

*****ATTACHMENTS*****

SHEBOYGAN TRANSIT COMMISSION MINUTES - 5:00 PM (Tuesday, July 21, 2015)

Generated by Ann Koeller on Wednesday, July 22, 2015

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 June 16, 2015 meeting.

Commissioner Michael Helmke 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 Special Event Request by Sheboygan Squared - Harvest Fest in Riverfront Lot

Commissioner Micheal Helmke motioned to approve this request. Ald. John Belanger seconded the motion. All ayes, motion approved unanimously.

2.2 Request by Art Imig's - Create garden green space between Art Imig's and Lot 13

Mayor Michael Vandersteen motioned to approve this request. Ald. John Belanger seconded the motion. Ald John Belanger thanked Jake and Anna Toman for getting involved in the community and taking the initiative to get this project started. All ayes, motion approved unanimously.

2.3 Transit and Parking Monthly Reports

Transit: June Ridership: 40,581 Revenue: \$\$32,490

Metro Connection: Ridership: 2,891 Revenue: \$22,124

Parking Utility: Revenue: June Stall Rental: \$11,415 June Meter:
\$12,267

Chief Christopher Domagalski motioned to approve the reports. Ald. John Belanger seconded the motion. All ayes, motioned approved unanimously.

3. ADJOURN

3.1 Motion to Adjourn

Ald. John Belanger motioned to adjourn the meeting. Mayor Michael Vandersteen seconded the motion. All ayes, motioned approved unanimously.

3.2 Next Meeting Date: Aug 18, 2015 - 5:00 P.M. at City Hall

SUE: PER Rose, REFER TO TRANSIT COMMISSION.

Res. No. - 15 - 16. By Alderperson Carlson. August 17, 2015.

A RESOLUTION authorizing the filing of an application with the United States of America Department of Transportation and authorizing the executing of the contract pertaining to grants for calendar year 2016, under former Section 9 (USC 5307) of the Federal Transit Act of 1964, as amended.

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED: That the Director of Parking and Transit is authorized to execute and file an application on behalf of the City of Sheboygan with the United States Department of Transportation to aid in financing of capital and operating assistance projects for calendar year 2016, pursuant to former Section 9 (USC 5307) of the Federal Transit Act of 1964, as amended.

BE IT FURTHER RESOLVED: That the Director of Parking and Transit of the City of Sheboygan is authorized to execute the contract pertaining to the City of Sheboygan's application for 2016 operating and capital assistance grants under former Section 9 (USC 5307) of the Federal Transit Act of 1964, as amended.

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

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

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

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

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor

JOB DESCRIPTION

Job Title: Demand Response Bus Operator (Class D Union)
Date: Created: July 30, 2015; Approved: August 18, 2015
Preparer's Name: Derek Muench

Approvals Job Information

Category: Represented, Non-exempt, Safety-Sensitive
Supervisor: Operations Supervisor
Department: Metro Connection
Wage: Per Contract

About Shoreline Metro

Shoreline Metro is the public transportation system operated by the City of Sheboygan and provides fixed route mass transit to the City of Sheboygan, City of Sheboygan Falls and Village of Kohler. Shoreline Metro also operates Metro Connection, a complimentary demand response paratransit option for individuals unable to use the fixed route and living in areas of rural Sheboygan County. Metro Connection provides over 35,000 trips annually to elderly and disabled individuals. Shoreline Metro employs about sixty five (65) employees including administration, maintenance and operators. Shoreline Metro is under the supervision of the Director of Transit & Parking for the City of Sheboygan and is governed by the City of Sheboygan's Transit Commission. Metro Connection operators and maintenance personnel are represented by the Amalgamated Transit Union (ATU) Local 998.

Objective of the Job

Paratransit drivers serve as frontline employees to provide safe, reliable, clean and courteous demand responsive transportation to elderly and disabled individuals.

