

**\*\*\*ATTACHMENTS\*\*\***

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**CITY OF SHEBOYGAN**

**REQUEST FOR TRANSIT COMMISSION CONSIDERATION**

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**ITEM DESCRIPTION:** 3.1 Transit & Parking Second Quarter Reports for 2021

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

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**REPORT DATE:** 8/12/21

**MEETING DATE:** 8/17/21

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**FISCAL SUMMARY:**

**STATUTORY REFERENCE:**

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

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

**BACKGROUND / ANALYSIS:**

The reports for the second 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 down for the year by 18% with revenue up 55% for the year.
  - COVID-19 continues to impact ridership and revenue. However, revenue grew significantly during the second 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 10.59 trips per revenue hour. This is an increase over 2020 (6.05).
  - Saturday service resumed as fixed route in April.
  
- Metro Connection ridership is down for the year by 2% with revenue down 6%.
  - COVID-19 continues to impact ridership and revenue. However, revenue grew significantly during the second quarter as ridership rebounds from 2020. This hopefully is a positive indicator of recovery and returning to “normal”.
  - Revenue trips for the year were 2.07 per hour. This marks a decrease in productivity from 2020 (2.26).

- Parking Utility revenue is down for the year by 32%
  - Revenue is an ongoing concern as meter and permit revenue continue to be hindered by the pandemic.

**ACTION REQUESTED:**

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

**ATTACHMENTS:**

- I. 2021 Second Quarter Report for Transit;
- II. 2021 Second 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%
<b>MONTH TOTALS</b>	<b>\$27,847</b>	<b>\$53,721</b>	<b>(\$25,874)</b>	<b>-48.2%</b>	<b>\$21,993</b>	<b>\$52,569</b>	<b>(\$30,576)</b>	<b>-58.2%</b>	<b>\$36,397</b>	<b>\$33,037</b>	<b>\$3,360</b>	<b>10.2%</b>	<b>\$44,492</b>	<b>\$6,431</b>	<b>\$38,061</b>	<b>591.8%</b>	<b>\$30,633</b>	<b>\$5,010</b>	<b>\$25,623</b>	<b>511.4%</b>	<b>\$38,708</b>	<b>\$9,414</b>	<b>\$29,294</b>	<b>311.2%</b>
<b>RIDERSHIP</b>	<b>2021</b>	<b>2020</b>	<b>Difference</b>	<b>% Change</b>	<b>2021</b>	<b>2020</b>	<b>Difference</b>	<b>% Change</b>	<b>2021</b>	<b>2020</b>	<b>Difference</b>	<b>% Change</b>	<b>2021</b>	<b>2020</b>	<b>Difference</b>	<b>% Change</b>	<b>2021</b>	<b>2020</b>	<b>Difference</b>	<b>% Change</b>	<b>2021</b>	<b>2020</b>	<b>Difference</b>	<b>% Change</b>
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%
<b>MONTH TOTALS</b>	<b>25,195</b>	<b>68,894</b>	<b>(43,699)</b>	<b>-63.4%</b>	<b>26,832</b>	<b>65,144</b>	<b>(38,312)</b>	<b>-58.8%</b>	<b>36,727</b>	<b>44,973</b>	<b>(8,246)</b>	<b>-18.3%</b>	<b>37,217</b>	<b>14,499</b>	<b>22,718</b>	<b>156.7%</b>	<b>34,198</b>	<b>14,943</b>	<b>19,255</b>	<b>128.9%</b>	<b>31,737</b>	<b>24,305</b>	<b>7,432</b>	<b>30.6%</b>
	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		\$8,979	(\$8,979)	-100.0%		\$8,644	(\$8,644)	-100.0%		\$8,891	(\$8,891)	-100.0%		\$10,251	(\$10,251)	-100.0%		\$8,924	(\$8,924)	-100.0%		\$9,404	(\$9,404)	-100.0%
Shoreline Metro		\$10,692	(\$10,692)	-100.0%		\$14,629	(\$14,629)	-100.0%		\$17,355	(\$17,355)	-100.0%		\$21,709	(\$21,709)	-100.0%		\$15,399	(\$15,399)	-100.0%		\$13,066	(\$13,066)	-100.0%
<b>MONTH TOTALS</b>	<b>\$0</b>	<b>\$19,671</b>	<b>(\$19,671)</b>	<b>-100.0%</b>	<b>\$0</b>	<b>\$23,273</b>	<b>(\$23,273)</b>	<b>-100.0%</b>	<b>\$0</b>	<b>\$26,246</b>	<b>(\$26,246)</b>	<b>-100.0%</b>	<b>\$0</b>	<b>\$31,960</b>	<b>(\$31,960)</b>	<b>-100.0%</b>	<b>\$0</b>	<b>\$24,323</b>	<b>(\$24,323)</b>	<b>-100.0%</b>	<b>\$0</b>	<b>\$22,470</b>	<b>(\$22,470)</b>	<b>-100.0%</b>
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		1,264	(1,264)	-100.0%		1,303	(1,303)	-100.0%		1,366	(1,366)	-100.0%		1,486	(1,486)	-100.0%		1,396	(1,396)	-100.0%		1,526	(1,526)	-100.0%
Trips/Revenue Hour		1.97	(1.97)	-100.0%		2.21	(2.21)	-100.0%		2.29	(2.29)	-100.0%		2.36	(2.36)	-100.0%		2.31	(2.31)	-100.0%		2.21	(2.21)	-100.0%
Shoreline Metro		26,048	(26,048)	-100.0%		25,484	(25,484)	-100.0%		30,411	(30,411)	-100.0%		27,513	(27,513)	-100.0%		19,973	(19,973)	-100.0%		21,057	(21,057)	-100.0%
Trips/Revenue Hour		7.43	(7.43)	-100.0%		7.71	(7.71)	-100.0%		9.59	(9.59)	-100.0%		8.40	(8.40)	-100.0%		7.33	(7.33)	-100.0%		7.52	(7.52)	-100.0%
<b>MONTH TOTALS</b>	<b>0</b>	<b>27,312</b>	<b>(27,312)</b>	<b>-100.0%</b>	<b>0</b>	<b>26,787</b>	<b>(26,787)</b>	<b>-100.0%</b>	<b>0</b>	<b>31,777</b>	<b>(31,777)</b>	<b>-100.0%</b>	<b>0</b>	<b>28,999</b>	<b>(28,999)</b>	<b>-100.0%</b>	<b>0</b>	<b>21,369</b>	<b>(21,369)</b>	<b>-100.0%</b>	<b>0</b>	<b>22,583</b>	<b>(22,583)</b>	<b>-100.0%</b>
	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									
Metro Connection	\$78,647	\$73,626	(\$5,021)	-6%	Metro Connection	10,223	10,034	-189	-2%	2.26	2.07	4,521	4,855	51,476	58,726									
Shoreline Metro	\$81,535	\$126,444	\$44,909	55%	Shoreline Metro	222,535	181,872	-40,663	-18%	12.22	10.03	18,204	18,135	224,371	250,497									

2ND 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%
<b>MONTH TOTALS</b>	<b>\$7,283</b>	<b>\$34,527</b>	<b>(27,244.32)</b>	<b>-78.9%</b>	<b>\$31,087</b>	<b>\$43,045</b>	<b>(11,958.07)</b>	<b>-27.8%</b>	<b>\$31,700</b>	<b>\$22,231</b>	<b>9,468.52</b>	<b>42.6%</b>	<b>\$7,820</b>	<b>\$13,207</b>	<b>(5,387.17)</b>	<b>-40.8%</b>	<b>\$10,056</b>	<b>\$1,288</b>	<b>8,768.00</b>	<b>680.7%</b>	<b>\$27,160</b>	<b>\$27,773</b>	<b>(612.92)</b>	<b>-2.2%</b>
	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		\$10,745	(10,745.00)	-100.0%		\$8,079	(8,078.67)	-100.0%		\$7,076	(7,076.00)	-100.0%		\$6,081	(6,081.00)	-100.0%		\$6,566	(6,566.00)	-100.0%		\$9,317	(9,317.00)	-100.0%
Stall Rentals		\$10,583	(10,583.00)	-100.0%		\$5,200	(5,200.00)	-100.0%		\$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%
<b>MONTH TOTALS</b>	<b>\$0</b>	<b>\$21,328</b>	<b>(21,328.00)</b>	<b>-100.0%</b>	<b>\$0</b>	<b>\$13,279</b>	<b>(13,278.67)</b>	<b>-100.0%</b>	<b>\$0</b>	<b>\$31,107</b>	<b>(31,107.00)</b>	<b>-100.0%</b>	<b>\$0</b>	<b>\$11,791</b>	<b>(11,791.00)</b>	<b>-100.0%</b>	<b>\$0</b>	<b>\$7,145</b>	<b>(7,145.00)</b>	<b>-100.0%</b>	<b>\$0</b>	<b>\$39,217</b>	<b>(39,217.00)</b>	<b>-100.0%</b>

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>	\$43,229	\$42,320	(908.79)	-2.1%	\$29,356	\$15,620	\$13,873	\$26,700	\$25,900	\$0	\$21,964	\$0
<i>Stall Rentals</i>	\$98,842	\$54,449	(44,393.17)	-44.9%	\$70,447	\$54,449	\$28,395	\$18,336	\$39,814	\$0	\$36,189	\$0
<b>TOTAL REVENUE</b>	<b>\$142,071</b>	<b>\$96,769</b>	<b>(45,301.96)</b>	<b>-31.9%</b>	<b>\$99,803</b>	<b>\$70,069</b>	<b>\$42,268</b>	<b>\$45,036</b>	<b>\$65,714</b>	<b>\$0</b>	<b>\$58,153</b>	<b>\$0</b>

**2nd Quarter Report - 2021**

*Prepared by Shoreline Metro for the Transit Commission.*



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

6/30/2021

<b>TRANSIT</b>									
	2020 Actual	2020 Goals	2021 YTD	2021 Goals	2021 Q1	2021 Q2	2021 Q3	2021 Q4	2021 TOTAL
<b>REVENUES</b>									
Metro Connection	\$133,740	\$300,000	\$73,626	\$300,000	\$33,073	\$40,553	\$0	\$0	\$73,626
Shoreline Metro	<u>\$174,385</u>	<u>\$450,000</u>	<u>\$126,444</u>	<u>\$450,000</u>	<u>\$53,164</u>	<u>\$73,280</u>	<u>\$0</u>	<u>\$0</u>	<u>\$126,444</u>
Totals	\$308,125	\$750,000	\$200,070	\$750,000	\$86,237	\$113,833	\$0	\$0	\$200,070
<b>TRANSIT RIDERSHIP &amp; BENCHMARKS</b>									
Metro Connection	7,885	34,000	4,924	34,000	4,924	5,110	0	0	10,034
Trip/Revenue Hour	2.14	2.75	2.07	2.75	2.07	2.07	0.00	0.00	1.03
Shoreline Metro	171,126	530,000	83,830	530,000	83,830	98,042	0	0	181,872
Trip/Revenue Hour	<u>9.88</u>	<u>13.00</u>	<u>10.03</u>	<u>13.00</u>	<u>9.38</u>	<u>10.59</u>	<u>0.00</u>	<u>0.00</u>	<u>4.99</u>
Totals	179,011	564,000	88,754	564,000	88,754	103,152	0	0	191,906
<b>PARKING UTILITY</b>									
	2020 Actual	2020 Goals	2021 YTD	2021 Goals	2021 Q1	2021 Q2	2021 Q3	2021 Q4	2021 TOTAL
<b>REVENUES</b>									
Meters	\$43,229	\$127,950	\$42,320	\$127,950	\$15,620	\$26,700	\$0	\$0	\$42,320
Stall Rentals	<u>\$98,842</u>	<u>\$122,200</u>	<u>\$54,449</u>	<u>\$122,200</u>	<u>\$54,449</u>	<u>\$18,336</u>	<u>\$0</u>	<u>\$0</u>	<u>\$72,785</u>
Totals	\$142,071	\$250,150	\$96,769	\$250,150	\$70,069	\$45,036	\$0	\$0	\$115,105

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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	0	\$0.00	0	\$6,998.64	102
Lot 3	\$213.27	12	\$137.37	8	\$0.00	0	\$0.00	0	\$350.64	20
Lot 4	\$2,131.24	N/A	\$2,987.82	N/A	\$0.00	N/A	\$0.00	N/A	\$5,119.06	N/A
Lot 5	\$12,625.51	120	\$755.47	122	\$0.00	0	\$0.00	0	\$13,380.98	242
Lot 7	\$2,672.04	123	\$2,001.42	127	\$0.00	0	\$0.00	0	\$4,673.46	250
Lot 8	\$4,957.35	77	\$1,247.32	0	\$0.00	0	\$0.00	0	\$6,204.67	77
Lot 9	\$4,015.57	187	\$2,323.94	164	\$0.00	0	\$0.00	0	\$6,339.51	351
Lot 10	\$1,421.80	30	\$1,555.11	0	\$0.00	0	\$0.00	0	\$2,976.91	30
Lot 11	\$255.93	12	\$200.00	13	\$0.00	0	\$0.00	0	\$455.93	25
Lot 13	\$3,284.39	96	\$3,835.00	102	\$0.00	0	\$0.00	0	\$7,119.39	198
Lot 14	\$1,990.55	171	\$926.13	169	\$0.00	0	\$0.00	0	\$2,916.68	340
Lot 17	\$3,096.30	60	\$1,108.13	0	\$0.00	0	\$0.00	0	\$4,204.43	60
Lot 18	\$3,497.71	123	\$3,497.71	123	\$0.00	0	\$0.00	0	\$6,995.42	246
On-Street Meters	\$12,838.07	N/A	\$22,511.55	N/A	\$0.00	N/A	\$0.00	N/A	\$35,349.62	N/A
On-Street Permits	\$10,985.02	294	\$1,961.23	306	\$0.00	0	\$0.00	0	\$12,946.25	600

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**CITY OF SHEBOYGAN**

**REQUEST FOR TRANSIT COMMISSION CONSIDERATION**

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**ITEM DESCRIPTION:** 3.2 2022 Operating Assistance Grant Application Authorization

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

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**REPORT DATE:** 8/5/21

**MEETING DATE:** 8/17/21

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**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

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**BACKGROUND / ANALYSIS:**

Shoreline Metro applies for Section 5307 Federal Mass Transit Operating Assistance and State 85.20 and 85.205 Mass Transit Operating Assistance funds each year to subsidize the costs of operating Shoreline Metro for the City of Sheboygan and participating communities. The grant is due by December 15<sup>th</sup>. As a matter of formality, Shoreline Metro requests approval to apply for these funds through the attached authorizing resolution.

**STAFF COMMENTS:**

Shoreline Metro has applied for funding to subsidize operations for many years. In 2022, combined Section 5307 and State 85.20 funds are expected to cover about 55.00% of eligible expenses. Funding levels continue to decrease year-after-year which puts more pressure on local shares to cover the difference. No changes in route service or fare structure are expected for calendar year 2022; however, Shoreline Metro expects to enhance fixed route service by introducing microtransit services (possibly already in late 2021).

**ACTION REQUESTED:**

Motion to accept and adopt the resolution and send resolution to the Sheboygan Common Council for consideration, acceptance and adoption at the next meeting.

**ATTACHMENTS:**

- I. Resolution No. 44-21-22

**MEREDITH: PER CHUCK, REFER TO TRANSIT COMMISSION**

Res. No. 44 - 21 - 22. By Alderpersons Dekker, Felde, and Mitchell.  
August 2, 2021.

A RESOLUTION authorizing the filing of an application with the Wisconsin Department of Transportation and authorizing the executing of the contract pertaining to grants for calendar year 2022, under Federal Mass Transit Operating Assistance program, 49 U.S.C. 5307, and State Urban Mass Transit Operating Assistance program, Wis. Stat. § 85.20 and 85.205, 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 project costs in the program; and

WHEREAS, it is required by the United States Department of Transportation (Federal Transit Administration) 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 49 U.S.C. 5307, 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 Wisconsin Department of Transportation to aid in financing of operating assistance projects for calendar year 2022.

BE IT FURTHER RESOLVED: That the Director of Parking and Transit is authorized to execute the contract pertaining to the City of Sheboygan's application for 2022 operating assistance grants under Federal Mass Transit Operating Assistance program, 49 U.S.C. 5307, and State Urban Mass Transit Operating Assistance program, Wis. Stat. § 85.20 and 85.205.

