21) day period, if the individual plans to continue using the paratransit services.

Once the applicant is certified eligible, the applicant will receive a notification. Certified individuals will not be denied service based on trip purpose. Individuals may be requested to provide the reason for the trip, but will not be denied service based on trip purpose. However, subscription service may be capped at 50% unless there is non-subscription capacity. Subscription service is defined as trips that are scheduled regularly weekly, monthly, or bi-monthly in advance. Conditions which make traveling to or from a boarding or disembarking location, or riding on the bus system more difficult or less comfortable, but not impossible, are not reasons for paratransit eligibility.

For individuals determined not eligible for paratransit services, please see Section Five for the Appeals Process for ADA Eligibility.

C. Hours of Service

Shoreline Metro's Paratransit Service is available only during the regular Shoreline Metro fixed route bus service hours. Paratransit service is available on weekdays from 5:45am to 8:45pm and on Saturdays from 7:45am to 5:45pm. Paratransit service is not available on Sundays or major holidays including New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, or Christmas Day.

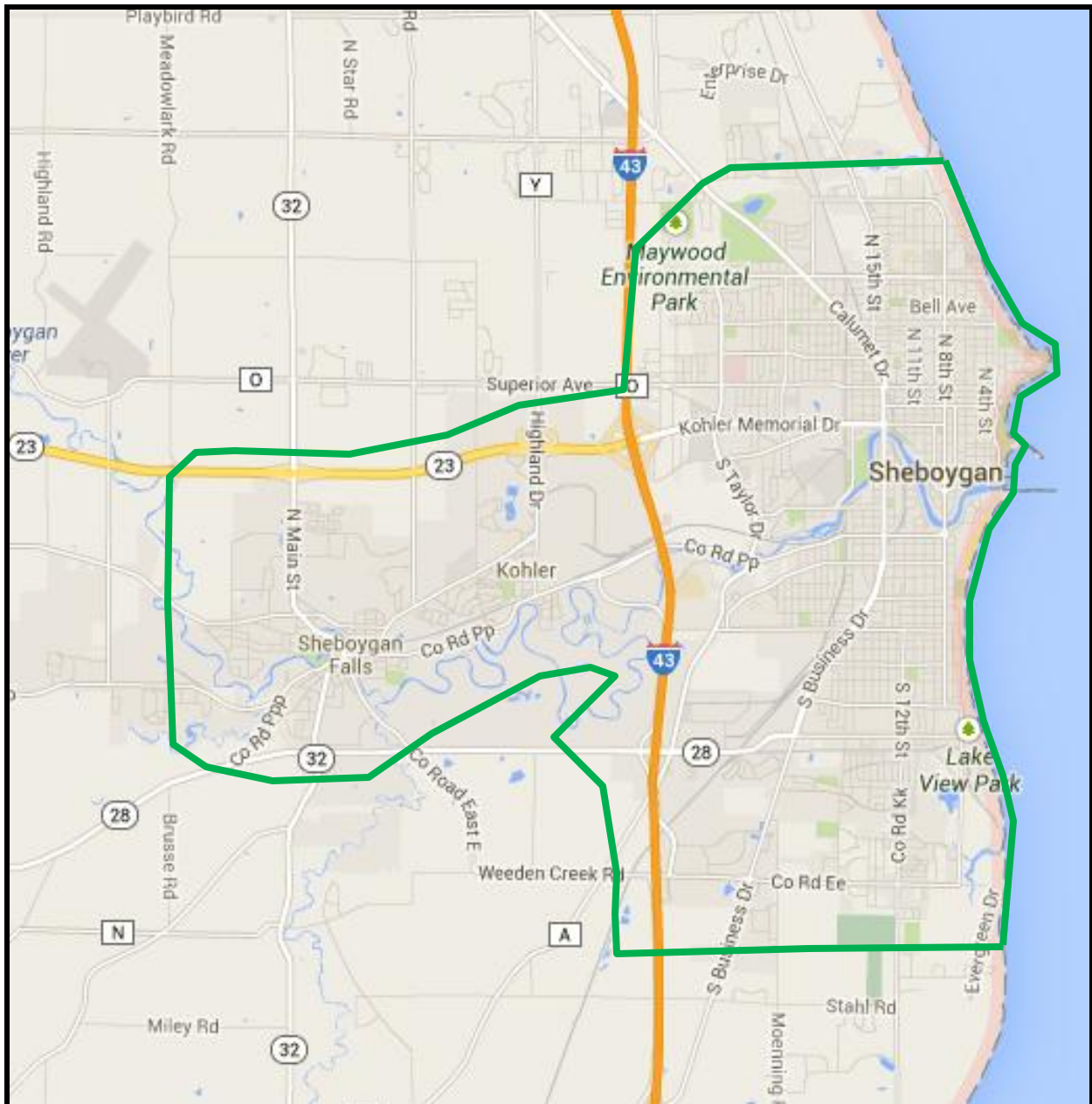
Individuals certified for paratransit services must contact Metro Connection to schedule a trip. Individuals wishing to make trip reservations must do so during the regular office hours. Office hours are from 6:30am to 3:00pm, Monday through Friday.

D. Fares

The cash fare for origin-to-destination transportation is \$3.50 per ride (available in 10-ride punch cards for \$35.00). The fare established for paratransit transportation is equal to or less than double the fixed route adult fare (\$1.75). Agency fares are \$15.20 per trip.

E. Service Area

The service area includes much of the Cities of Sheboygan and Sheboygan Falls and Village of Kohler. Service area is $\frac{3}{4}$ of a mile from the fixed route in these communities and is measured “as the crow flies”. The following map shows an overview of the service area. Customers living in a borderline area are assessed at the time of their application for availability of service.



Section Four – Description of Sheboygan County Specialized Transportation Programs

Shoreline Metro and the City of Sheboygan enter into an agreement with Sheboygan County annually to provide transportation services for the residents of Sheboygan County. The County transportation options are managed by Shoreline Metro through coordination with the Aging and Disability Resource Center (ADRC).

Funding for the County programs is available through the State of Wisconsin's 85.21 Program. The program requires an annual grant application and disbursement of funds is based on Sheboygan County's elderly and disabled population. The money available for this program has been designated to service elderly and disabled individuals throughout portions of Sheboygan County.

A. Elderly Program

The Elderly Program is a specialized transportation option for ambulatory individuals over the age of 60. This program is origin-to-destination and is available for Sheboygan County residents living in the service area. Individuals using this program must travel within the Sheboygan County service area. No out of county service is available with this program.

The Elderly Program established medical, nutritional, and employment rides have first priority with social and recreational rides on a first-come, first-serve basis. Any Personal Care Attendants (PCA) may ride free of charge.

B. Rural Disabled Program

The Rural Disabled Program is a specialized transportation option for non-ambulatory individuals traveling within the Sheboygan County service area. This program is origin-to-destination and is available for Sheboygan County residents living in the service area. No out of county service is available with this program.

The Rural Disabled Program established medical, nutritional, and employment rides have first priority with social and recreational rides on a first-come, first-serve basis. Any Personal Care Attendants (PCA) may ride free of charge.

C. Fares and Hours of Service

Elderly Program: Fares as set forth by the Transportation Coordinating Committee (TCC) shall be \$2.50 per trip. Individuals using this program for trips to any of the meal sites have a reduced fare of \$2.50 roundtrip. Hours of service are from 7:30am to 3:30pm, Monday through Friday. No weekend or major holiday service. Agency fares are \$15.20 per trip.

