

*****ATTACHMENTS*****

III

A.6

Res. No. 39 - 20 - 21. By Alderpersons Wolf and Sorenson.
June 15, 2020.

A RESOLUTION authorizing the appropriate City officials to enter into a State/Municipal Agreement for the Shoreline Metro CMAQ bus purchase project.

WHEREAS, Res. No. 46-16-17 was adopted on July 5, 2016, supporting the request by the Wisconsin Department of Transportation to transfer \$1,440,000 of Federal Congestion Mitigation and Air Quality (CMAQ) funds from the Federal Highway Administration to the Federal Transit Administration on behalf of the City of Sheboygan to fund 80% of the cost of purchase of fixed route revenue buses; and

WHEREAS, on June 18, 2019, the Sheboygan Transit Commission authorized the Director of Transit and Parking to apply for bus replacement funding through four (4) grant programs in 2020 in accordance with the 2020-2024 Capital Improvements Program for the City of Sheboygan.

NOW, THEREFORE, BE IT RESOLVED: That the Director of Transit and Parking is hereby authorized to enter into the attached State/Municipal Agreement for the Shoreline Metro CMAQ bus purchase project.

Transit





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



**STATE/MUNICIPAL AGREEMENT
FOR A LOCALLY LET CMAQ
PROJECT**

Program Name: Congestion Mitigation and
Air Quality Improvement (CMAQ)
Sub-program #: 211

Date: **June 3, 2020**

I.D.: **4996-26-01**

Project Title: **Shoreline Metro Public Transit
System, Purchase of Revenue Rolling Stock**

Location/Limits (as applicable): **City of
Sheboygan**

County: **Sheboygan**

Project Length (if applicable): **N/A**

Counties Served: **Sheboygan**

Project Sponsor: **City of Sheboygan**

Sponsor County: **Sheboygan**

MPO Area: **Sheboygan**

The signatory, City of Sheboygan, hereinafter called the Project Sponsor, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the transportation project hereinafter described.

23 U.S.C. 149 and Wis. Stat. 85.245 authorize the State to administer a program for the distribution of federal funds for congestion mitigation and air quality improvement projects.

The authority for the Project Sponsor to enter into this agreement with the State is provided by Sections 86.25(1), (2), and (3) and Section 66.0301 of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

All components of the project must be defined in the environmental document if any portion of the project is federally funded. The Project Sponsor agrees to complete all participating and any non-participating work included in this improvement consistent with the environmental document. No work on final engineering and design may occur prior to approval of the environmental document.

Proposed Project - Nature of work: **The condition of the existing fleet of fixed route buses is diminishing quickly and requires replacement. The Shoreline Metro fleet of 2003 and 2005 Gillig buses do not have the mandated emissions controls with Diesel Exhaust Fluid (DEF) systems.**

Need for or Benefits of Project – summarize reasons for request: **Shoreline Metro seeks to purchase five (5) 35' fixed route, heavy duty buses.**

Describe non-participating work included in the project and other work necessary to completely finish the project that will be undertaken independently by the Project Sponsor. Please note that non-participating components of a project/contract are considered part of the overall project and will be subject to applicable federal and state requirements: **None**

The Project Sponsor agrees to the following FY 2020-2024 CMAQ Program project funding conditions:

The subject project is funded with 80% federal funding up to a maximum of **\$1,840,000** for all federal/state-funded project phases when the Project Sponsor agrees to provide the remaining 20% and all funds in excess of the **\$1,840,000** federal/ funding maximum, in accordance with CMAQ program guidelines. Non-participating costs are 100% the responsibility of the Project Sponsor. Any work performed by the Project Sponsor prior to federal authorization is not eligible for federal funding. The Project Sponsor will be notified by the State when each project phase or ID is authorized and available for charging.

The project is subject to a discretionary DBE goal assessment. A completion deadline of June 30, 2026. The Catalogue of Federal Domestic Assistance (CDFA) number for this project is 20.205 – Highway Planning and Construction.

PHASE	SUMMARY OF COSTS				
	Total Est. Cost	Federal Funds	%	Project Sponsor Funds	%
ID 4996-26-01					
Shoreline Metro Service Bus Purchase	\$2,300,000	\$1,840,000	80%*	\$460,000	20%*
Total Est. Cost Distribution	\$2,300,000	\$1,840,000	MAX	\$460,000	N/A

*This project has a CMAQ federal/earmark funding maximum of \$1,840,000. This maximum is cumulative for all federally funded project phases.

This request is subject to the terms and conditions that follow (pages 2 - 9) and is made by the undersigned under proper authority to make such request for the designated Project Sponsor and upon signature by the State shall constitute agreement between the Project Sponsor and the State. No term or provision of neither this State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing duly executed by both parties to this State/Municipal Agreement.

