

*****ATTACHMENTS*****

SHEBOYGAN TRANSIT COMMISSION MINUTES - 5:00 PM (Tuesday, March 22, 2016)

Generated by Ann Koeller on Thursday, March 24, 2016

1. OPENING OF MEETING

1.1 Call to Order

5:00 pm

1.2 Pledge of Allegiance

1.3 Approval of the minutes from the January 16, 2016 meeting.

Ald. John Belanger motioned to approve the minutes. Commissioner Charles Windsor seconded the motion. All ayes. Motion approved unanimously.

1.4 Public Input (time limits are at the discretion of the Transit Commission)

None

2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

2.1 An R. O. by the City Clerk submitting a communication from Brian Maher expressing his concerns regarding 2 incidents he was involved in with Shoreline Metro. TRANSIT

Ald. John Belanger motioned to file this communication. Chad Pelishek seconded the motion. All ayes. Motion approved unanimously.

2.2 Transit and Parking Monthly Reports

Transit January Ridership: 42,556 Revenue: \$36,100 February Ridership: 45,889 Revenue: \$35,518

Metro Connection: January Ridership: 2,269 February Ridership: 2,790

Parking January Meter Revenue: \$9,226 Stall Rental Revenue: \$27,380 February Meter Revenue: \$7,872 Stall Rental Revenue: \$2,292

Ald. John Belanger motioned to approve the reports. Commissioner Ryan Zinkel seconded the motion. All ayes. Motion approved unanimously.

Action, Discussion: 2.3 R.O. No. 297-15-16 regarding request to remove 2 parking meters at 632 Center Ave (Sheboygan Press);

Ald. John Belanger motioned to deny this request and file it. Chad Pelishek seconded the motion. All ayes. Motioned approved unanimously.

2.4 Parking Lot Agreement between the City of Sheboygan and Oakbrook Corporation

Ald. John Belanger motioned to approve the parking agreement as presented. Chad Pelishek seconded the motion. All ayes. Motion approved unanimously.

2.5 Route Service Enhancements/Consolidation Plan for July 2016

Ald. John Belanger motioned to approve the service enhancements/consolidation plan as presented. Chad Pelishek seconded the motion. All ayes. Motion approved unanimously.

2.6 Premium Service for Metro Connection

Ald. John Belanger motioned to approve the premium service for Metro Connection subject to the County agreeing to the service. Chad Pelishek seconded the motion. All ayes. Motioned approved

unanimously.

2.7 Parking Utility Employee Policy and Procedures Manual (P.A.R.K.)

Chad Pelishek motioned to hold this item and have Human Resources and City Attorney review the manual. Ald. John Belanger seconded the motion. All ayes. Motion approved unanimously.

2.8 Transit/Parking Website

Shoreline Metro has been working on making accessing transportation services easier by revamping the Shoreline Metro website. Beginning the week of March 28th a new mobile friendly website will be initiated. Check it out at www.shorelinemetro.com.

2.9 Director's Report

3. ADJOURN

3.1 Motion to Adjourn

Ald. John Belanger motioned to adjourn the meeting. Commissioner Charles Windsor seconded the motion. All ayes. Motion approved unanimously.

3.2 Next Meeting Date: May 17, 2016 5:00 P.M. at City Hall

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 3.1 System Enhancements for July 2016

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

REPORT DATE: 5/20/16

MEETING DATE: 5/24/16

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.

STAFF COMMENTS:

This is a public hearing item. The Director of Transit & Parking had the Notice for Public Hearing for the Shoreline Metro System Enhancements and Premium Service for ADA Paratransit in accordance with Federal Transit Administration and Commission requirements.

- The Notice for Public Hearing was published in the April 25 and April 26 editions of the Sheboygan Press;
- The Notice for Public Hearing was posted in all Shoreline Metro and Metro Connection buses for passengers of the service;
- The Notice for Public Hearing was posted at both Shoreline Metro offices, the Mead Public Library and City Hall;
- The Notice for Public Hearing was published on the Shoreline Metro website, www.shorelinemetro.com;
- A full copy of the proposed System Enhancements including maps were posted at the Transfer Point Office and inside the Transfer Point heated shelter;

Information relating the System Enhancements will be distributed to Commission members and public attendees at the Public Hearing.