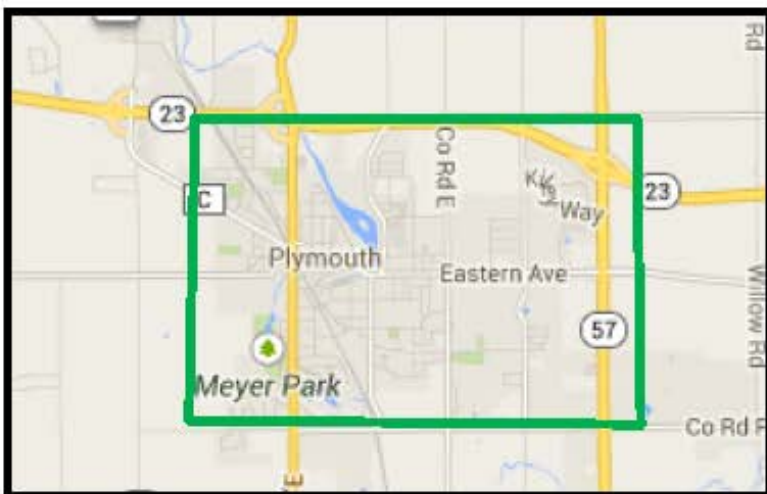
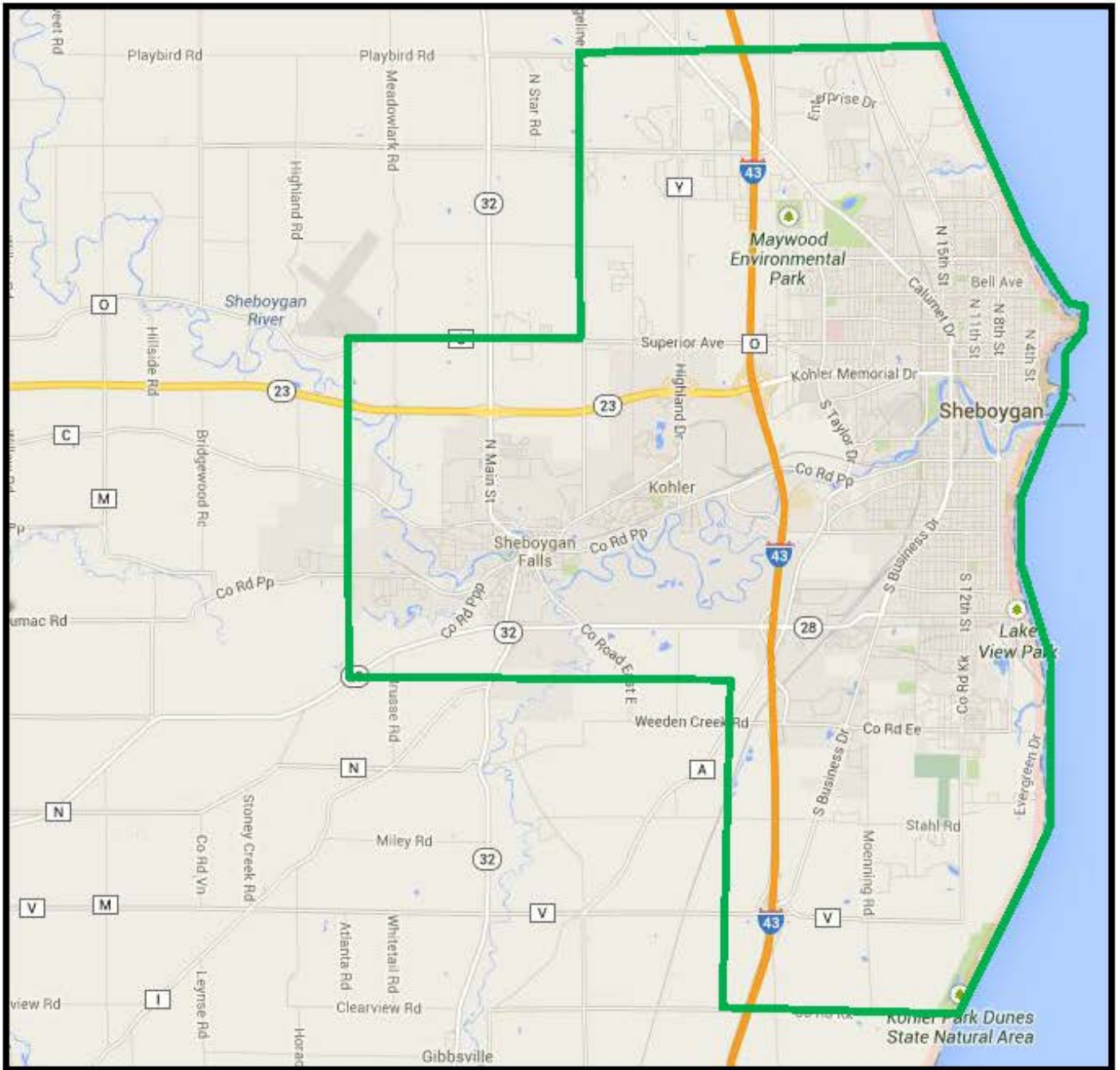
Rural Disabled Program: Fares as set forth by the Transportation Coordinating Committee (TCC) shall be \$2.50 per trip for non-ambulatory individuals. Hours of service are from 7:30am to 3:30pm, Monday through Friday. No weekend or major holiday service. Agency fares are \$15.20 per trip.

D. Service Area

The service area includes much of the eastern part of Sheboygan County as outlined on the map on the next page. Additional service is provided to the meal sites Sheboygan, Sheboygan Falls, Plymouth and Adell. Limited service is also available to the Village of Oostburg, Town of Gibbsville and Village of Cedar Grove.

SERVICE AREA MAP

(Estimated)



Section Five – Additional Service Characteristics for ADA Paratransit and Specialized Transportation Programs

A. Service Cancellations

In the event of a major snowstorm or other emergency, Shoreline Metro and Metro Connection advises passengers to tune to a local radio station, the website, or Shoreline Metro’s Facebook page for information regarding paratransit and regular bus service. These media outlets will be notified prior to Shoreline Metro service being cancelled.

B. Personal Care Attendants/Companions

Individuals requiring a personal care attendant (PCA) shall be permitted to travel with one personal attendant on his/her trip at no additional charge. A personal care attendant should be certified during the eligibility evaluation. Individuals requiring a companion shall be permitted to travel with a companion, but the companion must pay the same fare. Additional companions may also be allowed to travel on a space availability basis.

Arrangements for additional companions must be made at the time of reservation; however, if other ADA certified individuals make arrangements for a ride at least 24 hours in advance and space for the additional companions becomes unavailable, Metro Connection will contact the individual. Companions must have the same origin and destination as the certified individual in order to be eligible as a personal care attendant or companion. Passengers under the age of 5 must travel with a parent or guardian.

C. Reservations and Cancellations

Certified ADA paratransit riders are encouraged to call as early as possible to secure a trip at the desired time. *All trips must be reserved at least 24 hours in advance (by end of business day prior to the day of the trip) and must be reserved during normal business hours (6:30am to 3:00pm, Monday through Friday).* It may be necessary to negotiate pick up times on occasion up to one hour before or after the desired pick up time. Metro Connection may also pick up passengers up to fifteen (15) minutes before or after the scheduled pick up time. Metro Connection asks passengers to be ready at least fifteen (15) minutes prior to the scheduled pick up time.

Users must be prompt in notifying Metro Connection of any cancellations. All cancellations must be received at least thirty (30) minutes prior to the scheduled pickup time. An established pattern or practice of missed trips or “no shows” may lead to sanctions being imposed. All users who are facing sanctions will be notified in writing of the “no show” policy prior to sanctions being imposed.

D. “No-Show” Policy

A “no-show” occurs when a passenger schedules a ride with Metro Connection and fails to take the ride without canceling the reservation. If a rider wishes to cancel a reservation, they must contact Metro Connection at least thirty (30) minutes before the scheduled ride to prevent the trip from being considered a “no show”.

A passenger is counted as a no-show when the paratransit vehicle arrives at a passenger pickup location within the thirty (30) minute window waits the required four (4) minutes and the scheduled passenger does

not board the vehicle. A late cancelation will also be considered and treated as a no-show. A late cancelation occurs when the scheduled trip is canceled less than thirty (30) minutes prior to the scheduled pick up time. After three (3) no-shows with a twelve (12) month period, the following sanctions may be imposed if the frequency is greater than 15% of the reserved trips. No-shows which are beyond the passenger's control will not be subject to sanctions. For example, if a passenger's scheduled pick up is 1:00pm, and the passenger is not available for pick up between 12:45pm and 1:15pm, the passenger is then considered a "no-show".

Notification Procedure:

- 1st No-Show – Letter stating date of no-show and a copy of the no-show policy;
- 2nd No-Show – Letter stating date of no-show and a copy of the no-show policy;
- 3rd No-Show – Letter stating date of no-show, a copy of the no-show policy, and a thirty (30) day suspension (if applicable).

In all cases where service is suspended, riders will have the opportunity to appeal. When appealed, service will continue to be provided until the appeal is heard.

E. Service Animals

Individuals requiring the use of a service animal are permitted to bring their service animal on board the bus. Service animals may accompany an individual for any reason including physical, mental, emotional or psychological reasons.

A service animal is defined as any animal individually trained to work or perform tasks for an individual with a disability, including but not limited to guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.

Individuals requiring a service animal are not required to certify or register the animal, but the animal must remain on a leash or safe holding container as to not cause harm or undue hardship to other passengers. There is no limit as to how many service animals a passenger may bring on board.

F. Medical Equipment

Metro Connection allows individuals to bring medical equipment such as respirators and portable oxygen tanks on board the fixed route buses. Individuals using these devices are asked to keep them strapped to the mobility device or remain in the lap while on route. Oxygen tanks should remain upright at all times and must be secured to the mobility device or held in an upright position.

G. Communications

Metro Connection will provide to its passengers, upon request, material including maps, applications and policies in an accessible format for disabled individuals. If an accessible format is unavailable, Metro Connection will accommodate the individual's request to the best of its ability.

