

*****ATTACHMENTS*****

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 3.1 Transit & Parking Third Quarter Reports for 2021

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

REPORT DATE: 10/21/21

MEETING DATE: 10/26/21

FISCAL SUMMARY:

STATUTORY REFERENCE:

Budget Line Item: N/A
Budget Summary: N/A
Budgeted Expenditure: N/A
Budgeted Revenue: N/A

Wisconsin Statutes: N/A
Municipal Code: N/A

BACKGROUND / ANALYSIS:

The reports for the third quarter of 2021 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 third and fourth quarter reports:

- Shoreline Metro ridership is still down for the year by 7% with revenue up 57% for the year.
 - COVID-19 continues to impact ridership and revenue. However, revenue grew significantly again during the third quarter as ridership rebounds from 2020. This hopefully is a positive indicator of recovery and returning to “normal”.
 - CARES Act funds will be used to offset the loss of revenues and potential increase in expenses due to the pandemic (applies to loss of revenue with Metro Connection as well).
 - Revenue trips for the quarter were 11.46 trips per revenue hour. This is an increase over 2020 (8.25).
- Metro Connection ridership is up for the year by 9% with revenue up 13%.
 - COVID-19 continues to impact ridership and revenue. However, revenue grew significantly during the third quarter as ridership rebounds from 2020. This hopefully is a positive indicator of recovery and returning to “normal”.
 - Revenue trips for the quarter were 2.15 per hour. This marks a slight decrease in productivity from 2020 (2.16).

- Parking Utility stall revenue is unavailable for September due to an employee in finance out on leave. Therefore, final statistics are not available for the quarter.
 - Revenue is an ongoing concern as meter and permit revenue continue to be hindered by the pandemic.
 - Meter revenue has been rebounding nicely from 2020.
 - Revenue in 2021 through the third quarter is estimated to down by 20%.

ACTION REQUESTED:

Staff recommends approval of the Transit and Parking Utility 2021 Third Quarter Report and placing on file.

ATTACHMENTS:

- I. 2021 Third Quarter Report for Transit;
- II. 2021 Third Quarter Report for Parking Utility;

OPERATING STATISTICS FOR SHORELINE METRO & METRO CONNECTION - 2020 to 2021

	JANUARY				FEBRUARY				MARCH				APRIL				MAY				JUNE			
REVENUES	2021	2020	Difference	% Change	2021	2020	Difference	% Change	2021	2020	Difference	% Change	2021	2020	Difference	% Change	2021	2020	Difference	% Change	2021	2020	Difference	% Change
Metro Connection	\$10,431	\$25,763	(\$15,332)	-59.5%	\$9,684	\$25,026	(\$15,342)	-61.3%	\$12,958	\$14,626	(\$1,668)	-11.4%	\$12,766	\$2,921	\$9,845	337.0%	\$13,205	\$3,282	\$9,923	302.3%	\$14,582	\$7,029	\$7,553	107.5%
Shoreline Metro	\$17,416	\$27,958	(\$10,542)	-37.7%	\$12,309	\$27,543	(\$15,234)	-55.3%	\$23,439	\$18,411	\$5,028	27.3%	\$31,726	\$3,510	\$28,216	803.9%	\$17,428	\$1,728	\$15,700	908.6%	\$24,126	\$2,385	\$21,741	911.5%
MONTH TOTALS	\$27,847	\$53,721	(\$25,874)	-48.2%	\$21,993	\$52,569	(\$30,576)	-58.2%	\$36,397	\$33,037	\$3,360	10.2%	\$44,492	\$6,431	\$38,061	591.8%	\$30,633	\$5,010	\$25,623	511.4%	\$38,708	\$9,414	\$29,294	311.2%
RIDERSHIP	2021	2020	Difference	% Change	2021	2020	Difference	% Change	2021	2020	Difference	% Change	2021	2020	Difference	% Change	2021	2020	Difference	% Change	2021	2020	Difference	% Change
Metro Connection	1,558	3,079	(1,521)	-49.4%	1,508	2,941	(1,433)	-48.7%	1,858	1,865	(7)	-0.4%	1,643	549	1,094	199.3%	1,691	663	1,028	155.1%	1,776	1,126	650	57.7%
Trips/Revenue Hour	2.13	2.73	(0.60)	-22.0%	1.97	2.83	(0.86)	-30.4%	2.10	2.29	(0.19)	-8.3%	2.00	1.30	0.70	53.8%	2.14	1.45	0.69	47.6%	2.07	1.70	0.37	21.8%
Shoreline Metro	23,637	65,815	(42,178)	-64.1%	25,324	62,203	(36,879)	-59.3%	34,869	43,108	(8,239)	-19.1%	35,574	13,950	21,624	155.0%	32,507	14,280	18,227	127.6%	29,961	23,179	6,782	29.3%
Trips/Revenue Hour	8.70	19.69	(10.99)	-55.8%	8.87	19.50	(10.63)	-54.5%	10.56	13.27	(2.71)	-20.4%	10.77	4.95	5.82	117.6%	11.16	5.98	5.18	86.6%	9.84	7.21	2.63	36.5%
MONTH TOTALS	25,195	68,894	(43,699)	-63.4%	26,832	65,144	(38,312)	-58.8%	36,727	44,973	(8,246)	-18.3%	37,217	14,499	22,718	156.7%	34,198	14,943	19,255	128.9%	31,737	24,305	7,432	30.6%
	JULY				AUGUST				SEPTEMBER				OCTOBER				NOVEMBER				DECEMBER			
REVENUES	2021	2020	Difference	% Change	2021	2020	Difference	% Change	2021	2020	Difference	% Change	2021	2020	Difference	% Change	2021	2020	Difference	% Change	2021	2020	Difference	% Change
Metro Connection	\$14,961	\$8,979	\$5,982	66.6%	\$14,935	\$8,644	\$6,291	72.8%	\$15,003	\$8,891	\$6,112	68.7%		\$10,251	(\$10,251)	-100.0%		\$8,924	(\$8,924)	-100.0%		\$9,404	(\$9,404)	-100.0%
Shoreline Metro	\$26,185	\$10,692	\$15,493	144.9%	\$19,541	\$14,629	\$4,912	33.6%	\$23,185	\$17,355	\$5,830	33.6%		\$21,709	(\$21,709)	-100.0%		\$15,399	(\$15,399)	-100.0%		\$13,066	(\$13,066)	-100.0%
MONTH TOTALS	\$41,146	\$19,671	\$21,475	109.2%	\$34,476	\$23,273	\$11,203	48.1%	\$38,188	\$26,246	\$11,942	45.5%	\$0	\$31,960	(\$31,960)	-100.0%	\$0	\$24,323	(\$24,323)	-100.0%	\$0	\$22,470	(\$22,470)	-100.0%
RIDERSHIP	2021	2020	Difference	% Change	2021	2020	Difference	% Change	2021	2020	Difference	% Change	2021	2020	Difference	% Change	2021	2020	Difference	% Change	2021	2020	Difference	% Change
Metro Connection	1,764	1,264	500	39.6%	1,852	1,303	549	42.1%	1,822	1,366	456	33.4%		1,486	(1,486)	-100.0%		1,396	(1,396)	-100.0%		1,526	(1,526)	-100.0%
Trips/Revenue Hour	2.11	1.97	0.14	7.1%	2.16	2.21	(0.05)	-2.3%	2.19	2.29	(0.10)	-4.4%		2.36	(2.36)	-100.0%		2.31	(2.31)	-100.0%		2.21	(2.21)	-100.0%
Shoreline Metro	28,139	26,048	2,091	8.0%	26,925	25,484	1,441	5.7%	46,738	30,411	16,327	53.7%		27,513	(27,513)	-100.0%		19,973	(19,973)	-100.0%		21,057	(21,057)	-100.0%
Trips/Revenue Hour	9.66	7.43	2.23	30.0%	9.05	7.71	1.34	17.4%	15.68	9.59	6.09	63.5%		8.40	(8.40)	-100.0%		7.33	(7.33)	-100.0%		7.52	(7.52)	-100.0%
MONTH TOTALS	29,903	27,312	2,591	9.5%	28,777	26,787	1,990	7.4%	48,560	31,777	16,783	52.8%	0	28,999	(28,999)	-100.0%	0	21,369	(21,369)	-100.0%	0	22,583	(22,583)	-100.0%
	REVENUE COMPARISON BY YEAR				RIDERSHIP COMPARISON BY YEAR				TRIPS/REV HOUR		REVENUE HOURS		REVENUE MILES											
ANNUAL TOTALS	2020 YTD		2021 YTD		Difference		% Change		ANNUAL TOTALS	2020 YTD		2021 YTD		Difference		% Change		2020 YTD	2021 YTD	2020 YTD	2021 YTD	2020 YTD	2021 YTD	
<i>Metro Connection</i>	\$105,161		\$118,525		\$13,364		13%		<i>Metro Connection</i>	14,156		15,472		1,316		9%		2.23	2.10	6,348	7,381	74,269	90,811	
<i>Shoreline Metro</i>	\$124,211		\$195,355		\$71,144		57%		<i>Shoreline Metro</i>	304,478		283,674		-20,804		-7%		10.80	10.50	28,183	27,007	360,791	382,024	