ACTION REQUESTED:

Motion to approve System Enhancements for July 5, 2016 as presented and with any comments presented by the public that Shoreline Metro can reasonably accommodate per support from the Transit Commission.

ATTACHMENTS:

None.

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 3.2 Premium Service for ADA Paratransit

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

REPORT DATE: 5/20/16

MEETING DATE: 5/24/16

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:

To enhance and add convenience to a customer’s experience using Metro Connection by enabling premium level services that currently disable or disallow passenger convenience for needing/requesting services above and beyond the ADA requirements for public transportation.

STAFF COMMENTS:

Metro Connection forecasts a moderate need for Premium Service. In a survey conducted by Metro Connection in March 2016, 21 (46 percent) respondents indicated an interest in Same-Day reservations, 9 (20 percent) respondents indicated an interest in additional driver assistance and 4 (9 percent) respondents indicated an interest in a Second-Vehicle option. The Second-Vehicle option, with the availability of Will-Calls, may not have a significant interest anyways as many customers take advantage of the Will-Call option at the time of the reservation.

However, having a Second-Vehicle option allows Metro Connection to dispatch a vehicle when in fact a customer is “stranded” at their destination with no way to get home. This has been a current practice but borderline an ADA concern because we do not do this for all customers (only the ones that run into this problem). Making this option available and formally offering it to the public would make Metro Connection more compliant with ADA.

Information relating the Premium Service for ADA Paratransit will be distributed to Commission members and public attendees at the Public Hearing. (Sheboygan County has approved Premium Service for its service also provided by Metro Connection).

ACTION REQUESTED:

Motion to approve Premium Service for ADA Paratransit.

ATTACHMENTS:

None.

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 3.3 Transit & Parking Monthly Reports

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

REPORT DATE: 5/20/16

MEETING DATE: 5/24/16

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 and the Parking Utility present monthly revenue (and ridership for Shoreline Metro/Metro Connection) reports to the Transit Commission for discussion and approval to file. At this meeting, the Transit Commission will be presented with figures from March and April 2016.

STAFF COMMENTS:

All monthly revenues are tracking appropriately as expected for Shoreline Metro and Metro Connection. Ridership is stable for Metro Connection whereas ridership for Shoreline Metro is down. This decrease in ridership is attributed to mild weather and low fuel prices. Shoreline Metro has seen a decrease in “choice” riders utilizing the fixed route transit service.

ACTION REQUESTED:

Motion to approve all Monthly Reports and place on file.

ATTACHMENTS:

Monthly reports for Shoreline Metro, Metro Connection and the Parking Utility.

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

Ridership and Revenue

Shoreline Metro

	2015	2016	
March Ridership:	50,310	46,141	-8%
Revenue:	\$41,147	\$44,216	+14%
April Ridership:	50,158	45,753	-9%
Revenue:	\$41,147	\$29,193	-29%

Metro Connection

	City	County
March Revenue:	\$20,270	\$12,096
April Revenue:	\$18,192	\$11,136

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: 04/01/2016 - 04/30/2016. Counted passenger types: clients, assistants, children, family members, companions, other passengers. Information is grouped by month.

Period	VOMS	Distinct Runs	Trips		Source	Deadhead		Service		Revenue		Rides per hour
			Total	Nosho		time, h	distance,	time, h	distance,	time, h	distance,	
2016.4	9	8	2989	46	Est	109.92	1607.72	1115.51	11983.02	1005.60	10375.29	2.93
					Act	145.99	2198.00	1070.43	14298.80	924.44	12100.80	3.18
Summary	9		2989	46	Est	109.92	1607.72	1115.51	11983.02	1005.60	10375.29	2.93
					Act	145.99	2198.00	1070.43	14298.80	924.44	12100.80	3.18
Average	All days	5	5									
	Mon-Fri	6	6									
	Sat	1	1									
	Sun	null	null									

18-May-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.= \$12,219
MAY				\$0	
JUN				\$0	
JLY				\$0	3rd qtr.= \$0
AUG				\$0	
SEP				\$0	
OCT				\$0	4th qtr.= \$0
NOV				\$0	
DEC				\$0	
Total Parking Revenue	\$34,343	\$0	\$42,436	\$76,779	\$76,779

COMMENTS:

18-May-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

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: 03/01/2016 - 03/31/2016. Counted passenger types: clients, assistants, children, family members, companions, other passengers. Information is grouped by month.