H. Assistance

Metro Connection drivers will provide assistance to individuals from the first door of their origin to the vehicle and from the vehicle to the first door of their destination. Drivers will assist passengers for safety reasons as to prevent passenger accidents and incidents. Metro Connection does not promote assistance when safety

to drivers or passengers is at risk. When a driver's or passenger's safety is at risk, Metro Connection staff may not assist a passenger.

I. Seatbelts

Metro Connection requires all passengers to use the provided lap and/or shoulder belts unless the passenger's disability or condition prevents them from doing so or will cause further harm to the passenger. Passengers should communicate this to the driver when boarding the bus.

J. Ramp and Securement Policy

Metro Connection's fleet of revenue vehicles are all equipped with securement devices as well as lifts. Metro Connection requires that all mobility devices such as wheelchairs and scooters be secured using the proper four (4) point securement devices on board all paratransit buses. Metro Connection also requires users in mobility devices to use the provided lap and shoulder belts.

Metro Connection will transport customers using a mobility device such as a wheelchair, scooter, or power chair (any device used as a mobility aid and is classified as a transport chair). Drivers will secure these devices using 4-point securement whenever possible. Metro Connection will not deny service to passengers using a mobility device when an attempt to secure using 4-point securement has been made, but for whatever reason, 4-point securement cannot be obtained. It is also the policy to follow the department procedures for proper securing mobility devices and in accordance with the ADA as documented in 49 CFR, Part 37 (Transportation Services for Individuals with Disabilities).

Service will be denied to a passenger using a mobility device who declines to permit his/her wheelchair to be secured to an accessible bus with the securement devices provided or cannot be safely accommodated outside of the aforementioned safety specifications.

Metro Connection may, at the discretion of the staff and drivers, use Q-Strait looping straps to assist with securing mobility devices to the bus. Certain scooters and non-traditional mobility devices will require these straps to assist with proper securement

All Metro Connection drivers and staff will be trained on proper mobility device securements and "best practice" techniques by a certified trainer. All drivers will have written certificates on file of the training date and training curriculum. Drivers will be trained once every two (2) years with training not to exceed every three (3) years. Please see Appendix A for the policy in its entirety.

K. Reasonable Modifications

Metro Connection will honor and accommodate any reasonable modification to service as long as the request 1) does not fundamentally alter the service; 2) does not create a direct threat to the health and safety of others; and 3) is not necessary to permit the passenger to use the services for their intended purpose (nondiscriminatory). Such modifications should be made in advance to properly consider and plan for such modification but may be made to the driver at the time of boarding.

L. Restrictions to Service

Metro Connection vehicles may safely transport passengers and their mobility device with a total combined weight up to 800lbs and up to 30" wide by 48" long.

M. Negotiated Pick Up Times, Pickup Window & Driver Wait Times

Metro Connection reserves the right to negotiate a requested pick up time by up to 1-hour of the requested time. Metro Connection may also pick up a customer up to fifteen (:15) minutes prior to or after the scheduled pick up time. For example, if a customer's scheduled pick up time is 8:00am, Metro Connection may pick up the customer no earlier than 7:45am or later than 8:15am.

Metro Connection has a wait time of four (4) minutes upon arrival before departing. Metro Connection will in most cases provide a courtesy call to the customer upon arrival by the driver. If the customer fails to show for the trip after the four (4) minutes, the driver will depart and the customer may be marked as a "no show".

Passengers are permitted to ride on board up to one (1) hour from the time of the pickup to the time of the drop off.

N. "Will Call" Pick Ups

Metro Connection provides flexibility for its customers. Customers may call for their return trip; however, the wait period for pickups may be up to one (1) hour. Metro Connection strives to provide timely pickups for customers that call for their return pickups with typical response times much less than one (1) hour.

O. Premium Service

Metro Connection offers premium service for its customers starting in 2016. (This section will be edited upon implementation of service.)

Section Six - Appeals Process and Complaint Registration for ADA Eligibility

Shoreline Metro has an administrative appeal process which is intended to give applicants who have been denied eligibility the opportunity to have their cases heard by a committee other than the one whom originally turned down the individual. In this case, the Transit Commission shall be the appeal review committee. A 60-day statute of limitations on filing of appeals will apply from the date of denial. An interpreter will be available, if possible.

A. Appeals Process

Individuals who have been denied ADA paratransit service through Metro Connection have the opportunity to appeal the decision. Metro Connection will provide in a written statement whether an individual is granted, denied or granted conditional eligibility followed by a comprehensive reason for the decision.

In the event an individual is denied eligibility or granted conditional eligibility, an appeal can be heard by the transit system's advisory committee, Transit Commission. The individual will be given no more than sixty (60) days to appeal the decision before the Committee. The individual will be given an opportunity to be heard and present information at the next Transit Commission meeting. The Commission has thirty (30) days to review the appeal and make a decision.

Passengers should submit, in writing, their intent to appeal a decision. The initial appeal should be addressed to the Director of Transit and contain the following information:

- 1) Name of Customer
- 2) Nature of the Appeal
- 3) Date of the Occurrence
- 4) Contact Information

The Director of Transit will then review the appeal and make one of the following recommendations:

- 1) Overturn the Initial Decision
- 2) Refer the Appeal to the Transit Commission

B. Complaint Registration

Metro Connection prides itself on providing safe, affordable, and dependable specialized transportation to individuals with a disability, the senior community, and users unable to use the fixed route. If for any reason the service does not live up to these expectations, passengers are encouraged to register a complaint with Metro Connection. A thorough and prompt investigation of all complaints shall be conducted by Metro Connection.

Complaint Process:

- 1) All complaints will be documented at the source (driver, dispatch, ADA coordinator, supervisor, etc).
- 2) The complaint will then be submitted to the Operations Supervisor for review and action.
- 3) The Operations Supervisor will investigate the nature of the complaint both with the customer and the alleged offender.
- 4) The Operations Supervisor will contact the customer with the results of the complaint and offer (if necessary) restitution as a result of the incident.
- 5) The Operations Supervisor will file the complaint. A copy may be submitted to the Director of Transit.

Section Seven - Support Documentation

A. Budget/Costs

In 2015, Shoreline Metro had expenses of \$448,233 for ADA paratransit and specialized transportation rides. The overall operating budget exceeded \$3.5 million for the entire fixed route, ADA paratransit, and County Elderly and Disabled services.

The per trip cost per ADA paratransit ride was \$18.82 per ride. Total Specialized Transportation rides for 2015 was 35,492 rides. Metro Connection's agency fare remained at \$15.20 per trip.

B. Census Information*

According to the 2010 Census, the following statistics are available for the Sheboygan Urbanized Area and Sheboygan County:

City of Sheboygan

As of the [census](#) of 2010, there were 49,288 people, 20,308 households, and 12,219 families residing in the city. The [population density](#) was 3,528.1 inhabitants per square mile (1,362.2 /km²). There were 22,339 housing units at an average density of 1,599.1 per square mile (617.4 /km²). The racial makeup of the city was 82.5% [White](#), 1.8% [African American](#), 0.5% [Native American](#), 9.0% [Asian](#), 3.6% from [other races](#), and 2.5% from two or more races. [Hispanic](#) or [Latino](#) of any race were 9.9% of the population.

There were 20,308 households of which 30.7% had children under the age of 18 living with them, 43.4% were [married couples](#) living together, 11.7% had a female householder with no husband present, 5.1% had a male householder with no wife present, and 39.8% were non-families. 33.4% of all households were made up of individuals and 12.1% had someone living alone who was 65 years of age or older. The average household size was 2.38 and the average family size was 3.06.

The median age in the city was 36.2 years. 25.3% of residents were under the age of 18; 8.7% were between the ages of 18 and 24; 27.2% were from 25 to 44; 24.8% were from 45 to 64; and 13.9% were 65 years of age or older. The gender makeup of the city was 49.5% male and 50.5% female.

Sheboygan Falls

As of the [census](#) of 2010, there were 7,775 people, 3,480 households, and 2,152 families residing in the city. The [population density](#) was 1,472.5 inhabitants per square mile (568.5 /km²). There were 3,681 housing units at an average density of 697.2 per square mile (269.2 /km²). The racial makeup of the city was 96.1% [White](#), 0.6% [African American](#), 0.3% [Native American](#), 0.9% [Asian](#), 0.8% from [other races](#), and 1.4% from two or more races. [Hispanic](#) or [Latino](#) of any race were 2.5% of the population.

There were 3,480 households of which 27.2% had children under the age of 18 living with them, 50.2% were [married couples](#) living together, 8.6% had a female householder with no husband present, 3.1% had a male householder with no wife present, and 38.2% were non-families. 33.0% of all households were made up of individuals and 14.9% had someone living alone who was 65 years of age or older. The average household size was 2.22 and the average family size was 2.82.