Signed for and in behalf of City of Sheboygan _____ (please sign in blue ink)		
_____	_____	_____
Name (print)	Title (print)	Date
Signed for and in behalf of the State _____ (please sign in blue ink)		
_____	_____	_____
Name	Title	Date

GENERAL TERMS AND CONDITIONS:

1. All projects must be in an approved Transportation Improvement Program (TIP) or State Transportation Improvement Program (STIP) prior to requesting authorization.
2. Work prior to federal authorization is ineligible for federal funding. The Project Sponsor will be notified by the State when each project phase or ID is authorized and available for charging. Authorization is required for each separate project phase or ID.
3. The initiation and accomplishment of the project will be subject to the applicable federal and state regulations, as referenced in the document *A Sponsor's Guide to Non-Traditional Project Implementation*. The Project Sponsor, throughout the entire project, commits to comply with and promote all applicable federal and state laws and regulations that include, but are not limited to, the following:
 - a. Environmental requirements, including but not limited to those set forth in 23 U.S.C. 139 and the National Environmental Policy Act (42 U.S.C. 4321 et seq.).
 - b. Equal protection guaranteed under the U.S. Constitution, WI Constitution, Title VI of the Civil Rights Act and Wis. Stat. 16.765. The Project Sponsor agrees to comply with and promote applicable Federal and State laws, Executive Orders, regulations, and implementing requirements intended to provide for the fair and equitable treatment of individuals and the fair and equitable delivery of services to the public. In addition, the Project Sponsor agrees not to engage in any illegal discrimination in violation of applicable Federal or State laws and regulations. This includes but is not limited to Title VI of the Civil Rights Act of 1964 which provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." The Project Sponsor agrees that public funds, which are collected in a nondiscriminatory manner, should not be used in ways that subsidize, promote, or perpetuate illegal discrimination based on prohibited factors such as race, color, national origin, sex, age, physical or mental disability, sexual orientation, or retaliation.
 - c. All DBE requirements that the State specifies.
 - d. Federal and state statutes that govern the CMAQ Program, including but not limited to 23 U.S.C. 149 and Wis. Stat. 85.245.
4. Additional applicable state and federal requirements may include, but are not limited to, the following:
 - a. Prevailing wage requirements, including but not limited to 23 U.S.C. 113 and Wis. Stat. 103.50.
 - b. Buy America Provision and its equivalent state statutes, set forth in 23 U.S.C. 313 and Wis. Stat. 16.754.
 - c. Competitive bidding requirements set forth in 23 U.S.C. 112 and Wis. Stat. 84.06.

STATE RESPONSIBILITIES AND REQUIREMENTS:

5. Funding of the project is subject to inclusion in Wisconsin's approved CMAQ program. Federal funding will be limited to participation in the costs of the following items, as applicable to the project:
 - a. The grading, base, pavement, and curb and gutter, sidewalk, and replacement of disturbed driveways in kind.
 - b. Storm sewer mains necessary for the surface water drainage.
 - c. Catch basins and inlets for surface water drainage of the improvement, with connections to the storm sewer main.

- d. Construction engineering incident to inspection and supervision of actual construction work (except for inspection, staking, and testing of sanitary sewer and water main).
- e. Signing and pavement marking, including marking of detour routes. Detour routes and haul roads are not eligible on local projects.
- f. New installations or alteration of street lighting and traffic signals or devices.
- g. Landscaping.
- h. Preliminary Engineering:
- i. State Review Services.
- j. Other CMAQ items: **Purchase of five (5) 35-foot buses**

6. State Disbursements:

- a. Payment by the State to the Project Sponsor shall be made on a regular basis upon presentation of vouchers for expenditures incurred during prior periods of the project duration subject to the allowable maximum payment. Exceptions to this schedule will be made as appropriate. In general, State reimbursements will be made after sufficient proof of payment is sent to the State.
- b. A final adjustment of state payments will be made upon completion of the State's audit of the project. If the State's audit establishes that the State paid more than its share of the eligible project costs, the Project Sponsor shall refund to the State upon demand a sum equal to the overpayment.

PROJECT SPONSOR RESPONSIBILITIES AND REQUIREMENTS:

- 7. Work necessary to complete the subject CMAQ project to be financed entirely by the Project Sponsor or other utility or facility owner includes the items listed below, when applicable to the project.
 - a. New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
 - b. Damages to abutting property after project completion due to change in street or sidewalk widths, grades or drainage.
 - c. Detour routes and haul roads. The Project Sponsor is responsible for determining the detour route.
 - d. Conditioning, if required and maintenance of detour routes.
 - e. Repair of damages to roads or streets caused by reason of their use in hauling materials incident to the improvement.
 - f. All work related to underground storage tanks and contaminated soils.
 - g. Street and bridge width in excess of standards, in accordance with the current WisDOT Facilities Development Manual (FDM).
 - h. Other 100% Project Sponsor funded items:
- 8. The work eligible for Federal and State participation will be administered by the Project Sponsor.
- 9. Where applicable, all contracts will be let by competitive bid and awarded to the lowest responsible bidder in accordance with the requirements set forth in 23 U.S.C. 112 and Wis. Stat. 84.06. Where applicable, all

contracts for design related services shall be awarded and administered in accordance with the requirements of 23 CFR 172 and procedures published in the Wisconsin Department of Transportation Facilities Development Manual (FDM), Chapter 8, Consulting Services.