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 (Federal Transit Administration) 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 (Federal Transit Administration) may require in connection with the application for the program 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 (Federal Transit Administration) and/or the Wisconsin Department of Transportation for aid in the financing of the operating assistance program 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

651 TRANSIT SYSTEM FUND										FINAL DRAFT 2022 BUDGET		
				2020	2021	2021	2021	2022	2022		CONFIDENTIAL	
				ACTUAL	APPROVED	YTD - 7/20/21	PROJECTED	EXECUTIVE	EXECUTIVE	DIFFERENCE	Seventh Edition - 7/27/21	
DOT CODE	OBJECT	DESCRIPTION	ACCOUNT DETAILS	EXPENSES	BUDGET	EXPENSES	EXPENSES	REQUESTED	APPROVED	2021 VS 2022	2022 BUDGET NOTES	
<b>65193000 - TRANSIT ADMINISTRATION</b>												
501.02	510110	FULL TIME SALARIES - REGULAR	All Admin Staff (8)	\$447,368.48	\$448,402.18	\$214,118.08	\$448,402.18	\$463,679.43		\$15,277.26	All Admin Staff (8); 2% average increase	
501.02	510111	FULL TIME SALARIES - OVERTIME	Admin OT/Fill-in Dispatcher OT	\$10,639.28	\$6,500.00	\$3,877.51	\$7,000.00	\$5,000.00		\$6,500.00		
504.99	510140	INTERDEPARTMENTAL LABOR	Parking maintaining Transit grounds	\$3,646.58	\$5,000.00	\$679.75	\$2,000.00	\$0.00		\$5,000.00	Moved into 510110	
502.01	510310	FICA	Social Security	\$27,153.53	\$27,800.93	\$12,876.53	\$27,800.93	\$28,500.12		\$699.19	All Admin Staff (7)	
502.01	510311	MEDICARE	Medicare	\$6,518.13	\$6,501.83	\$2,843.76	\$6,501.83	\$6,665.35		\$163.52	All Admin Staff (7)	
502.02	510320	WI RETIREMENT FUND	Pension	\$46,178.28	\$30,267.15	\$14,678.78	\$30,267.15	\$29,879.16		\$387.98	All Admin Staff (7)	
502.03	510340	HEALTH INSURANCE	Health Insurance	\$165,168.28	\$109,102.60	\$56,933.08	\$109,102.60	\$112,589.52		\$3,486.91	All Admin Staff (7) & 3% Increase for 2022	
502.03	510345	HSA CONTRIBUTIONS	Health Savings contributions	\$5,892.16	\$9,000.00	\$0.00	\$9,000.00	\$7,200.00		\$1,800.00		
502.04	510350	DENTAL INSURANCE	Dental Insurance	\$24,357.00	\$6,638.10	\$3,234.93	\$6,638.10	\$6,489.35		\$148.75	All Admin Staff (7) & 3% Increase for 2022	
502.02	510351	UNFUNDED PENSION LIABILITY	Loan to repay WI Pension	\$893.81	\$24,357.00	\$24,357.00	\$24,357.00	\$24,357.00		\$0.00	Reoccurring annually through 2024.	
502.05	510360	LIFE INSURANCE	Life Insurance	\$4,962.00	\$800.00	\$537.94	\$800.00	\$800.00		\$0.00	All Admin Staff (7)	
502.08	510400	WORKERS COMPENSATION	Workers Comp	\$500.04	\$500.00	\$500.00	\$500.00	\$500.00		\$0.00		
503.03	521110	FINANCIAL SERVICES FEES		\$4,000.00	\$4,000.00	\$0.00	\$4,000.00	\$4,000.00		\$0.00	Transit portion of City audit	
509.08	521400	ADVERTISING & MARKETING		\$30,159.00	\$30,000.00	\$8,949.71	\$30,000.00	\$30,000.00		\$0.00	Promotion post COVID-19	
503.03	521560	MEDICAL SERVICES	Pre-employment physicals/drug	\$3,533.90	\$4,000.00	\$1,772.00	\$4,000.00	\$4,000.00		\$0.00		
504.99	521700	SECURITY SERVICES		\$237.19	\$500.00	\$1,636.00	\$500.00	\$500.00		\$0.00		
503.03	521900	CONTRACTED SERVICES	See notes	\$23,389.82	\$18,000.00	\$9,225.15	\$18,000.00	\$18,000.00		\$0.00	Bay-Lake, Bay Towel, Pro-Tec, JSM	
504.99	523110	OFFICE EQUIPMENT MAINTENANCE	Ecolane, Printers	\$21,585.87	\$27,000.00	\$18,279.52	\$27,000.00	\$35,000.00		\$8,000.00	MBM (\$8,000), Ecolane (\$19,200), Trillium (\$2,000)	
505.02	525100	ELECTRIC		\$19,499.06	\$18,000.00	\$8,531.61	\$18,000.00	\$18,000.00		\$0.00		
505.02	525105	WATER		\$3,156.41	\$2,500.00	\$1,281.51	\$2,500.00	\$2,500.00		\$0.00		
505.02	525110	SEWER		\$1,710.06	\$2,500.00	\$756.88	\$2,500.00	\$2,500.00		\$0.00		
505.02	525115	STORM WATER		\$370.00	\$130.00	\$130.00	\$130.00	\$130.00		\$0.00		
505.02	525120	TELEPHONE		\$408.00	\$500.00	\$257.97	\$500.00	\$500.00		\$0.00		
505.02	525125	MOBILE TELEPHONE		\$15,286.72	\$19,000.00	\$6,703.16	\$19,000.00	\$19,000.00		\$0.00	Data plans for MC software; cellular phones and GPS (US Cellular)	
505.02	525135	INTERNET		\$540.00	\$550.00	\$540.00	\$550.00	\$550.00		\$0.00		
505.02	525140	GAS - UTILITY		\$18,204.86	\$22,000.00	\$18,871.84	\$22,000.00	\$22,000.00		\$0.00		
509.01	526100	PUBLICATIONS & SUBSCRIPTIONS		\$0.00	\$100.00	\$0.00	\$100.00	\$100.00		\$0.00		
509.01	526110	PROFESSIONAL ORGANIZATIONS	WURTA, TDA, Community Transp.	\$4,655.00	\$5,000.00	\$3,886.75	\$5,000.00	\$5,000.00		\$0.00		
509.01	526125	CONFERENCES	All training and travel	\$2,420.00	\$5,000.00	\$1,753.87	\$5,000.00	\$5,000.00		\$0.00	Travel, Training and Conferences	
509.08	526150	LEGAL NOTICES		\$0.00	\$250.00	\$0.00	\$250.00	\$250.00		\$0.00		
504.99	530100	OFFICE SUPPLIES		\$5,075.00	\$6,500.00	\$3,333.56	\$6,500.00	\$6,500.00		\$0.00		
504.99	530210	OPERATING SUPPLIES		\$5,056.22	\$8,000.00	\$5,779.99	\$8,000.00	\$8,000.00		\$0.00		
504.99	530259	IT SMALL EQUIPMENT	Items under \$2,500	\$6,749.80	\$4,000.00	\$666.93	\$4,000.00	\$4,000.00		\$0.00	Computers, IT equipment	
504.99	530260	SAFETY SUPPLIES		\$200.00	\$1,500.00	\$0.00	\$1,500.00	\$1,500.00		\$0.00	Safety improvements, Employee recognition program	
504.99	530295	LANDSCAPING SUPPLIES		\$1,680.00	\$250.00	\$3,350.00	\$250.00	\$250.00		\$0.00		
506.01	540200	INSURANCE	Facility Insurance	\$4,805.93	\$4,000.00	\$2,235.87	\$4,000.00	\$4,000.00		\$0.00		
506.01	540215	GEN. PUB. OFFICIALS & AUTO	TMI Bus Insurance	\$105,292.00	\$94,587.00	\$94,587.00	\$94,587.00	\$95,288.00		\$701.00	Estimated	
503.03	542100	REFUNDS	Items greater than \$2,500	\$13,016.00	\$0.00	\$506.00	\$0.00	\$0.00		\$0.00		
503.03	649200	EQUIPMENT REPLACEMENT		\$0.00	\$0.00	\$3,760.56	\$0.00	\$0.00		\$0.00		
503.03	641100	VEHICLES	Capital Vehicle Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00		
				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00		
65193000 - TRANSIT ADMINISTRATION - TOTAL				\$1,034,308.41	\$952,736.79	\$531,433.24	\$950,236.79	\$972,227.94	\$0.00	\$19,491.15		
<b>65193110 - TRANSIT BUS &amp; FACILITY MAINTENANCE</b>												
501.02	510110	FULL TIME SALARIES - REGULAR	Mechanics, Hostlers	\$238,155.00	\$252,415.93	\$118,603.39	\$252,415.93	\$252,246.89		\$169.04	2% Increase in 2022	
501.02	510111	FULL TIME SALARIES - OVERTIME		\$9,578.99	\$3,500.00	\$1,714.66	\$3,500.00	\$3,500.00		\$0.00		
501.02	510130	TEMPORARY SALARIES - REGULAR	Hostlers, Cleaners	\$86,243.18	\$96,331.33	\$44,838.46	\$96,331.33	\$98,251.95		\$1,920.63	2% Increase in 2022	

502.01	510310 FICA		\$19,197.70	\$21,323.53	\$9,744.69	\$21,323.53	\$21,426.17	\$102.64	
502.01	510311 MEDICARE		\$4,322.09	\$5,057.06	\$2,446.69	\$5,057.06	\$5,082.45	\$25.40	
502.02	510320 WI RETIREMENT FUND		\$20,088.39	\$23,215.13	\$9,785.85	\$23,215.13	\$22,462.92	\$752.22	
502.03	510340 HEALTH INSURANCE		\$85,181.12	\$102,930.42	\$55,152.13	\$102,930.42	\$107,334.87	\$4,404.46	3% Increase in 2022
502.03	510345 HSA CONTRIBUTION	Health Savings contributions	\$6,000.00	\$5,400.00	\$0.00	\$5,400.00	\$5,400.00	\$0.00	
502.04	510350 DENTAL INSURANCE		\$5,850.22	\$7,020.83	\$3,477.55	\$7,020.83	\$6,649.58	\$371.26	3% Increase in 2022
502.05	510360 LIFE INSURANCE		\$339.96	\$500.00	\$191.68	\$500.00	\$500.00	\$0.00	
502.08	510400 WORKERS COMPENSATION		\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$0.00	
502.07	510410 UNEMPLOYMENT COMPENSATION	Unemployment Comp	\$2,399.84	\$0.00	\$2,179.17	\$0.00	\$0.00	\$0.00	
504.02	521900 CONTRACTED SERVICES	Tire Contract	\$22,828.77	\$40,000.00	\$10,347.14	\$40,000.00	\$40,000.00	\$0.00	Southside Tire, Bay-Towel, Lanser Towing
503.05	522110 VEHICLE MAINTENANCE		\$14,489.50	\$12,000.00	\$21,970.95	\$12,000.00	\$12,000.00	\$0.00	OUTSIDE WORK PERFORMED BY THIRD PARTY.
503.05	523310 COMMUNICATION EQUIPMENT MAINTENANCE		\$0.00	\$300.00	\$0.00	\$300.00	\$300.00	\$0.00	
504.99	524110 BUILDING EXTERIOR MAINTENANCE		\$11,748.00	\$3,500.00	\$9,199.99	\$3,500.00	\$3,500.00	\$0.00	
504.99	524115 BUILDING EQUIPMENT MAINTENANCE		\$29,508.30	\$6,000.00	\$12,512.45	\$6,000.00	\$6,000.00	\$0.00	
504.99	524124 HEATING & VENTILATION MAINTENANCE		\$3,418.03	\$1,000.00	\$473.00	\$1,000.00	\$1,000.00	\$0.00	
503.06	524135 JANITORIAL SERVICES	Office, maintenance supplies	\$1,729.72	\$11,500.00	\$9,435.41	\$11,500.00	\$11,500.00	\$0.00	Combined with 530222.
503.99	525150 GARBAGE/RUBBISH REMOVAL		\$50.00	\$300.00	\$0.00	\$300.00	\$300.00	\$0.00	
	530222 CLEANING SUPPLIES		\$34,924.00	\$0.00	\$3,094.83	\$0.00	\$0.00	\$0.00	
504.01	530235 DIESEL FUEL	Diesel Fuel, Kwik Trip	\$149,166.82	\$390,000.00	\$122,614.10	\$390,000.00	\$390,000.00	\$0.00	
504.99	530240 PROPANE		\$159.05	\$100.00	\$25.00	\$100.00	\$100.00	\$0.00	
504.01	530245 OILS & LUBRICANTS	Lubricants & Oil	\$25,224.00	\$25,000.00	\$17,060.38	\$25,000.00	\$25,000.00	\$0.00	
504.99	530255 TOOLS & SMALL EQUIPMENT	Tool & Shoe Allowance	\$16,645.50	\$8,000.00	\$1,584.44	\$8,000.00	\$8,000.00	\$0.00	
504.99	530285 PARTS		\$138,616.00	\$225,000.00	\$79,240.86	\$225,000.00	\$150,000.00	\$75,000.00	INTERNAL WORK PERFORMED BY SHORELINE METRO
504.99	530500 FIRE FIGHTING SUPPLIES & SMALL		\$0.00	\$200.00	\$0.00	\$200.00	\$200.00	\$0.00	
65193110 - TRANSIT BUS MAINTENANCE - TOTAL			\$926,464.18	\$1,241,194.23	\$536,292.82	\$1,241,194.23	\$1,171,354.83	\$0	\$69,839.40
<b>65193120 - TRANSIT BUS OPERATIONS</b>									
501.01	510110 FULL TIME SALARIES - REGULAR	All FT drivers	\$819,479.03	\$880,505.78	\$380,549.99	\$880,505.78	\$898,659.47	\$18,153.69	FT Drivers (Class A); 2% Increase in 2022
501.01	510111 FULL TIME SALARIES - OVERTIME		\$15,073.78	\$12,000.00	\$14,031.68	\$12,000.00	\$12,000.00	\$0.00	OT All Drivers
501.01	510130 TEMPORARY SALARIES - REGULAR	All PT drivers	\$307,987.16	\$246,807.55	\$129,389.57	\$246,807.55	\$227,867.21	\$18,940.35	PT Drivers (Class B & C); 2% Increase in 2022
502.01	510310 FICA		\$69,903.56	\$76,796.71	\$31,568.50	\$76,796.71	\$76,737.71	\$59.00	
502.01	510311 MEDICARE		\$16,348.43	\$14,855.17	\$7,382.97	\$14,855.17	\$14,724.74	\$130.43	
502.02	510320 WI RETIREMENT FUND		\$76,653.72	\$67,785.34	\$35,218.06	\$67,785.34	\$66,007.45	\$1,777.89	
502.03	510340 HEALTH INSURANCE		\$221,148.25	\$260,622.77	\$132,218.92	\$260,622.77	\$289,987.36	\$29,364.59	3% Increase in 2022
502.03	510345 HSA CONTRIBUTION	Health Savings contributions	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	\$16,200.00	\$1,200.00	
502.04	510350 DENTAL INSURANCE		\$14,060.04	\$16,034.90	\$7,988.83	\$16,034.90	\$15,452.05	\$582.85	3% Increase for 2022
502.05	510360 LIFE INSURANCE		\$2,614.87	\$2,125.00	\$1,464.91	\$2,125.00	\$2,125.00	\$0.00	
502.06	510365 ST DISABILITY INSURANCE		\$16,987.88	\$22,924.00	\$8,782.67	\$22,924.00	\$22,924.00	\$0.00	
502.08	510400 WORKERS COMPENSATION		\$2,600.04	\$2,600.00	\$2,600.00	\$2,600.00	\$2,600.00	\$0.00	
502.07	510410 UNEMPLOYMENT COMPENSATION		\$752.85	\$1,500.00	\$218.35	\$1,500.00	\$1,500.00	\$0.00	
502.13	510490 CLOTHING ALLOWANCE	Uniform allowance for drivers	\$6,179.16	\$6,500.00	\$6,059.50	\$6,500.00	\$6,500.00	\$0.00	Maintenance tool/shoe now coming from 65193110-530255
65193120 - TRANSIT BUS OPERATIONS - TOTAL			\$1,584,788.77	\$1,626,057.21	\$757,473.95	\$1,626,057.21	\$1,653,284.98	\$0	\$27,227.77
<b>65193130 - TRANSIT - PARATRANSIT</b>									
501.01	510110 FULL TIME SALARIES - REGULAR	Cindy, Joan, Fill in Dispatch	\$192,334.39	\$195,908.54	\$82,168.07	\$195,908.54	\$175,370.00	\$20,538.54	FT Drivers (Class D); 2% Increase in 2022
501.01	510111 FULL TIME SALARIES - OVERTIME		\$722.21	\$3,500.00	\$1,675.56	\$3,500.00	\$2,500.00	\$1,000.00	OT All Drivers
501.01	510130 TEMPORARY SALARIES - REGULAR	All drivers	\$36,992.72	\$69,004.22	\$16,291.65	\$69,004.22	\$109,015.00	\$40,010.78	PT Drivers (Class E); 2% Increase in 2022
502.01	510310 FICA		\$13,697.02	\$16,424.59	\$5,825.05	\$16,424.59	\$17,631.87	\$1,207.28	
502.01	510311 MEDICARE		\$3,203.31	\$3,563.30	\$1,362.30	\$3,563.30	\$3,806.18	\$242.88	
502.02	510320 WI RETIREMENT FUND		\$15,378.80	\$16,587.78	\$6,539.23	\$16,587.78	\$17,062.18	\$474.39	
502.03	510340 HEALTH INSURANCE		\$28,041.09	\$33,649.46	\$15,620.14	\$33,649.46	\$25,812.62	\$7,836.84	3% Increase in 2022
502.03	510345 HSA CONTRIBUTION	Health Savings contributions	\$2,400.00	\$2,400.00	\$0.00	\$2,400.00	\$1,800.00	\$600.00	
502.04	510350 DENTAL INSURANCE		\$3,853.70	\$4,518.79	\$1,996.07	\$4,518.79	\$3,425.40	\$1,093.39	3% Increase in 2022
502.05	510360 LIFE INSURANCE		\$737.22	\$600.00	\$340.50	\$600.00	\$500.00	\$100.00	