The median age in the city was 42.6 years. 22.3% of residents were under the age of 18; 6% were between the ages of 18 and 24; 25.1% were from 25 to 44; 28.9% were from 45 to 64; and 17.7% were 65 years of age or older. The gender makeup of the city was 48.0% male and 52.0% female.

Village of Kohler

As of the [census](#) of 2010, there were 2,120 people, 784 households, and 608 families residing in the village. The [population density](#) was 391.9 inhabitants per square mile (151.3 /km²). There were 871 housing units at an average density of 161.0 per square mile (62.2 /km²). The racial makeup of the village was 96.0% [White](#), 0.2% [African American](#), 2.5% [Asian](#), 0.2% from [other races](#), and 1.1% from two or more races. [Hispanic](#) or [Latino](#) of any race were 2.3% of the population.

There were 784 households of which 38.6% had children under the age of 18 living with them, 68.9% were [married couples](#) living together, 6.6% had a female householder with no husband present, 2.0% had a male householder with no wife present, and 22.4% were non-families. 19.0% of all households were made up of individuals and 9.8% had someone living alone who was 65 years of age or older. The average household size was 2.70 and the average family size was 3.12.

The median age in the village was 42 years. 30.5% of residents were under the age of 18; 3.2% were between the ages of 18 and 24; 22% were from 25 to 44; 29.4% were from 45 to 64; and 15% were 65 years of age or older. The gender makeup of the village was 47.2% male and 52.8% female.

Sheboygan County

As of the [census](#) of 2000, there were 112,646 people, 43,545 households, and 29,915 families residing in the county. The [population density](#) was 219 people per square mile (85/km²). There were 45,947 housing units at an average density of 90 per square mile (35/km²). The racial makeup of the county was 92.71% [White](#), 1.09% [Black](#) or [African American](#), 0.36% [Native American](#), 3.28% [Asian](#), 0.02% [Pacific Islander](#), 1.46% from [other races](#), and 1.07% from two or more races.

3.36% of the population were [Hispanic](#) or [Latino](#) of any race. 54.9% were of [German](#), 7.8% [Dutch](#) and 5.4% [American](#) ancestry. 91.9% spoke [English](#), 3.0% [Spanish](#), 2.5% [Hmong](#) and 1.7% [German](#) as their first language.

There were 43,545 households out of which 32.30% had children under the age of 18 living with them, 58.00% were [married couples](#) living together, 7.30% had a female householder with no husband present, and 31.30% were non-families. 26.10% of all households were made up of individuals and 10.40% had someone living alone who was 65 years of age or older. The average household size was 2.50 and the average family size was 3.05.

In the county, the population was spread out with 25.50% under the age of 18, 8.40% from 18 to 24, 29.80% from 25 to 44, 22.30% from 45 to 64, and 14.00% who were 65 years of age or older. The median age was 37 years. For every 100 females there were 100.60 males. For every 100 females age 18 and over, there were 99.90 males.

**Census data obtained and referenced from Wikipedia at www.wikipedia.com. Additional information was obtained from "American Fact Finder" of the United States Census Bureau.*

Exhibit A: Mobility Device Securement Policy

1.0 PURPOSE

Transporting mobility devices often requires more time and responsibility of the driver. Drivers should keep in mind that passengers in mobility devices may need more time boarding and alighting, more time to pay fares, require assistance boarding and alighting, and users may have difficulty communicating and understanding instructions. All Shoreline Metro and Metro Connection coaches are ADA accessible and are capable of transporting up to two (2) mobility devices at a time.

1.1 POLICY

Shoreline Metro and Metro Connection will transport customers using a mobility device such as a wheelchair, scooter, or power chair (any device used as a mobility aid and is classified as a transport chair). Drivers will secure these devices using 4-point securement whenever possible. Shoreline Metro and Metro Connection will not deny service to passengers using a mobility device when an attempt to secure using 4-point securement has been made, but for whatever reason, 4-point securement cannot be obtained. It is also the policy to follow the department procedures for proper securing mobility devices as detailed in the following Section 1.2 and illustrated in Appendix A and in accordance with the ADA as documented in 49 CFR, Part 37 (Transportation Services for Individuals with Disabilities).

1.2 PROCEDURE FOR BOARDING AND ALIGHTING MOBILITY DEVICES

BOARDING:

When boarding a mobility device, drivers must follow the procedures and guidelines outlined in this section. The following procedure will be used for securing a mobility device:

- 1) *SHORELINE METRO*: Notify dispatch at passenger's pick up location of having a 10-1 (location is helpful).
- 2) Announce to passenger to keep away from ramp/lift deployment area. Deploy ramp/lift onto a solid and safe approach accessible for a mobility device.
- 3) *SHORELINE METRO*: Driver must properly secure bus and assist passenger from the downside area of the ramp behind the mobility device onto the ramp and into the bus. *METRO CONNECTION*: Driver must properly secure bus and assist passenger onto lift and secure passenger on lift with belt strap. Raise lift until lift is level with floor of bus.
- 4) Raise appropriate seats located directly above mobility device securements in bus to accommodate mobility device.
- 5) Driver must assist passenger into the securement area and guide the passenger while maneuvering into proper position. Instruct passenger to power down mobility device (if necessary).
- 6) Driver must then locate and apply the securement straps to the appropriate hook up points on the mobility device. All four securement straps must be used for proper securement of the mobility device. Double check mobility device is secure and safe for transporting.
- 7) *SHORELINE METRO*: Driver must then offer the passenger the lap and shoulder belts. Passenger must decline the lap and shoulder belts if they wish to be transported without them.* *METRO CONNECTION*: Passengers are required to wear the lap and shoulder belts as it is a policy for all passengers on board Metro Connection to wear the provided lap and shoulder belts.
- 8) Finally, driver must document if the passenger declines the lap and should belts. Drivers should notify dispatch and/or talk into the cameras located onboard the bus. Additionally, fixed route drivers should coordinate with dispatch regarding any route changes to accommodate and ease in the transporting of the mobility device, referred to as 10-1.

**Shoreline Metro strongly encourages but does not require users in mobility devices to use the provided lap and shoulder belts. Drivers must document and report all mobility device users who have declined the use of the lap and shoulder belts.*

ALIGHTING:

When alighting a mobility device, drivers must follow the procedures and guidelines outlined in this section. The following procedure will be used for alighting:

- 1) Once the passenger has reached his/her destination, properly curb and secure the bus at the designated stop in a safe location. Deploy ramp/lift.
- 2) Approach passenger and release lap and shoulder straps if applied. Then release securement straps and properly wind back into securement casing.
- 3) Assist passenger out of securement area to the ramp/lift. *SHORELINE METRO:* Assist passenger down ramp or stand on the downside of the ramp and visually assist passenger down ramp. *METRO CONNECTION:* Assist passenger onto lift and secure onto lift with belt strap. Lower lift until level with ground.
- 4) Once passenger is safely down the ramp/lift and off the bus, put securement arm or other plugs back into original storage position and lower seats.
- 5) Return to driver's cabin and stow away ramp (Metro Connection: store securements back into pouches on board bus).

Once the driver is ready to proceed on route, radio dispatch and announce that your route has completed a 10-1 and is now 10-8. *SHORELINE METRO:* Dispatch will coordinate routes if a switch is needed to return the bus to its original route and switch back at the next available run.

1.3 RAMP/LIFT OPERATION AND MECHANICAL ISSUES

Ramp Operation:

SHORELINE METRO:

To deploy ramp, put coach in neutral, set parking brake, engage front door switch to "open", engage kneeler switch to "down", and engage ramp switch to "out".

To stow away ramp, engage ramp switch to "in", engage kneeler to "up", and engage front door switch to "close". Remove parking brake and continue on route.

METRO CONNECTION: To deploy lift, put coach in park and set parking brake. Open lift doors and use control box to operate lift. Press the "unfold" button to unfold lift followed by "down" button to lower lift onto ground.

To stow away lift, press "up" button to raise lift level with bus followed by "fold" to fold lift back into its storage area. Remove parking brake and continue on route.

Mechanical Issues:

Drivers experiencing problems with the ramp or any securement devices must notify dispatch immediately. If the driver cannot get the devices and ramp to function properly, the bus must be taken out of service or repaired. Maintenance will coordinate the best plan for replacing or repairing the vehicle.