10. The improvement will take place in accordance with the appropriate standards unless an exception to standards is granted by the State prior to construction. The entire cost of the construction project, not constructed to standards, will be the responsibility of the project sponsor unless such exception is granted.
11. Work to be performed by the Project Sponsor without federal funding participation, necessary to ensure a complete improvement acceptable to the Federal Highway Administration and/or the State may be done in a manner at the election of the Project Sponsor but must be coordinated with all other work undertaken during construction.
12. The Project Sponsor is responsible for financing administrative expenses related to Project Sponsor responsibilities.
13. The project is subject to a discretionary DBE goal assessment.
14. The Project Sponsor will not proceed with any contract revisions without first receiving prior approval from the State. A contract change order must be executed for revisions to the contract prior to the Project Sponsor's request for reimbursement for the revisions.
15. If reviews or audits show any of the work to be ineligible for Federal funding, the Project Sponsor will be responsible for any withdrawn costs associated with the ineligible work.
16. If the Project Sponsor should withdraw the project, it will reimburse the State for any costs incurred by the State on behalf of the project.
17. The Project Sponsor will assume all responsibility for retaining a complete project file that includes not only construction documentation but also copies of letting documents, all local and State submittals and approvals contained in these instructions, and other pertinent documents to support project procurement, development, implementation and cost and any other item required by 49 CFR part 18 and submitting such information, upon request, in order to receive reimbursement. The Project Sponsor will keep all project records and have them available for inspection by representatives of the Federal Government and the State and will furnish copies thereof when requested.
18. Federal Single Audits of the Project Sponsor:
 - a. The Project Sponsor shall have a single organization audit performed by a qualified independent auditor if required to do so under Federal law and regulations. (See Federal Office of Management and Budget (OMB) Circular No. 2 CFR 200).
 - b. This audit shall be performed in accordance with federal OMB Circular No 2 CFR 200 and State single audit guidelines issued by the Wisconsin Department of Administration (DOA).
 - c. The Project Sponsor will keep records of costs of construction, inspection tests, and maintenance done by it to enable the Federal Government and the State to review the amount and nature of the expenditure for those purposes. Such accounting records and any other related records shall be retained for three years from the date of final payment. If any litigation, claim, or audits are started before the expiration of the three year period, the records shall be retained until all litigations, claims or audit findings involving the records have been resolved.
19. In connection with the performance of work under this State/Municipal Agreement, the Project Sponsor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in S. 51.01(5), sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Except with respect to sexual

orientation, the Project Sponsor further agrees to take affirmative action to ensure equal employment opportunities. The Project Sponsor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the employment officer setting forth the provisions of the nondiscrimination clause.

20. The Project Sponsor will include in all contracts executed by them a provision obligating the contractor not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01 (5), sexual orientation as defined in s. 111.32 (13m), or national origin.

21. When applicable to the project, the Project Sponsor will at its own cost and expense:

- a. Maintain all portions of the project that lie within its jurisdiction (to include, but not limited to, cleaning storm sewers, removing debris from sumps or inlets, and regular maintenance of the catch basins, curb and gutter, parking lanes, bicycle lanes, trails, and other facilities, sidewalks and other pedestrian facilities, and other project infrastructure for such maintenance through statutory requirements in a manner consistent with reasonable industry standards and will make ample provision for such maintenance each year. The Project Sponsor will ensure that facilities are available in all weather conditions, including clearing snow from sidewalks and multi-use trails.
- b. Regulate [or prohibit] parking at all times in the vicinity of the proposed improvements during their construction.
- c. Regulate [or prohibit] all parking at locations where and when the pavement area usually occupied by parked vehicles will be needed to carry active traffic in the street.
- d. Assume general responsibility for all public information and public relations for the project and to make fitting announcement to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the projects.
- e. Provide relocation orders and real estate plats and easements, as required by the project.
- f. Use the *WisDOT Utility Accommodation Policy* unless it adopts a policy, which has equal or more restrictive controls.
- g. Provide maintenance and energy for lighting.
- h. Provide proper care and maintenance of all landscaping elements of the project including replacement of any plant materials damaged by disease, drought, vandalism or other cause.

22. It is further agreed by the Project Sponsor that:

- a. The Project Sponsor assumes full responsibility for the design, installation, testing and operation of any sanitary sewer and water main infrastructure within the improvement project and relieves the State and all of its employees from liability for all suits, actions, or claims resulting from the sanitary sewer and water main construction under this State/Municipal Agreement.
- b. The Project Sponsor assumes full responsibility for the plans and special provisions provided by their designer or anyone hired, contracted or otherwise engaged by the Project Sponsor. The Project Sponsor is responsible for any expense or cost resulting from any error or omission in such plans or special provisions. The Project Sponsor will reimburse the State if the State incurs any cost or expense in order to correct or otherwise remedy such error or omission or consequences of such error or omission.
- c. The Project Sponsor will be 100% responsible for all costs associated with utility issues involving the Contractor, including costs related to utility delays.

- d. All signs and traffic control devices and other protective structures erected on or in connection with the project including such of these as are installed at the sole cost and expense of the Project Sponsor or by others, will be in conformity with such "Manual on Uniform Traffic Control Devices" as may be adopted by the American Association of State Highway and Transportation Officials, approved by the State, and concurred in by the Federal Highway Administration.

23. The subject project must be completed by June 30, 2027 and the Project Sponsor must submit a project completion certificate to WisDOT central office on or before this date. WisDOT may consider a written request to extend the completion deadline from the Project Sponsor and may approve such a request in the presence of extenuating circumstances. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.