3rd Quarter Report - 2021



Prepared by Shoreline Metro for the Transit Commission.

OPERATING STATISTICS FOR THE PARKING UTILITY - 2020 to 2021

	JANUARY				FEBRUARY				MARCH				APRIL				MAY				JUNE			
REVENUES	2021	2020	Difference	% Change	2021	2020	Difference	% Change	2020	2020	Difference	% Change	2021	2020	Difference	% Change	2021	2020	Difference	% Change	2021	2020	Difference	% Change
Meters	\$0	\$14,921	(14,921.32)	-100.0%	\$4,692	\$9,406	(4,714.07)	-50.1%	\$10,929	\$5,029	5,899.52	117.3%	\$7,074	\$6,730	344.00	5.1%	\$9,398	\$0	9,398.00	100.0%	\$10,228	\$7,143	3,085.08	43.2%
Stall Rentals	\$7,283	\$19,606	(12,323.00)	-62.9%	\$26,395	\$33,639	(7,244.00)	-21.5%	\$20,771	\$17,202	3,569.00	20.7%	\$746	\$6,477	(5,731.17)	-88.5%	\$658	\$1,288	(630.00)	-48.9%	\$16,932	\$20,630	(3,698.00)	-17.9%
MONTH TOTALS	\$7,283	\$34,527	(27,244.32)	-78.9%	\$31,087	\$43,045	(11,958.07)	-27.8%	\$31,700	\$22,231	9,468.52	42.6%	\$7,820	\$13,207	(5,387.17)	-40.8%	\$10,056	\$1,288	8,768.00	680.7%	\$27,160	\$27,773	(612.92)	-2.2%

	JULY				AUGUST				SEPTEMBER				OCTOBER				NOVEMBER				DECEMBER			
REVENUES	2021	2020	Difference	% Change	2021	2020	Difference	% Change	2021	2020	Difference	% Change	2021	2020	Difference	% Change	2021	2020	Difference	% Change	2021	2020	Difference	% Change
Meters	\$10,024	\$10,745	(721.00)	-6.7%	\$15,091	\$8,079	7,012.33	86.8%	\$9,240	\$7,076	2,164.00	30.6%		\$6,081	(6,081.00)	-100.0%		\$6,566	(6,566.00)	-100.0%		\$9,317	(9,317.00)	-100.0%
Stall Rentals	\$527	\$10,583	(10,056.00)	-95.0%	\$147	\$5,200	(5,053.00)	-97.2%		\$24,031	(24,031.00)	-100.0%		\$5,710	(5,710.00)	-100.0%		\$579	(579.00)	-100.0%		\$29,900	(29,900.00)	-100.0%
MONTH TOTALS	\$10,551	\$21,328	(10,777.00)	-50.5%	\$15,238	\$13,279	1,959.33	14.8%	\$9,240	\$31,107	(21,867.00)	-70.3%	\$0	\$11,791	(11,791.00)	-100.0%	\$0	\$7,145	(7,145.00)	-100.0%	\$0	\$39,217	(39,217.00)	-100.0%

REVENUE COMPARISON BY YEAR					REVENUE COMPARISON BY QUARTER							
ANNUAL TOTALS	2020 YTD	2021 YTD	Difference	% Change	FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER	
					2020	2021	2020	2021	2020	2021	2020	2021
<i>Meters</i>	\$69,129	\$76,675	7,546.54	10.9%	\$29,356	\$15,620	\$13,873	\$26,700	\$25,900	\$34,355	\$21,964	\$0
<i>Stall Rentals</i>	\$138,656	\$73,459	(65,197.17)	-47.0%	\$70,447	\$54,449	\$28,395	\$18,336	\$39,814	\$674	\$36,189	\$0
TOTAL REVENUE	\$207,785	\$150,134	(57,650.63)	-27.7%	\$99,803	\$70,069	\$42,268	\$45,036	\$65,714	\$35,029	\$58,153	\$0

3rd Quarter Report - 2021

Prepared by Shoreline Metro for the Transit Commission.