1.4 ACCOMMODATIONS

Shoreline Metro

Passengers using a mobility device are permitted to ride the fixed route as long as the mobility device meets the safety specifications and policies of the Shoreline Metro buses. These specifications include:

- Up to 600lbs weight limit (passenger and chair combined)
- Dimensions of maximum 32" wide by 48" long (length may be determined per vehicle)
- The device is a transport chair (meant to be transported in)
- Passenger allows mobility device to be secured to the vehicle*

Metro Connection

Passengers using a mobility device are permitted to ride Metro Connection as long as the mobility device meets the safety specifications and policies of the Metro Connection buses. These specifications include:

- Up to 800lbs weight limit (passenger and chair combined)
- Dimensions of maximum 32" wide by 48" long (length may be determined per vehicle)
- The device is a transport chair (meant to be transported in)
- Passenger allows mobility device to be secured to the vehicle*
- Lap and shoulder belts are required for all passengers (unless disability prevents use of the belts)

***Service will be denied to a passenger using a mobility device who declines to permit his/her wheelchair to be secured to an accessible bus with the securement devices provided or cannot be safely accommodated outside of the aforementioned safety specifications.**

Drivers may at their discretion use looping straps to assist with securing mobility devices to the bus. Certain scooters and non-traditional mobility devices will require these straps to assist with proper securement.

1.5 DRIVER ASSISTANCE

Shoreline Metro

Drivers must assist passengers using a mobility device while boarding and alighting a bus. Normal and reasonable assistance is expected of all drivers. Mobility devices requiring extensive assistance should be documented and a supervisor and/or dispatcher notified. Drivers are not expected to assist passengers when safety or injury is at risk to the driver or passenger.

It is recommended, although not required, that passengers that are able to, should transfer out of their mobility device and into a seat for added safety.

Metro Connection

Drivers must assist all passengers from the door to the vehicle and from the vehicle to the door. Normal and reasonable assistance is expected of all drivers. Mobility devices requiring extensive assistance should be documented and a supervisor and/or dispatcher notified. Drivers are not expected to assist passengers when safety or injury is at risk to the driver or passenger. Drivers will not assist mobility devices up and down stairs.

It is recommended, although not required, that passengers that are able to, should transfer out of their mobility device and into a seat for added safety.

1.6 MOBILITY DEVICE SECUREMENT CARD

Passengers using a mobility device may be entitled to carry a Mobility Device Securement Card. Inspections of mobility devices may be conducted by a qualified supervisor. While passengers are not required to use these cards or carry them as means of using Shoreline Metro or Metro Connection, drivers may consult with these cards to aid in the proper securement of the passenger's mobility device. Any and all passenger referrals should be made to the Metro Connection Operations Supervisor.


METRO CONNECTION Shoreline Metro		SECUREMENT CARD CUSTOMERS USING A MOBILITY DEVICE		Effective Date: 06/04/2013	METRO CONNECTION Shoreline Metro
FRONT SECUREMENTS	REAR SECUREMENTS			EVALUATED BY: DEREK MUENCH, SUPERVISOR	Date: 06/04/2013
✓ ONE BLUE STRAP REQUIRED – WRAP AROUND STEERING COLUMN, CRISS-CROSS THE STRAP TO SNUG IT IN PLACE; ATTACH J-HOOKS.		✓ TWO BLUE STRAPS REQUIRED – ATTACH EACH INSIDE OF PEG; J-HOOKS MOUNTED IN TRACK INSIDE OF WHEELBASE. (PEGS = WHITE DOT)		Please carry this card with you whenever riding Shoreline Metro or Metro Connection. Give this card to the driver when boarding so he/she may use it to properly secure your mobility device as evaluated.	
				This card expires when the user replaces or changes mobility devices. The user should contact Shoreline Metro and/or Metro Connection for an evaluation of the new mobility device.	
				This card also serves as a Reduced Fare Certification card for Shoreline Metro, the fixed route bus system. The reduced fare for passengers using this card is \$0.85 per trip during non-peak times. Peak times are Monday-Friday, 6:00am – 9:00am and 3:00pm – 5:30pm. Regular cash fares are required during these peak times.	
				Please return this card to <i>Shoreline Metro at 608 S Commerce Street, Sheboygan, WI, 53081</i> if found or misplaced. This card is the property of Shoreline Metro.	

Exhibit B: Application for Paratransit Services
(Please see next page.)

APPLICATION FOR CERTIFICATION

Specialized Transportation Services



The attached application for specialized transportation certification is a general application for shared city and county transportation services provided by Metro Connection, a division of Shoreline Metro. Services include:

ADA Paratransit Service: Door-to-door transportation for individuals whose disability prevents them from using the accessible fixed route public bus system*. Trip origin and destination must be made within a $\frac{3}{4}$ mile distance from the fixed route bus service area.

* The Americans with Disabilities Act (ADA) requires public transportation programs to service those individuals in a mobility device if the lift and vehicle can physically accommodate the passenger. If accommodations become inconsistent with legitimate safety requirements, the ADA does not guarantee your trip. This clause is observed by all specialized and non-specialized transportation services provided by Shoreline Metro.

County Program: Door-to-door transportation for persons 60 years or older, and for those under 60 who have a qualifying disability. Meal site trips are also available in Sheboygan, Sheboygan Falls, Plymouth and Tuesdays in Adell.

Please complete the following pages thoroughly and return to the address provided. Applicants will receive a letter of determination within 21 days of receipt of the completed application. Any incomplete applications will be returned, thereby delaying the certification process. Submission of this application does not guarantee eligibility.

After reviewing your application, Metro Connection may need to:

- Contact you by phone;
- Schedule an in-person assessment or on-board assessment;
- Consult with your doctor or health professional;
- Submit a request for professional verification to your doctor or health professional.

An in-person assessment may include discussion on route travel training and/or an assessment to determine your ability to use public transit. For more information, please contact Metro Connection at (920) 459-3409.

Thank you for choosing Metro Connection.

Revised July 23, 2013

Metro Connection • 608 S Commerce Street • Sheboygan, WI 53081
Ph: (920) 459-3409 • Fax: (920) 459-0231

Please type or print:

1. Name _____ Gender M F
Last First M.I.

2. Address _____ City _____

3. State _____ Zip Code _____ Date of Birth ____/____/____

4. Phone (home) _____ (work) _____ (mobile) _____

Facility Name (if applicable) _____

5. Are you on Medical Assistance? Yes No
(Otherwise known as Medicaid, Title XIX or MA-not to be confused with Medicare)

6. Are you a member of any of the following social service agencies?
 Community Care Care Wisconsin Milw Co Family Care IRIS MTM

7. Please check which best describes your current living situation:
 I live independently (without the assistance of another person)
 I live with family members who help me
 I receive assistance from someone that comes to my home to help with daily living activities
 Assisted Living Facility
 24-hour care or Skilled Nursing Facility

8. Do you require the use of a mobility aid? Yes No *If No, please skip to question 9.*

If Yes, please check all that apply:

Manual wheelchair Electric wheelchair Electric scooter Walker
 Guide animal White Cane Cane Crutches

If you use a wheelchair or scooter, please provide the following information:

Make/Model: _____ Size: Length _____ Width _____ Weight _____

9. How do you currently travel to your frequent destinations? (*Check all that apply*)
 Drive myself City bus Paratransit
 Taxi Someone drives me Other, please explain _____

10. Please answer all the following questions about your mobility:

Can you travel from your residence to the curb or roadside without assistance?

Yes No Sometimes

How many city blocks can you travel without the assistance of another person?

1 city block 2-4 city blocks 5-7 city blocks

Can you wait outside without support for 10 minutes?

Yes No Sometimes

Is your ability to travel affected by any physical, architectural, or natural barriers (such as distance, terrain, weather, lack of curb ramps, etc.)?

- Yes, list locations and explain _____
- No

11. Can you make your way to a bus stop with or without the use of a mobility device?

- Yes
- No (Check all that apply to you.)
 - I cannot find the stop because I get confused.
 - I need assistance when I travel to the bus stop.
 - I cannot cross the street.
 - Heavy rain/snow makes it impossible for me to get there.
 - Bus service is not available in my area. (Skip to #14.)

12. If personalized assistance were provided to educate you in riding the city bus, would you be willing to use it? Why or why not?

13. Have you ever used Shoreline Metro, the fixed route city bus?

- Yes – Why do you no longer ride the city bus? _____

- No – Why not? Please explain: _____

14. List the names of two people who may be contacted in case of an emergency:

Name _____ Relationship _____ Phone # _____ (Home)

Name _____ Relationship _____ Phone # _____ (Home)

15. Do you have a disability or problematic health condition? Yes No

If you answered NO to question #15, please skip to Page 5 and STOP AFTER COMPLETED.

If you answered YES, please continue on to question #16 and fill out remainder of application.

16. What is your disability or problematic health condition? Do not abbreviate or use acronyms.

Is this condition temporary? _____ If "Yes," the expected duration is until ____ / ____ / ____

17. Is your disability cognitive? Yes No - If "Yes", please indicate level of assistance necessary:
 Minimal Help Moderate Help Maximum Help (Must have help)

18. If you live in Sheboygan, Sheboygan Falls or Kohler, how does your disability/health condition prevent you from using the city bus? Please explain thoroughly, including any special accommodations you may need.