LEGAL RELATIONSHIPS:

24. **Responsibility for Damage and Tort Claims:** The Project Sponsor and the Project Sponsor's surety shall indemnify and save harmless the State, its officers and employees, from all suits, actions or claims of any character brought because of any injuries or damages received or sustained by any person, persons or property on account of the operations of the Project Sponsor; or on account of or in consequence of any neglect in safeguarding the work; or because of any act or omission, neglect or misconduct of the Project Sponsor; or because of any claims or amounts recovered for any infringement by the Project Sponsor of patent, trademark or copyright; or from any claims or amounts arising or recovered under the Worker's Compensation Act, relating to the Project Sponsor's employees; or any other law, ordinance, order or decree relating to the Project Sponsor's operations. So much of the money due the Project Sponsor under and by virtue of the contract as shall be considered necessary by the State for such purposes, may be retained for the use of the State; or, in case no money or insufficient money is retained, the Project Sponsor's surety may be held until such suit or suits, action or actions, claim or claims for injuries or damages as aforesaid shall have been settled and suitable evidence to that effect furnished to the State; except that money due the Project Sponsor will not be withheld when the Project Sponsor produces satisfactory evidence that the Project Sponsor is adequately protected by public liability and property damage insurance. The Project Sponsor also shall comply with all of the above requirements indemnifying and saving harmless the county, town, or municipality in which the improvement is made and each of them separately or jointly and officers and employees.

The State shall not be liable to the Project Sponsor for damages or delays resulting from work by third parties. The State also shall be exempt from liability to the Project Sponsor for damages or delays resulting from injunctions or other restraining orders obtained by third parties except where the damage or delay is a direct result of an injunction or restraining order obtained by a citizen's action alleging violations of 42 U.S.C. 4331 - 4332, 23 U.S.C. 138 or Public Law 91-646.

It shall be the Project Sponsor's responsibility to see that all of the contract operations incident to the completion of the contract are covered by public liability and property damage liability insurance so the general public or any representative of the contracting authority may have recourse against a responsible party for injuries or damages sustained as a result of the contract operations. This requirement shall apply with equal force, whether the work is performed by the Project Sponsor, by a subcontractor or by anyone directly or indirectly employed by either of them.

It is the express intent of this provision that a Project Sponsor that is a county, town or municipality may and should contractually pass on this entire Responsibility for Damage and Tort Claims provision to any public and private entities with which it may subcontract any of the work covered by this agreement.

- a. The word, "surety" in the above paragraphs refers to the issuer of a payment and performance bond under section 779.14 Wis. Stats. (1997 - 98).
- b. Nothing in this section should be construed as a waiver of any statutory defenses that may be available to any governmental party.

25. The Project Sponsor, also known as the primary participant, as that term is defined in 49 CFR Part 29,

certifies to the best of its knowledge and belief, that it and its principals, as that term is defined in 49 CFR Part 29:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any State of Wisconsin or Federal department or agency;
 - b. Have not, within a three year period preceding this State/Municipal Agreement, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated above;
 - d. Have not within a three-year period preceding this agreement had one or more public transactions (Federal, State or local) terminated for cause or default; and
 - e. That all grantees, contractors, and suppliers, including what is also known as lower tier participants as that term is used in 49 CFR Part 29 and the Appendix to Part 29 – Covered Transactions, have certified in writing that neither they or their principals are presently debarred, suspended, proposed for debarment or suspension, have been declared ineligible, or have voluntarily been excluded from participating in this or any other Federal, state or local transaction by any Federal, State or local department, agency or official.
26. **Contract Modification:** This State/Municipal Agreement can only be modified by written instruments duly executed by both parties. No term or provision of neither this State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally.
27. **Binding Effects:** All terms of this State/Municipal Agreement shall be binding upon and inure to the benefits of the legal representatives, successors and executors. No rights under this State/Municipal Agreement may be transferred to a third party. This State/Municipal Agreement creates no third- party beneficiary rights to be held by any person or entity who is not a party to this State/Municipal Agreement. Nor does it accord on any non-party the right of enforcement.
28. **Choice of Law and Forum:** This State/Municipal Agreement shall be interpreted and enforced in accordance with the laws of the State of Wisconsin. The Parties hereby expressly agree that the terms contained herein and in any deed executed pursuant to this State/Municipal Agreement are enforceable by an action in the Circuit Court of Dane County, Wisconsin.
29. Nothing in this State/Municipal Agreement shall be construed as a waiver of the State's sovereign immunity.

PROJECT FUNDING CONDITIONS

30. **Non-Appropriation of Fund:** With respect to any payment required to be made by the Department under this State/Municipal Agreement, the parties acknowledge the Department's authority to make such payment is contingent upon appropriation of funds and required legislative approval sufficient for such purpose by the Legislature. If such funds are not so appropriated, either the Project Sponsor or the Department may terminate this State/Municipal Agreement after providing written notice not less than thirty (30) days before termination.
31. **Maintenance of Records:** During the term of performance of this State/Municipal Agreement, and for a period not less than three years from the date of final payment to the Project Sponsor, records and accounts pertaining to the performance of this State/Municipal Agreement are to be kept available for inspection and audit by representatives of the Department. The Department reserves the right to audit and inspect such records and accounts at any time. The Project Sponsor shall provide appropriate accommodations for such audit and inspection.

In the event that any litigation, claim or audit is initiated prior to the expiration of said records maintenance period, the records shall be retained until such litigation, claim or audit involving the records is complete.

Records pertaining to the performance of the State/Municipal Agreement are subject to disclosure pursuant to Wis. Stats. Sec. 19.31 et seq., and shall be preserved by the Project Sponsor.

32. The Project Sponsor agrees to the following FY 2020-2024 CMAQ program project funding conditions:

- a. ID 4996-26-01: Purchase of five (5) 35 foot buses is funded with 80% federal/earmark funding when the Project Sponsor agrees to provide the remaining 20%. These costs are subject to the cumulative project federal/earmark funding cap.
- b. The maximum participation of federal/ earmark funding will be limited to 80% of the actual eligible project cost or the total cost distribution of CMAQ program funds shown on page 2 of this State/Municipal Agreement, whichever is less. The project federal/earmark funding maximum of \$1,840,000 is cumulative for all federal/ earmark funded project phases.