2021 ANNUAL BENCHMARKS

PARKING UTILITY BENCHMARKS	JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE		JULY		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER	
	Revenue	Permits	Revenue	Permits	Revenue	Permits	Revenue	Permits	Revenue	Permits	Revenue	Permits	Revenue	Permits	Revenue	Permits	Revenue	Permits	Revenue	Permits	Revenue	Permits	Revenue	Permits
Lot 2	\$355.00	17	\$6,288.19	17	\$355.45	17	\$0.00	17	\$0.00	17	\$0.00	17	\$0.00	17	\$0.00	17	\$0.00	17						
Lot 3	\$71.09	4	\$0.00	4	\$142.18	4	\$0.00	4	\$0.00	2	\$137.37	2	\$0.00	2	\$0.00	2	\$0.00	2						
Lot 3 METERS	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00							
Lot 4 METERS	\$0.00		\$728.72		\$1,402.52		\$867.00		\$1,019.91		\$1,100.91		\$1,213.00		\$1,780.00		\$1,161.00							
Lot 5	\$0.00	40	\$12,625.51	40	\$0.00	40	\$0.00	40	\$0.00	41	\$755.47	41	\$0.00	41	\$0.00	41	\$0.00	41						
Lot 7	\$482.47	41	\$1,194.30	41	\$995.27	41	\$95.00	41	\$0.00	43	\$1,906.42	43	\$0.00	43	\$0.00	43	\$0.00	43						
Lot 7 METERS	\$0.00		\$71.70		\$117.37		\$48.00		\$130.65		\$78.67		\$79.00		\$132.00		\$65.00							
Lot 8	\$170.62	26	\$3,753.53	26	\$1,033.20	25	\$0.00	25	\$0.00	25	\$990.00	25	\$113.75	24	\$0.00	24	\$0.00	24						
Lot 9	\$426.54	63	\$266.34	63	\$2,859.71	61	\$190.00	58	\$0.00	53	\$2,133.94	53	\$44.55	53	\$0.00	55	\$0.00	55						
Lot 9 METERS	\$0.00		\$0.00		\$462.98		\$263.18		\$302.75		\$239.18		\$287.00		\$257.00		\$293.00							
Lot 10	\$710.90	10	\$0.00	10	\$710.90	10	\$0.00	10	\$0.00	10	\$750.00	10	\$0.00	10	\$0.00	10	\$0.00	10						
Lot 11	\$85.31	4	\$0.00	4	\$170.62	4	\$0.00	4	\$0.00	4	\$200.00	5	\$0.00	5	\$0.00	5	\$0.00	5						
Lot 13	\$398.11	32	\$0.00	32	\$2,886.28	32	\$0.00	32	\$0.00	35	\$3,835.00	35	\$0.00	36	\$0.00	36	\$0.00	36						
Lot 14	\$796.21	57	\$0.00	57	\$1,194.34	57	\$83.00	57	\$0.00	56	\$843.13	56	\$0.00	56	\$0.00	56	\$0.00	56						
Lot 14 METERS	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$488.00		\$0.00							
LOT 17	\$1,857.42	20	\$99.53	20	\$1,139.35	20	\$20.00	22	\$140.00	25	\$948.13	27	\$56.87	27	\$44.55	27	\$0.00	26						
Lot 18	\$0.00	41	\$0.00	41	\$3,497.71	41	\$0.00	41	\$0.00	41	\$3,497.71	41	\$0.00	41	\$0.00	41	\$0.00	41						
On-Street Meters	\$0.00		\$3,892.39		\$8,945.68		\$5,894.91		\$7,945.00		\$8,671.64		\$8,445.00		\$12,922.00		\$7,721.00							
On-Street Permits	\$1,929.12	98	\$6,212.36	100	\$2,843.54	96	\$58.00	100	\$218.23	103	\$1,685.00	103	\$250.00	100	\$0.00	98	\$0.00	96						

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

6/30/2021

TRANSIT									
	2020 Actual	2020 Goals	2021 YTD	2021 Goals	2021 Q1	2021 Q2	2021 Q3	2021 Q4	2021 TOTAL
REVENUES									
Metro Connection	\$133,740	\$300,000	\$118,525	\$300,000	\$33,073	\$40,553	\$44,899	\$0	\$118,525
Shoreline Metro	<u>\$174,385</u>	<u>\$450,000</u>	<u>\$195,355</u>	<u>\$450,000</u>	<u>\$53,164</u>	<u>\$73,280</u>	<u>\$68,911</u>	<u>\$0</u>	<u>\$195,355</u>
Totals	\$308,125	\$750,000	\$313,880	\$750,000	\$86,237	\$113,833	\$113,810	\$0	\$313,880
TRANSIT RIDERSHIP & BENCHMARKS									
Metro Connection	7,885	34,000	4,924	34,000	4,924	5,110	5,438	0	15,472
Trip/Revenue Hour	2.14	2.75	2.1	2.75	2.07	2.07	2.15	0.00	1.57
Shoreline Metro	171,126	530,000	83,830	530,000	83,830	98,042	101,802	0	283,674
Trip/Revenue Hour	<u>9.88</u>	<u>13.00</u>	<u>10.50</u>	<u>13.00</u>	<u>9.38</u>	<u>10.59</u>	<u>11.46</u>	<u>0.00</u>	<u>7.86</u>
Totals	179,011	564,000	88,754	564,000	88,754	103,152	107,240	0	299,146
PARKING UTILITY									
	2020 Actual	2020 Goals	2021 YTD	2021 Goals	2021 Q1	2021 Q2	2021 Q3	2021 Q4	2021 TOTAL
REVENUES									
Meters	\$69,129	\$127,950	\$76,675	\$127,950	\$15,620	\$26,700	\$34,355	\$0	\$76,675
Stall Rentals	<u>\$138,656</u>	<u>\$122,200</u>	<u>\$73,459</u>	<u>\$122,200</u>	<u>\$54,449</u>	<u>\$18,336</u>	<u>\$674</u>	<u>\$0</u>	<u>\$73,459</u>
Totals	\$207,785	\$250,150	\$150,134	\$250,150	\$70,069	\$45,036	\$35,029	\$0	\$150,134

Page 1

PARKING UTILITY BENCHMARKS	2021 Q1		2021 Q2		2021 Q3		2021 Q4		ANNUAL TOTAL	
	Revenue	Permits	Revenue	Permits	Revenue	Permits	Revenue	Permits	Revenue	Permits
Lot 2	\$6,998.64	51	\$0.00	51	\$0.00	51	\$0.00	0	\$6,998.64	153
Lot 3	\$213.27	12	\$137.37	8	\$0.00	6	\$0.00	0	\$350.64	26
Lot 4	\$2,131.24	N/A	\$2,987.82	N/A	\$4,154.00	N/A	\$0.00	N/A	\$9,273.06	N/A
Lot 5	\$12,625.51	120	\$755.47	122	\$0.00	123	\$0.00	0	\$13,380.98	365
Lot 7	\$2,672.04	123	\$2,001.42	127	\$0.00	129	\$0.00	0	\$4,673.46	379
Lot 8	\$4,957.35	77	\$1,247.32	0	\$389.75	0	\$0.00	0	\$6,594.42	77
Lot 9	\$4,015.57	187	\$2,323.94	164	\$44.55	163	\$0.00	0	\$6,384.06	514
Lot 10	\$1,421.80	30	\$1,555.11	0	\$837.00	0	\$0.00	0	\$3,813.91	30
Lot 11	\$255.93	12	\$200.00	13	\$0.00	15	\$0.00	0	\$455.93	40
Lot 13	\$3,284.39	96	\$3,835.00	102	\$0.00	108	\$0.00	0	\$7,119.39	306
Lot 14	\$1,990.55	171	\$926.13	169	\$0.00	166	\$0.00	0	\$2,916.68	506
Lot 17	\$3,096.30	60	\$1,108.13	0	\$589.42	0	\$0.00	0	\$4,793.85	60
Lot 18	\$3,497.71	123	\$3,497.71	123	\$0.00	123	\$0.00	0	\$6,995.42	369
On-Street Meters	\$12,838.07	N/A	\$22,511.55	N/A	\$29,088.00	N/A	\$0.00	N/A	\$64,437.62	N/A
On-Street Permits	\$10,985.02	294	\$1,961.23	306	\$250.00	294	\$0.00	0	\$13,196.25	894

Page 2

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 3.2 Community Development Block Grant (CDBG) Agreement - 2021

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

REPORT DATE: 10/21/21

MEETING DATE: 10/26/21

FISCAL SUMMARY:

STATUTORY REFERENCE:

Budget Line Item: N/A
Budget Summary: N/A
Budgeted Expenditure: N/A
Budgeted Revenue: N/A

Wisconsin Statutes: N/A
Municipal Code: N/A

BACKGROUND / ANALYSIS:

Shoreline Metro applies annually to receive Community Development Block Grant (CDBG) funding through the federal HUD program. The funding goes to support later evening service hours as part of the service schedule for Shoreline Metro.