19. When did you first experience the condition(s) you described above?

0-1 year ago 1 – 5 years ago Longer than 5 years

20. Do the conditions you described change from day to day?

Yes, good on some days, bad on others No, doesn't change Don't know

21. Please answer the following questions about your disability/health condition:

Do you travel with a Personal Care Attendant (PCA)?

Yes No If "Yes," list name and relationship _____

Does your disability allow you to give addresses and telephone numbers upon request?

Yes No Sometimes

Does your disability allow you to recognize a destination landmark?

Yes No Sometimes

Does your disability allow you to ask for, understand and follow directions?

Yes No Sometimes

Do you use a communication aide?

Yes No If "Yes," please specify the device _____

The Americans with Disabilities Act (ADA) requires public transportation programs to service those individuals in a mobility device **if** the lift and vehicle can physically accommodate the passenger. If accommodations become inconsistent with legitimate safety requirements, the ADA does not guarantee your trip. This clause is observed by all specialized and non-specialized transportation services provided by Shoreline Metro.

Acknowledgement

To the best of my knowledge the above information is true and factual. I understand that falsification, distortion, or misrepresentation of information may result in denial of service.

Signed: _____ **Date:** _____

If this application has been completed by someone other than the person requesting certification, he/she must supply the following information about him/herself:

Name: _____ Relationship: _____

Address: _____ Daytime phone # _____

Would you like correspondence regarding this application and service sent to you? Yes No

Signed: _____ Date: _____

Please mail, email, or drop off this completed application to:

Metro Connection
608 S Commerce Street
Sheboygan, WI 53081
Phone: 920-459-3409
Email: cverduin@shorelinemetro.com

Please note that you will be contacted via telephone if you need to be evaluated in person. All applicants will receive a letter within 21 days of receipt of the completed application with a determination. If you are denied, the appeals process will be provided.

For Office Use Only:

Date Received: _____ **Status:** _____ **Category:** _____

In-Person Review Required: Yes No **In-Person Review Completed:** Yes No **Date:** _____

Bus Assessment Required: Yes No **Bus Assessment Completed:** Yes No **Date:** _____

Doctor's Verification Required: Yes No **Doctor's Verification Received:** Yes No

Service: Paratransit County **Eligibility:** Conditional Unconditional Lifetime

Effective Date: _____ **Expiration Date:** _____ **Initials:** _____

Authorization for Professional Verification

In order for your application to be evaluated, it may be necessary to contact a physician or other professional to confirm the information you have provided. Please complete the following information and authorization form:

The following professional(s) is/are most familiar with my disability/health condition and is/are authorized to provide Metro Connection with the information required to complete this certification. (Please attach additional information if necessary.)

- | | | |
|---------------------------------------------|------------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Registered Nurse | <input type="checkbox"/> Rehabilitation Professional | <input type="checkbox"/> Case Manager |
| <input type="checkbox"/> Physical Therapist | <input type="checkbox"/> Occupational Therapist | <input type="checkbox"/> Mental Health Professional |

Professional(s) Name: _____ Facility: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone number: _____ Fax: _____

I hereby authorize the above professional to provide the required information to Metro Connection. Furthermore, I understand that it may be necessary for me to participate in an in-person evaluation to determine my eligibility for specialized transportation services. I certify that the information here and on the preceding pages is correct. I understand that falsification of information may result in denial of service.

Applicant Name: _____ Date of Birth: _____

Signed: _____ Date: _____
(Signature of Applicant or Legal Guardian)



608 S Commerce Street • Sheboygan, WI 53081
Ph: (920) 459-3409 • Fax: (920) 459-0231

14-Jul-16	TOTAL PARKING REVENUE				
2016	METERS	ATTENDED LOTS	STALL RENTALS	2016 TOTAL	Quarterly Revenue
JAN	\$9,226	\$0	\$27,380	\$36,606	1st qtr.= \$64,560
FEB	\$7,872	\$0	\$2,292	\$10,164	
MAR	\$8,517	\$0	\$9,273	\$17,790	
APR	\$8,728	\$0	\$3,491	\$12,219	2nd qtr.= \$55,294
MAY	\$7,783	\$0	\$15,132	\$22,915	
JUN	\$6,905	\$0	\$13,255	\$20,160	
JLY				\$0	3rd qtr.= \$0
AUG				\$0	
SEP				\$0	
OCT				\$0	4th qtr.= \$0
NOV				\$0	
DEC				\$0	
Total Parking Revenue	\$49,031	\$0	\$70,823	\$119,854	\$119,854

COMMENTS:

14-Jul-16	TOTAL PARKING REVENUE				
2015	METERS	ATTENDED LOTS	STALL RENTALS	2015 TOTAL	Quarterly Revenue
JAN	\$7,681	\$0	\$47,112	\$54,793	1ST QTR = \$92,989
FEB	\$7,422	\$0	\$3,176	\$10,598	
MAR	\$8,509	\$0	\$19,089	\$27,598	
APR	\$8,820	\$0	\$5,289	\$14,109	2ND QTR = \$46,587
MAY	\$8,350	\$0	\$446	\$8,796	
JUN	\$12,267	\$0	\$11,415	\$23,682	
JULY	\$9,339	\$0	\$4,931	\$14,270	3RD QTR = \$48,597
AUG	\$10,084	\$0	\$465	\$10,549	
SEPT	\$11,205	\$0	\$12,573	\$23,778	
OCT	\$8,696	\$0	\$2,236	\$10,932	4TH QTR = \$47,931
NOV	\$9,000	\$0	\$660	\$9,660	
DEC	\$9,226	\$0	\$18,112	\$27,338	
Total Parking Revenue	\$110,600	\$0	\$125,504	\$236,104	\$236,104

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 2.5 Transit & Parking Monthly Reports

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

REPORT DATE: 7/14/16

MEETING DATE: 7/19/16

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 months of May and June 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 reports:


- Shoreline Metro ridership was down in May but rebounded nicely in June with a 5% increase; Revenue continues to be up over 2015; overall ridership is down 4.9% for 2016.
- Metro Connection ridership is even from 2015; trips per hour continue to be around 2.8-3.0;
- Parking Utility revenue is up slightly; no concerns on revenue at this time; minimal revenue being collected in PAD 1 with Lot 14 continuing to be free.

ACTION REQUESTED:

Motion to approve the May and June monthly reports for Shoreline Metro, Metro Connection and the Parking Utility.

ATTACHMENTS:

- I. May and June reports for Shoreline Metro;
- II. May and June reports for Metro Connection;
- III. May and June reports for the Parking Utility;