Principal Accountabilities

- Perform Pre-trip/Post-trip inspections on assigned vehicle;
- Safely and properly operate assigned vehicle in urban and rural traffic;
- Record and properly log all passenger trip data using MDTs (Mobile Data Terminals);
- Greet passengers in a courteous and professional manner. Answer questions with sensitivity, courtesy and tact;
- Collect, count and record passenger fares;
- Sell fare media to passengers as needed;
- Enforce agency rules, policies and procedures;
- Assist passengers from door-to-door and with boarding and alighting;
- Safe and proper securement of mobility devices and their users;
- Available to work all shifts including early morning, evening and Saturdays if required;
- Act as a professional representative of Shoreline Metro and the City of Sheboygan;
- Perform other related duties as assigned per contract.

Education, Licenses and Demonstrated Abilities

Education: High School Diploma or equivalent

Licenses:

- Valid WI Class B Commercial Drivers License with passenger (P) endorsement. Air brake restriction must also be lifted or removed. Valid CDL must be obtained in a timely fashion during training (if applicable).

Abilities:

- Must have 2-3 years minimum of verifiable driving experience of commercial vehicles. Experience operating a bus is preferred.
- Must be able to demonstrate an ability to read, understand, retain and recite information in training manuals, notices and standard operating procedures.
- Must submit to FTA required drug and alcohol testing requirements including but not limited to pre-employment, post-accident, random and reasonable suspension testing as a condition of employment.
- Must possess the ability to sit, stand and walk for extended periods of time. Must be able to bend, kneel, twist, and reach for purposes of securing mobility devices.
- Must be able to properly and safely operate a 20-30 foot passenger bus.
- Must possess ability to work in a fast-paced environment with times of high stress and anxiety.
- Must have the ability to reasonably assist passengers on and off the bus with or without the assistance of a mobility aid. Must be able to work with elderly and disabled individuals.
- Must have the ability to obtain a Class B CDL, passenger (P) endorsement and/or have air brake restrictions lifted (if applicable).
- Must be able to work a flexible work schedule including days, nights and Saturdays; Must be able to work on an "on-call" basis.
- Must successfully complete orientation, training and 6-month probationary period.

Pre-Employment Requirements

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

Post Job Offer Requirements

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

The City of Sheboygan, Wisconsin is an Equal Opportunity Employer

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

JOB DESCRIPTION

Job Title: **Fixed Route Bus Operator (Class B or C Union)**
 Date: Created: July 30, 2015; Approved: August 18, 2015
 Preparer's Name: Derek Muench, Director

Position Information

Category: Represented, Non-exempt, Safety-Sensitive
 Supervisor: Operations Supervisor
 Department: Shoreline Metro

Wage:

TRAINING	PROBATIONARY	TOP RATE
65% of top rate	75% of top rate	360 days upon completion of probationary period; increases in 120 day increments.

About Shoreline Metro

Shoreline Metro is the public transportation system operated by the City of Sheboygan and provides fixed route mass transit to the City of Sheboygan, City of Sheboygan Falls and Village of Kohler. Shoreline Metro also operates Metro Connection, a complimentary demand response paratransit option for individuals unable to use the fixed route. Shoreline Metro services an area of over 60,000 with over 550,000 trips provided annually on its eleven fixed routes and five tripper routes. Shoreline Metro employs about sixty five (65) employees including administration, maintenance and operators. Shoreline Metro is under the supervision of the Director of Transit & Parking for the City of Sheboygan and is governed by the City of Sheboygan's Transit Commission. Shoreline Metro operators and maintenance personnel are represented by the Amalgamated Transit Union (ATU) Local 998.

Position Objective

Fixed route operators serve as frontline employees of Shoreline Metro's fixed route public transportation system to provide professional, safe, reliable, and courteous transportation options for its customers.