STAFF COMMENTS:

The agreement is the formal acceptance of the CDBG funding to support operations as part of the local share match for Shoreline Metro's annual operations budget. The amount is equal to \$42,493.00.

ACTION REQUESTED:

Staff recommends the support and approval of the agreement and further authorizes the Transit Commission Chair to sign the agreement and allow the Director of Transit & Parking to act as the witness.

ATTACHMENTS:

- I. 2021 CDGB Agreement
 - a. Copies will be brought to the meeting for signatures.



**COMMUNITY DEVELOPMENT
BLOCK GRANT
SUBRECIPIENT AGREEMENT**

**Agreement between THE CITY OF SHEBOYGAN
and
SHORELINE METRO
for the
2021-2022 CDBG PROGRAM YEAR**

Communication and details concerning this contract shall be directed to the following contract representatives:

CITY

Abby E. Block, Grant Coordinator
City of Sheboygan
828 Center Ave Ste 208
Sheboygan, WI 53081
P: 920-459-3378
abby.block@sheboyganwi.gov

SUBRECIPIENT

Derek Muench, Director of Transit & Parking
Shoreline Metro
608 S Commerce St
Sheboygan, WI 53081
920.459.3140
derek.muench@shorelinemetro.com

THIS AGREEMENT, entered by and between the CITY OF SHEBOYGAN (herein called the "CITY") and SHORELINE METRO a nonprofit private corporation with its principal office located at 608 Commerce Street in Sheboygan, Wisconsin (herein referred to as "SUBRECIPIENT.")

WHEREAS, the CITY was awarded funds from the United States Government under Title I of the Housing and Community Development Act of 1974, Public Law 93-383; and

WHEREAS, the CITY has the authority to enter into a binding agreement for the expenditures of all or a portion of its allocated Community Development Block Grant (CDBG) funds;

NOW, THEREFORE, in consideration of the recitals, covenants and agreements herein mentioned, the parties mutually agree as follows:

I. SCOPE OF SERVICES

A. STATEMENT OF WORK

The CITY has allocated funds in the amount of \$42,493.00 to the SUBRECIPIENT to support the operation of evening and Saturday transit services.

B. NATIONAL OBJECTIVE

The SUBRECIPIENT certifies that the activities carried out under this agreement will meet Low- or Moderate-Income Eligibility with at least 70% of those served with CDBG funds low- or moderate-income persons.

C. USE OF FUNDS

The SUBRECIPIENT attests that all activities eligible for reimbursement with CDBG funds will be carried out in accordance with the SUBRECIPIENT's stated

and intended purpose.

D. PERFORMANCE GOALS

The SUBRECIPIENT expects to provide services for 591 individuals as a result of 2021-2022 CDBG and anticipates achieving the following outcomes:

- a. For overall service, Shoreline Metro's measurable goal is achieving a range of 362,000 to 366,000 riders over the program year.
- b. For weekday service, Shoreline Metro's measurable goal is achieving a range of 1,300 to 1,320 riders per weekday over the program year.
- c. For Saturday service, Shoreline Metro's measurable goal is achieving a range of 510 to 540 riders per Saturday over the program year.

E. TIME OF PERFORMANCE

The length of time of this agreement is contingent on compliance with HUD regulations for the entirety of the grant term.

F. PERFORMANCE MONITORING

The CITY will monitor the performance of the SUBRECIPIENT against performance standards as stated above. Substandard performance as determined by the CITY will constitute noncompliance with this agreement. If action to correct such substandard performance is not taken by the SUBRECIPIENT within a reasonable period of time after being notified by the CITY, contract suspension or termination procedures will be initiated.

G. PAYMENT

It is expressly agreed and understood that the total amount to be paid by the CITY under this agreement shall not exceed \$42,493.00. Payments may be contingent upon certification of the SUBRECIPIENT's financial management system in accordance with the standards specified in 24 CFR 84.21.

H. NOTICES

Notices required by this agreement shall be in writing and delivered via mail or personal delivery or sent via electronic mail. Any notice delivered or sent as aforesaid shall be effective on the date of delivery or sending. All notices and other written communications under this agreement shall be addressed to the individuals in the capacities indicated above, unless otherwise modified by subsequent written notice.

II. GENERAL CONDITIONS

A. GENERAL COMPLIANCE

SUBRECIPIENT covenants and agrees to comply with all of the obligations and conditions applicable to public contracts as though each obligation or condition were set forth fully herein. This agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin.

The SUBRECIPIENT agrees to comply with all other applicable Federal, state and local laws, regulations, and policies governing the funds provided under this contract. The SUBRECIPIENT will assure that all necessary city/county building permits are obtained.

B. INDEPENDENT CONTRACTOR

Nothing contained in this agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The SUBRECIPIENT shall at all times remain an “independent contractor” with respect to the services to be performed under this agreement. The CITY shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers’ Compensation Insurance, as the SUBRECIPIENT is an independent contractor.

C. HOLD HARMLESS

The SUBRECIPIENT shall hold harmless, defend and indemnify the CITY from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the SUBRECIPIENT’s performance or nonperformance of the services or subject matter called for in this agreement.

D. WORKERS’ COMPENSATION

The SUBRECIPIENT shall provide Workers’ Compensation Insurance coverage for all of its employees involved in the performance of this agreement.

E. INSURANCE & BONDING

The SUBRECIPIENT shall carry sufficient insurance coverage to protect assets from loss due to theft, fraud and/or undue physical damage, and as a minimum shall purchase a blanket fidelity bond covering all employees in an amount equal to cash advances from the CITY.

F. CITY RECOGNITION

The SUBRECIPIENT shall insure recognition of the role of the CITY in providing services through this agreement. All activities, facilities and items utilized pursuant to this agreement shall be prominently labeled as to funding source. In addition, the SUBRECIPIENT will include a reference to the support provided herein in all publications made possible with funds made available under this agreement.

G. AMENDMENTS

The CITY or SUBRECIPIENT may amend this agreement at any time provided that such amendments make specific reference to this agreement, and are executed in writing, signed by a duly authorized representative of each organization, and approved by the CITY’s governing body. Such amendments shall not invalidate this agreement, nor relieve or release the CITY or SUBRECIPIENT from its obligations under this agreement.

The CITY may, in its discretion, amend this agreement to conform with Federal, state or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this agreement, such modifications will be incorporated only by written amendment signed by both CITY and SUBRECIPIENT.

H. SUSPENSION OR TERMINATION

In accordance with, the CITY may suspend or terminate this agreement if the SUBRECIPIENT materially fails to comply with any terms of this agreement, which

include (but are not limited to) the following:

1. Failure to comply with any of the rules, regulations or provisions referred to herein, or such statutes, regulations, executive orders, and HUD guidelines, policies or directives as may become applicable at any time;
2. Failure, for any reason, of the SUBRECIPIENT to fulfill in a timely and proper manner its obligations under this agreement;
3. Ineffective or improper use of funds provided under this agreement; or
4. Submission by the SUBRECIPIENT to the CITY reports that are incorrect or incomplete in any material respect.