[End of Document]

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 3.1 Res. No. 39-20-21 authorizing the Mayor to execute the State/Municipal Agreement for a locally let CMAQ project for Shoreline Metro for the purchase of five rolling stock buses.

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

REPORT DATE: 6/26/20

MEETING DATE: 6/30/20

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

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

BACKGROUND / ANALYSIS:

At the June 18, 2019 Transit Commission meeting, the Transit Commission gave approval to the Director of Transit and Parking to submit, on the behalf of the city, applications for bus funding through Section 5339(b), CMAQ, Section 5339(c), and the VW Mitigation Program. Following this meeting, the Director of Transit and Parking submitted grants to these programs for the funding of revenue service buses for Shoreline Metro.

STAFF COMMENTS:

The City of Sheboygan (Shoreline Metro) was awarded five (5) fixed route buses through the CMAQ (Congestion Mitigation Air Quality Control) grant. Total funding for the project is \$2,300,000 with \$460,000 of the project funded by the City of Sheboygan. This project is identified in the 2021-2025 Capital Improvement Program for the City of Sheboygan.

The attached document is the agreement authorizing the City of Sheboygan to accept these funds and proceed with the procurement and purchase of the buses awarded in the project.

ACTION REQUESTED:

Staff recommends the support of Res. No. 39-20-21 and presenting to the Common Council for consideration and approval authorizing the Mayor to sign the agreement on behalf of the City of Sheboygan.

ATTACHMENTS:

- I. Authorizing Resolution 39-20-21 and agreement

651 TRANSIT SYSTEM FUND

DRAFT 2021 BUDGET

CONFIDENTIAL

Fourth Edition - 6/16/2020

DOT CODE	OBJECT	DESCRIPTION	ACCOUNT DETAILS	2019 ACTUAL EXPENSES	2020 APPROVED BUDGET	2020 YTD - 6/16/20 EXPENSES	2020 PROJECTED EXPENSES	2021 EXECUTIVE REQUESTED	2021 EXECUTIVE APPROVED	DIFFERENCE 2020 VS 2021	2021 BUDGET NOTES
65193000 - TRANSIT ADMINISTRATION											
501.02	510110	FULL TIME SALARIES - REGULAR	All Admin Staff (8)	\$428,405.07	\$436,163.95	\$189,185.06	\$436,163.95	\$448,402.18		\$12,238.23	All Admin Staff (8); 2% average increase
501.02	510111	FULL TIME SALARIES - OVERTIME	Admin OT/Fill-In Dispatcher OT	\$16,883.10	\$6,500.00	\$3,983.25	\$6,500.00	\$6,500.00		\$0.00	
504.99	510140	INTERDEPARTMENTAL LABOR	Parking maintaining Transit grounds	\$3,854.71	\$5,000.00	\$995.32	\$5,000.00	\$5,000.00		\$0.00	
502.01	510310	FICA	Social Security	\$26,360.57	\$27,042.16	\$11,420.57	\$27,042.16	\$27,800.93		\$758.77	All Admin Staff (8)
502.01	510311	MEDICARE	Medicare	\$6,185.28	\$6,324.38	\$2,670.95	\$6,324.38	\$6,501.83		\$177.45	All Admin Staff (8)
502.02	510320	WI RETIREMENT FUND	Pension	\$29,347.63	\$29,441.07	\$12,863.53	\$29,441.07	\$30,267.15		\$826.08	All Admin Staff (8)
502.03	510340	HEALTH INSURANCE	Health Insurance	\$99,034.82	\$103,462.37	\$44,275.23	\$103,462.37	\$109,102.60		\$5,640.23	All Admin Staff (8) & 5% Increase for 2021
502.04	510350	DENTAL INSURANCE	Dental Insurance	\$6,865.59	\$6,690.92	\$2,925.38	\$6,690.92	\$6,638.10		\$52.81	All Admin Staff (8) & 5% Increase for 2021
502.02	510351	UNFUNDED PENSION LIABILITY	Loan to repay WI Pension	\$24,357.00	\$24,357.00	\$10,148.75	\$24,357.00	\$24,357.00		\$0.00	Reoccurring annually through 2024.
502.05	510360	LIFE INSURANCE	Life Insurance	\$969.30	\$800.00	\$431.21	\$800.00	\$800.00		\$0.00	All Admin Staff (8)
502.08	510400	WORKERS COMPENSATION	Workers Comp	\$500.04	\$500.00	\$208.35	\$500.00	\$500.00		\$0.00	
503.03	521110	FINANCIAL SERVICES FEES		\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00		\$0.00	Transit portion of City audit
509.08	521400	ADVERTISING & MARKETING		\$25,599.53	\$20,000.00	\$8,847.95	\$20,000.00	\$35,000.00		\$15,000.00	Promotion post COVID-19
503.03	521560	MEDICAL SERVICES	Pre-employment physicals/drug	\$3,930.00	\$4,000.00	\$1,712.00	\$4,000.00	\$4,000.00		\$0.00	
504.99	521700	SECURITY SERVICES		\$276.06	\$500.00	\$164.20	\$500.00	\$500.00		\$0.00	
503.03	521900	CONTRACTED SERVICES	See notes	\$26,425.30	\$16,000.00	\$10,589.95	\$16,000.00	\$18,000.00		\$2,000.00	Bay-Lake, Bay Towel, Pro-Tec, JSM
504.99	523110	OFFICE EQUIPMENT MAINTENANCE	Ecolane, Printers	\$24,730.06	\$27,000.00	\$16,774.51	\$27,000.00	\$27,000.00		\$0.00	MBM (\$8,000), Ecolane (\$11,200), Trillium (\$2,000)
505.02	525100	ELECTRIC		\$15,895.31	\$18,000.00	\$8,879.35	\$18,000.00	\$18,000.00		\$0.00	
505.02	525105	WATER		\$2,671.24	\$2,500.00	\$1,474.05	\$2,500.00	\$2,500.00		\$0.00	
505.02	525110	SEWER		\$2,125.21	\$2,500.00	\$964.96	\$2,500.00	\$2,500.00		\$0.00	
505.02	525115	STORM WATER		\$0.00	\$130.00	\$0.00	\$130.00	\$130.00		\$0.00	
505.02	525120	TELEPHONE		\$435.86	\$500.00	\$124.67	\$500.00	\$500.00		\$0.00	
505.02	525125	MOBILE TELEPHONE		\$12,242.44	\$19,000.00	\$10,597.72	\$19,000.00	\$19,000.00		\$0.00	Data plans for MC software; cellular phones and GPS (US Cellular)
505.02	525135	INTERNET		\$675.09	\$550.00	\$0.00	\$550.00	\$550.00		\$0.00	
505.02	525140	GAS - UTILITY		\$25,728.41	\$18,000.00	\$20,590.76	\$18,000.00	\$22,000.00		\$4,000.00	
509.01	526100	PUBLICATIONS & SUBSCRIPTIONS		\$94.00	\$175.00	\$0.00	\$100.00	\$100.00		\$75.00	
509.01	526110	PROFESSIONAL ORGANIZATIONS	WURTA, TDA, Community Transp.	\$4,750.00	\$5,000.00	\$4,655.00	\$5,000.00	\$5,000.00		\$0.00	
509.01	526125	CONFERENCES	All training and travel	\$5,788.07	\$6,500.00	\$1,047.53	\$1,500.00	\$5,000.00		\$1,500.00	Travel, Training and Conferences
509.08	526150	LEGAL NOTICES		\$0.00	\$250.00	\$0.00	\$0.00	\$250.00		\$0.00	
504.99	530100	OFFICE SUPPLIES		\$5,964.43	\$6,500.00	\$2,391.69	\$6,500.00	\$6,500.00		\$0.00	
504.99	530210	OPERATING SUPPLIES		\$5,976.56	\$8,000.00	\$431.30	\$5,000.00	\$8,000.00		\$0.00	
504.99	530259	IT SMALL EQUIPMENT	Items under \$2,500	\$294.12	\$6,000.00	\$3,764.00	\$6,000.00	\$4,000.00		\$2,000.00	Computers, IT equipment
504.99	530260	SAFETY SUPPLIES		\$444.91	\$2,500.00	\$0.00	\$1,000.00	\$1,500.00		\$1,000.00	Safety improvements, Employee recognition program
504.99	530295	LANDSCAPING SUPPLIES		\$52.80	\$250.00	\$0.00	\$0.00	\$250.00		\$0.00	
506.01	540200	INSURANCE	Facility Insurance	\$153.42	\$4,000.00	\$1,708.61	\$4,000.00	\$4,000.00		\$0.00	
506.01	540215	GEN. PUB. OFFICIALS & AUTO	TMI Bus Insurance	\$108,129.00	\$108,129.00	\$105,292.00	\$105,292.00	\$101,000.00		\$7,129.00	Reduction in premium for 2021 (estimated)
503.03	642200	IT EQUIPMENT	Items greater than \$2,500	\$0.00	\$0.00	\$0.00	\$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	
65193000 - TRANSIT ADMINISTRATION - TOTAL				\$919,144.93	\$926,265.84	\$483,117.85	\$913,353.84	\$955,149.79	\$0.00	\$28,883.95	
65193110 - TRANSIT BUS & FACILITY MAINTENANCE											
501.02	510110	FULL TIME SALARIES - REGULAR	Mechanics, Hostlers	\$229,880.39	\$234,692.31	\$87,112.27	\$234,692.31	\$252,415.93		\$17,723.61	2% +\$0.25 per hour increase for 2021
501.02	510111	FULL TIME SALARIES - OVERTIME		\$1,696.84	\$3,500.00	\$3,755.62	\$3,500.00	\$3,500.00		\$0.00	
501.02	510130	TEMPORARY SALARIES - REGULAR	Hostlers, Cleaners	\$95,886.86	\$113,499.27	\$34,990.83	\$113,499.27	\$96,331.33		\$17,167.94	
502.01	510310	FICA		\$19,058.92	\$20,929.81	\$7,473.97	\$20,929.81	\$21,323.53		\$393.72	