502.08	510400	WORKERS COMPENSATION		\$150.00	\$150.00	\$150.00	\$150.00	\$150.00		\$0.00	
502.07	510410	UNEMPLOYMENT COMPENSATION		\$127.00	\$500.00	\$0.00	\$500.00	\$500.00		\$0.00	
65193130 - TRANSIT - PARATRANSIT - TOTAL				\$297,637.46	\$346,806.69	\$131,968.57	\$346,806.69	\$357,573.25	\$0.00	\$10,766.56	
TOTAL TRANSIT UTILITY FUND EXPENSE				<u>\$3,843,198.82</u>	<u>\$4,166,794.92</u>	<u>\$1,957,168.58</u>	<u>\$4,164,294.92</u>	<u>\$4,154,441.00</u>	<u>\$0.00</u>	<u>\$12,353.93</u>	
<b>651 TRANSIT SYSTEM FUND</b>											
<b>DOT CODE</b>	<b>OBJECT</b>	<b>DESCRIPTION</b>	<b>ACCOUNT DETAILS</b>	<b>2020 ACTUAL REVENUE</b>	<b>2021 APPROVED BUDGET</b>	<b>2021 YTD - 7/20/21 REVENUES</b>	<b>2021 PROJECTED REVENUES</b>	<b>2022 EXECUTIVE REQUESTED</b>	<b>2022 EXECUTIVE APPROVED</b>	<b>DIFFERENCE 2020 VS 2021</b>	<b>2021 BUDGET NOTES</b>
65193000 - TRANSIT REVENUES											
Exhibit I	411100	REAL ESTATE TAXES	General Tax Levy	\$0.00	\$450,613.00	\$450,613.00	\$0.00	\$0.00		\$450,613.00	50% Reduction with CARES Act Funding
	431236	FEDERAL EMERGENCY MANAGEMENT	CARES Act	\$779,652.00	\$1,034,468.00	\$0.00	\$1,034,468.00	\$978,340.00		\$56,128.00	CARES Act Funding
Exhibit H	431401	FEDERAL SUBSIDY	Federal Portion	\$1,100,000.00	\$500,000.00	\$0.00	\$1,100,000.00	\$1,100,000.00		\$600,000.00	Estimated with CARES Act Funding
450	431406	HUD SUBSIDY	Grant from City	\$42,493.00	\$42,493.00	\$0.00	\$42,493.00	\$42,493.00		\$0.00	
	434211	STATE GRANT (85.205)	Grant from State	\$46,916.00	\$46,916.00	\$51,133.00	\$51,133.00	\$51,133.00		\$4,217.00	Estimated based on 2021
Exhibit H	434401	STATE TRANSIT SUBSIDY	State Portion	\$920,673.00	\$920,673.00	\$219,572.00	\$878,292.00	\$878,292.00		\$42,381.00	Estimated with CARES Act Funding
Exhibit I	437221	INTERGOVERNMENTAL REVENUE	85.21 County Funds	\$364,917.86	\$363,233.00	\$184,196.00	\$379,822.00	\$379,822.00		\$16,589.00	Increase in 2022 per DOT
Exhibit I	437401	KOHLER SUBSIDY	Kohler Portion (1.2%)	\$0.00	\$6,683.00	\$6,683.00	\$6,683.00	\$0.00		\$6,683.00	25% Reduction with CARES Act Funding
Exhibit I	437406	SHEBOYGAN FALLS SUBSIDY	Sheb Falls Portion (3.6%)	\$0.00	\$19,348.00	\$19,348.00	\$19,348.00	\$0.00		\$19,348.00	25% Reduction with CARES Act Funding
Exhibit I	437408	SHEBOYGAN AREA SCHOOL DISTRICT		\$90,000.00	\$90,000.00	\$45,000.00	\$90,000.00	\$90,000.00		\$0.00	School district agreement
401.01	449521	FAREBOX FARES	All Farebox Cash Fares	\$92,112.26	\$180,000.00	\$117,659.01	\$160,000.00	\$256,000.00		\$76,000.00	Reduction due to COVID
401.01	449535	MONTHLY BUS PASSES	Monthly Pass Sales	\$93,504.00	\$112,500.00	\$10,752.00	\$10,752.00	\$0.00		\$112,500.00	Reduction due to COVID; Combined with Farebox Fares
401.05	449541	ADA FARES	Agency Fares (City)	\$105,479.00	\$187,500.00	\$52,151.00	\$187,500.00	\$181,500.00		\$6,000.00	Reduction due to COVID
401.05	449546	ADRA FARES	Agency Fares (County)	\$21,294.50	\$31,500.00	\$17,441.70	\$31,500.00	\$0.00		\$31,500.00	Reduction due to COVID
406.03	449806	ADVERTISING	Revenue from bus ads	\$15,797.50	\$30,000.00	\$13,986.28	\$30,000.00	\$30,000.00		\$0.00	
407.99	449911	RECYCLED MATERIALS	Scrap metal	\$466.85	\$900.00	\$0.00	\$900.00	\$900.00		\$0.00	
-	451301	DAMAGE FEES	Asset damage revenue	\$0.00	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00		\$0.00	
407.04	461101	INTEREST ON INVESTMENTS		\$43,063.69	\$45,332.00	\$0.00	\$45,332.00	\$45,332.00		\$0.00	
407.03	462115	OTHER CITY RENTALS	Parking Utility Revenue	\$70,200.00	\$70,200.00	\$70,200.00	\$70,200.00	\$70,200.00		\$0.00	
-	469101	SALE OF EQUIPMENT	Sale of capital assets	\$2,000.00	\$2,000.00	\$320.00	\$2,000.00	\$2,000.00		\$0.00	
	469501	CASH OVER/SHORT		\$25.53	\$0.00	\$10.98	\$0.00	\$0.00		\$0.00	
407.99	469918	INSURANCE REBATE	TMI Premium Rebate	\$41,881.00	\$20,686.00	\$38,248.00	\$38,248.00	\$38,000.00		\$17,314.00	
407.99	469999	OTHER MISCELLANEOUS REV		\$12,722.58	\$8,750.00	\$13,144.51	\$8,750.00	\$7,429.00		\$1,321.00	Transit work for Parking
65193000 - TRANSIT REVENUES - TOTAL				\$3,843,198.77	\$4,166,795.00	\$1,310,458.48	\$4,190,421.00	\$4,154,441.00	\$0.00		
TOTAL TRANSIT UTILITY FUND REVENUE				<u>\$3,843,198.77</u>	<u>\$4,166,795.00</u>	<u>\$1,310,458.48</u>	<u>\$4,190,421.00</u>	<u>\$4,154,441.00</u>	<u>\$0.00</u>	<u>\$12,354.00</u>	*State/Federal estimated at 54.0% according to WisDOT in 2020.

**BUDGET ALLOCATIONS AS PROJECTED**

		<u>2022</u>	<u>2022 Notes</u>	
2021 PROJECTED EXPENSES	Expense Sub-Total	\$4,154,441		
	Contra Expenses	\$89,133		Increase due to wage increases/health insurance 85.205/Insurance dividend
	<b>TOTAL OPERATING EXPENSES</b>	<b>\$4,065,308</b>		
2021 PROJECTED REVENUES	Fares Sub-Total	\$437,500		Same
	Aux Trans Sub-Total	\$30,000		Same
	Non Trans Sub-Total	\$128,861	\$588,182	Same
	Other Revenue	\$42,493		HUD
	<b>TOTAL OPERATING REVENUES</b>	<b>\$638,854</b>		
	Total Ineligible Revenues	\$42,493		HUD
	<b>WISDOT RECOGNIZED REVENUES</b>	<b>\$596,361</b>		
 <b><u>PROJECTED OPERATING ASSISTANCE</u></b> 				
	Recognized Expenses	\$4,065,308		
	Recognized Revenues	\$596,361		\$996,980
	Projected Deficit	\$3,468,947		\$1,198,286
	Estimated Federal/State Share*	\$2,195,266		54.00% combined
	<b>Projected Local Share</b>	<b>\$1,273,681</b>		
 <b><u>LOCAL SHARE</u></b> 				
	85.21 Funds	\$379,822		
	Village of Kohler	\$0		
	City of Sheboygan Falls	\$0		
	City of Sheboygan	\$0		
	HUD	\$42,493		
	Sheboygan Area School Dist.	\$90,000		
	CARES Act	\$978,340		
	<b>TOTAL LOCAL SHARE</b>	<b>\$1,490,655</b>		
	<b>NET</b>	<b>\$216,974</b>		

**CARES Act Funds will be used to offset the local shares for Sheboygan, Sheboygan Falls and Kohler in 2022.**

\*Fed/State portion estimated at 54.00% in 2021 according to estimates provided by WisDOT.

**CITY OF SHEBOYGAN**

**REQUEST FOR TRANSIT COMMISSION CONSIDERATION**

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**ITEM DESCRIPTION:** 3.3 Presentation of 2022 Transit Budget for Shoreline Metro

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

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**REPORT DATE:** 8/5/21

**MEETING DATE:** 8/17/21

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**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

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**BACKGROUND / ANALYSIS:**

Shoreline Metro has submitted its 2022 budget for Transit Commission review. The budget will be submitted to the City of Sheboygan Finance Director and City Administrator for review and incorporation into the City’s 2022 Executive Budget.

**STAFF COMMENTS:**

The Director of Transit & Parking has assembled the transit budget for 2022 and submitted for the review of the Transit Commission. Budget highlights include an estimated 3% increase in health insurance costs and 2% wage increases for represented employees (including a 3% increase for paratransit drivers). Also, the budget contains a fourth year of the SASD agreement at \$90,000 as local share support.

Overall, the budget increases by \$12,354 from 2021. Expected funding through state and federal mass transit aids are expected to drop again. In 2021, the combined funding is 55.00%. A conservative 54% was used to construct the 2022 budget as the next state budget includes a 2% increase in mass transit operating assistance. Further adjustments to revenues were made as well. There are no expected changes to personnel, staffing, routes or service levels in 2022 (aside from the introduction of microtransit service).

Additionally, Shoreline Metro will have the flexibility to use CARES Act funds to make up losses in revenue, assist with added expenses and take pressure off the local share contributions by the municipalities. CARES Act funds won’t be understood until the end of 2022 but these funds will be discussed in greater length with the City Administrator and the Finance Director.

**ACTION REQUESTED:**

Staff recommends the support of the 2022 transit budget for Shoreline Metro as presented by the Director of Transit & Parking and recommends inclusion into the City of Sheboygan 2022 Executive Budget.

**ATTACHMENTS:**

- I. 2022 Transit Budget;

**CITY OF SHEBOYGAN**

**REQUEST FOR TRANSIT COMMISSION CONSIDERATION**

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**ITEM DESCRIPTION:** 3.4 Presentation of 2022 Parking Utility Budget

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

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**REPORT DATE:** 8/5/21

**MEETING DATE:** 8/17/21

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**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

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**BACKGROUND / ANALYSIS:**

The Parking Utility has submitted its 2021 budget for Transit Commission review. The will be submitted to the City of Sheboygan Finance Director and City Administrator for review and incorporation into the City's 2022 Executive Budget.

**STAFF COMMENTS:**

The Director of Transit & Parking has assembled the parking utility budget for 2022. The budget does not feature any significant changes. Focus on the budget included maximizing revenues, limiting expenses post-COVID -19, and continue beautification efforts of the downtown, Riverfront and South Pier districts. Operations and personnel will remain the same for 2022.

There are no major changes in the budget from 2021 to 2022. Health insurance costs are expected to increase by 3% with wages increasing around 2%.

**ACTION REQUESTED:**

Staff recommends the support of the 2022 parking utility budget as presented by the Director of Transit & Parking and recommends inclusion into the City of Sheboygan 2022 Executive Budget.

**ATTACHMENTS:**

- I. 2022 Parking Utility Budget;

**2022 MASTER PARKING BUDGET**

**650 PARKING UTILITY FUND**

530 PARK DEPARTMENT

**5312 PARK DEPARTMENT - HARBOR CENTRE**

	2020 ACTUAL EXP/REV	2021 APPROVED BUDGET	2021 YTD - 6/16/20 EXP/REV	2021 PROJECTED EXP/REV	2022 EXECUTIVE REQUESTED	2022 EXECUTIVE APPROVED	DIFFERENCE 2021 vs 2022	2022 BUDGET NOTES
65053120__ 510110__ FULL TIME SALARIES - REGULAR	\$915.31	\$600.00	\$0.00	\$0.00	\$900.00		\$300.00	
65053120__ 510130__ TEMPORARY SALARIES - REGULAR	\$186.00	\$100.00	\$0.00	\$0.00	\$175.00		\$75.00	
65053120__ 510310__ FICA	\$66.37	\$30.00	\$0.00	\$0.00	\$25.00		\$5.00	
65053120__ 510311__ MEDICARE	\$15.55	\$7.00	\$0.00	\$0.00	\$15.00		\$8.00	
65053120__ 510320__ WI RETIREMENT FUND	\$61.78	\$29.00	\$0.00	\$0.00	\$29.00		\$0.00	
65053120__ 510340__ HEALTH INSURANCE	\$264.21	\$160.00	\$0.00	\$0.00	\$300.00		\$140.00	
65053120__ 510350__ DENTAL INSURANCE	\$14.79	\$15.00	\$0.00	\$0.00	\$16.00		\$1.00	
65053120__ 510351__ UNFUNDED PENSION LIABILITY	\$30.00	\$30.00	\$0.00	\$0.00	\$30.00		\$0.00	
65053120__ 510360__ LIFE INSURANCE	\$0.02	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
65053120__ 524110__ BUILDING EXTERIOR MAINTENANCE	\$500.04	\$500.00	\$0.00	\$0.00	\$500.00		\$0.00	
65053120__ 528150__ VEHICLE RENTAL	\$1,042.00	\$200.00	\$0.00	\$0.00	\$200.00		\$0.00	
65053120__ 530295__ LANDSCAPING SUPPLIES	\$1,218.00	\$1,350.00	\$0.00	\$0.00	\$1,500.00		\$150.00	Reconstruct island flower beds
<b>TOTAL PARK DEPARTMENT</b>	<b>\$4,314.07</b>	<b>\$3,021.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,690.00</b>	<b>\$0.00</b>	<b>\$669.00</b>	
<b>Personal Services</b>	<b>\$2,054.07</b>	<b>\$971.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,490.00</b>	<b>\$0.00</b>	<b>\$519.00</b>	
<b>Non-Personal Services</b>	<b>\$2,260.00</b>	<b>\$2,050.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,200.00</b>	<b>\$0.00</b>	<b>\$150.00</b>	

600 CITY DEVELOPMENT

**6110 CITY DEVELOPMENT - INDUSTRIAL PARK**

	2020 ACTUAL EXP/REV	2021 APPROVED BUDGET	2021 YTD - 6/16/20 EXP/REV	2021 PROJECTED EXP/REV	2022 EXECUTIVE REQUESTED	2022 EXECUTIVE APPROVED	DIFFERENCE 2021 vs 2022	2022 BUDGET NOTES
65061100__ 510110__ FULL TIME SALARIES - REGULAR	\$3,991.48	\$2,800.00	\$0.00	\$0.00	\$4,300.00		\$1,500.00	
65061100__ 510130__ TEMPORARY SALARIES - REGULAR	\$828.00	\$1,500.00	\$0.00	\$0.00	\$1,000.00		\$500.00	
65061100__ 510310__ FICA	\$275.32	\$300.00	\$0.00	\$0.00	\$100.00		\$200.00	
65061100__ 510311__ MEDICARE	\$64.39	\$60.00	\$0.00	\$0.00	\$29.00		\$31.00	
65061100__ 510320__ WI RETIREMENT FUND	\$269.44	\$200.00	\$0.00	\$0.00	\$200.00		\$0.00	
65061100__ 510340__ HEALTH INSURANCE	\$2,138.25	\$1,000.00	\$0.00	\$0.00	\$842.00		\$158.00	
65061100__ 510350__ DENTAL INSURANCE	\$143.84	\$45.00	\$0.00	\$0.00	\$45.00		\$0.00	
65061100__ 510351__ UNFUNDED PENSION LIABILITY	\$558.96	\$559.00	\$0.00	\$0.00	\$559.00		\$0.00	
65061100__ 510360__ LIFE INSURANCE	\$1.61	\$2.00	\$0.00	\$0.00	\$2.00		\$0.00	
65061100__ 524110__ BUILDING EXTERIOR MAINTENANCE	\$750.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00		\$0.00	
65061100__ 528150__ VEHICLE RENTAL	\$643.50	\$450.00	\$0.00	\$0.00	\$450.00		\$0.00	
65061100__ 530295__ LANDSCAPING SUPPLIES	\$0.00	\$350.00	\$0.00	\$0.00	\$250.00		\$100.00	
<b>TOTAL CITY DEVELOPMENT</b>	<b>\$9,664.79</b>	<b>\$8,266.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,777.00</b>	<b>\$0.00</b>	<b>\$511.00</b>	