This agreement may also be terminated for convenience by either the CITY or the SUBRECIPIENT, in whole or in part, by setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if in the case of a partial termination, the CITY determines that the remaining portion of the award will not accomplish the purpose for which the award was made, the CITY may terminate the award in its entirety.

I. TAXPAYER IDENTIFICATION NUMBER

SUBRECIPIENT agrees to complete a Request for Taxpayer Identification Number and Certification (W-9 Form) as a condition of the CITY's obligation to make payment. If the SUBRECIPIENT fails to complete and return the W-9 Form to the CITY, payment to SUBRECIPIENT may be delayed, or the CITY may, in its discretion, terminate the Contract.

J. DEBARMENT

The SUBRECIPIENT certifies that neither it, nor its principals or members, is presently debarred suspended, or proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency; and, that the SUBRECIPIENT shall not knowingly enter into any contract or covered transaction with a person who is similarly debarred or suspended from participation in any project that is Federally funded.

III. ADMINISTRATIVE REQUIREMENTS

The SUBRECIPIENT agrees to comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards found at 2 CFR Part 200

A. FINANCIAL MANAGEMENT

1. Accounting Standards

The SUBRECIPIENT agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.

B. DOCUMENTATION AND RECORD-KEEPING

1. Records to be Maintained

- a. Records providing a full description of each activity undertaken;
- b. Records demonstrating that each activity undertaken meets one of the National Objectives of the CDBG program;
- c. Records required to determine the eligibility of activities; Records required to

document the acquisition, improvement, use or disposition of real property acquired or improved with CDBG assistance;

- d. Records documenting compliance with the fair housing and equal opportunity components of the CDBG program;
- e. Financial records as required by 24 CFR 570.502, and 24 CFR 84.21 28; and
- f. Other records necessary to document compliance with Subpart K of 24 CFR Part 570.

2. Retention

The SUBRECIPIENT shall retain all financial records, supporting documents, statistical records, and all other records pertinent to the agreement for a period of seven (7) years. The retention period begins on the date of the submission of the CITY's annual performance and evaluation report to HUD in which the activities assisted under the agreement are reported on for the final time. Notwithstanding the above, if there is litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the four-year period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the seven-year period, whichever occurs later.

3. Disclosure

The SUBRECIPIENT understands that client information collected under this agreement is private and the use or disclosure of such information, when not directly connected with the administration of the CITYs or SUBRECIPIENTs responsibilities with respect to services provided under this agreement, is prohibited by Wisconsin and Federal law unless written consent is obtained from such person receiving service and, in the case of a minor, that of a responsible parent/guardian.

4. Close-outs

The SUBRECIPIENT's obligation to the CITY shall not end until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to:

- a. making final payments
- b. disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balances, and accounts receivable to the CITY), and
- c. determining the custodianship of records.

Notwithstanding the foregoing, the terms of this Agreement shall remain in effect during any period that the SUBRECIPIENT has control over CDBG funds, including program income.

C. REPORTING AND PAYMENT PROCEDURES

1. Program Income

The SUBRECIPIENT shall report quarterly all program income generated by activities carried out with CDBG funds made available under this agreement. The SUBRECIPIENT may use such income during the agreement period for activities permitted under this contract and shall reduce requests for additional funds by the

amount of any such program income balances on hand. All unexpended program income shall be returned to the CITY at the end of the contract period. Any interest earned on cash advances from the U.S. Treasury and from funds held in a revolving fund account is not program income and shall be remitted promptly to the CITY.

2. Indirect Costs

If indirect costs are charged, the SUBRECIPIENT will develop an indirect cost allocation plan for determining the appropriate SUBRECIPIENT's share of administrative costs and shall submit such plan to the CITY for approval, in a form specified by the CITY.

3. Payment Procedures

The CITY will pay to the SUBRECIPIENT funds available under this agreement based upon information submitted by the SUBRECIPIENT and consistent with any approved budget and CITY policy concerning payments. Payments will be adjusted by the CITY in accordance with advance fund and program income balances available in SUBRECIPIENT accounts. In addition, the CITY reserves the right to liquidate funds available under this contract for costs incurred by the CITY on behalf of the SUBRECIPIENT.

4. Progress Reports

The SUBRECIPIENT shall submit a Progress and Financial Report to the CITY each quarter.

A. PROCUREMENT

1. Compliance

The SUBRECIPIENT shall comply with current CITY policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided herein. All program assets (unexpended program income, property, equipment, etc.) shall revert to the CITY upon termination of this agreement.

2. Travel

The SUBRECIPIENT shall obtain written approval from the CITY for any travel outside the metropolitan area with funds provided under this agreement.

B. USE AND REVERSION OF ASSETS

The use and disposition of real property and equipment under this agreement shall comply with, but is not limited to, the following:

1. The SUBRECIPIENT shall transfer to the CITY any CDBG funds on hand and any accounts receivable attributable to the use of funds under this agreement at the time of expiration, cancellation, or termination.
2. Real property under the SUBRECIPIENT's control that was acquired or improved, in whole or in part, with funds under this agreement in excess of \$25,000 shall be used to meet one of the CDBG National Objectives until five (5) years after expiration of this agreement [or such longer period of time as the CITY deems appropriate]. If the SUBRECIPIENT fails to use CDBG-assisted real property in a

manner that meets a CDBG National Objective for the prescribed period of time, the SUBRECIPIENT shall pay the CITY an amount equal to the current fair market value of the property less any portion of the value attributable to expenditures of non-CDBG funds for acquisition of, or improvement to, the property. Such payment shall constitute program income to the CITY. The SUBRECIPIENT may retain real property acquired or improved under this agreement after the expiration of the five-year period [or such longer period of time as the CITY deems appropriate].

3. In all cases in which equipment acquired, in whole or in part, with funds under this agreement is sold, the proceeds shall be program income (prorated to reflect the extent to that funds received under this agreement were used to acquire the equipment). Equipment not needed by the SUBRECIPIENT for activities under this agreement shall be
 - a. transferred to the CITY for the CDBG program or
 - b. retained after compensating the CITY [an amount equal to the current fair market value of the equipment less the percentage of non-CDBG funds used to acquire the equipment].

IV. PERSONNEL & PARTICIPANT CONDITIONS

A. CIVIL RIGHTS

1. Compliance

The SUBRECIPIENT agrees to comply with Title VI of the Civil Rights Act of 1964 as amended, Title VIII of the Civil Rights Act of 1968 as amended, Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Executive Order 11063, and Executive Order 11246 as amended by Executive Orders 11375, 11478, 12107 and 12086.

2. Nondiscrimination

The SUBRECIPIENT agrees to comply with the non-discrimination in employment and contracting opportunities as found in Executive Order 13279. The applicable non-discrimination provisions in Section 109 of the HCDA are still applicable.

3. Land Covenants

This agreement is subject to the requirements of Title VI of the Civil Rights Act of 1964.) In regard to the sale, lease, or other transfer of land acquired, cleared or improved with assistance provided under this agreement, the SUBRECIPIENT shall cause or require a covenant running with the land to be inserted in the deed or lease for such transfer, prohibiting discrimination as herein defined, in the sale, lease or rental, or in the use or occupancy of such land, or in any improvements erected or to be erected thereon, providing that the CITY and the United States are beneficiaries of and entitled to enforce such covenants. The SUBRECIPIENT, in undertaking its obligation to carry out the program assisted hereunder, agrees to take such measures as are necessary to enforce such covenant, and will not itself so discriminate.