502.01	510311	MEDICARE		\$4,457.32	\$5,049.00	\$1,747.95	\$5,049.00	\$5,057.06	\$8.06	
502.02	510320	WI RETIREMENT FUND		\$19,855.02	\$22,170.34	\$7,659.72	\$22,170.34	\$23,215.13	\$1,044.79	
502.03	510340	HEALTH INSURANCE		\$93,064.04	\$115,133.82	\$39,960.99	\$115,133.82	\$102,930.42	\$12,203.41	5% Increase in 2021
502.03	510345	HSA CONTRIBUTION	Health Savings contributions	\$6,600.00	\$6,600.00	\$0.00	\$6,600.00	\$5,400.00	\$1,200.00	
502.04	510350	DENTAL INSURANCE		\$7,085.36	\$7,043.07	\$2,877.14	\$7,043.07	\$7,020.83	\$22.24	5% Increase for 2021
502.05	510360	LIFE INSURANCE		\$391.97	\$600.00	\$154.39	\$600.00	\$500.00	\$100.00	
502.08	510400	WORKERS COMPENSATION		\$600.00	\$600.00	\$250.00	\$600.00	\$600.00	\$0.00	
502.07	510410	UNEMPLOYMENT COMPENSATION	Unemployment Comp	\$0.00	\$0.00	\$2,101.92	\$0.00	\$0.00	\$0.00	
504.02	521900	CONTRACTED SERVICES	Tire Contract	\$30,639.10	\$40,000.00	\$6,846.11	\$40,000.00	\$40,000.00	\$0.00	Southside Tire, Bay-Towel, Lanser Towing
503.05	522110	VEHICLE MAINTENANCE		\$8,117.77	\$12,000.00	\$479.73	\$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		\$5,450.06	\$3,500.00	\$5,670.79	\$8,000.00	\$3,500.00	\$0.00	
504.99	524115	BUILDING EQUIPMENT MAINTENANCE		\$10,511.47	\$6,000.00	\$27,134.29	\$30,000.00	\$6,000.00	\$0.00	New Shop Heaters in 2020.
504.99	524124	HEATING & VENTILATION MAINTENANCE		\$765.00	\$200.00	\$2,279.33	\$5,000.00	\$1,000.00	\$800.00	
503.06	524135	JANITORIAL SERVICES	Office, maintenance supplies	\$4,259.73	\$3,100.00	\$829.72	\$3,100.00	\$3,500.00	\$400.00	
503.99	525150	GARBAGE/RUBBISH REMOVAL		\$292.00	\$100.00	\$50.00	\$100.00	\$300.00	\$200.00	
503.06	530222	CLEANING SUPPLIES		\$3,348.80	\$3,000.00	\$10,320.17	\$12,000.00	\$3,000.00	\$0.00	COVID-19
504.01	530235	DIESEL FUEL	Diesel Fuel, Kwik Trip	\$238,834.45	\$390,000.00	\$80,932.34	\$180,000.00	\$390,000.00	\$0.00	
504.99	530240	PROPANE		\$48.80	\$100.00	\$110.25	\$150.00	\$100.00	\$0.00	
504.01	530245	OILS & LUBRICANTS	Lubricants & Oil	\$28,076.17	\$25,000.00	\$24,840.39	\$35,000.00	\$25,000.00	\$0.00	
504.99	530255	TOOLS & SMALL EQUIPMENT	Tool & Shoe Allowance	\$15,083.12	\$8,000.00	\$3,211.30	\$8,000.00	\$8,000.00	\$0.00	
504.99	530285	PARTS		\$223,419.43	\$225,000.00	\$48,044.15	\$225,000.00	\$225,000.00	\$0.00	INTERNAL WORK PERFORMED BY SHORELINE METRO
504.99	530500	FIRE FIGHTING SUPPLIES & SMALL		\$553.50	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	
		65193110 - TRANSIT BUS MAINTENANCE - TOTAL		\$1,047,976	\$1,246,318	\$398,833	\$1,088,468	\$1,236,194	\$0	\$10,123.40
		65193120 - TRANSIT BUS OPERATIONS								
501.01	510110	FULL TIME SALARIES - REGULAR	All FT drivers	\$824,387.92	\$870,582.01	\$317,667.30	\$870,582.01	\$880,505.78	\$9,923.76	FT Drivers (Class A)
501.01	510111	FULL TIME SALARIES - OVERTIME		\$24,420.13	\$12,000.00	\$6,327.79	\$12,000.00	\$12,000.00	\$0.00	OT All Drivers
501.01	510130	TEMPORARY SALARIES - REGULAR	All PT drivers	\$234,701.28	\$252,975.64	\$119,494.68	\$252,975.64	\$246,807.55	\$6,168.08	PT Drivers (Class B & C)
502.01	510310	FICA		\$65,997.91	\$76,571.24	\$26,879.76	\$76,571.24	\$76,796.71	\$225.47	
502.01	510311	MEDICARE		\$15,432.18	\$14,786.94	\$6,286.42	\$14,786.94	\$14,928.44	\$141.50	
502.02	510320	WI RETIREMENT FUND		\$71,493.06	\$67,494.53	\$29,925.93	\$67,494.53	\$68,126.41	\$631.88	
502.03	510340	HEALTH INSURANCE		\$229,104.22	\$239,045.86	\$108,035.73	\$239,045.86	\$260,622.77	\$21,576.90	5% Increase in 2021
502.03	510345	HSA CONTRIBUTION	Health Savings contributions	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	\$15,000.00	\$0.00	
502.04	510350	DENTAL INSURANCE		\$14,765.21	\$15,432.86	\$6,867.55	\$15,432.86	\$16,034.90	\$602.04	5% Increase for 2021
502.05	510360	LIFE INSURANCE		\$3,142.87	\$2,225.00	\$1,197.50	\$2,225.00	\$2,125.00	\$100.00	
502.06	510365	ST DISABILITY INSURANCE		\$17,610.98	\$22,924.00	\$7,697.05	\$22,924.00	\$22,924.00	\$0.00	
502.08	510400	WORKERS COMPENSATION		\$2,600.04	\$2,600.00	\$1,083.35	\$2,600.00	\$2,600.00	\$0.00	
502.07	510410	UNEMPLOYMENT COMPENSATION		\$115.35	\$1,500.00	\$350.66	\$1,500.00	\$1,500.00	\$0.00	
502.13	510490	CLOTHING ALLOWANCE	Uniform allowance for drivers	\$12,477.50	\$12,000.00	\$6,158.33	\$6,200.00	\$6,500.00	\$5,500.00	Maintenance tool/shoe now coming from 65193110-530255
		65193120 - TRANSIT BUS OPERATIONS - TOTAL		\$1,531,249	\$1,605,138	\$637,972	\$1,599,338	\$1,626,472	\$0	\$21,333.47
		65193130 - TRANSIT - PARATRANSIT								
501.01	510110	FULL TIME SALARIES - REGULAR	Cindy, Joan, Fill in Dispatch	\$137,287.88	\$135,053.16	\$68,559.05	\$135,053.16	\$195,908.54	\$60,855.38	FT Drivers (Class D); Increase to 6 Class D drivers in 2020
501.01	510111	FULL TIME SALARIES - OVERTIME		\$1,066.97	\$3,500.00	\$55.48	\$3,500.00	\$3,500.00	\$0.00	OT All Drivers
501.01	510130	TEMPORARY SALARIES - REGULAR	All drivers	\$83,367.91	\$97,626.24	\$17,665.42	\$97,626.24	\$69,004.22	\$28,622.02	PT Drivers (Class E)
502.01	510310	FICA		\$13,480.35	\$14,426.12	\$5,086.58	\$14,426.12	\$16,424.59	\$1,998.47	
502.01	510311	MEDICARE		\$3,152.66	\$3,167.62	\$1,189.59	\$3,167.62	\$3,563.30	\$395.68	
502.02	510320	WI RETIREMENT FUND		\$14,493.14	\$14,745.82	\$5,823.90	\$14,745.82	\$16,587.78	\$1,841.97	
502.03	510340	HEALTH INSURANCE		\$14,114.39	\$8,225.08	\$14,688.19	\$28,000.00	\$33,649.46	\$25,424.38	5% Increase in 2021
502.03	510345	HSA CONTRIBUTION	Health Savings contributions	\$600.00	\$600.00	\$0.00	\$2,400.00	\$2,400.00	\$1,800.00	
502.04	510350	DENTAL INSURANCE		\$2,038.46	\$1,462.36	\$1,987.40	\$1,462.36	\$4,518.79	\$3,056.43	5% Increase for 2021
502.05	510360	LIFE INSURANCE		\$566.21	\$500.00	\$318.34	\$500.00	\$600.00	\$100.00	