			Personal Services	\$8,271.29	\$6,466.00	\$0.00	\$0.00	\$7,077.00	\$0.00	\$611.00	
			Non-Personal Services	\$1,393.50	\$1,800.00	\$0.00	\$0.00	\$1,700.00	\$0.00	\$100.00	
940 PARKING ASSESSMENT DISTRICT 1											
-----			2020	2021	2021	2021	2022	2022			
9400 PARKING UTILITY - PAD 1 ADMIN			ACTUAL	APPROVED	YTD - 6/16/20	PROJECTED	EXECUTIVE	EXECUTIVE	DIFFERENCE		
-----			EXP/REV	BUDGET	EXP/REV	EXP/REV	REQUESTED	APPROVED	2021 vs 2022		
			2022 BUDGET NOTES								
65094001__	463301__	PARKING DISTRICT ASSESSMENT	\$21,638.23	\$82,175.00	\$0.00	\$0.00	\$77,550.00		\$4,625.00		
65094001__	510110__	FULL TIME SALARIES - REGULAR	\$16,923.95	\$43,000.00	\$0.00	\$0.00	\$42,100.00		\$900.00		
65094001__	510111__	FULL TIME SALARIES - OVERTIME	\$361.29	\$150.00	\$0.00	\$0.00	\$150.00		\$0.00		
65094001__	510130__	TEMPORARY SALARIES - REGULAR	\$2,580.00	\$5,300.00	\$0.00	\$0.00	\$4,900.00		\$400.00		
65094001__	510140__	INTERDEPARTMENTAL LABOR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00		
65094001__	510310__	FICA	\$1,158.22	\$2,650.00	\$0.00	\$0.00	\$2,650.00		\$0.00		
65094001__	510311__	MEDICARE	\$270.84	\$300.00	\$0.00	\$0.00	\$300.00		\$0.00		
65094001__	510320__	WI RETIREMENT FUND	\$1,076.05	\$2,900.00	\$0.00	\$0.00	\$2,800.00		\$100.00		
65094001__	510340__	HEALTH INSURANCE	\$7,435.33	\$18,500.00	\$0.00	\$0.00	\$19,500.00		\$1,000.00		
65094001__	510345__	HSA CONTRIBTUION	\$0.00	\$1,225.00	\$0.00	\$0.00	\$0.00		\$1,225.00		
65094001__	510350__	DENTAL INSURANCE	\$474.83	\$1,100.00	\$0.00	\$0.00	\$1,075.00		\$25.00		
65061100__	510351__	UNFUNDED PENSION LIABILITY	\$500.04	\$500.00	\$0.00	\$0.00	\$500.00		\$0.00		
65094001__	510360__	LIFE INSURANCE	\$4.10	\$100.00	\$0.00	\$0.00	\$100.00		\$0.00		
65094001__	510400__	WORKERS COMPENSATION	\$99.96	\$100.00	\$0.00	\$0.00	\$100.00		\$0.00		
65094001__	521100__	BANKING FEES	\$2,409.92	\$900.00	\$0.00	\$0.00	\$900.00		\$0.00		
65094001__	521110__	FINANCIAL SERVICES FEES	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00		\$0.00		
65094001__	524110__	BUILDING EXTERIOR MAINTENANCE	\$31,999.92	\$32,000.00	\$0.00	\$0.00	\$32,000.00		\$0.00		
65094001__	524220__	SNOW REMOVAL SERVICES	\$23,295.50	\$40,000.00	\$0.00	\$0.00	\$40,000.00		\$0.00		
65094001__	525100__	ELECTRIC	\$2,461.75	\$3,500.00	\$0.00	\$0.00	\$3,500.00		\$0.00		
65094001__	525120__	TELEPHONE	\$3.19	\$700.00	\$0.00	\$0.00	\$700.00		\$0.00		
65094001__	526150__	LEGAL NOTICES	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00		\$0.00		
65094001__	528150__	VEHICLE RENTAL	\$7,101.45	\$7,500.00	\$0.00	\$0.00	\$7,000.00		\$500.00		
65094001__	530100__	OFFICE SUPPLIES	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00		\$0.00		
65094001__	530210__	OPERATING SUPPLIES	\$4,894.45	\$2,000.00	\$0.00	\$0.00	\$2,000.00		\$0.00		
65094001__	530295__	LANDSCAPING SUPPLIES	\$1,303.70	\$3,000.00	\$0.00	\$0.00	\$6,000.00		\$3,000.00		Christmas Lighting, Weed Killer, Plants
65094001__	530300__	GARDEN SUPPLIES	\$11,000.00	\$11,000.00	\$0.00	\$0.00	\$8,000.00		\$3,000.00		Otter Creek Flowers/Planters
65094001__	641200__	LIGHT EQUIPMENT	\$1,025.85	\$4,000.00	\$0.00	\$0.00	\$3,500.00		\$500.00		
65094014__	525135__	INTERNET	\$1,229.08	\$250.00	\$0.00	\$0.00	\$1,250.00		\$1,000.00		
65094002__	443405__	LOT METERS - 2	\$96.41	\$100.00	\$0.00	\$0.00	\$75.00		\$25.00		
65094002__	443705__	MISCELLANEOUS STALL RENTAL - 2	\$4,478.67	\$3,000.00	\$0.00	\$0.00	\$3,000.00		\$0.00		
65094003__	443405__	LOT METERS - 3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00		
65094003__	443705__	MISCELLANEOUS STALL RENTAL - 3	\$940.87	\$1,000.00	\$0.00	\$0.00	\$1,000.00		\$0.00		
65094004__	443405__	LOT METERS - 4	\$11,824.05	\$12,000.00	\$0.00	\$0.00	\$12,000.00		\$0.00		
65094005__	443705__	MISCELLANEOUS STALL RENTAL - 5	\$13,639.75	\$15,000.00	\$0.00	\$0.00	\$17,500.00		\$2,500.00		
65094013__	443705__	MISCELLANEOUS STALL RENTAL - 13	\$16,623.60	\$18,000.00	\$0.00	\$0.00	\$18,000.00		\$0.00		
65094014__	443405__	LOT METERS - 14	\$44.00	\$1,000.00	\$0.00	\$0.00	\$500.00		\$500.00		
65094014__	443705__	MISCELLANEOUS STALL RENTAL - 14	\$24,013.40	\$25,000.00	\$0.00	\$0.00	\$25,000.00		\$0.00		

65094017__ 443705__ MISCELLANEOUS STALL RENTAL - 17	\$9,590.52	\$9,000.00	\$0.00	\$0.00	\$10,000.00		\$1,000.00	
65094018__ 443705__ MISCELLANEOUS STALL RENTAL - 14B	\$13,990.84	\$15,000.00	\$0.00	\$0.00	\$15,000.00		\$0.00	
<b>TOTAL PARKING UTILITY - PAD 1 ADMIN</b>								
Expenses	\$118,109.42	\$181,275.00	\$0.00	\$0.00	\$179,625.00	\$0.00	\$1,650.00	
Revenues	\$118,161.59	\$181,275.00	\$0.00	\$0.00	\$179,625.00	\$0.00	\$1,650.00	
Personal Services	\$33,294.53	\$75,825.00	\$0.00	\$0.00	\$74,175.00	\$0.00	\$1,650.00	
Non-Personal Services	\$83,585.81	\$101,200.00	\$0.00	\$0.00	\$105,450.00	\$0.00	\$0.00	
Taxes	\$1,281.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
950 PARKING UTILITY								
<b>9500 PARKING UTILITY - ADMINISTRATION</b>								
65095000__ 443901__ HOOD RENTALS	\$663.74	\$1,000.00	\$0.00	\$0.00	\$1,000.00		\$0.00	
65095000__ 449201__ EQUIPMENT RENTALS	\$26,260.07	\$22,400.00	\$0.00	\$0.00	\$22,400.00		\$0.00	
65095000__ 461101__ INTEREST	\$5,429.96	\$6,044.44	\$0.00	\$0.00	\$6,400.00		\$355.56	
65095000__ 469101__ EQUIPMENT SALES	\$1,575.02	\$7,000.00	\$0.00	\$0.00	\$0.00		\$7,000.00	
65095000__ 469999__ OTHER MISCELLANEOUS REVENUE	\$82.02	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
65095000__ 510110__ FULL TIME SALARIES - REGULAR	\$75,976.34	\$50,623.00	\$0.00	\$0.00	\$46,383.00		\$4,240.00	
65095000__ 510111__ FULL TIME SALARIES - OVERTIME	\$222.42	\$0.00	\$0.00	\$0.00	\$300.00		\$300.00	
65095000__ 510130__ TEMPORARY SALARIES - REGULAR	\$3,171.00	\$5,000.00	\$0.00	\$0.00	\$4,475.00		\$525.00	
65095000__ 510310__ FICA	\$4,723.73	\$2,200.00	\$0.00	\$0.00	\$2,000.00		\$200.00	
65095000__ 510311__ MEDICARE	\$1,104.74	\$900.00	\$0.00	\$0.00	\$900.00		\$0.00	
65095000__ 510320__ WI RETIREMENT FUND	\$5,066.07	\$3,553.00	\$0.00	\$0.00	\$3,154.00		\$399.00	
65095000__ 510340__ HEALTH INSURANCE	\$20,607.41	\$20,538.00	\$0.00	\$0.00	\$18,600.00		\$1,938.00	
65095000__ 510341__ RETIREE HEALTH INSURANCE	\$11,697.60	\$10,254.00	\$0.00	\$0.00	\$0.00		\$10,254.00	Mark on plan through Oct 2021
65095000__ 510345__ HSA CONTRIBUTUION	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00		\$0.00	
65095000__ 510350__ DENTAL INSURANCE	\$1,278.36	\$1,306.00	\$0.00	\$0.00	\$1,075.00		\$231.00	
65095000__ 510351__ UNFUNDED PENSION LIABILITY	\$30.00	\$30.00	\$0.00	\$0.00	\$30.00		\$0.00	
65095000__ 510360__ LIFE INSURANCE	\$25.77	\$124.00	\$0.00	\$0.00	\$124.00		\$0.00	
65095000__ 510400__ WORKERS COMPENSATION	\$200.04	\$200.00	\$0.00	\$0.00	\$200.00		\$0.00	
65095000__ 510490__ CLOTHING ALLOWANCE	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00		\$200.00	
65095000__ 521110__ FINANCIAL SERVICES FEES	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00		\$0.00	
65095000__ 522110__ VEHICLE MAINTENANCE	\$7,452.81	\$6,000.00	\$0.00	\$0.00	\$6,000.00		\$0.00	
65095000__ 524110__ BUILDING EXTERIOR MAINTENANCE	\$27,350.04	\$29,250.00	\$0.00	\$0.00	\$29,250.00		\$0.00	
65095000__ 524220__ SNOW REMOVAL SERVICES	\$15,556.25	\$18,000.00	\$0.00	\$0.00	\$18,000.00		\$0.00	
65095000__ 525100__ ELECTRIC	\$321.59	\$800.00	\$0.00	\$0.00	\$800.00		\$0.00	LED lighting in some lots
65095000__ 525125__ MOBILE PHONE	\$587.30	\$200.00	\$0.00	\$0.00	\$200.00		\$0.00	
65095000__ 526125__ CONFERENCES	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00		\$0.00	
65095000__ 528150__ VEHICLE RENTAL	\$11,016.90	\$8,000.00	\$0.00	\$0.00	\$8,000.00		\$0.00	
65095000__ 530100__ OFFICE SUPPLIES	\$326.00	\$250.00	\$0.00	\$0.00	\$250.00		\$0.00	
65095000__ 530210__ OPERATING SUPPLIES	\$4,596.01	\$10,000.00	\$0.00	\$0.00	\$10,000.00		\$0.00	
65095000__ 530230__ GASOLINE	\$1,080.04	\$2,000.00	\$0.00	\$0.00	\$2,100.00		\$100.00	
65095000__ 530250__ SAND & SALT	\$3,328.08	\$3,500.00	\$0.00	\$0.00	\$3,500.00		\$0.00	

65095000__	530295__	LANDSCAPING SUPPLIES	\$567.75	\$2,500.00	\$0.00	\$0.00	\$4,500.00	\$2,000.00	
65095000__	530300__	GARDEN SUPPLIES	\$6,089.00	\$6,500.00	\$0.00	\$0.00	\$4,500.00	\$2,000.00	Otter Creek Flowers/Planters
65095000__	540200__	INSURANCE	\$333.41	\$275.00	\$0.00	\$0.00	\$275.00	\$0.00	
65095000__	540215__	GEN. PUB. OFFICIALS & AUTO	\$401.00	\$385.00	\$0.00	\$0.00	\$385.00	\$0.00	
65095000	590300	SUNDRY UNCLASSIFIED	\$130.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
65095000__	631200__	STREET IMPROVEMENTS	\$3,928.00	\$7,000.00	\$0.00	\$0.00	\$17,000.00	\$10,000.00	Line Striping, Crack Sealing
65095000__	641200__	LIGHT EQUIPMENT	\$80.99	\$35,000.00	\$0.00	\$0.00	\$5,100.00	\$29,900.00	
65095007__	443405__	LOT METERS - 7	\$1,061.95	\$1,000.00	\$0.00	\$0.00	\$751.00	\$249.00	Lot 7
65095007__	443705__	MISCELLANEOUS STALL RENTAL - 7	\$15,554.56	\$10,000.00	\$0.00	\$0.00	\$12,000.00	\$2,000.00	Lot 7
65095008__	443705__	MISCELLANEOUS STALL RENTAL - 8	\$8,290.12	\$10,000.00	\$0.00	\$0.00	\$12,000.00	\$2,000.00	
65095009__	443405__	LOT METERS - 9	\$2,021.33	\$1,800.00	\$0.00	\$0.00	\$2,000.00	\$200.00	
65095009__	443705__	MISCELLANEOUS STALL RENTAL - 9	\$11,497.16	\$12,000.00	\$0.00	\$0.00	\$14,000.00	\$2,000.00	
65095010__	443705__	MISCELLANEOUS STALL RENTAL - 10	\$2,843.60	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	
65095011__	443705__	MISCELLANEOUS STALL RENTAL - 11	\$1,645.54	\$2,200.00	\$0.00	\$0.00	\$2,000.00	\$200.00	Lot 8
65095060__	443705__	MISCELLANEOUS STALL RENTAL - SSA	\$2,047.38	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	SSA Lot
65095090__	443201__	STREET METERS	\$71,339.82	\$80,000.00	\$0.00	\$0.00	\$84,000.00	\$4,000.00	Lot 9
65095091__	443201__	STREET METERS	\$25,961.41	\$26,000.00	\$0.00	\$0.00	\$28,000.00	\$2,000.00	
<b>TOTAL PARKING UTILITY - CITY LOTS</b>									
		<b>Expenses</b>	<b>\$207,948.65</b>	<b>\$227,138.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$190,051.00</b>	<b>\$0.00</b>	<b>\$37,087.00</b>
		<b>Revenues</b>	<b>\$176,273.68</b>	<b>\$184,944.44</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$190,051.00</b>	<b>\$0.00</b>	<b>\$5,106.56</b>
		<b>Personal Services</b>	<b>\$124,103.48</b>	<b>\$96,728.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$79,241.00</b>	<b>\$0.00</b>	<b>\$17,487.00</b>
		<b>Non-Personal Services</b>	<b>\$79,836.18</b>	<b>\$88,410.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$88,510.00</b>	<b>\$0.00</b>	<b>\$100.00</b>
960 PAD 2 - RIVERFRONT									
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<b>9600 PARKING UTILITY - PAD 2 ADMIN</b>									
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			<b>2020</b>	<b>2021</b>	<b>2021</b>	<b>2021</b>	<b>2022</b>	<b>2022</b>	
			<b>ACTUAL</b>	<b>APPROVED</b>	<b>YTD - 6/16/20</b>	<b>PROJECTED</b>	<b>EXECUTIVE</b>	<b>EXECUTIVE</b>	
			<b>EXP/REV</b>	<b>BUDGET</b>	<b>EXP/REV</b>	<b>EXP/REV</b>	<b>REQUESTED</b>	<b>APPROVED</b>	<b>DIFFERENCE</b>
									<b>2021 vs 2022</b>
									<b>2022 BUDGET NOTES</b>
65096000__	463301__	PARKING DISTRICT ASSESSMENT	\$40,806.52	\$46,692.00	\$0.00	\$0.00	\$47,163.00		\$471.00
65096000__	469999__	OTHER MISCELLANEOUS REV	\$416.44	\$2,000.00	\$0.00	\$0.00	\$2,000.00		\$0.00
65096000__	510110__	FULL TIME SALARIES - REGULAR	\$8,174.64	\$9,250.00	\$0.00	\$0.00	\$9,250.00		\$0.00
65096000__	510111__	FULL TIME SALARIES - OVERTIME	\$211.45	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
65096000__	510130__	TEMPORARY SALARIES - REGULAR	\$2,229.00	\$4,500.00	\$0.00	\$0.00	\$4,500.00		\$0.00
65096000__	510310__	FICA	\$618.05	\$800.00	\$0.00	\$0.00	\$800.00		\$0.00
65096000__	510311__	MEDICARE	\$141.35	\$200.00	\$0.00	\$0.00	\$200.00		\$0.00
65096000__	510320__	WI RETIREMENT FUND	\$549.92	\$650.00	\$0.00	\$0.00	\$650.00		\$0.00
65096000__	510340__	HEALTH INSURANCE	\$3,713.00	\$6,000.00	\$0.00	\$0.00	\$6,441.00		\$441.00
65096000__	510350__	DENTAL INSURANCE	\$242.77	\$240.00	\$0.00	\$0.00	\$370.00		\$130.00
65096000__	510360__	LIFE INSURANCE	\$2.35	\$2.00	\$0.00	\$0.00	\$2.00		\$0.00
65096000__	510400__	WORKERS COMPENSATION	\$50.04	\$50.00	\$0.00	\$0.00	\$50.00		\$0.00
65096000__	524110__	BUILDING EXTERIOR MAINTENANCE	\$5,199.96	\$5,200.00	\$0.00	\$0.00	\$5,200.00		\$0.00
65096000__	524220__	SNOW REMOVAL SERVICES	\$12,623.20	\$12,000.00	\$0.00	\$0.00	\$12,000.00		\$0.00
65096000__	525100__	ELECTRIC	\$1,208.51	\$800.00	\$0.00	\$0.00	\$1,200.00		\$400.00
65096000__	528150__	VEHICLE RENTAL	\$4,375.22	\$4,500.00	\$0.00	\$0.00	\$4,500.00		\$0.00
65096000__	530210__	OPERATING SUPPLIES	\$1,383.50	\$1,000.00	\$0.00	\$0.00	\$1,000.00		\$0.00