Essential Duties

- Perform Pre-trip/Post-trip inspections on assigned vehicle;
- Safely and properly operate assigned vehicle in urban traffic on published fixed routes;
- Announce major intersections, trip generators and landmarks to all passengers;
- Greet passengers in a courteous and professional manner. Answer questions with sensitivity, courtesy and tact;
- Collect, count and record passenger fares;
- Sell fare media to passengers as needed;
- Enforce agency rules, policies and procedures;
- Assist passengers as necessary with boarding and alighting;
- Safe and proper securement of mobility devices and their users;
- Available to work all shifts including early morning, evening and Saturdays if required;
- Act as a professional representative of Shoreline Metro and the City of Sheboygan;
- Perform other related duties as assigned per contract.

Education, Licenses and Demonstrated Abilities

Education:

- High School diploma or equivalent.

Licenses:

- Valid WI Class B Commercial Drivers License with passenger (P) endorsement. Air brake restriction must also be lifted or removed. Valid CDL must be obtained in a timely fashion during training (if applicable).

Abilities:

- Must have 2-3 years minimum of verifiable driving experience of commercial vehicles. Experience operating a bus is preferred.
- Must be able to demonstrate an ability to read, understand, retain and recite information in training manuals, notices and standard operating procedures.
- Must submit to FTA required drug and alcohol testing requirements including but not limited to pre-employment, post-accident, random and reasonable suspension testing as a condition of employment.
- Must possess the ability to sit for long periods of time, stand, and walk. Must be able to bend, kneel, twist, and reach for purposes of securing mobility devices.
- Must be able to properly and safely operate a 30-35 foot passenger bus.
- Must be able to memorize, understand and drive assigned published bus routes.
- Must possess ability to work in a fast-paced environment with times of high stress and anxiety.
- Must have the ability to reasonably assist passengers on and off the bus with or without the assistance of a mobility aid. Must be able to work with elderly and disabled individuals.
- Must have the ability to obtain a Class B CDL, passenger (P) endorsement and/or have air brake restrictions lifted (if applicable).
- Must be able to work a flexible work schedule including days, nights and Saturdays; Must be able to work on an "on-call" basis.
- Must successfully complete orientation, training and 90-day probationary period.

Pre-Employment Requirements

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

Post Job Offer Requirements

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

Agency Billing Summary Report



Date range: 07/01/2015 - 07/31/2015. Counted passenger types: clients, assistants, children, family members, companions, other passengers.
Cancel Types: All cancels.

Totals for All Funding Sources

Totals

Client Trips Completed	Riders	Cancels	Noshows	Passenger Miles		Passenger Hours	
				Estimated	Actual	Estimated	Actual
2,782	2,848	0	35	16,123.68	17,542.00	1,170.74	1,201.80

Subscriptions and Their Share of All

Client Trips Completed	Riders	Cancels	Noshows	Passenger Miles		Passenger Hours	
				Estimated	Actual	Estimated	Actual
1,925 69 %	1,941 68 %	0 0 %	16 46 %	12,000 74 %	13,141 75 %	868 74 %	901 75 %

\$ Amount Based On

Cash	No Pay	Punch Pass	Token	Total	Total Cash
61	649	313	2203	3226	20969.50

Agency Trips And Clients Count

Only completed trips are counted.

	Agency Clients Count					Agency Trips Count					Additional Riders	
	-15 yrs	15-65 yrs	65+ yrs	Unknown	Totals	-15 yrs	15-65 yrs	65+ yrs	Unknown	Totals		
AM	1	55	117	13	186	6	1,307	1,153	46	2,512	Assistants	61
ST	0	0	0	0	0	0	0	0	0	0	Children	0
WC	0	10	15	2	27	0	182	82	6	270	Family Members	0
Total	1	65	132	15	213	6	1,489	1,235	52	2,782	Companions	5
Disabled	0	2	2	0	4	0	4	21	0	25	Others	0
Non disabled	1	63	129	15	208	6	1,485	1,214	52	2,757	Total	66