4. Section 504

The SUBRECIPIENT agrees to comply with all Federal regulations issued pursuant to compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination against the individuals with disabilities or handicaps

in any Federally assisted program. The CITY shall provide the SUBRECIPIENT with any guidelines necessary for compliance with that portion of the regulations in force during the term of this agreement.

B. AFFIRMATIVE ACTION

1. Approved Plan

The SUBRECIPIENT agrees that it shall be committed to carry out pursuant to the CITY's specifications an Affirmative Action Program in keeping with the principles as provided in President's Executive Order 11246.

2. Women- and Minority-Owned Businesses (W/MBE)

The SUBRECIPIENT will use its best efforts to afford small businesses, minority business enterprises, and women's business enterprises the maximum practicable opportunity to participate in the performance of this agreement. As used in this agreement, the terms "small business" means a business that meets the criteria set forth in section 3(a) of the Small Business Act, as amended (15 U.S.C. 632), and "minority and women's business enterprise" means a business at least fifty-one (51) percent owned and controlled by minority group members or women. For the purpose of this definition, "minority group members" are Afro- Americans, Spanish-speaking, Spanish surnamed or Spanish-heritage Americans, Asian- Americans, and American Indians. The SUBRECIPIENT may rely on written representations by businesses regarding their status as minority and female business enterprises in lieu of an independent investigation.

3. Access to Records

The SUBRECIPIENT shall furnish and cause each of its own SUBRECIPIENTs or subcontractors to furnish all information and reports required hereunder and will permit access to its books, records and accounts by the CITY, HUD or its agent, or other authorized Federal officials for purposes of investigation to ascertain compliance with the rules, regulations and provisions stated herein.

4. Notifications

The SUBRECIPIENT will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or worker's representative of the SUBRECIPIENT's commitments hereunder, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

5. Equal Employment Opportunity and Affirmative Action (EEO/AA) Statement

The SUBRECIPIENT will, in all solicitations or advertisements for employees placed by or on behalf of the SUBRECIPIENT, state that it is an Equal Opportunity or Affirmative Action employer.

C. EMPLOYMENT RESTRICTIONS

1. Prohibited Activity

The SUBRECIPIENT is prohibited from using funds provided herein or personnel employed in the administration of the program for: political activities; inherently

religious activities; lobbying; political patronage; and nepotism activities.

2. Labor Standards

The SUBRECIPIENT agrees to comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended, the provisions of Contract Work Hours and Safety Standards Act (40 U.S.C. 327 et seq.) and all other applicable Federal, state and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this agreement. The SUBRECIPIENT agrees to comply with the Copeland Anti-Kick Back Act (18 U.S.C. 874 et seq.) and its implementing regulations of the U.S. Department of Labor at 29 CFR Part 5. The SUBRECIPIENT shall maintain documentation that demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to the CITY for review upon request.

The SUBRECIPIENT agrees that, except with respect to the rehabilitation or construction of residential property containing less than eight (8) units, all contractors engaged under contracts in excess of \$2,000.00 for construction, renovation or repair work financed in whole or in part with assistance provided under this contract, shall comply with Federal requirements adopted by the CITY pertaining to such contracts and with the applicable requirements of the regulations of the Department of Labor, under 29 CFR Parts 1, 3, 5 and 7 governing the payment of wages and ratio of apprentices and trainees to journey workers; provided that, if wage rates higher than those required under the regulations are imposed by state or local law, nothing hereunder is intended to relieve the SUBRECIPIENT of its obligation, if any, to require payment of the higher wage. The SUBRECIPIENT shall cause or require to be inserted in full, in all such contracts subject to such regulations, provisions meeting the requirements of this paragraph.

3. "Section 3" Clause

a. Compliance

Compliance with the provisions of Section 3 of the HUD Act of 1968, as amended, and as implemented by the regulations set forth in 24 CFR 135, and all applicable rules and orders issued hereunder prior to the execution of this agreement, shall be a condition of the Federal financial assistance provided under this agreement and binding upon the CITY, the SUBRECIPIENT and any of the SUBRECIPIENT's subcontractors. Failure to fulfill these requirements shall subject the CITY, the SUBRECIPIENT and any of the SUBRECIPIENT's subcontractors, their successors and assigns, to those sanctions specified by the agreement through which Federal assistance is provided. The SUBRECIPIENT certifies and agrees that no contractual or other incapacity exists that would prevent compliance with these requirements.

The SUBRECIPIENT further agrees to comply with these "Section 3" requirements and to include the following language in all subcontracts executed under this agreement:

"The work to be performed under this agreement is a

project assisted under a program providing direct Federal financial assistance from HUD and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701). Section 3 requires that to the greatest extent feasible opportunities for training and employment be given to low- and very low-income residents of the project area, and that contracts for work in connection with the project be awarded to business concerns that provide economic opportunities for low- and very low-income persons residing in the metropolitan area in which the project is located.”

The SUBRECIPIENT further agrees to ensure that opportunities for training and employment arising in connection with a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction project are given to low- and very low-income persons residing within the metropolitan area in which the CDBG-funded project is located; where feasible, priority should be given to low- and very low-income persons within the service area of the project or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs; and award contracts for work undertaken in connection with a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction project to business concerns that provide economic opportunities for low- and very low-income persons residing within the metropolitan area in which the CDBG-funded project is located; where feasible, priority should be given to business concerns that provide economic opportunities to low- and very low-income residents within the service area or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs.

The SUBRECIPIENT certifies and agrees that no contractual or other legal incapacity exists that would prevent compliance with these requirements.

b. Notifications

The SUBRECIPIENT agrees to send to each labor organization or representative of workers with which it has a collective bargaining agreement or other contract or understanding, if any, a notice advising said labor organization or worker’s representative of its commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.

c. Subcontracts

The SUBRECIPIENT will include this Section 3 clause in every subcontract and will take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the grantor agency. The SUBRECIPIENT will not subcontract with any entity where it has notice or knowledge that the latter has been found in violation of

regulations under 24 CFR Part 135 and will not let any subcontract unless the entity has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

D. CONDUCT

1. Assignability

The SUBRECIPIENT shall not assign or transfer any interest in this agreement without the prior written consent of the CITY.

2. Subcontracts

a. Approvals

The SUBRECIPIENT shall not enter into any subcontracts with any agency or individual in the performance of this agreement without the written consent of the CITY prior to the execution of such agreement.

b. Monitoring

The SUBRECIPIENT will monitor all subcontracted services on a regular basis to assure contract compliance. Results of monitoring efforts shall be summarized in written reports and supported with documented evidence of follow-up actions taken to correct areas of noncompliance.

c. Content

The SUBRECIPIENT shall cause all of the provisions of this contract in its entirety to be included in and made a part of any subcontract executed in the performance of this agreement.

d. Selection Process

The SUBRECIPIENT shall undertake to ensure that all subcontracts assigned in performance of this agreement shall be awarded on a fair and open competition basis in accordance with applicable procurement requirements. Executed copies of all subcontracts shall be forwarded to the CITY along with documentation concerning the selection process.