Boat slip rentals

65096000__ 530295__ LANDSCAPING SUPPLIES	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$0.00		
65096000__ 530300__ GARDEN SUPPLIES	\$500.00	\$1,000.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	Otter Creek Flowers/Planters
<b>TOTAL PARKING UTILITY - RIVERFRONT</b>									
Expenses	\$41,222.96	\$48,692.00	\$0.00	\$0.00	\$49,163.00	\$0.00	\$0.00	\$471.00	
Revenues	\$41,222.96	\$48,692.00	\$0.00	\$0.00	\$49,163.00	\$0.00	\$0.00	\$471.00	
Personal Services	\$15,932.57	\$21,692.00	\$0.00	\$0.00	\$22,263.00	\$0.00	\$0.00	\$571.00	
Non-Personal Services	\$25,290.39	\$27,000.00	\$0.00	\$0.00	\$26,900.00	\$0.00	\$0.00	\$100.00	
970 PAD 4 - S 12th STREET									
<b>9700 PARKING UTILITY - PAD 4 ADMIN</b>	<b>2020</b>	<b>2021</b>	<b>2021</b>	<b>2021</b>	<b>2022</b>	<b>2022</b>	<b>DIFFERENCE</b>	<b>2022 BUDGET NOTES</b>	
	<b>ACTUAL</b>	<b>APPROVED</b>	<b>YTD - 6/16/20</b>	<b>PROJECTED</b>	<b>EXECUTIVE</b>	<b>EXECUTIVE</b>	<b>2021 vs 2022</b>		
	<b>EXP/REV</b>	<b>BUDGET</b>	<b>EXP/REV</b>	<b>EXP/REV</b>	<b>REQUESTED</b>	<b>APPROVED</b>			
65097000__ 463301__ PARKING DISTRICT ASSESSMENT	\$7,475.28	\$12,046.00	\$0.00	\$0.00	\$12,001.00	\$0.00	\$45.00		
65097000__ 510110__ FULL TIME SALARIES - REGULAR	\$1,142.94	\$3,617.00	\$0.00	\$0.00	\$2,800.00	\$0.00	\$817.00		
65097000__ 510111__ FULL TIME SALARIES - OVERTIME	\$58.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
65097000__ 510130__ TEMPORARY SALARIES - REGULAR	\$408.00	\$800.00	\$0.00	\$0.00	\$300.00	\$0.00	\$500.00		
65097000__ 510310__ FICA	\$94.61	\$175.00	\$0.00	\$0.00	\$140.00	\$0.00	\$35.00		
65097000__ 510311__ MEDICARE	\$22.11	\$75.00	\$0.00	\$0.00	\$40.00	\$0.00	\$35.00		
65097000__ 510320__ WI RETIREMENT FUND	\$79.17	\$125.00	\$0.00	\$0.00	\$150.00	\$0.00	\$25.00		
65097000__ 510340__ HEALTH INSURANCE	\$533.50	\$903.00	\$0.00	\$0.00	\$1,250.00	\$0.00	\$347.00		
65097000__ 510350__ DENTAL INSURANCE	\$33.03	\$100.00	\$0.00	\$0.00	\$70.00	\$0.00	\$30.00		
65097000__ 510360__ LIFE INSURANCE	\$0.22	\$1.00	\$0.00	\$0.00	\$1.00	\$0.00	\$0.00		
65097000__ 524110__ BUILDING EXTERIOR MAINTENANCE	\$1,600.00	\$750.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$750.00		
65097000__ 524220__ SNOW REMOVAL SERVICES	\$2,427.90	\$4,750.00	\$0.00	\$0.00	\$4,750.00	\$0.00	\$0.00		
65097000__ 528150__ VEHICLE RENTAL	\$1,075.50	\$750.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$250.00		
<b>TOTAL PARKING UTILITY - PAD 4 ADMIN</b>									
Expenses	\$7,475.28	\$12,046.00	\$0.00	\$0.00	\$12,001.00	\$0.00	\$45.00		
Revenues	\$7,475.28	\$12,046.00	\$0.00	\$0.00	\$12,001.00	\$0.00	\$45.00		
Personal Services	\$2,371.88	\$5,796.00	\$0.00	\$0.00	\$4,751.00	\$0.00	\$1,045.00		
Non-Personal Services	\$5,103.40	\$6,250.00	\$0.00	\$0.00	\$7,250.00	\$0.00	\$1,000.00		
980 P A D - SOUTH PIER									
<b>9800 PARKING UTILITY - SOUTH PIER ADMIN</b>	<b>2020</b>	<b>2021</b>	<b>2021</b>	<b>2021</b>	<b>2022</b>	<b>2022</b>	<b>DIFFERENCE</b>	<b>2022 BUDGET NOTES</b>	
	<b>ACTUAL</b>	<b>APPROVED</b>	<b>YTD - 6/16/20</b>	<b>PROJECTED</b>	<b>EXECUTIVE</b>	<b>EXECUTIVE</b>	<b>2021 vs 2022</b>		
	<b>EXP/REV</b>	<b>BUDGET</b>	<b>EXP/REV</b>	<b>EXP/REV</b>	<b>REQUESTED</b>	<b>APPROVED</b>			
65098000__ 463301__ PARKING DISTRICT ASSESSMENT	\$16,347.50	\$17,325.00	\$0.00	\$0.00	\$17,543.00	\$0.00	\$218.00		
65098000__ 469999__ MISC REVENUE	\$3,891.04	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$0.00		
65098000__ 510110__ FULL TIME SALARIES - REGULAR	\$2,390.99	\$3,200.00	\$0.00	\$0.00	\$3,617.00	\$0.00	\$417.00		
65098000__ 510130__ TEMPORARY SALARIES - REGULAR	\$543.00	\$800.00	\$0.00	\$0.00	\$650.00	\$0.00	\$150.00		
65098000__ 510310__ FICA	\$168.77	\$200.00	\$0.00	\$0.00	\$300.00	\$0.00	\$100.00		
65098000__ 510311__ MEDICARE	\$39.50	\$50.00	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00		
65098000__ 510320__ WI RETIREMENT FUND	\$157.52	\$125.00	\$0.00	\$0.00	\$125.00	\$0.00	\$0.00		
65098000__ 510340__ HEALTH INSURANCE	\$1,275.54	\$750.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$1,750.00		

65098000__ 510350__ DENTAL INSURANCE	\$82.93	\$100.00	\$0.00	\$0.00	\$150.00		\$50.00	
65098000__ 510360__ LIFE INSURANCE	\$0.76	\$0.00	\$0.00	\$0.00	\$1.00		\$1.00	
65098000__ 510400__ WORKERS COMPENSATION	\$50.04	\$50.00	\$0.00	\$0.00	\$50.00		\$0.00	
65098000__ 524110__ BUILDING EXTERIOR MAINTENANCE	\$3,150.04	\$2,700.00	\$0.00	\$0.00	\$750.00		\$1,950.00	
65098000__ 524220__ SNOW REMOVAL SERVICES	\$7,389.90	\$8,000.00	\$0.00	\$0.00	\$8,000.00		\$0.00	
65098000__ 525100__ ELECTRIC	\$459.05	\$500.00	\$0.00	\$0.00	\$500.00		\$0.00	
65098000__ 528150__ VEHICLE RENTAL	\$1,930.50	\$750.00	\$0.00	\$0.00	\$750.00		\$0.00	
65098000__ 530295__ LANDSCAPING SUPPLIES	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00		\$0.00	
65098000__ 530300__ GARDEN SUPPLIES	\$2,600.00	\$2,600.00	\$0.00	\$0.00	\$2,600.00		\$0.00	Flowers/Planters
<b>TOTAL PARKING UTILITY - SOUTH PIER ADMIN</b>								
Expenses	\$20,238.54	\$20,325.00	\$0.00	\$0.00	\$20,543.00	\$0.00	\$218.00	
Revenues	\$20,238.54	\$20,325.00	\$0.00	\$0.00	\$20,543.00	\$0.00	\$218.00	
Personal Services	\$4,709.05	\$5,275.00	\$0.00	\$0.00	\$7,443.00	\$0.00	\$2,168.00	
Non-Personal Services	\$15,529.49	\$15,050.00	\$0.00	\$0.00	\$13,100.00	\$0.00	\$1,950.00	
998 DEPRECIATION								
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<b>9981 DEPRECIATION</b>								
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	<b>2020</b>	<b>2021</b>	<b>2021</b>	<b>2021</b>	<b>2022</b>	<b>2022</b>		
	<b>ACTUAL</b>	<b>APPROVED</b>	<b>YTD - 6/16/20</b>	<b>PROJECTED</b>	<b>EXECUTIVE</b>	<b>EXECUTIVE</b>	<b>DIFFERENCE</b>	<b>2022 BUDGET NOTES</b>
	<b>EXP/REV</b>	<b>BUDGET</b>	<b>EXP/REV</b>	<b>EXP/REV</b>	<b>REQUESTED</b>	<b>APPROVED</b>	<b>2021 vs 2022</b>	
65099810__ 993000__ DEPRECIATION-IMPROVEMENTS		\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00	
65099810__ 994000__ DEPRECIATION-MACHINERY		\$12,000.00	\$0.00	\$0.00	\$12,000.00	\$12,000.00	\$0.00	
						\$0.00		
<b>TOTAL DEPRECIATION</b>	<b>\$0.00</b>	<b>\$22,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$22,000.00</b>	<b>\$22,000.00</b>	<b>\$0.00</b>	
999 CUSTOMER CLEARING								
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<b>9999 FUND BALANCE APPLIED</b>								
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	<b>2020</b>	<b>2021</b>	<b>2021</b>	<b>2021</b>	<b>2022</b>	<b>2022</b>		
	<b>ACTUAL</b>	<b>APPROVED</b>	<b>YTD - 6/16/20</b>	<b>PROJECTED</b>	<b>EXECUTIVE</b>	<b>EXECUTIVE</b>	<b>DIFFERENCE</b>	<b>2022 BUDGET NOTES</b>
	<b>EXP/REV</b>	<b>BUDGET</b>	<b>EXP/REV</b>	<b>EXP/REV</b>	<b>REQUESTED</b>	<b>APPROVED</b>	<b>2021 vs 2022</b>	
65099990__ 492101__ INTER TRANSFER-GENERAL FUND	\$4,314.07	\$3,021.00	\$0.00	\$0.00	\$3,690.00		\$6,711.00	Revenue for Harbor Centre
65099990__ 492407__ INTER TRANSFER-INDUSTRIAL PK	\$9,664.79	\$8,266.00	\$0.00	\$0.00	\$8,777.00		\$17,043.00	Revenue for Industrial Park
65099990__ 499999__ FUND EQUITY	\$31,674.97	\$42,193.96	\$0.00	\$0.00	\$0.00		\$42,193.96	Fund Balance to pay for 65095000
TOTAL FUND BALANCE APPLIED	\$31,674.97	\$42,193.96	\$0.00	\$0.00	\$0.00		\$42,193.96	
TOTAL CUSTOMER CLEARING	\$13,978.86	\$11,287.00	\$0.00	\$0.00	\$12,467.00		\$1,180.00	
TOTAL PARKING UTILITY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
<b>TOTAL REVENUES</b>	<b>\$332,741.78</b>	<b>\$500,763.40</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$463,850.00</b>	<b>\$0.00</b>	<b>\$36,913.40</b>	
<b>TOTAL EXPENSES</b>	<b>\$536,706.37</b>	<b>\$500,763.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$463,850.00</b>	<b>\$0.00</b>	<b>\$36,913.00</b>	
<b>TOTAL ASSESSMENTS</b>	<b>\$72,705.11</b>	<b>\$169,525.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$166,724.00</b>	<b>\$0.00</b>	<b>\$2,801.00</b>	
Personal Services	\$190,736.87	\$212,753.00	\$0.00	\$0.00	\$196,440.00	\$0.00	\$16,313.00	
Non-Personal Services	\$203,408.25	\$242,010.00	\$0.00	\$0.00	\$246,360.00	\$0.00	\$100.00	

Capital Outlay	\$5,287.08	\$46,000.00	\$0.00	\$0.00	\$25,600.00	\$0.00	\$20,400.00
Depreciation	\$0.00	\$22,000.00	\$0.00	\$0.00	\$22,000.00	\$0.00	\$0.00
TOTAL EXPENSES	\$399,432.20	\$500,763.00	\$0.00	\$0.00	\$468,400.00	\$0.00	\$36,613.00

**CITY OF SHEBOYGAN**

**REQUEST FOR TRANSIT COMMISSION CONSIDERATION**

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**ITEM DESCRIPTION:** 3.5 Presentation of 2020 FTA Triennial Review Final Report

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

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**REPORT DATE:** 8/11/21

**MEETING DATE:** 8/17/21

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**FISCAL SUMMARY:**

**STATUTORY REFERENCE:**

Budget Line Item:	N/A	Wisconsin	N/A
Budget Summary:	N/A	Statutes:	
Budgeted Expenditure:	N/A	Municipal Code:	N/A
Budgeted Revenue:	N/A		

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**BACKGROUND / ANALYSIS:**

Shoreline Metro is required to undergo a Federal Transit Administration Triennial Review every three years. Although not an audit, the Triennial Review is the FTA’s assessment of the City of Sheboygan’s compliance with Federal requirements, determined by examining a sample of award management and program implementation practices. The Triennial Review focuses on compliance in twenty-one areas. The 2020 review was originally scheduled for early August 2020 but due to COVID-19, it was moved to May 2021.

**STAFF COMMENTS:**

The Triennial Review is a time consuming, interactive and important report on the compliancy of Shoreline Metro. It involved many individuals including other city departments, FTA, and reviewers and other organizations.

It is with great honor that I announce Shoreline Metro received the Achievement of Excellence for exemplary completion of the U.S. DOT FTA Triennial Review during Fiscal Year 2021. This means Shoreline Metro had no open final report findings in the areas examined.

The one-day on-site review concluded with many positive comments received in several areas including customer service, ADA, operations and maintenance. A big thank you to the staff of Shoreline Metro as well as other city departments for their assistance with the review!

**ACTION REQUESTED:**

Staff recommends receiving and filing the FY2021 City of Sheboygan Triennial Review.

**ATTACHMENTS:**

- I. FY2021 Triennial Review Final Report for City of Sheboygan;



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

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

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August 05, 2021

Ryan Sorenson  
Mayor  
City of Sheboygan  
828 Center Avenue, Suite 300  
Sheboygan, WI 53081

**Re: Federal Transit Administration (FTA) Fiscal Year 2021 Triennial Review – Final Report and Closeout Letter**

Dear Mr. Sorenson:

I am pleased to provide you with a copy of this FTA report as required by 49 U.S.C. Chapter 53 and other Federal requirements. The enclosed report documents the FTA's Triennial Review of the City of Sheboygan in Sheboygan, Wisconsin. Although not an audit, the Triennial Review is the FTA's assessment of City of Sheboygan's compliance with Federal requirements, determined by examining a sample of award management and program implementation practices. As such, the Triennial Review is not intended as, nor does it constitute, a comprehensive and final review of compliance with award requirements.

The Triennial Review focused on City of Sheboygan's compliance in 21 areas. No deficiencies were found with the FTA requirements in any of these areas.

Given the delay in completing the FY 2020 reviews until FY 2021 and the significant amount of additional Federal financial support provided through the CARES Act, FTA developed a supplement to the FY 2020 Contractors' Manual to assist in the evaluation of how recipients have used CARES Act and Emergency Relief funding. This supplement details the specific flexibilities and administrative relief provided by FTA for the use of these funds.

As the City of Sheboygan moves forward with its transit program, FTA would like to provide a look-ahead for future oversight activities related to new and/or updated requirements, below.

*Public Transportation Agency Safety Plan (PTASP) Regulation*

The PTASP regulation requires all operators of public transportation systems that are recipients and subrecipients of FTA's Urbanized Area Formula Grants (Section 5307) to develop safety

plans that include the processes and procedures to implement Safety Management Systems (SMS). FTA has deferred applicability of this requirement for operators that only receive funds through FTA's Enhanced Mobility of Seniors and Individuals with Disabilities Formula Program (Section 5310) and/or Rural Area Formula Program (Section 5311).

As part of the Annual Certifications and Assurances, transit operators must certify they have a safety plan in place for meeting the requirements of the rule by July 20, 2020. However, in response to the COVID-19 public health emergency, on December 11, 2020, FTA issued a Notice of Enforcement Discretion, effectively extending the PTASP compliance deadline to July 21, 2021. All plans will be reviewed starting October 1, 2021 through FTA's oversight process. For guidance and updates to assist in the preparation and implementation of the PTASP Final Rule, please visit FTA's website at [www.transit.dot.gov/PTASP](http://www.transit.dot.gov/PTASP).

#### *Random Drug Testing Rate Increase*

On October 17, 2018, FTA published a dear colleague letter "2019 Random Drug Testing Increase". In its letter, FTA notified recipients that effective January 1, 2019 and as mandated by its drug and alcohol regulation at 49 C.F.R. 655.45, the random drug testing rate will change. FTA increased the minimum rate of random drug testing from 25 percent to 50 percent of covered employees, for employers subject to FTA's drug and alcohol regulation. This increased random drug testing rate results from an uptick in the proportion of violations identified through random drug testing.

The 50 percent random drug testing rate applies to entities receiving Federal assistance under 49 U.S.C. 5307, 5309, 5311 or 5339, including recipients, subrecipients, and safety-sensitive contractors. The required minimum rate for random alcohol testing is unaffected and remains at 10 percent.

Thank you for your cooperation and assistance during this Triennial Review. Please consider your review to be closed.

If you need any technical assistance or have any questions, please do not hesitate to contact Mr. Evan Gross, FTA Transportation Program Specialist, at (312) 353-1619 or by email at [evan.gross@dot.gov](mailto:evan.gross@dot.gov).

Sincerely,

A handwritten signature in black ink that reads "Kelley Brookins". The signature is written in a cursive style and is positioned above the typed name and title.

Kelley Brookins  
Regional Administrator

# Achievement of Excellence

*presented to*

the City of Sheboygan  
Sheboygan, WI



Federal Transit Administration  
Region V

**Certificate for exemplary completion of a U.S. DOT FTA  
Triennial Review during Fiscal Year 2021 presented to federal-funded  
public transportation providers and agencies who had no open  
final report findings in the areas examined.**

A handwritten signature in blue ink that reads "Kelley Brookins". The signature is written in a cursive style and is positioned above a horizontal line.

**Kelley Brookins, Regional Administrator**

**FINAL REPORT**

**FISCAL YEAR 2021  
TRIENNIAL REVIEW**

of

**City of Sheboygan  
Sheboygan, Wisconsin  
ID: 2059**

*Performed for:*

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

*Prepared by:*

**The DMP Group, LLC**

**Scoping Meeting / Desk Review Date: March 6, 2020  
Virtual Site Visit Date: June 3, 2021  
Final Report Date: August 05, 2021**

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## I. Executive Summary

This report documents the Federal Transit Administration’s (FTA) Triennial Review of the City of Sheboygan in Sheboygan, Wisconsin. FTA wants to ensure that awards are administered in accordance with the requirements of Federal public transportation law 49 U.S.C. Chapter 53. The review was performed by The DMP Group, LLC. During the virtual site visit, administrative and statutory requirements were discussed, and documents were reviewed. The Triennial Review focused on the City of Sheboygan’s compliance in 21 areas.

As shown below, no deficiencies were found during this Triennial Review.