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: 07/01/2015 - 07/31/2015. 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,		
2015.7	11	8	2883	35	Est	121.56	1753.53	1069.87	11547.21	948.31	9793.68	3.00	
					Act	180.49	2071.40	1078.63	13434.40	898.14	11363.00	3.17	
Summary			11	2883	35	Est	121.56	1753.53	1069.87	11547.21	948.31	9793.68	3.00
					Act	180.49	2071.40	1078.63	13434.40	898.14	11363.00	3.17	
Average	All days	5	5										
	Mon-Fri	6	6										
	Sat	1	1										
	Sun	null	null										

4-Aug-15	TOTAL PARKING REVENUE				
2015	METERS	ATTENDED LOTS	STALL RENTALS	2015 TOTAL	Quarterly Revenue
JAN	\$7,681	\$0	\$47,112	\$54,793	1st qtr.= \$96,989
FEB	\$7,422	\$0	\$7,176	\$14,598	
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	
JLY	\$9,339	\$0	\$4,931	\$14,270	3rd qtr.= \$14,270
AUG				\$0	
SEP				\$0	
OCT				\$0	4th qtr.= \$0
NOV				\$0	
DEC				\$0	
Total Parking Revenue	\$62,388	\$0	\$95,458	\$157,846	\$157,846

COMMENTS:

4-Aug-15	TOTAL PARKING REVENUE				
2014	METERS	ATTENDED LOTS	STALL RENTALS	2014 TOTAL	Quarterly Revenue
JAN	\$8,800	\$3,274	\$0	\$12,074	1ST QTR = \$75,289
FEB	\$7,851	\$3,648	\$0	\$11,499	
MAR	\$9,542	\$3,699	\$38,475	\$51,716	
APR	\$9,376	\$3,482	\$9,488	\$22,346	2ND QTR = \$64,579
MAY	\$8,775	\$3,177	\$306	\$12,258	
JUN	\$10,197	\$2,952	\$16,826	\$29,975	
JULY	\$10,721	\$2,785	\$3,121	\$16,627	3RD QTR = \$56,830
AUG	\$9,638	\$2,653	\$503	\$12,794	
SEPT	\$7,052	\$2,710	\$17,647	\$27,409	
OCT	\$14,684	\$3,397	\$3,170	\$21,251	4TH QTR = \$46,745
NOV	\$4,900	\$2,334	\$729	\$7,963	
DEC	\$12,209	\$3,300	\$2,022	\$17,531	
Total Parking Revenue	\$113,745	\$37,411	\$92,287	\$243,443	\$243,443

Muench, Derek

From: Todd Ehrman [ehrmansfinejewelry@gmail.com]
Sent: Wednesday, August 12, 2015 4:17 PM
To: Muench, Derek
Subject: Re: Parking Meter Request

HI Derek,

Thanks for the quick response!

I am requesting two fifteen minute meters be installed in front of my Store (Ehrman's Fine Jewelry) in meters # 7 and 8.

I have had numerous problems with owner's and employees parking in front of my store, next to it and near it for years.

Speaking to the people who have done this doesn't resolve the situation even after numerous attempts to resolve the situation

The Hair Salon Customers park in front of my store at length for 3-4 hours at a time, even though there is ample free parking for them in the back lot, the restaurant next door floods the front meters at lunchtime and Friday's.

As a business owner for nearly 25 years downtown, I have never complained or asked for much from the Downtown Association but this is essential for the survival of us small businesses downtown, and the ability to equitably reach a solution that is fair to all, and lets us grow and thrive, together.

Thank you,

Todd Ehrman

On Wed, Aug 12, 2015 at 3:29 PM, Muench, Derek <Derek.Muench@shorclinemetro.com> wrote:

Todd:

Great to talk with you today regarding your issue. Please send me an email describing your situation and the request for two (2) :15 minute meters to be installed in stalls 7 and 8 outside your business. Thank you!

Derek

Derek Muench

Director of Transit & Parking

608 S Commerce Street

Sheboygan, WI 53081

(920) 459-3140



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