Period	VOMS	Distinct Runs	Trips		Source	Deadhead		Service		Revenue		Rides per hour
			Total	Nosho		time, h	distance,	time, h	distance,	time, h	distance,	
2016.3	10	8	2950	50	Est	136.02	1713.46	1176.61	12313.29	1040.58	10599.83	2.79
					Act	191.35	2108.10	1134.97	14472.30	943.62	12364.20	3.07
Summary	10		2950	50	Est	136.02	1713.46	1176.61	12313.29	1040.58	10599.83	2.79
					Act	191.35	2108.10	1134.97	14472.30	943.62	12364.20	3.07
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: 3.4 Capital Improvement Program (2017-2021)

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

REPORT DATE: 5/20/16

MEETING DATE: 5/24/16

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 is presenting its annual 5-year Capital Improvement Program for consideration and discussion. Shoreline Metro’s capital needs for the next five years focus on fixed route vehicle purchases. Shoreline Metro has received federal grants for five (5) fixed route buses to be purchased in 2017 and 2018. Several other non-revenue vehicle purchases including fareboxes are also recommended for purchase.

STAFF COMMENTS:

The 5-year Capital Improvement Program is not “all inclusive” with the majority of the projects contingent on federal or state grant funding as well as local share contributions. Items are projected or forecasted based on current needs and may move from year to year depending on importance or need. Individual purchases of capital assets will still require Transit Commission approval if over the threshold amount as set forth by the City of Sheboygan and/or Federal Transit Administration.

ACTION REQUESTED:

Motion to approve the 5-year Capital Improvement Program and refer to the Capital Improvements Committee for consideration.

ATTACHMENTS:

- I. 5-year Capital Needs worksheet.



FIVE YEAR CAPITAL NEEDS PLAN - 2017 through 2021

5/9/2016

YEAR	ITEM	ESTIMATED COST	CONTNGNCY 0%	ESTIMATED COST	FUNDING SOURCE FEDERAL* 80%	LOCAL 20%	PURCHASED	FED FUNDING SOURCE	LOCAL FUNDING SOURCE
2017	1 Replace two (2) fixed route buses (35 ft.)	\$900,000	\$0	\$900,000	\$720,000	\$180,000		CMAQ^ 5310	City of Sheboygan Sheboygan County City of Sheboygan
	2 Replace one (1) paratransit vehicle**	\$0	\$0	\$0	\$0	\$0			
	3 Transportation Development Plan (Bay-Lake)	\$50,000	\$0	\$50,000	\$40,000	\$10,000			
2017	Totals	\$950,000	\$0	\$950,000	\$760,000	\$190,000			
2018	1 Replace one (1) paratransit vehicle**	\$0	\$0	\$0	\$0	\$0		5310 CMAQ/5339^	Sheboygan County City of Sheboygan City of Sheboygan City of Sheboygan
	2 Replace three (3) fixed route buses (35 ft.)	\$1,350,000	\$0	\$1,350,000	\$1,080,000	\$270,000			
	3 Forklift	\$40,000	\$0	\$40,000	\$32,000	\$8,000			
	4 GFI Farebox Replacement/Farebox Data System Upgrade	\$150,000	\$0	\$150,000	\$120,000	\$30,000			
2018	Totals	\$1,540,000	\$0	\$1,540,000	\$1,232,000	\$308,000			
2019	1 Replace one (1) paratransit vehicle**	\$0	\$0	\$0	\$0	\$0		5310 5310	Sheboygan County City of Sheboygan City of Sheboygan City of Sheboygan
	2 Replace one (1) paratransit vehicle	\$75,000	\$0	\$75,000	\$60,000	\$15,000			
	3 Replace Office/Dispatch/Maintenance Computers (10)	\$6,000	\$0	\$6,000	\$4,800	\$1,200			
	4 Bus Wash	\$200,000	\$0	\$200,000	\$160,000	\$40,000			
2019	Totals	\$281,000	\$0	\$281,000	\$224,800	\$56,200			
2020	1 Replace one (1) paratransit vehicle**	\$0	\$0	\$0	\$0	\$0		5310	Sheboygan County City of Sheboygan
	2 Replace three (3) fixed route buses (35 ft.)	\$1,350,000	\$0	\$1,350,000	\$1,080,000	\$270,000			
2020	Totals	\$1,350,000	\$0	\$1,350,000	\$1,080,000	\$270,000			
2021	1 Replace one (1) paratransit vehicle**	\$0	\$0	\$0	\$0	\$0		5310	Sheboygan County City of Sheboygan
	2 Replace two (2) fixed route buses (35 ft.)	\$900,000	\$0	\$900,000	\$720,000	\$180,000			
2021	Totals	\$900,000	\$0	\$900,000	\$720,000	\$180,000			
Grand Totals		\$5,021,000	\$0	\$5,021,000	\$4,016,800	\$1,004,200			