Review Area	Deficiencies	
	Code	Description
1. Legal (L)		
2. Financial Management and Capacity (FM)		
3. Technical Capacity – Award Management (TC-AM)		
4. TC – Program Management and Subrecipient Oversight (TC-PgM)		
5. TC – Project Management (TC-PjM)		
6. Transit Asset Management (TAM)		
7. Satisfactory Continuing Control (SCC)		
8. Maintenance (M)		
9. Procurement (P)		
10. Disadvantaged Business Enterprise (DBE)		
11. Title VI (TVI)		
12. Americans with Disabilities Act (ADA) – General		
13. ADA – Complementary Paratransit (CPT)		
14. Equal Employment Opportunity (EEO)		
15. School Bus (SB)		

Review Area	Deficiencies	
	Code	Description
16. Charter Bus (CB)		
17. Drug-Free Workplace (DFW)		
18. Drug and Alcohol Program (DA)		
19. Section 5307 Program Requirements (5307)		
20. Section 5310 Program Requirements (5310)		
21. Section 5311 Program Requirements (5311)		

## **II. Review Background and Process**

### **1. Background**

The United States Code, Chapter 53 of Title 49 (49 U.S.C. 5307(f) (2)) requires that “At least once every 3 years, the Secretary shall review and evaluate completely the performance of a recipient in carrying out the recipient’s program, specifically referring to compliance with statutory and administrative requirements...” This Triennial Review was performed in accordance with FTA procedures (published in FTA Order 9010.1B, April 5, 1993).

The Triennial Review includes a review of the recipient’s compliance in 21 areas. The basic requirements for each of these areas are summarized in Section IV.

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

### **2. Process**

The Triennial Review process includes a pre-review assessment, a desk review and scoping meeting with the FTA regional office, and a virtual site visit to the recipient’s location. The desk review and review scoping meeting were conducted with the Region V Office on March 6, 2020. Necessary files retained by the regional office were sent to the reviewers electronically. A recipient information request was sent to the City of Sheboygan on November 15, 2019, indicating a review would be conducted during FY 2020. In March 2020, all work on Reviews was halted due to the Public Health Emergency. A subsequent recipient information request was sent to the City of Sheboygan on October 16, 2020, advising it that a virtual site visit would be taking place and indicating additional information that would be needed and issues that would be discussed. The virtual site visit to the City of Sheboygan occurred on June 3, 2021.

The virtual site visit portion of the review began with an entrance conference, at which the purpose of the Triennial Review and the review process were discussed. The remaining time was spent discussing administrative and statutory requirements and reviewing documents. In addition, the reviewers evaluated how the City of Sheboygan has used CARES Act and Emergency Relief funding and the impacts of the COVID-19 Public Health Emergency on the agency by discussing a series of questions included in the supplement to the FY 2020 Contractors’ Manual. Additional documentation was requested for the Financial Management and Capacity and Procurement areas only. The reviewers examined a sample of maintenance records for FTA-funded vehicles and equipment.

Upon completion of the review, FTA and the reviewers provided a summary of preliminary findings to the City of Sheboygan at an exit conference. Section VI of this report lists the individuals participating in the review.

### 3. Metrics

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

- *Not Deficient*: An area is considered not deficient if, during the review, nothing came to light that would indicate the requirements within the area reviewed were not met.
- *Deficient*: An area is considered deficient if any of the requirements within the area reviewed were not met.
- *Not Applicable*: An area can be deemed not applicable if, after an initial assessment, the recipient does not conduct activities for which the requirements of the respective area would be applicable.

### III. Recipient Description

#### 1. Organization

Shoreline Metro, a department of the City of Sheboygan, is governed under the authority of the Sheboygan Transit Commission and managed by the Director of Transit & Parking. Shoreline Metro has been in service since 1972 and provides service in the communities of Sheboygan, Sheboygan Falls, and Kohler. Shoreline Metro operates in a small urbanized area, serving a population of 70,000.

Using a fleet of 16 fixed-route vehicles and 10 paratransit vehicles, Shoreline Metro operates a network of 10 fixed routes, complementary paratransit, and school bus tripper service during the school year. Service is offered Monday through Friday from 5:45 a.m. to 8:45 p.m. and Saturdays from 7:45 a.m. to 5:45 p.m. There is no service on Sundays. The basic adult fare for the fixed-route service is \$1.75. Seniors, persons with disabilities, and Medicare cardholders ride for \$0.85. Riders may also purchase daily, 6-pack, and monthly passes. Students of the Sheboygan Area School District ride free with proper identification.

Shoreline Metro’s paratransit service, Metro Connection, provides two specialized, demand-response transportation services. The Americans with Disabilities Act (ADA) paratransit service is for persons with disabilities who cannot use the accessible fixed-route bus service. The County Elderly and Disabled Program is for customers living in the Sheboygan urban area and parts of rural Sheboygan County who are over the age of 60 or under the age of 60 with a qualifying disability. Service is offered the same days of the week and times as the fixed-route bus service. The fare is \$3.00 per one-way trip, and personal care attendants can ride free of charge.

Shoreline Metro operates from a single administration and maintenance facility located at 608 South Commerce Street. Shoreline Metro also has a transfer station and customer service office at 828 Pennsylvania Avenue. Both facilities are in the City of Sheboygan.

The City of Sheboygan used its CARES Act funds to pay for ongoing operating expenses and roof replacement of the Shoreline Metro administration facility during the health pandemic.

## 2. Award and Project Activity

Below is a list of the City of Sheboygan’s open awards at the time of the review.

<b>Award Number</b>	<b>Award Amount</b>	<b>Year Executed</b>	<b>Description</b>
WI-2021-001-00	\$3,497,562	2020	Section 5307 CARES Act Operating and Capital
WI-2020-037-00	\$1,230,332	2020	Section 5307 Operating Assistance

### Projects Completed

Since its last Triennial Review, the City of Sheboygan has completed the following projects:

- Purchased five new fixed-route, heavy-duty, 35-ft revenue service buses
- Purchased four used fixed-route, heavy-duty service buses from other transit properties using local share revenue

### Ongoing Projects

The City of Sheboygan is currently implementing the following noteworthy project:

- Route modifications and improvements as outlined in the 2019/2020 Transportation Development Program

### Future Projects

The City of Sheboygan plans to pursue the following noteworthy projects in the next three to five years:

- Purchase 10 fixed-route, heavy-duty, 35-ft revenue service buses and four paratransit revenue service buses
- Complete improvements to the main office facility, including a new roof, using 5339 funding

## IV. Results of the Review

### 1. Legal

Basic Requirement: The recipient must promptly notify the FTA of legal matters, include clauses in its third party and subrecipient agreements, and additionally notify the U.S. DOT Office of Inspector General (OIG) of any instances relating to false claims under the False Claims Act or fraud. Recipients must comply with restrictions on lobbying requirements.

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

### 2. Financial Management and Capacity

Basic Requirement: The recipient must have financial policies and procedures; an organizational structure that defines, assigns and delegates authority; and financial management systems in place to match, manage, and charge only allowable cost to the award. The recipient must conduct required single audits and provide financial oversight of subrecipients.

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

### 3. Technical Capacity – Award Management

Basic Requirement: The recipient must report progress of projects in awards to the FTA timely.

Finding: During this Triennial Review of the City of Sheboygan, no deficiencies were found with the FTA requirements for Technical Capacity – Award Management.

### 4. Technical Capacity – Program Management & Subrecipient Oversight

Basic Requirement: The recipient must follow the public involvement process for transportation plans; develop and submit a State Management/Program Management Plan to the FTA for approval; report in the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) on subawards; and ensure subrecipients comply with the terms of the award.

Finding: During this Triennial Review of the City of Sheboygan, no deficiencies were found with the FTA requirements for Technical Capacity – Program Management & Subrecipient Oversight.

## 5. Technical Capacity – Project Management

Basic Requirement: The recipient must be able to implement FTA-funded projects in accordance with the award application, FTA Master Agreement, and all applicable laws and regulations, using sound management practices; and prepare force account plans.

Finding: During this Triennial Review of the City of Sheboygan, no deficiencies were found with the FTA requirements for Technical Capacity – Project Management.

## 6. Transit Asset Management

Basic Requirement: Recipients must comply with 49 CFR Part 625 to ensure public transportation providers develop and implement transit asset management (TAM) plans.

Finding: During this Triennial Review of the City of Sheboygan, no deficiencies were found with the FTA requirements for Transit Asset Management.

## 7. Satisfactory Continuing Control

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

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

## 8. Maintenance

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

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

## 9. Procurement

Basic Requirement: The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, and conform to applicable Federal law and the standards identified in 2 CFR Part 200. State recipients can use the state's overall policies and procedures. When applied to Federal procurements, those policies and procedures must still be compliant with all Federal requirements as applied to non-state recipients. The flexibility afforded by 2 CFR Part 200 should not be misconstrued as absolving a state from Federal requirements. For example, FTA does not require each State DOT to have policies and procedures separate from the state education department.

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

## **10. Disadvantaged Business Enterprise (DBE)**

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

Finding: During this Triennial Review of the City of Sheboygan, no deficiencies were found with the USDOT requirements for DBE.

## **11. Title VI**

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

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

## **12. Americans with Disabilities Act (ADA) – General**

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

Finding: During this Triennial Review of the City of Sheboygan, no deficiencies were found with the USDOT requirements for ADA – General.

## **13. ADA – Complementary Paratransit**

Basic Requirement: Under 49 CFR 37.121(a), each public entity operating a fixed-route system shall provide paratransit or other special service to individuals with disabilities that is comparable to the level of service provided to individuals without disabilities who use the fixed-route system. “Comparability” is determined by 49 CFR 37.123-37.133. Requirements for complementary paratransit do not apply to commuter bus, commuter rail, or intercity rail systems.

Finding: During this Triennial Review of the City of Sheboygan, no deficiencies were found with the USDOT requirements for ADA – Complementary Paratransit.

## 14. Equal Employment Opportunity

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

Finding: This section only applies to recipients that employ 50 or more transit-related employees and request and meet the federal assistance thresholds of requesting or receiving in excess of \$1 million of operating assistance or \$250,000 of planning assistance in the previous Federal fiscal year; therefore, the related requirements are not applicable to the review of the City of Sheboygan.

## 15. School Bus

Basic Requirement: Recipients are prohibited from providing school bus service in competition with private school bus operators unless the service qualifies and is approved by the FTA Administrator under an allowable exemption. Federally funded equipment or facilities cannot be used to provide exclusive school bus service.

Finding: During this Triennial Review of the City of Sheboygan, no deficiencies were found with the FTA requirements for School Bus.

## 16. Charter Bus

Basic Requirement: Recipients are prohibited from using FTA-funded equipment and facilities to provide charter service if a registered private charter operator expresses interest in providing the service. Recipients are allowed to operate community-based charter services pursuant to certain regulatory exceptions.

Finding: During this Triennial Review of the City of Sheboygan, no deficiencies were found with the FTA requirements for Charter Bus.

## 17. Drug-Free Workplace Act

Basic Requirement: Recipients are required to maintain a drug-free workplace for all award-related employees; report any convictions occurring in the workplace timely; and have an ongoing drug-free awareness program.

Finding: During this Triennial Review of the City of Sheboygan, no deficiencies were found with the FTA requirements for Drug-Free Workplace Act.

## 18. Drug and Alcohol Program

Basic Requirement: Recipients receiving Section 5307, 5309, 5311, or 5339 funds that have safety-sensitive employees must have a drug and alcohol testing program in place for such employees.

Finding: During this Triennial Review of the City of Sheboygan, no deficiencies were found with the FTA requirements for Drug and Alcohol Program.

## 19. Section 5307 Program Requirements

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

Recipients are expected to have a written, locally developed process for soliciting and considering public comment before raising a fare or carrying out a major transportation service reduction.

Recipients shall develop, publish, afford an opportunity for a public hearing on, and submit for approval, a program of projects (POP).

Finding: During this Triennial Review of the City of Sheboygan, no deficiencies were found with the FTA requirements for Section 5307 Program Requirements.

## 20. Section 5310 Program Requirements

Basic Requirement: Recipients must expend funds on eligible projects that meet the specific needs of seniors and individuals with disabilities. Projects selected for funding under the Section 5310 program must be included in a locally developed, coordinated public transit-human services transportation plan. Recipients must approve all leases of Section 5310-funded vehicles and ensure that leases include required terms and conditions. Either the recipient or subrecipient must hold title to the leased vehicles.

Finding: This section only applies to recipients that receive Section 5310 funds directly from FTA; therefore, the related requirements are not applicable to the review of the City of Sheboygan.

## 21. Section 5311 Program Requirements

Basic Requirement: Recipients must expend funds on eligible projects to support rural public

transportation services and intercity bus transportation.

Finding: This section only applies to recipients that receive Section 5311 funds directly from FTA; therefore, the related requirements are not applicable to the review of the City of Sheboygan.

## V. Summary of Findings

Review Area	Finding	Deficiency Code(s)	Corrective Action(s)	Response Due Date(s)	Date Closed
1. Legal	ND				
2. Financial Management and Capacity	ND				
3. Technical Capacity – Award Management	ND				
4. Technical Capacity – Program Management and Subrecipient Oversight	ND				
5. Technical Capacity – Project Management	ND				
6. Transit Asset Management	ND				
7. Satisfactory Continuing Control	ND				
8. Maintenance	ND				
9. Procurement	ND				
10. Disadvantaged Business Enterprise	ND				
11. Title VI	ND				
12. Americans with Disabilities Act (ADA) – General	ND				
13. ADA – Complementary Paratransit	ND				
14. Equal Employment Opportunity	NA	This section only applies to recipients that employ 50 or more transit-related employees and request and meet the federal assistance thresholds of requesting or receiving in excess of \$1 million of operating assistance or \$250,000 of planning assistance in the previous Federal fiscal year; therefore, the related requirements are not applicable to the review of the City of Sheboygan.			
15. School Bus	ND				

<b>Review Area</b>	<b>Finding</b>	<b>Deficiency Code(s)</b>	<b>Corrective Action(s)</b>	<b>Response Due Date(s)</b>	<b>Date Closed</b>
16. Charter Bus	ND				
17. Drug-Free Workplace Act	ND				
18. Drug and Alcohol Program	ND				
19. Section 5307 Program Requirements	ND				
20. Section 5310 Program Requirements	NA	This section only applies to recipients that receive Section 5310 funds directly from FTA; therefore, the related requirements are not applicable to the review of the City of Sheboygan.			
21. Section 5311 Program Requirements	NA	This section only applies to recipients that receive Section 5311 funds directly from FTA; therefore, the related requirements are not applicable to the review of the City of Sheboygan.			

The metrics used to evaluate whether a recipient is meeting the requirements for each of the areas reviewed are: Deficient (D)/Not Deficient (ND)/Not Applicable (NA).

## VI. Attendees

Name	Title	Phone Number	E-mail Address
<b><i>City of Sheboygan</i></b>			
Derek Muench	Director of Transit and Parking	920-459-3140	derek.muench@shorelinemetro.com
Ann Koeller	Administrative Coordinator	920-459-3285	ann.koeller@shorelinemetro.com
Roland Knorr	Operations Supervisor / Drug & Alcohol Officer	920-459-3281	roland.knorr@shorelinemetro.com
Jack Sowinski	Safety Manager	920-459-3281	jack.sowinski@shorelinemetro.com
Todd Wolf	City Administrator	920-459-3317	todd.wolf@sheboyganwi.gov
Bernie Rammer	Purchasing Agent	920-459-3469	bernard.rammer@sheboyganwi.gov
Jeff Agee-Aguayo	Transportation Planner with Bay-Lake Regional Planning Commission	920-448-2820	jagee@baylakerpc.org
Margaret Myers	Transit Coordinator (ADA Coordinator)	920-459-3420	margaret.myers@shorelinemetro.com
Daniela Tainer-Partipilo	Interim Finance Director	920-459-3304	daniela.tainer-partipilo@sheboyganwi.gov
Tara Duwe	Deputy Finance Director	920-459-3882	tara.duwe@sheboyganwi.gov
Kaitlyn Krueger	Finance Director	920-459-3304	kaitlyn.krueger@sheboyganwi.gov
Bruce Felton	Operations Supervisor	920-459-3281	bruce.felton@sheboyganwi.gov
Roland Knorr	Operations Supervisor	920-459-3281	roland.knorr@sheboyganwi.gov
<b><i>FTA, Region V</i></b>			
Kelley Brookins	Regional Administrator	312-353-1654	kelley.brookins@dot.gov
Stewart McKenzie	Acting Director, Financial Management & Program Oversight (exit conference only)	312-353-2866	stewart.mckenzie@dot.gov
Evan Gross	Transportation Program Specialist	312-353-1619	evan.gross@dot.gov
Marjorie Hughes	Regional Civil Rights Officer	312-353-4025	marjorie.hughes@dot.gov
Tony Greep	Community Planner	312-343-1646	tony.greep@dot.gov
<b><i>The DMP Group, LLC</i></b>			
Dana Lucas	Lead Reviewer	202-726-2630	dana.lucas@thedmpgroup.com
Jennifer Stewart	Associate Reviewer	202-726-2630	jennifer.stewart@thedmpgroup.com

## **VII. Appendices**

No appendices are included in this report.



# Transit Asset Management Plan Calendar Year 2021



# Shoreline Metro Transit Asset Management Plan Calendar Year 2021

Prepared by:  
Sheboygan Metropolitan Planning Organization  
Bay-Lake Regional Planning Commission

August 2021

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The preparation of this report was financed in part through a joint planning grant from the U.S. Department of Transportation, Federal Highway Administration, Federal Transit Administration and the Wisconsin Department of Transportation, under the provisions of Section 112 of the Federal Highway Act of 1973 and the Federal Transit Act of 1964 (as amended). Local funding was provided by Sheboygan County and by the Sheboygan Parking and Transit Utility.

The contents of this report reflect the views of the Bay-Lake Regional Planning Commission, which is responsible for the facts and accuracy of the data presented herein. The contents do not necessarily reflect the official views and policies of the U.S. Department of Transportation. This report does not constitute a standard, specification, or regulation.

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## Transit Asset Management Plan (TAMP) Policy

Shoreline Metro has developed this TAMP to aid in:

1. Assessing the current condition of capital assets
2. Determining the appropriate condition and performance of assets (if not currently in a State of Good Repair)
3. Identifying unacceptable risks in continuing to use an asset not in a State of Good Repair
4. Deciding how to best balance and prioritize reasonably anticipated funds (revenues from all sources) toward improving asset condition and achieving a sufficient level of performance

### Agency Overview

Shoreline Metro is a public transit system owned and operated by the City of Sheboygan since 1973. Partnering municipalities include the City of Sheboygan Falls and the Village of Kohler.