REVENUES	JANUARY				FEBRUARY				MARCH				APRIL				MAY				JUNE			
	2016	2015	Difference	% Change	2016	2015	Difference	% Change	2016	2015	Difference	% Change	2016	2015	Difference	% Change	2016	2015	Difference	% Change	2016	2015	Difference	% Change
Cash	\$4,876	\$4,943	(\$67)	-1.4%	\$5,276	\$5,184	\$92	1.8%	\$5,267	\$5,585	(\$318)	-5.7%	\$4,482	\$5,383	(\$901)	-16.7%	\$5,169	\$5,290	(\$121)	-2.3%	\$5,081	\$5,436	(\$355)	-6.5%
Monthly Pass	\$14,688	\$13,056	\$1,632	12.5%	\$13,296	\$12,816	\$480	3.7%	\$16,608	\$13,200	\$3,408	25.8%	\$11,088	\$10,944	\$144	1.3%	\$11,472	\$10,080	\$1,392	13.8%	\$15,408	\$12,336	\$3,072	24.9%
Student Tokens	\$6,141	\$6,677	(\$536)	-8.0%	\$4,884	\$9,713	(\$4,829)	-49.7%	\$10,157	\$6,006	\$4,151	69.1%	\$4,983	\$11,080	(\$6,097)	-55.0%	\$4,081	\$7,392	(\$3,311)	-44.8%	\$1,771	\$2,838	(\$1,067)	-37.6%
Adult Tokens	\$3,081	\$4,052	(\$971)	-24.0%	\$3,864	\$5,485	(\$1,621)	-29.6%	\$3,537	\$4,911	(\$1,374)	-28.0%	\$2,431	\$5,036	(\$2,605)	-51.7%	\$2,990	\$3,295	(\$305)	-9.3%	\$3,248	\$3,618	(\$370)	-10.2%
Student Punch Pass	\$506	\$693	(\$187)	-27.0%	\$308	\$374	(\$66)	-17.6%	\$363	\$308	\$55	17.9%	\$220	\$572	(\$352)	-61.5%	\$220	\$3,850	(\$3,630)	-94.3%	\$66	\$77	(\$11)	-14.3%
E & D Punch Pass	\$740	\$281	\$459	163.3%	\$246	\$442	(\$196)	-44.3%	\$553	\$382	\$171	44.8%	\$442	\$391	\$51	13.0%	\$476	\$468	\$8	1.7%	\$553	\$604	(\$51)	-8.4%
Day Passes	\$6,069	\$6,300	(\$231)	-3.7%	\$7,644	\$8,418	(\$774)	-9.2%	\$7,731	\$8,316	(\$585)	-7.0%	\$5,547	\$7,741	(\$2,194)	-28.3%	\$6,576	\$6,626	(\$50)	-0.8%	\$7,938	\$6,981	\$957	13.7%
Summer Freedom	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	0.0%	\$300	\$650	(\$350)	-53.8%	\$525	\$600	(\$75)	-12.5%
MONTH TOTALS	\$36,101	\$36,002	\$99	0.3%	\$35,518	\$42,432	(\$6,914)	-16.3%	\$44,216	\$38,708	\$5,508	14.2%	\$29,193	\$41,147	(\$11,954)	-29.1%	\$31,284	\$37,651	(\$6,367)	-16.9%	\$34,590	\$32,490	\$2,100	6.5%
RIDERSHIP	2016	2015	Difference	% Change	2016	2015	Difference	% Change	2016	2015	Difference	% Change	2016	2015	Difference	% Change	2016	2015	Difference	% Change	2016	2015	Difference	% Change
Weekday Trips	39,254	44,614	(5,360)	-12.0%	43,079	43,731	(652)	-1.5%	43,345	47,609	(4,264)	-9.0%	42,395	47,199	(4,804)	-10.2%	41,256	42,536	(1,280)	-3.0%	40,032	38,037	1,995	5.2%
Weekdays Operated	21	21	0	0.0%	21	20	1	5.0%	23	22	1	4.5%	21	22	(1)	-4.5%	21	20	1	5.0%	22	22	0	0.0%
Weekday Average	1,869	2,124	(255)	-12.0%	2,051	2,187	(135)	-6.2%	1,885	2,164	(279)	-12.9%	2,019	2,145	(127)	-5.9%	1,965	2,127	(162)	-7.6%	1,820	1,729	91	5.2%
Saturday Trips	3,312	3,549	(237)	-6.7%	2,810	2,672	138	5.2%	2,796	2,701	95	3.5%	3,358	2,959	399	13.5%	2,644	2,583	61	2.4%	2,581	2,544	37	1.5%
Saturdays Operated	5	5	0	0.0%	4	4	0	0.0%	4	4	0	0.0%	5	4	1	25.0%	4	5	(1)	-20.0%	4	4	0	0.0%
Saturday Average	662	710	(47)	-6.7%	703	668	35	5.2%	699	675	24	3.5%	672	740	(68)	-9.2%	661	517	144	27.9%	645	636	9	1.5%
MONTH TOTALS	42,566	48,163	(5,597)	-11.6%	45,889	46,403	(\$514)	-1.1%	46,141	50,310	(4,169)	-8.3%	45,753	50,158	(4,405)	-8.8%	43,900	45,119	(1,219)	-2.7%	42,613	40,581	2,032	5.0%
REVENUES	2016	2015	Difference	% Change	2016	2015	Difference	% Change	2016	2015	Difference	% Change	2016	2015	Difference	% Change	2016	2015	Difference	% Change	2016	2015	Difference	% Change
Cash	\$4,755	\$4,755	\$0	-100.0%	\$4,860	\$4,860	\$0	-100.0%	\$5,293	\$5,293	\$0	-100.0%	\$5,388	\$5,388	\$0	-100.0%	\$4,948	\$4,948	\$0	-100.0%	\$4,707	\$4,707	\$0	-100.0%
Monthly Pass	\$12,336	\$12,336	\$0	-100.0%	\$10,944	\$10,944	\$0	-100.0%	\$12,768	\$12,768	\$0	-100.0%	\$14,976	\$14,976	\$0	-100.0%	\$13,824	\$13,824	\$0	-100.0%	\$14,832	\$14,832	\$0	-100.0%
Student Tokens	\$627	\$627	\$0	-100.0%	\$1,265	\$1,265	\$0	-100.0%	\$7,827	\$7,827	\$0	-100.0%	\$5,742	\$5,742	\$0	-100.0%	\$4,631	\$4,631	\$0	-100.0%	\$4,367	\$4,367	\$0	-100.0%
Adult Tokens	\$3,420	\$3,420	\$0	-100.0%	\$4,085	\$4,085	\$0	-100.0%	\$2,823	\$2,823	\$0	-100.0%	\$4,573	\$4,573	\$0	-100.0%	\$3,683	\$3,683	\$0	-100.0%	\$4,343	\$4,343	\$0	-100.0%
Student Punch Pass	\$0	\$0	\$0	-100.0%	\$143	\$143	\$0	-100.0%	\$451	\$451	\$0	-100.0%	\$539	\$539	\$0	-100.0%	\$473	\$473	\$0	-100.0%	\$242	\$242	\$0	-100.0%
E & D Punch Pass	\$519	\$519	\$0	-100.0%	\$315	\$315	\$0	-100.0%	\$459	\$459	\$0	-100.0%	\$451	\$451	\$0	-100.0%	\$434	\$434	\$0	-100.0%	\$408	\$408	\$0	-100.0%
Day Passes	\$7,065	\$7,065	\$0	-100.0%	\$7,512	\$7,512	\$0	-100.0%	\$7,260	\$7,260	\$0	-100.0%	\$7,014	\$7,014	\$0	-100.0%	\$7,821	\$7,821	\$0	-100.0%	\$7,311	\$7,311	\$0	-100.0%
Summer Freedom	\$175	\$175	\$0	-100.0%	\$0	\$0	\$0	-100.0%	\$0	\$0	\$0	-100.0%	\$0	\$0	\$0	-100.0%	\$0	\$0	\$0	-100.0%	\$0	\$0	\$0	-100.0%
MONTH TOTALS	\$0	\$28,897	(\$28,897)	-100.0%	\$0	\$29,124	(\$29,124)	-100.0%	\$0	\$36,881	(\$36,881)	-100.0%	\$0	\$38,683	(\$38,683)	-100.0%	\$0	\$35,814	(\$35,814)	-100.0%	\$0	\$36,210	(\$36,210)	-100.0%
RIDERSHIP	2016	2015	Difference	% Change	2016	2015	Difference	% Change	2016	2015	Difference	% Change	2016	2015	Difference	% Change	2016	2015	Difference	% Change	2016	2015	Difference	% Change
Weekday Trips	#DIV/0!	35,643	(35,643)	-100.0%	#DIV/0!	31,944	(31,944)	-100.0%	#DIV/0!	43,783	(43,783)	-100.0%	#DIV/0!	46,886	(46,886)	-100.0%	#DIV/0!	40,739	(40,739)	-100.0%	#DIV/0!	42,103	(42,103)	-100.0%
Weekdays Operated	#DIV/0!	23	(23)	-100.0%	#DIV/0!	21	(21)	-100.0%	#DIV/0!	21	(21)	-100.0%	#DIV/0!	22	(22)	-100.0%	#DIV/0!	20	(20)	-100.0%	#DIV/0!	22	(22)	-100.0%
Weekday Average	#DIV/0!	1,550	#DIV/0!	-100.0%	#DIV/0!	1,521	#DIV/0!	-100.0%	#DIV/0!	2,085	#DIV/0!	-100.0%	#DIV/0!	2,131	#DIV/0!	-100.0%	#DIV/0!	2,037	#DIV/0!	-100.0%	#DIV/0!	1,914	#DIV/0!	-100.0%
Saturday Trips	#DIV/0!	1,763	(1,763)	-100.0%	#DIV/0!	2,947	(2,947)	-100.0%	#DIV/0!	2,659	(2,659)	-100.0%	#DIV/0!	3,253	(3,253)	-100.0%	#DIV/0!	2,573	(2,573)	-100.0%	#DIV/0!	2,738	(2,738)	-100.0%
Saturdays Operated	#DIV/0!	3	(3)	-100.0%	#DIV/0!	5	(5)	-100.0%	#DIV/0!	4	(4)	-100.0%	#DIV/0!	5	(5)	-100.0%	#DIV/0!	4	(4)	-100.0%	#DIV/0!	4	(4)	-100.0%
Saturday Average	#DIV/0!	588	#DIV/0!	-100.0%	#DIV/0!	589	#DIV/0!	-100.0%	#DIV/0!	665	#DIV/0!	-100.0%	#DIV/0!	651	#DIV/0!	-100.0%	#DIV/0!	643	#DIV/0!	-100.0%	#DIV/0!	685	#DIV/0!	-100.0%
MONTH TOTALS	0	37,406	(37,406)	-100.0%	0	34,891	(34,891)	-100.0%	0	46,442	(46,442)	-100.0%	0	50,139	(50,139)	-100.0%	0	43,312	(43,312)	-100.0%	0	44,841	(44,841)	-100.0%
ANNUAL TOTALS	REVENUE								RIDERSHIP								PERCENTAGES - 2014 to 2015				 Prepared by Shoreline Metro for the Transit Commission			
	Cash	Monthly Pass	Student Tokens	Adult Tokens	Student Punch Pass	E & D Punch Pas	Day Passes	Summer Freedom	TOTAL REVENUE	Weekday Trips	Weekdays Operated	Weekday Average	Saturday Trips	Saturdays Operated	Saturday Average	TOTAL RIDERSHIP	Change in Revenue	Percent Change	Change in Ridership	Percent Change				
2016	\$30,151	\$82,560	\$32,017	\$19,151	\$1,683	\$3,010	\$41,505	\$825	\$210,902	249,361	129	1,933	17,501	26	673	266,862	\$223,137	-41.5%	270,903	-50.4%				
2015	\$61,772	\$152,112	\$68,165	\$49,324	\$7,722	\$5,154	\$88,365	\$1,425	\$434,039	504,824	256	1,972	32,941	51	646	537,765	N/A	N/A	N/A	N/A				

System Productivity



Estimated times and distances are based on scheduled values, actuals are based on drivers reports. The total number of trips excludes canceled trips. It includes no-shows, but rides per hour excludes no-shows.