3. Hatch Act

The SUBRECIPIENT agrees that no funds provided, nor personnel employed under this agreement, shall be in any way or to any extent engaged in the conduct of political activities in violation of Chapter 15 of Title V of the U.S.C.

4. Conflict of Interest

The SUBRECIPIENT agrees to abide by the following provisions:

a. The SUBRECIPIENT shall maintain a written code or standards of conduct that shall govern the performance of its officers, employees or agents engaged in the award and administration of contracts supported by Federal funds.

b. No employee, officer or agent of the SUBRECIPIENT shall participate in the selection, or in the award, or administration of, a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.

c. No covered persons who exercise or have exercised any functions or

responsibilities with respect to CDBG-assisted activities, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or agreement with respect to the CDBG-assisted activity, or with respect to the proceeds from the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. For purposes of this paragraph, a “covered person” includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the CITY, the SUBRECIPIENT, or any designated public agency.

5. Lobbying

The SUBRECIPIENT hereby certifies that:

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions; and
- c. It will require that award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) will include the following statement and that all SUBRECIPIENTs shall certify and disclose accordingly:

Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

6. Copyright

If this contract results in any copyrightable material or inventions, the CITY and/or grantor agency reserves the right to royalty-free, non-exclusive and irrevocable

license to reproduce, publish or otherwise use and to authorize others to use, the work or materials for governmental purposes.

7. Religious Activities

The SUBRECIPIENT agrees that funds provided under this agreement will not be utilized for inherently religious activities such as worship, religious instruction, or proselytization.

V. ENVIRONMENTAL CONDITIONS

A. AIR AND WATER

The SUBRECIPIENT agrees to comply with the following requirements insofar as they apply to the performance of this agreement:

1. Clean Air Act, 42 U.S.C., 7401, et seq.;
2. Federal Water Pollution Control Act, as amended, 33 U.S.C., 1251, *et seq.*, as amended, 1318 relating to inspection, monitoring, entry, reports, and information, as well as other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder;
3. Environmental Protection Agency (EPA) regulations pursuant to 40 CFR Part 50, as amended.

B. FLOOD DISASTER PROTECTION

In accordance with the requirements of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4001), the SUBRECIPIENT shall assure that for activities located in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, flood insurance under the National Flood Insurance Program is obtained and maintained as a condition of financial assistance for acquisition or construction purposes (including rehabilitation).

C. LEAD-BASED PAINT

The SUBRECIPIENT agrees that any construction or rehabilitation of residential structures with assistance provided under this Agreement shall be subject to HUD Lead-Based Paint Regulations at 24 CFR 570.608, and 24 CFR Part 35, Subpart B. Such regulations pertain to all CDBG-assisted housing and require that all owners, prospective owners, and tenants of properties constructed prior to 1978 be properly notified that such properties may include lead-based paint. Such notification shall point out the hazards of lead-based paint and explain the symptoms, treatment and precautions that should be taken when dealing with lead-based paint poisoning and the advisability and availability of blood lead level screening for children under seven. The notice should also point out that if lead-based paint is found on the property, abatement measures may be undertaken. The regulations further require that, depending on the amount of Federal funds applied to a property, paint testing, risk assessment, treatment and/or abatement may be conducted.

D. HISTORIC PRESERVATION

The SUBRECIPIENT agrees to comply with the Historic Preservation requirements set forth in the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470) and the procedures set forth in 36 CFR Part 800, Advisory Council on Historic Preservation Procedures for Protection of Historic Properties, insofar as they apply to the performance of this agreement.

In general, this requires concurrence from the State Historic Preservation Officer for all rehabilitation and demolition of historic properties that are fifty years old or older or that are included on a Federal, state, or local historic property list.

XII. SEVERABILITY

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

IN WITNESS WHEREOF, the City of Sheboygan has caused this Agreement to be executed by Ryan Sorenson, Mayor, and Meredith DeBruin, City Clerk, this _____ day of _____, 2021.

FOR THE CITY OF SHEBOYGAN:

BY: _____
Ryan Sorenson, Mayor

ATTEST: _____
Meredith DeBruin, City Clerk

IN WITNESS WHEREOF, Shoreline Metro has caused this Agreement to be executed this _____ day of _____, 2021.

FOR SHORELINE METRO:

BY: _____
Signature

Printed Name and Title

ATTEST: _____
Signature

Printed Name and Title

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 3.3 Communication from Jeanne Mueller Regarding Parking

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

REPORT DATE: 10/21/21

MEETING DATE: 10/26/21

FISCAL SUMMARY:

Budget Line Item: N/A
Budget Summary: N/A
Budgeted Expenditure: N/A
Budgeted Revenue: N/A

STATUTORY REFERENCE:

Wisconsin Statutes: N/A
Municipal Code: N/A

BACKGROUND / ANALYSIS:

The Director of Transit and Parking received a communication from Ms. Jeanne Mueller regarding a request and consideration for special parking arrangements for Trinity Lutheran. The communication is attached for your review.

STAFF COMMENTS:

The Director of Transit and Parking has provided the following response to Ms. Mueller on 10/21/21:

Jeanne:

I'd like to submit your email to the Transit Commission for consideration. Your request requires either a change to a City ordinance or approval by the Transit Commission.

I do not have the authority to create a special exemption for you or Trinity Lutheran for free parking. I am tasked with carrying out the ordinances and policies created by City officials and the Transit Commission. I can work within those ordinances and policies but I do not consider your request within my abilities.

All customers are required to pay the parking meters in the respective parking districts. I cannot create an exemption that allows for free parking, no matter the person or business. Case in point, I have had a similar request by the Senior Activity Center who has been using the library temporarily for programs. I have told them the same thing and they're a department of the City of Sheboygan.

I'm trying to be fair to everyone. I tell customers if you know you're coming downtown, please have change. Or we would be happy to assist you with a parking permit. If Trinity would be willing to pay

for specific stalls on a monthly basis, I could designate those in Lot 3 but they'd have to be willing to at least pay for the stalls on an ongoing basis. Perhaps that's something to discuss with church officials. We have done this in other parking lots.

I'm sorry if this isn't the answer you were hoping for but maybe the Transit Commission will consider changing requirements and accommodate your request for free parking.

I will add for the meeting next Tuesday, October 26th at 5:00 pm at City Hall. You're welcome to attend the meeting and support your request. I can postpone for a future meeting if you'd like as well. If there's anything else I can do to assist you, please let me know. Thank you, Jeanne.

ACTION REQUESTED:

Staff recommends filing the request.

ATTACHMENTS:

- I. Email communication from Ms. Jeanne Mueller

Muench, Derek

From: Jeanne <jeannemueller@charter.net>
Sent: Wednesday, October 20, 2021 8:14 PM
To: Muench, Derek
Subject: Re: Parking for Trinity Lutheran teachers

Hi Derek!

I haven't given up on this situation! In fact, today I received my first parking ticket! I absolutely hate having to feed the meter with a handful of quarters just to practice the organ!!!
Who has that many quarters—at least 8—on hand these days?

I have contacted Amanda Salazar, the new alderwoman in whose district Trinity is situated. I emailed her over 2 months ago, and as is usual, no response has been forthcoming.

Let's find a way to solve this situation for Trinity's staff. I know you can come up with many ways to disallow designated parking spaces, but let's find a way to solve the problem. Please! I have driven past the library parking lot many times and the lot has many open spaces.