Shoreline Metro provided fixed route bus and paratransit services to over 373,000 passengers in the Shoreline Metro service area in 2020. This was a 45% decrease from 2019's ridership of 680,000 due to the COVID-19 pandemic. 2019 to 2020 ridership decreases impacted transit operations throughout the country. Shoreline Metro's inventory of revenue vehicles and capital assets include the following:

- 21 fixed route buses
- 10 paratransit vehicles
- 5 support vehicles
- 4 significant pieces of equipment
- 2 facilities

### Introduction

In accordance with 49 CFR Parts 625 and 630 for Transit Asset Management (TAM), Shoreline Metro is the TAM sponsor for the Section 5307 Formula Grant in the Sheboygan Urbanized Area as well as any Section 5310, Section 5339, Congestion Mitigation and Air Quality (CMAQ) or other federal grants received by that entity. This document presents Shoreline Metro's methodology for its January 1, 2021, performance targets of capital assets.

Shoreline Metro is currently operating as a Federal Transit Administration (FTA)-defined Tier II transit operator in compliance with 49 CFR §625.45 (b) (1). Tier II transit providers are those transit agencies that do not operate rail fixed-guideway public transportation systems and have either 100 or fewer vehicles in fixed-route revenue service during peak regular service, or have 100 or fewer vehicles in general demand response service during peak regular service hours.

This TAMP provides a strategy of how Shoreline Metro will assess, monitor, and report the physical condition of assets utilized in the operation of the public transportation system.

### TAMP Elements

As a Tier II public transportation provider, Shoreline Metro has developed and implemented a TAMP containing the following elements:

1. Asset Inventory Portfolio and Condition Assessment: An inventory of the number and type of capital assets for which Shoreline Metro has direct ownership and capital responsibility (including rolling stock, facilities, and equipment) and a condition assessment of those inventoried assets
2. Decision Support Tools and Management Approach: A description of the analytical processes and decision-support tools that Shoreline Metro uses to estimate capital investment needs over time and to develop its investment prioritization

3. Investment Prioritization: Shoreline Metro's project-based prioritization of investments, developed in accordance with 49 CFR §625.33.

### Definitions

Capital Asset — A unit of rolling stock, a facility, a unit of equipment, or an element of infrastructure used for providing public transportation.

Decision Support Tool — An analytic process or methodology used (1) To analyze available condition data and objective criteria to help prioritize projects that improve and maintain the state of good repair of capital assets within a public transportation system; or (2) To assess financial needs for asset investments over time.

Equipment — An article of nonexpendable, tangible property having a useful life of at least one year.

Facility — A building or structure that is used in providing public transportation.

Full Level of Performance — The objective standard established by FTA for determining whether a capital asset is in a state of good repair.

Infrastructure — The underlying framework or structures that support a public transportation system.

Investment Prioritization — A transit provider's ranking of capital projects or programs to achieve or maintain a state of good repair. This is based on financial resources from all sources a transit provider reasonably anticipates will be available over the TAM plan horizon period.

Life-Cycle Cost — The cost of managing an asset over its whole life.

Performance Measure — An expression based on a quantifiable indicator of performance or condition used to establish targets and assess progress toward meeting the established targets. For example, a measure for on-time performance is the percentage of buses that arrive on time, and a corresponding quantifiable indicator of performance or condition is the difference between scheduled and actual arrival time for each bus.

Performance Target — A quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA.

Rolling Stock — A revenue vehicle used in providing public transportation, including vehicles used for carrying passengers on fare-free services.

Service Vehicle — A unit of equipment that is used primarily either to support maintenance and repair work for a public transportation system or for delivery of materials, equipment, or tools.

State of Good Repair (SGR) — The condition in which a capital asset is able to operate at a full level of performance.

Subrecipient — An entity that receives federal transit grant funds indirectly through a State or a direct recipient.

TERM Scale — The five (5) category rating system used in the FTA's Transit Economic Requirements Model (TERM) to describe the condition of an asset: 5.0 = Excellent; 4.0 = Good; 3.0 = Adequate; 2.0 = Marginal; and 1.0 = Poor.

Tier II Provider — A recipient that owns, operates, or manages (1) one hundred (100) or fewer vehicles in revenue service during peak regular service across all non-rail fixed route modes or in any one non-fixed route mode, (2) a subrecipient under the 5311 Rural Area Formula Program, or (3) any American Indian tribe.

Transit Asset Management (TAM) — The strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles for the purpose of providing safe, cost-effective, and reliable public transportation.

Transit Asset Management (TAM) Plan — A plan that includes an inventory of capital assets, a condition assessment of inventoried assets, a decision support tool, and a prioritization of investments.

## Shoreline Metro

**Transit Asset Management (TAM) Policy**—A transit provider’s documented commitment to achieving and maintaining a state of good repair for all its capital assets. Defines the transit provider’s TAM objectives and assigns roles and responsibilities for meeting those objectives.

**Transit Provider (provider)** — A recipient or subrecipient of federal financial assistance under 49 U.S.C. Chapter 53 that owns, operates, or manages capital assets used in providing public transportation.

**Useful Life Benchmark (ULB)** — The expected life cycle or the acceptable period of use in service for a capital asset, as determined by a transit provider, or the default benchmark provided by FTA.

## State Of Good Repair (SGR) Standards Policy

The Shoreline Metro SGR policy is as follows:

A capital asset is in a state of good repair (SGR) when each of the following objective standards is met:

- If the asset is in a condition sufficient for the asset to operate at a full level of performance. An individual capital asset may operate at a full level of performance regardless of if other capital assets within a public transportation system are in a SGR
- The asset is able to perform its manufactured design function
- The use of the asset in its current condition does not pose an identified unacceptable safety risk and/or deny accessibility
- The asset’s life-cycle investment needs have been met or recovered, including all scheduled maintenance and rehabilitation.

The TAMP assists Shoreline Metro in predicting the impact of its policies and justifying investment decisions on the condition of its assets throughout their life cycles. It enhances Shoreline Metro’s ability to maintain a SGR by proactively investing in an asset before its condition deteriorates to an unacceptable level.

Shoreline Metro shall establish annual TAM goals based on asset performance criteria and measures. TAM goals for 2021 are highlighted in Table 1.

Table 1: TAM Goals, Shoreline Metro, 2021

Criteria	Measure	Asset Performance FY2021	
		Goal	Actual
Safety Risks	Number of Accidents per Year	5	5
System Reliability	On Time Performance	95%	98%
Maintenance Resources	Number of Vehicles Out of Service for 30+ Days	1	0
System Performance	% of Total Trips Missed Due to Major Breakdown	<5%	0%

It is the belief of Shoreline Metro that TAMP implementation and monitoring provides a framework for maintaining a SGR by considering the condition of its assets in relation to the local operating environment. Shoreline Metro has developed its SGR policies to account for the prevention, preservation, maintenance, inspection, rehabilitation, disposal, and replacement of capital assets. The goal of these policies is to allow Shoreline Metro to prioritize capital, operation, and expansion needs. The two foundational criteria of SGR performance measures are Useful Life Benchmark (ULB) and Condition.

## Useful Life Benchmark (ULB)

Useful Life Benchmark (ULB) is defined as the expected lifecycle or the acceptable period of use of a capital asset in service for a transit provider’s operating environment. ULB criteria are user defined, considering a provider’s unique operating environment (service frequency, weather, geography). When developing ULBs, Shoreline Metro recognized and took into account the local operating environment of its assets within the service area, historical maintenance records, manufacturer guidelines, and the default asset ULB derived from the FTA. In most cases, an

## Shoreline Metro

asset exceeding its ULB is a strong indicator that it may not be in a state of good repair.

For the purposes of this TAMP, all assets (facilities, equipment, and fixed route rolling stock) were assessed using FTA's ULB set in FTA 5010.1D (found on page IV-17). This guidance indicates that typical useful life of the type of heavy duty buses that Shoreline Metro operates is 12 years or 500,000 miles, medium duty buses is 7 years or 150,000 miles, and light duty vehicles is 10 years or 100,000 miles. Shoreline Metro has defined each of these vehicle ULBs as whichever (years or mileage) comes last.

### Condition

Shoreline Metro assesses the condition of its assets on an annual basis by utilizing the FTA TERM (Transit Economic Requirements Model) condition rating assessment scale. This rating scale assigns a numerical value or rank based on the physical condition presented by each individual asset throughout its life cycle. The rating scale is based on numbers from 1 to 5, with five being excellent and one being poor. Assets with a rating of 2.5 or higher are considered to be in a SGR. All completed asset inspection forms are documented, and ratings are recorded on the Shoreline Metro Fixed Asset List.

The inspection process and documentation forms utilized to assess facility and vehicle assets are detailed in the following TAMP companion documents:

- Mechanical Failures/Inspections
- Shoreline Metro Comprehensive Preventative Maintenance Program
- Facility/Equipment/Vehicle Preventative Maintenance Inspections
- Shoreline Metro Five Year Capital Needs Plan: 2022 - 2026

### Methodology

Shoreline Metro (with assistance of Sheboygan MPO staff with the Bay-Lake Regional Planning Commission) reviewed the inventory of federally funded vehicles, equipment, and facilities and used age to ascertain a starting point for the 2021 TAM targets.

## Asset Inventory Portfolio and Condition Assessment

Shoreline Metro owns, operates, and has a direct capital responsibility for the rolling stock, equipment, and facilities included in the TAMP asset inventory. At the time of this writing, Shoreline Metro does not operate passenger rail service. Therefore, Shoreline Metro does not have any associated rail infrastructure in its asset portfolio.

### Vehicles

Shoreline Metro evaluated its vehicle capital items and divided all vehicle types into three categories: heavy duty bus, medium duty bus (cutaways), and light duty vehicles (auto, pickup truck, minivan, van, SUV, etc.) then examined the ULB for each category. Because useful life is measured by both mileage and age for vehicles, condition was not considered in this inventory. Percent of Fleet Beyond ULB was calculated by taking the lower of the Vehicles Beyond ULB (either age or mileage) and dividing by the vehicle count. Findings are shown in Table 2.

## Shoreline Metro

Table 2: Vehicle Inventory, Shoreline Metro, 2021

Vehicle Type	Vehicle Count	ULB – Age (in years)	ULB – Mileage (in miles)	Vehicles Beyond ULB – Age	Vehicles Beyond ULB – Mileage	Percent of Fleet Beyond ULB
<b>Revenue</b>						
Heavy Duty Bus	21	12	500,000	12	8	38%
Medium Duty Bus	10	7	150,000	5	4	40%
<b>Sub-Total</b>	<b>31</b>			<b>17</b>	<b>12</b>	<b>39%</b>
<b>Non-Revenue</b>						
Light Duty Vehicles	5	10	100,000	2	0	0%
<b>Sub-Total</b>	<b>5</b>			<b>2</b>	<b>0</b>	<b>0%</b>
<b>Total</b>	<b>36</b>			<b>19</b>	<b>12</b>	<b>33%</b>

### Target for Vehicles

Shoreline Metro sets the TAM performance target to allow for 39 percent of revenue vehicles to pass beyond useful life. Shoreline Metro is aggressively attempting to replace its fleet through various grant programs in order to lower the revenue vehicle performance target percentage over time. The Transportation Improvement Program (TIP) includes many of these bus replacements. Shoreline Metro sets the TAM performance target to allow for 0 percent of non-revenue vehicles to pass beyond useful life.

### Equipment

Shoreline Metro evaluated its inventory of most significant equipment (items with a replacement cost of \$50,000 or more). These items include a bus wash, forklift, hoist, and scrubber, all located at the Shoreline Metro bus garage. Shoreline Metro then used guidance from the FTA and from various reports that discuss useful life for these types of equipment to determine if these pieces of equipment were beyond their useful life. Results of this analysis can be found in Table 3.

Table 3: Equipment Inventory, Shoreline Metro, 2021

Equipment Type	ULB - Age (in years)	Age (in years)	Years of Useful Life Remaining
Bus Wash	10	20	(-10)
Forklift	7	52	(-45)
Hoist	10	46	(-36)
Scrubber	5	26	(-21)

### Target for Equipment

All of Shoreline Metro’s most significant equipment is beyond its useful life. For now, Shoreline Metro is setting the TAM performance target to allow for 100 percent of its most significant equipment to pass beyond useful life. Shoreline Metro will examine the condition of this equipment in greater detail in future TAM plans. In future TAM plans, if the condition of equipment is deemed to be beyond a state of good repair, steps will be taken to program replacements into a future TIP.

## Facilities

Shoreline Metro evaluated the condition of its facilities using the useful life standards outlined in FTA 5010.1D, page IV-18, 2(e) as a guide. The guidance indicated that facilities relevant to Shoreline Metro generally have a useful life of 40 years. Table 4 shows the results of this evaluation.

Table 4: Facility Inventory, Shoreline Metro, 2021

Facility Type	Condition Rating	Condition Description	ULB – Age (in years)	Age (in years)	Years of Useful Life Remaining
Administration, Maintenance, and Storage (Bus Garage)	3	Adequate	40	46	(-6)
Transfer Station	4	Good	40	29	11

### Target for Facilities

One of Shoreline Metro’s two facilities is beyond its useful life of 40 years. Shoreline Metro set the TAM performance target to only allow 50 percent of the facilities to pass beyond useful life. Shoreline Metro will continue to examine the condition of these facilities in greater detail in future TAM plans. A roof replacement for the administration, maintenance and storage facility was recently completed. In addition, various improvements to the administration, maintenance and storage facility are currently underway.

## Decision Support Tools And Management Approach

The primary management approach utilized to maintain a SGR is risk mitigation. This management philosophy applies risk mitigation strategies (policies and procedures) throughout the asset’s life cycle, both from a maintenance perspective (breakdowns) and a safety and accessibility perspective (accidents and ADA requirements).

### Decision Support Tools

The following tools are used in making investment decisions:

Table 5: Decision Support Tools

Tool	Brief Description
Inspection Reports	Individual reports documenting the condition of an asset.
Rolling Stock Report	Report inventorying all rolling stock including stock age and mileage. This assists in decision making by showing comparisons between rolling stock.
Fixed Asset Inventory Report	Report showing rolling stock and all other equipment. This allows staff to see what is surpassing useful life, the condition rating of a particular asset, and other investment opportunities for Shoreline Metro.

## Investment Prioritization

The Lead Mechanic uses his best judgment and experience to prioritize needs and submits a request of priorities to the Director of Transit & Parking. Projects are then ranked based on need. Consideration is given to estimation of funding levels from all sources that are reasonably expected.

The ranking of programs and projects will be expressed as: High Priority, Medium Priority, or Low Priority. Each investment prioritization program or project ranked shall contain a year and/or date in which Shoreline Metro intends to carry out the program or project.

### Plan Review

Shoreline Metro shall maintain all supporting TAMP records and documents. Shoreline Metro shall make TAMP records available to federal (FTA), state (WisDOT) and MPO (Bay-Lake Regional Planning Commission) entities that provide(s) funding to Shoreline Metro and/or aid in its planning processes. The TAMP can be considered a “living document” that shall be reviewed at least quarterly, updated, and incorporated into Shoreline Metro’s capital and budget planning and reporting processes. TAMP data shall serve as a “baseline” measure of asset performance management. As more data are collected, additional monitoring categories and goals may be included to support condition and reliability-based decision-making.

### National Transit Database (NTD) Reporting

TAM Targets will be reported to the NTD annually as required.

### Conclusion

The Sheboygan Transit Commission, management team, staff, and employees of Shoreline Metro firmly believe that by implementing this Transit Asset Management Plan (TAMP), Shoreline Metro will better meet its mission and provide its customers with professional and accessible transportation solutions that are affordable, efficient, reliable, safe, and courteous. In addition, Shoreline Metro believes that by implementing this TAMP, the following State of Good Repair (SGR) indicators will be either maintained or improved upon:

- Safety risks
- Investment justifications
- System reliability and accessibility
- Low maintenance costs
- System performance

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### Adoption and Revision History

Approved for Shoreline Metro by the Sheboygan Transit Commission on August 17, 2021.

Recommended for approval by the Sheboygan MPO Technical and Policy Advisory Committees on September 2, 2021.

Approved for the MPO by the Bay-Lake Regional Planning Commission on September 10, 2021.

# Bay-Lake Regional Planning Commission

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### **Door County**

Vacant

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**CITY OF SHEBOYGAN**

**REQUEST FOR TRANSIT COMMISSION CONSIDERATION**

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**ITEM DESCRIPTION:** 3.6 Transit Asset Management (TAM) Plan for Shoreline Metro

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

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**REPORT DATE:** 8/5/21

**MEETING DATE:** 8/17/21

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**FISCAL SUMMARY:**

**STATUTORY REFERENCE:**

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

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

**BACKGROUND / ANALYSIS:**

The Moving Ahead for Progress in the 21<sup>st</sup> Century Act of 2012 (MAP-21) required the FTA and the Federal Highway Administration (FHWA) to develop a performance-driven and outcome-based program that provides a greater level of transparency and accountability, improved project decision making and more efficient investment of Federal transportation funds. The Fixing America’s Surface Transportation Act of 2015 (FAST Act) further affirmed the transition to performance management.

**STAFF COMMENTS:**

Please see the attached Transit Asset Management Plan as assembled by Bay-Lake Regional Planning Commission with the assistance of Shoreline Metro staff as required by FTA under MAP-21 and the FAST Act.

The targets look at vehicles, major equipment and our two facilities. Targets have not been aggressively set because of the many capital needs at Shoreline Metro and few resources to deal with those needs at this time. We estimated that 39 percent of the fleet was beyond useful life at this time, and we set the target at 39 percent because this would be the percentage of the fleet beyond useful life in 2021/2022. All of the major equipment is beyond useful life at this time, so we set this target at 100 percent – we can assess this more in the TAM plan next year to determine what actually should be replaced based on condition. One of the two major facilities is beyond useful life (the transit garage), so we set this target at 50 percent.

Buses purchased and received in 2019 and 2020 for the fixed route service has brought down the average fleet drastically. An order for ten buses to be received in 2022 will bring the percent beyond useful life down to 0 percent.

**ACTION REQUESTED:**

Staff recommends the approval of the Transit Asset Management Plan for Shoreline Metro and place on file.