Date range: 06/01/2016 - 06/30/2016. Counted passenger types: clients, assistants, children, family members, companions, other passengers. Information is grouped by month.

Period	Distinct Vehicles	Distinct Runs	Trips		Source	Deadhead		Service		Revenue		Rides per hour
			Total	Nosho		time, h	distance,	time, h	distance,	time, h	distance,	
2016.6	11	8	2879	29	Est	45.06	1290.49	1181.55	12294.25	1136.49	11003.76	2.51
					Act	87.65	1463.20	1119.71	14314.70	1032.06	12851.49	2.76
Summary	11		2879	29	Est	45.06	1290.49	1181.55	12294.25	1136.49	11003.76	2.51
					Act	87.65	1463.20	1119.71	14314.70	1032.06	12851.49	2.76
Average	All days	5	5									
	Mon-Fri	6	6									
	Sat	1	1									
	Sun	null	null									

System Productivity



Estimated times and distances are based on scheduled values, actuals are based on drivers reports. The total number of trips excludes canceled trips. It includes no-shows, but rides per hour excludes no-shows.

Date range: 05/01/2016 - 05/31/2016. Counted passenger types: clients, assistants, children, family members, companions, other passengers. Information is grouped by month.

Period	Distinct Vehicles	Distinct Runs	Trips		Source	Deadhead		Service		Revenue		Rides per hour
			Total	Nosho		time, h	distance,	time, h	distance,	time, h	distance,	
2016.5	10	10	2878	31	Est	43.21	1270.88	1138.88	11922.11	1095.67	10651.23	2.60
					Act	82.52	1388.20	1084.57	13797.50	1002.05	12409.30	2.84
Summary	10		2878	31	Est	43.21	1270.88	1138.88	11922.11	1095.67	10651.23	2.60
					Act	82.52	1388.20	1084.57	13797.50	1002.05	12409.30	2.84
Average	All days	5	5									
	Mon-Fri	6	6									
	Sat	1	1									
	Sun	null	null									

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 2.6 Tripper Service 2016/2017 School Year

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

REPORT DATE: 7/14/16

MEETING DATE: 7/19/16

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:

Each year, Shoreline Metro evaluates its Tripper service that compliments the fixed routes and provides additional service to schools, daycares and after school activities. Shoreline Metro creates routes each year based on demand with input from customers, schools and drivers. Tripper service numbers have been declining in recent years especially in the mornings. In 2015, Shoreline Metro eliminated service to the high schools with Tripper buses putting students on the regular fixed routes. In 2016, Shoreline Metro will eliminate service to the middle schools putting students on the regular fixed routes. At the time of this report, Shoreline Metro is planning for two routes in the mornings and two routes in the afternoons during the school year on school days only. This would be a reduction of one route in the mornings and two routes in the afternoons.

STAFF COMMENTS:

School Day Trippers provide a valuable service to students using Shoreline Metro. Shoreline Metro will continue to provide Tripper routes at an appropriate level. For the 2015/2016 school year, around 2,520 hours were dedicated to this service. For the 2016/2017 school year, Shoreline Metro estimates 1,440 hours will be dedicated to this service.

Additionally, Shoreline Metro wants to invest more into its peak afternoon service. During the school year, Shoreline Metro runs shuttles during the afternoons once the Tripper routes have cleared. From 3:45 p.m. until 5:15 p.m. service is drop-and-go with shuttles available to take passengers from the transfer point to their destination. This was implemented during the past school year with great success. It's consistent for passengers and relieves pressure and stress on the drivers. Shoreline Metro finds value in providing this service. Starting in August 2016, Shoreline Metro would implement shuttle service in the afternoons on the 2:45 p.m., 3:15 p.m. and 3:45 p.m. runs (2-hours total for each shuttle; 2 shuttles total or 4 hours). This investment into the peak service would be on weekdays year round. Shoreline Metro estimates 1,024 hours would be dedicated to this service.

With the investment in Tripper service at 1,440 hours and the investment in shuttle service on weekday afternoons at 1,024 hours, the total investment would be 2,464 hours. This is a slight reduction of 56 hours.

Typically in the past, Shoreline Metro has created Tripper routes through the assistance of management and staff. Since the proposed changes reflect a change in service and implementation of shuttles, it is important the Transit Commission consider these changes and be able to comment on the proposed changes.

Shuttle service would begin no earlier than August 8, 2016.

ACTION REQUESTED:

Motion to approve the continuation of Tripper Service at the appropriate level as proposed by Shoreline Metro and the implementation of Shuttle service on weekday afternoons starting in August 2016.

ATTACHMENTS:

- I. No attachments;

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 2.7 Changes to Route 20

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

REPORT DATE: 7/14/16

MEETING DATE: 7/19/16

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 made changes to Route 20 during the summer of 2015. These changes included a new route structure, timetable and increase in frequency. The route was also designed to service both the Sheboygan Falls Middle School and High School with 7:00 a.m. and 3:00 p.m. weekday runs. Shoreline Metro has not experienced the ridership of students it had anticipated most likely because of bus service within the community. Further, on July 5, 2016, permanent route changes to all south side Sheboygan routes has caused increased popularity for Route 20 to places like Deer Trace Mall and Kohler Company. To better service Deer Trace Mall, Sheboygan Falls and Kohler Co, Shoreline Metro is proposing some permanent changes to Route 20 including moving the 7:00 a.m. run to 7:15 a.m., the 3:00 p.m. run to 3:45 p.m., removing service to the Bluebird Ln neighborhood, and incorporating the school deviation to the Middle School and High School on all eight weekday runs and five Saturday runs. The change would allow Shoreline Metro to better service an area in Sheboygan Falls that relies on public transportation and service the Kohler Co at 4:30 p.m. for workers that have been using public transit routinely the last several months and into the new year.

STAFF COMMENTS:

On Wednesday, July 6, 2016, the Director of Transit spoke with the Kohler Village Clerk and Sheboygan Falls City Administrator regarding such proposed changes. Both communities welcomed the proposed changes and support the initiative of Shoreline Metro. The staff at Shoreline Metro supports these changes and believes it will encourage more ridership for work related purposes, an initiative that Shoreline Metro supports.

The proposed changes would be advertised for thirty days and take effect on Monday, August 29, 2016. Shoreline Metro will work with the two partnering communities to educate and inform citizens and customers through published notices and website alerts.

ACTION REQUESTED:

Motion to approve the recommended Route 20 changes as outlined in the analysis to take effect on Monday, August 29, 2016.

ATTACHMENTS:

- I. No attachments;

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 2.8 Changes to Service to UW Sheboygan (3S)

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

REPORT DATE: 7/14/16

MEETING DATE: 7/19/16

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 on July 5, 2016 made permanent route changes to all south side Sheboygan routes. South Pier and UW Sheboygan were moved to Route 3S as part of these changes. However, concerns about timing and ridership on this route during the school year have Shoreline Metro staff considering service to UW Sheboygan. Traditionally, this location has been a low trip generator and half hour service may be considered overkill.

STAFF COMMENTS:

Shoreline Metro staff has proposed servicing UW Sheboygan once an hour on the quarter after the hour (:15) runs on weekdays and Saturdays. By eliminating the run on the quarter to the hour (:45) runs, it allows this route to stay on schedule during the school year and provide more reliable service to customers that won't impact other routes.

The service change would take effect on Monday, August 29, 2016.

ACTION REQUESTED:

Motion to approve the recommended Route 3S change as outlined in the analysis to take effect on Monday, August 29, 2016.

ATTACHMENTS:

- I. No attachments;