^ Federal grants awarded for projects (5339 and CMAQ)

**County purchased vehicle through Section 5310 Grant; no local City match; leased to Shoreline Metro.

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 3.5 Seasonal Employee Staffing Level for Parking Utility

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

REPORT DATE: 5/20/16

MEETING DATE: 5/24/16

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:

Traditionally, the Parking Utility has hired seasonal employees based on the need of the department. In 2015, the staffing level was four seasonal staff as documented and included in the department's Table of Organization. Since 2012, seasonal staffing has increased from two to four due to increased maintenance responsibility of the Parking Utility.

STAFF COMMENTS:

The Parking Utility would like to be able to hire seasonal employees based on a budgetary amount rather than a specific quantity. This is a similar process that the Department of Public Works follows with their seasonal hires. Based on need for summer projects, this number could fluctuate. Typically we hire four seasonal staff but with the possibility of a full-time employee being on light duty this summer, lower than expected seasonal wages (due to senior seasonal staff not returning) or increased number of projects, a higher number of employees might be needed. The department does not want to sacrifice quality and quantity of work and strives to meet its goals to the best of its abilities based on available resources. The Director assures that an appropriate number of seasonal staff will be maintained each season according to budget and need.

ACTION REQUESTED:

Motion to approve the Director's request to hire based on budgeted amount for set forth for seasonal employees.