The best way to solve this is:

1. Determine how much monthly income the City receives from 12 parking spaces.
2. Designate 12 spaces for Trinity Lutheran Church. I know that there will be members who will gladly earmark their donations for the specific purpose of paying the City so that the staff can park close to the church.

This isn't rocket science, Derek!! I'm going to practice tomorrow. Seeing I don't have a fist full of quarters, I'll need to park down the hill and walk up to the church. What a pain!

I'm counting on you! Thanks for your efforts!

Jeanne

> On Mar 12, 2021, at 9:20 AM, Jeanne <jeannemueller@charter.net> wrote:

>

> Hi Derek!

>

> You just gained more respect from an old lady! An official who actually wants to help a citizen! Go figure!

>

> Thanks for asking for clarification. The times I am referring to are business hours—between 8 a.m. and 5 p.m. That's the issue. Teachers/employees/parishioners having to pay while they work at the church. Hope that helps!

>

> Thanks for caring!

>

> Jeanne

>

>> On Mar 12, 2021, at 8:49 AM, Muench, Derek <Derek.Muench@shorelinemetro.com> wrote:

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 3.4 Service Adjustments for Shoreline Metro

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

REPORT DATE: 10/21/21

MEETING DATE: 10/26/21

FISCAL SUMMARY:

STATUTORY REFERENCE:

Budget Line Item: N/A
Budget Summary: N/A
Budgeted Expenditure: N/A
Budgeted Revenue: N/A

Wisconsin Statutes: N/A
Municipal Code: N/A

BACKGROUND / ANALYSIS:

Shoreline Metro continues to struggle with recruiting bus drivers to the Shoreline Metro team. As a result, modifications and adjustments to service must be made to continue to provide reliable, dependable and safe transit services for customers (and safe service for staff and drivers).

Since the last meeting in September, several proposals have been explored in particular with the labor union (ATU Local 998). The first proposal with the incorporation of On-Demand service had its objections. The second which was to assign mandatory overtime to all current drivers is taking its toll as many are getting exhausted. This approach is not sustainable especially as we go into the holiday season with vacation requests currently being placed on hold. The latest plan is to temporarily make service adjustments to accommodate current staffing, maintain a consistent schedule for customers and ensure safe operations. The latest plan, unfortunately, reduces service on weekday evenings and Saturdays where ridership is at its lowest. Shoreline Metro and Metro Connection (Paratransit) will have mirrored hours in accordance with the requirements under ADA.

STAFF COMMENTS:

It is an extremely difficult decision to decide to reduce service. We understand the implications of such cutbacks and the impact this has on customers, especially those relying on service for employment. However, we need to ensure current staffing levels don't get worse (through exhaustion, resignations, retirements, etc.) We must do what we can to maintain current drivers while effectively recruiting new drivers to the team.

Since these are temporary changes/adjustments to service, there is no action required by the Transit Commission as these changes are within the abilities of the Director of Transit and Parking. However, permanent changes would require Transit Commission approval (not being recommended at this meeting).

Service adjustments will commence on Monday, November 8, 2021 and shall remain in place until further notice. Staff hopes to reinstate service by first quarter of 2022.

Service adjustments include the following:

Weekday Service:

- 5:15 a.m. to 8:45 a.m. is ½ hour service with Sheboygan routes departing the Transfer Station at :45 and :15 past the hour;
 - Tripper routes, Express Routes and peak shuttles will also be in service.
- 8:45 a.m. to 1:45 p.m. is 1-hour service with northbound Sheboygan routes departing the Transfer Station at :45 past the hour and southbound Sheboygan routes departing the Transfer Station at :15 past the hour;
 - No shuttle service during 1-hour service
- 1:45 p.m. to 5:45 p.m. is ½ hour service with Sheboygan routes departing the Transfer Station at :45 and :15 past the hour;
 - Tripper routes, Express Routes and peak shuttles will also be in service.
 - North and South Shuttles available at 5:45 p.m.
- Route 20 will run intermittently throughout the service day.
- Paratransit service will be available 5:15 a.m. to 5:45 p.m.
- No evening service.

Saturday Service:

- 8:45 a.m. to 3:45 p.m. is 1-hour service with northbound Sheboygan routes departing the Transfer Station at :45 past the hour and southbound Sheboygan routes departing the Transfer Station at :15 past the hour;
 - No shuttle service during 1-hour service.
 - North and South Shuttles available at 3:45 p.m.
- Route 20 will run intermittently throughout the service day.
- Paratransit service will be available 8:45 a.m. to 3:45 p.m.
- No late afternoon service.

ACTION REQUESTED:

- No action required. Transit Commission may elect to act at their discretion.

ATTACHMENTS:

- I. No Attachments.

SERVICE ADJUSTMENTS

STARTING NOVEMBER 8, 2021

Fixed Route Service

MONDAY THROUGH FRIDAY (all routes)

5:15 a.m. to 8:45 a.m. - 1/2 hour route service

8:45 a.m. to 1:45 p.m. - Hourly route service; No Shuttles

1:45 p.m. to 5:45 p.m. - 1/2 hour route service; Shuttles at 5:45 p.m.

SATURDAYS - 8:45 a.m. to 3:45 p.m. (Sheboygan routes)

Hourly route service (no shuttles); Shuttles at 3:45 p.m.

Paratransit Service

MONDAY THROUGH FRIDAY

5:15 a.m. to 5:45 p.m.

SATURDAYS

8:45 a.m. to 3:45 p.m.

*Saturday On-Demand Service to
Sheboygan Falls & Kohler:*

8:45 a.m. to 3:45 p.m.

For more information, visit

www.shorelinemetro.com

Service adjustments are a result of a shortage of transit bus drivers and will be in place until further notice. We apologize for the inconvenience.

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 3.6 Meeting Dates for 2022

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

REPORT DATE: 10/21/21

MEETING DATE: 10/26/21

FISCAL SUMMARY:

STATUTORY REFERENCE:

Budget Line Item: N/A
Budget Summary: N/A
Budgeted Expenditure: N/A
Budgeted Revenue: N/A

Wisconsin Statutes: N/A
Municipal Code: N/A

BACKGROUND / ANALYSIS:

The Transit Commission has traditionally met on an “as needed” basis especially the last couple of years due to COVID-19. However, this irregularity often causes issues scheduling issues with members not always being able to attend. To avoid these issues in the future, a regular meeting schedule is proposed for your consideration.

STAFF COMMENTS:

The Director of Transit and Parking with the recommendation of the Transit Commission Chair has proposed the following meeting schedule for 2022. Meetings will occur bi-monthly in the odd numbered months on the third (or fourth) Tuesday of the month. Meeting times will remain at 5:00 p.m. and will be available as in-person and Zoom (remote).

- Tuesday, January 18th at 5:00 p.m.
- Tuesday, March 22nd at 5:00 p.m.
- Tuesday, May 17th at 5:00 p.m.
- Tuesday, July 19th at 5:00 p.m.
- Tuesday, September 20th at 5:00 p.m.
- Tuesday, November 29th at 5:00 p.m.
 - Thanksgiving is the week of November 22nd.

ACTION REQUESTED:

- Staff recommends approval of the 2022 meeting schedule as presented.

ATTACHMENTS:

- I. No Attachments.