**ATTACHMENTS:**

- I. 2021 Transit Asset Management Plan for Shoreline Metro;

**CITY OF SHEBOYGAN**

**REQUEST FOR TRANSIT COMMISSION CONSIDERATION**

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**ITEM DESCRIPTION:** 3.7 Introduction of Microtransit Service

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

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**REPORT DATE:** 8/5/21

**MEETING DATE:** 8/17/21

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**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

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**BACKGROUND / ANALYSIS:**

Please see the attached whitepaper on microtransit services.

**STAFF COMMENTS:**

The City of Sheboygan along with other communities serviced by Shoreline Metro continue to grow. This puts an increase demand for public transit services to these newly developed areas that include apartments, industrial parks and major employers.

**ACTION REQUESTED:**

Staff recommends the approval of the Transit Asset Management Plan for Shoreline Metro and place on file.

**ATTACHMENTS:**

- I. Whitepaper on Microtransit Service;

# Using Microtransit to Improve Transit Solutions



AUGUST 11

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Shoreline Metro

Authored By: Derek Muench, Transit Director



Logo  
Name

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# Using Microtransit to Improve Transit Options

Post pandemic, transit solutions are more important than ever. Shoreline Metro looks to expand its service solutions with a third option called Microtransit.

The buzz about microtransit began in 2015 as transit systems sought to provide more efficient services in light of ongoing budget cuts, decreased funding and more recently, a change in behavior due to the COVID-19 health pandemic.

So, what makes this transit solution so unique? Why the buzz all of a sudden? Let's take a look into the history and industry comments of microtransit and how such service could be a benefit to Shoreline Metro and the Sheboygan Urbanized Area.

***“It doesn't matter where you go in life, as long as you get there.”***

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## ***What is Microtransit?***

By definition, it's a form of demand-responsive transportation with highly flexible routing and scheduling utilizing vehicles shared with other customers. This form of transportation is technology-enabled maximizing efficiency and offering a cost-effective solution to customers of all abilities. The use of real-time scheduling and booking of trips, geofenced service areas, shared vehicles and cost-sharing are all characteristics of microtransit.

For Shoreline Metro, this means offering a service that complements fixed route operations and expands on the use of already employed demand-responsive services to provide a more comprehensive and robust public transit system for communities and customers.

Examples of microtransit solutions include:

- Last mile transportation to/from a fixed route
- Small-scale, on-demand service to/from a specific service area or geofenced area (not serviced by a fixed route)
- On-demand, accessible service in place of fixed route

## ***What is the Industry Saying about Microtransit?***

According to [Via \(ridewithvia.com\)](http://ridewithvia.com), "one reason the term "microtransit" gets confusing is because it's a category that's seen a warp-speed evolution in the past five or so years, with new players arriving on the scene all the time. Those dockless e-scooters? Rent-a-mopeds? Bike shares? They're not exactly microtransit but instead micromobility, a close (and even more micro) relative. Those old clunky dial-a-ride services? Yep, they're an early demand-responsive iteration of a larger category we now call microtransit, albeit without any of the technology that makes today's microtransit efficient and easy to use for riders. Microtransit is also sometimes difficult to define because it can look very

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different from city to city — from first-and-last mile rides that make public transit more accessible to operations that feature larger vehicles.”

A simple way to think of microtransit would be using an app to book your trip – kind of like UberPOOL or Lyft Line, but for buses. Using a dedicated app, online booking tool, or by calling in, riders can request a pickup anywhere in a given service area, or only at existing bus stops (depending on the agency’s setup). The designated vehicle may be an existing fixed route bus, paratransit vehicle, or dedicated vehicle, allowing agencies to maximize the use of their fleet. (TripSpark, [tripspark.com](http://tripspark.com))

Transdev ([transdevna.com](http://transdevna.com)) says as an outgrowth of the pandemic, some transit agencies are using their existing paratransit infrastructure to offer a form of Microtransit to non-ADA riders by opening up their paratransit service to the general public. Sometimes they open service broadly and sometimes to people over 60.

### ***What are the Benefits of Microtransit?***

There are many advantages of microtransit versus other service models for both customers and the agency:

- *Cost-Effective: Adding additional fixed routes is expensive with often low performance during off peak service times. Providing service on a “as needed” basis cuts costs while maintaining reliable and dependable service.*
- *Increase Service Area: Allows the ability to add service to areas with lower ridership, especially areas fixed routes cannot accommodate, without having to provide regular or routine routes.*
- *Flexible: Accommodates customer needs during a particular service window or area at times that are more convenient.*

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- *Economical: Share vehicles across multiple service modes by grouping paratransit, demand response and conventional customers together.*
  - *Efficient: Only provide service to areas when customers need the service including utilizing common locations and stops and reducing travel times.*

## ***What are the Current Issues Facing Shoreline Metro?***

Like many public transit agencies across the nation, budgets and funding remain important concerns lingering in the balances over Shoreline Metro. Here's a summary of current items posing risk to public transit operations at Shoreline Metro:

- **Funding:** Federal and state mass transit aids have been declining over the past decade with public transit agencies receiving almost 5% less in aids in 2021 from 2010. This particularly holds true for Shoreline Metro which is scheduled to receive 52.92% in combined federal and state aids towards eligible expenses.
- **Budgets:** Agencies are receiving less aids and some agencies are receiving less local support or the loss of aids puts more pressure on local support funds. In some cases, the increased pressure on budgets have resulted in service cuts. Shoreline Metro has maintained a relatively consistent budget due to the removal of a fixed route and the implementation of new dispatching software for demand response services in 2016. Service cuts funded the reduction in transit aids.
- **Labor:** The current employment economy has all sectors of business scrapping for employees. Many industries such as retail, restaurant and hospitality have reduced hours or days of service due to the shortage.

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Shoreline Metro must maintain current staffing levels just to ensure public transit services are provided at approved levels. The only way to defeat a labor shortage is to provide more efficient service (because self-driving buses isn't going to be a thing for a very long time).

- **Customers:** Transit services would not be needed (or required) without the demand. And demand wouldn't exist without customers and the need to go places for work, school, employment and socializing. Pre-pandemic, Shoreline Metro grew ridership to a near 20-year high which means the demand for service has and is growing. Post-pandemic, Shoreline Metro needs to respond with services that customers demand.
- **Growth:** With communities continuing to expand and grow, in particular, in areas currently not serviced or underserved by public transit, it puts more pressure on public transit to keep up with the changes and growth. Shoreline Metro has seen surrounding areas grow including new or expanded industrial parks in Sheboygan and Sheboygan Falls, outlying hospitality locations in Kohler, and new apartments off route in Sheboygan Falls and the Town of Sheboygan (currently not serviced). This growth puts pressure on Shoreline Metro to keep up with the growing needs of customers.

Shoreline Metro has overcome several issues in recent years including capital needs (buses) and local community support. In 2019 and 2020, Shoreline Metro received six new fixed route buses funded through the Congestion, Mitigation, Air Quality Control grant and the Volkswagen Mitigation State of Wisconsin Capital Bus Replacement Program. In 2022, Shoreline Metro will receive an additional ten buses funded through these programs.

Local support for public transit seems to be at its highest in recent memory. Ridership increases of over 54 percent the last eight years is proof of support.

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## ***What does Microtransit mean for Shoreline Metro and its Transit Solutions?***

Public transit services are currently two-dimensional. It's either fixed route for conventional users or paratransit for individuals unable to use the fixed route. That's it. Either Shoreline Metro infuses more fixed routes into service (which may include the need for additional paratransit service) or areas go unserved.

However, there is a practical and complimentary option that could make Shoreline Metro three dimensional called microtransit. Let me explain how microtransit can actually improve Shoreline Metro in the short and long-term.

- **Reduce Inefficiency:** Several areas currently serviced through regular fixed routes could be considered inefficient based on the number of customers boarding and alighting per revenue hour. For example, the South Pier district receives service every half-hour on weekdays from 5:45 a.m. to 5:45 p.m. and then hourly in the evenings until 8:45 p.m. However, customer trips to and from this geographic area are significantly low with Trips per Revenue Hour (TRH) being less than one for the service day. An area such as South Pier could be removed from a fixed route and serviced "as needed" through a microtransit solution by geofencing this area and allowing customers to schedule a trip to and from this area when it's convenient for them. Other focus areas may include service to Sheboygan Falls and Kohler, service on weekday evenings and service on Saturdays where TRH are also very low.
- **Increase Service Area:** With the growing need for transit solutions in expanding or growing areas within the communities serviced by Shoreline Metro, it's necessary to be able to expand and grow with these communities. Unfortunately, with decreasing funding and budgets under

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extreme pressure, adding fixed route service is no longer the simple and easy solution. These new or growing service areas are also unproven meaning it's simply impossible to know the true demand prior to implementing a solution. Putting a fixed route in place is expensive and may prove to be highly inefficient. However, adding an on-demand solution based on customer preferences and behavior allows the customer to use the service when it's convenient for them. No more unneeded or empty buses servicing an area regularly for unregular customers. Adding this microtransit solution to these areas would compliment fixed route service and allow for a cost-effective and efficient expansion of service to the industrial parks in Sheboygan and Sheboygan Falls and to the outlying Kohler hospitality destinations in rural Sheboygan County. Microtransit could be the starting point in solving employment transportation in the Sheboygan Urbanized Area (and beyond).

- **Reduce Costs:** Mass transit funding has been decreasing and budgets have been extremely tight in recent years. Raising fares and increasing revenues is often counterproductive and considered a double-edged sword. The emphasis has been on cutting expenses, becoming more efficient, and reducing "waste". Shoreline Metro has been focused on increasing efficiency (decreasing expenses) through the employment of technology, updated policies and procedures and evaluating service(s). However, in order to even maintain services, Shoreline Metro must reduce costs (or raise revenues) and continue recruiting and employing safe and reliable team members. Unfortunately, when faced with reducing costs, the only unexplored area is to cut service. Microtransit could be the solution to reducing costs (and reducing the labor footprint) during underutilized or low ridership periods on the fixed route while maintaining reliable, safe and affordable transit solutions for customers.

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- **Address the Labor Pool:** Hiring and retaining safe, reliable and dependable team members such as drivers is a critical part of any organization, in particular, public transit agencies. Many current economic forces are working in favor of the labor pool including unemployment benefits, high starting wages, and excellent incentives. The labor pool has shrunk in most sectors making recruitment of new team members nearly impossible (consider the requirement for a CDL and the labor pool shrinks even more for public transit agencies). Shoreline Metro has an excellent team of drivers, maintenance personnel and administration and has been fortunate to maintain adequate staffing in recent years. However, recruitment of new team members is eminent and critical, short-term and long-term, as team members retire. It is possible that with microtransit, the labor footprint could be reduced, especially as existing fixed route service on weekday evenings and Saturdays is evaluated and potentially converted to a microtransit service.

### ***Shoreline Metro and Microtransit***

Transportation is expensive. This is not a secret. From maintaining a car or personal vehicle or maintaining a fleet, vehicles and transportation is expensive. More importantly is that perhaps transportation is generally inefficient from personal cars or SUVs capable of carrying 5-7 passengers often with only one passenger in the car to buses and conveyances under capacity. The goal with microtransit is to right-size the vehicle to match the demand of the customer(s).

Fixed route buses and service are appropriate when customer boardings and alightings are continual along a route or when service demands often require larger vehicles to meet capacity constraints. This service is ideal in urban city centers, shopping districts, low-income housing neighborhoods, industrial parks and places of employment, and schools where customers are regular on board or there are periods of peak service often exceeding capacity.

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Microtransit can complement and is ideal in areas with traditionally lower ridership and demand such as rural areas, suburbs, adjacent communities or outlying areas of a municipality. This level of service focuses on making transportation available to a handful of customers that need service but do not require it regularly throughout the day on a cycle, such as a fixed route.

Shoreline Metro has identified several key areas within the current authorized service area that are underserved or unserved due to financial constraints and resources:

- South Pointe Business Park (Sheboygan)
- Sheboygan Industrial Park on Behrens Parkway (Sheboygan)
- Black Wolf Run and Whistling Straits (Kohler and Mosel)
- Kohler Generator Plant (Mosel)
- Industrial Park and Bemis Manufacturing (Sheboygan Falls)
- Deer Trace Shopping Center (Kohler)

Shoreline Metro has identified several current service characteristics that may be over serviced by existing resources:

- South Pier (Sheboygan) with half hour weekday fixed route service (3S)
- UWGB (Sheboygan) with half hour weekday fixed route service (3S)
- Fixed route service weekdays from 5:45 p.m. to 8:45 p.m.
- Fixed route service Saturdays from 7:45 a.m. to 5:45 p.m.
- Fixed route service to Sheboygan Falls and Kohler (weekdays and Saturdays)

Microtransit included into the mix of transit solutions offered by Shoreline Metro could service the areas identified above without service or limited service with reliable, accessible and affordable transportation for customers whenever they demand it. Microtransit could also be included in the mix of transit solutions in the areas identified above that may be over serviced by substituting or replacing current service to on-demand.

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Microtransit enables Shoreline Metro to offer a third transit solution to partnering municipalities as well. Currently, Shoreline Metro partners with Sheboygan Falls and Kohler to provide fixed route and paratransit solutions and with Sheboygan County to provide elderly and disabled transportation (85.21 funds) to identified areas of Sheboygan County.

Shoreline Metro could, in future phases, provide microtransit-level service to other potential partnering communities including Town of Sheboygan, Plymouth or Howards Grove. This service level allows for flexible growth opportunities now and in the future.

### ***3-Phase Approach***

Shoreline Metro has identified a three-phase approach to implementing microtransit in the greater Sheboygan area.

#### **Phase 1 – Add Underserved Locations**

In this phase, Shoreline Metro would expand available service in coordination with its funding partners. These areas have been identified on page 10 and include several outlying areas including industrial parks and major employers. Also, in this phase includes enhancing current software to include a real-time app for customers. The app would allow customers to reserve trips on their mobile phone or smart device.

#### **Phase 2 – Rightsized Current Service**

In this phase, Shoreline Metro would evaluate its current fixed route service for efficiency, effectiveness and reliability. This includes comparing cost benefits of fixed route versus microtransit service during times of low or decreased ridership during weekday evenings and Saturdays. Shoreline Metro could then make recommendations on rightsized service levels that are efficient, reliable and provide dependable, sustainable long-term solutions for customers.

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### **Phase 3 – Expand Service**

In this phase, Shoreline Metro looks to expand service to new municipal partners in Sheboygan County including Town of Sheboygan, City of Plymouth and major employers along Hwy 23. Additional areas may include Elkhart Lake, Howards Grove, Lakeland University and Johnsonville. These locations are contingent upon funding including local tax levy and grants.

### ***Metro Connection Rebranded***

Shoreline Metro intends to use its current demand response service, Metro Connection, to provide microtransit services. Metro Connection is the division of Shoreline Metro that currently provides paratransit service for elderly and disabled customers. The current stigma of Metro Connection is that it's for elderly and disabled customers exclusively. However, the actual intent of Metro Connection is to provide a link, or connection, for customers unable to use the fixed route bus service, including areas that are underserved or in some cases unserved.

Metro Connection will be rebranded to be more inclusive of all customers, not just a focus or exclusivity on elderly and disabled.

### ***What Steps need to be taken to Implement Microtransit Solutions into Shoreline Metro?***

Like with any implementation strategy, many steps need to be taken to ensure implementation is appropriate, adequate, well-thought-out, flexible, reliable and sustainable. Shoreline Metro should consider the following implementation steps:

- 1) Evaluate existing transit solutions for efficiency, productivity, and sustainability.
- 2) Evaluate new transit opportunities such as service area, service times, service days and service solutions.

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END – Unfinished.

DRAFT

**CITY OF SHEBOYGAN**

**REQUEST FOR TRANSIT COMMISSION CONSIDERATION**

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**ITEM DESCRIPTION:** 3.8 Director's Report

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

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**REPORT DATE:** 7/20/21

**MEETING DATE:** 8/17/21

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**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

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**BACKGROUND / ANALYSIS:**

The Director of Transit & Parking presents to the Transit Commission a report of operations for the Transit and Parking Utilities.

**STAFF COMMENTS:**

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

- 1) **COVID-19 Update** – Not much to report as it relates to the pandemic. Masks are still required through September 13, 2021 unless extended by TSA or the CDC. Shoreline Metro continues to provide masks for customers on board all buses and at both offices.
  
- 2) **Harbor Centre Express** – Shoreline Metro has been operating this route without the trolley since early July due to irreparable issues. However, Shoreline Metro has purchased a new trolley from Hometown Trolley (Crandon, WI). The trolley was funded out of the Transit Fund at a cost of \$157,000 with the approval of Personnel and Finance Committee and the Common Council.

The trolley schedule has also been modified due to the lack of a trolley on route. Service is provided Thursday through Saturday (no service Monday through Wednesday). Ridership has significantly decreased due the breakdown of the current trolleys.

- 3) **Hot Spot** – Management is currently still in discussions with a mobile payment company Hot Spot that can provide mobile payment solutions for both transit customers and parking customers. A presentation is scheduled with city officials for later this month. Mobile payment solutions are the latest technology being developed in transit and parking. This

technology will greatly increase flexibility and customer service in both areas. I am very excited to hopefully bring this technology to Sheboygan and our customers!

- 4) Staffing and Service** – Shoreline Metro like many organizations, businesses and sectors is being impacted by the shortage of workers. We are struggling to get applications for employment despite paid advertisements on Facebook and Indeed. The pool of applicants is very small.

Currently, Shoreline Metro has a handful of drivers out on Medical Leave which has contributed to a difficulty in covering revenue service shifts. Shoreline Metro is considering service reductions (hopefully temporarily) to match current staffing levels. The development of an “on-demand” service could also assist with driver shortage and be used in place of fixed routes if necessary, especially during slower times of the day.

The Shoreline Metro staff is managing the situation to the best of our ability and hope some relief and resolution comes soon. We welcomed two new drivers at the beginning of August and they are currently undergoing training.

**ACTION REQUESTED:**

Staff recommends placing the Director’s Report provided by the Director of Transit & Parking on file.

**ATTACHMENTS:**