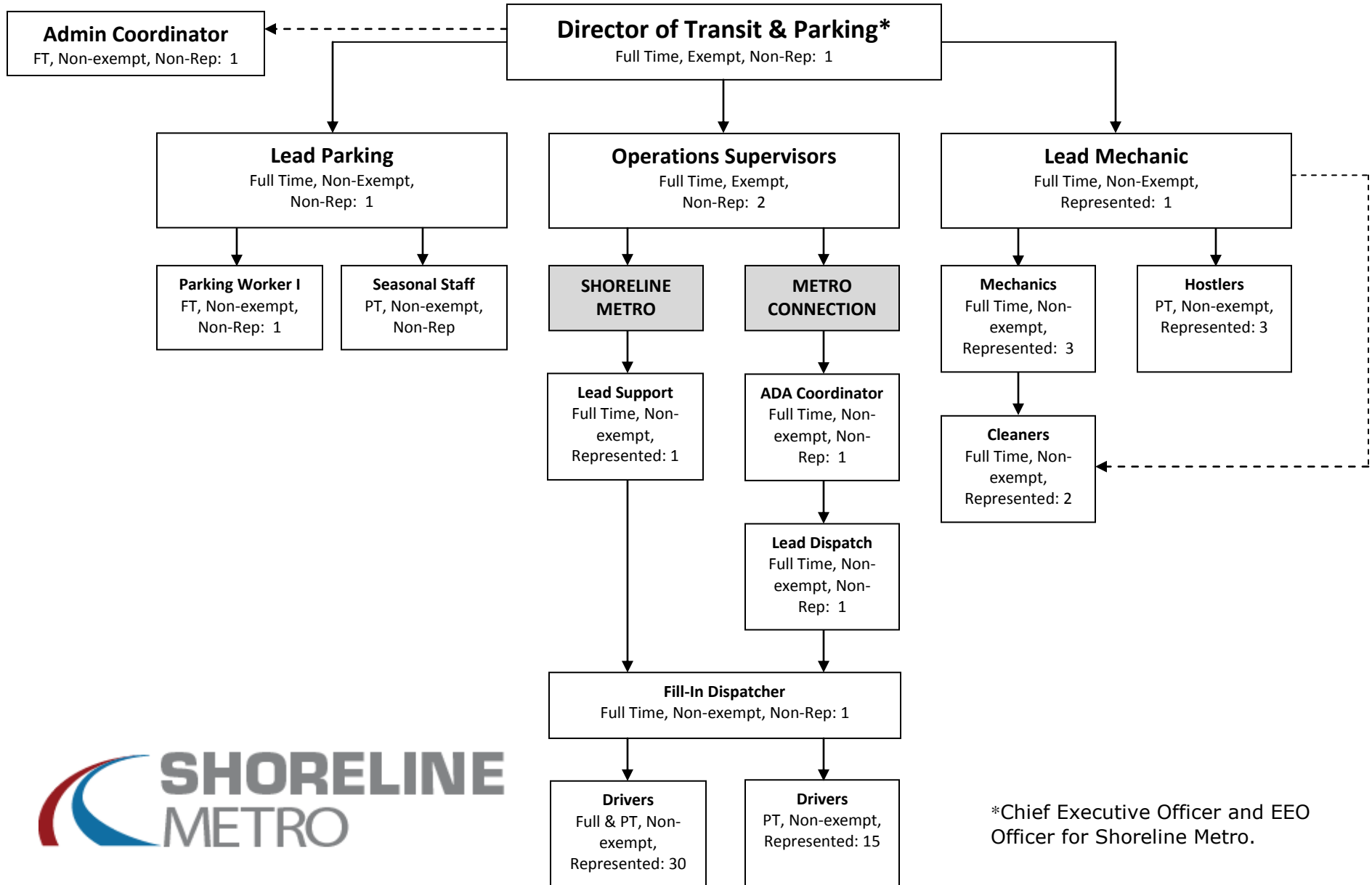
ATTACHMENTS:

- I. Table of Organization for Shoreline Metro (dated May 2016).

Table of Organization – Transit & Parking Utility

City of Sheboygan

Updated 5/17/16



*Chief Executive Officer and EEO Officer for Shoreline Metro.

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

May 15, 2016

Parking and Transit
628 S Commerce St
Sheboygan, WI 53081

Attn: Derek Muench

On July 20th, 2016 the Wharf is sponsoring the annual All Women's Powder Puff Derby. This is a charity event to raise funds for Sheboygan Cancer Care. Several of the businesses that are sponsoring this event are: Torke Coffee, Salon Sase, Genuine Mechanic.. We are planning on using the parking lot between the Duke of Devon and the Wharf for the day's activities. We intend to put up a free-standing tent to protect food and people from the weather.

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

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

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

Sincerely,

Grace Brown
President
The Wharf

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

May 15, 2016

Parking and Transit
628 S Commerce St
Sheboygan, WI 53081

Attn: Derek Muench

On August 6th & 7th, 2016

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

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

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

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

Sincerely,

Grace Brown
President
The Wharf

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

May 15,2016

Parking and Transit
628 S Commerce St
Sheboygan, WI 53081

Attn: Derek Muench

On June 25th, The Wharf is sponsoring the annual Jr. Coho Derby. . This is a charity event to raise natural resource awareness and to teach our kids of the future of fishing. Several of the businesses that are sponsoring this event are Sheboygan Roosted Gobbler, CA Flipse, SAGLSF and Gus Holman. We are planning on using the parking lot between the Duke of Devon and the Wharf for the day's activities. We intend to put up a free-standing tent to protect food and people from the weather.

We would like to apply for a free permit as this is free for the kids. Everyone that donated money or gifts is given back to the kids. No profit is made on this derby.

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

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

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

Sincerely,

Grace Brown
President
The Wharf

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 3.6 Special Event Request by the Wharf

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

REPORT DATE: 5/20/16

MEETING DATE: 5/24/16

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

STAFF COMMENTS:

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

ACTION REQUESTED:

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

ATTACHMENTS:

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