502.08	510400	WORKERS COMPENSATION		\$150.00	\$150.00	\$62.50	\$150.00	\$150.00	\$0.00		
502.07	510410	UNEMPLOYMENT COMPENSATION		\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00		
		65193130 - TRANSIT - PARATRANSIT - TOTAL		\$270,317.97	\$279,956.39	\$115,436.45	\$301,031.31	\$346,806.69	\$0.00	\$66,850.30	
		TOTAL TRANSIT UTILITY FUND EXPENSE		\$3,768,687.67	\$4,057,677.95	\$1,635,359.72	\$3,902,190.87	\$4,164,622.26	\$0.00	\$106,944.31	
651 TRANSIT SYSTEM FUND											
DOT CODE	OBJECT	DESCRIPTION	ACCOUNT DETAILS	2019 ACTUAL REVENUE	2020 APPROVED BUDGET	2020 YTD - 6/16/20 REVENUES	2020 PROJECTED REVENUES	2021 EXECUTIVE REQUESTED	2021 EXECUTIVE APPROVED	DIFFERENCE 2020 VS 2021	2020 BUDGET NOTES
		65193000 - TRANSIT REVENUES									
Exhibit I	411100	REAL ESTATE TAXES	General Tax Levy	\$511,547.00	\$519,515.00	\$0.00	\$519,515.00	\$519,515.00		\$0.00	\$516,662 will be allocated per Darrell.
Exhibit H	431401	FEDERAL SUBSIDY	Federal Portion	\$1,225,789.00	\$1,153,325.48	\$0.00	\$1,230,332.00	\$1,200,761.58		\$47,436.10	Estimated
450	431406	HUD SUBSIDY	Grant from City	\$42,493.00	\$42,493.00	\$0.00	\$42,493.00	\$42,493.00		\$0.00	Projected
	434211	STATE GRANT (85.205)	Grant from State	\$43,194.00	\$43,194.00	\$277,084.00	\$46,916.00	\$46,916.00		\$3,722.00	Estimated based on 2020
Exhibit H	434401	STATE TRANSIT SUBSIDY	State Portion	\$1,092,218.00	\$959,572.61	\$0.00	\$920,673.00	\$999,039.80		\$39,467.19	Estimated
Exhibit I	437221	INTERGOVERNMENTAL REVENUE	85.21 County Funds	\$331,421.00	\$331,421.00	\$82,855.25	\$331,421.00	\$363,233.00		\$31,812.00	Increase in 2020 per DOT
Exhibit I	437401	KOHLER SUBSIDY	Kohler Portion (1.2%)	\$12,151.00	\$13,366.00	\$6,683.00	\$13,366.00	\$13,366.00		\$0.00	Return to '14 Levels
Exhibit I	437406	SHEBOYGAN FALLS SUBSIDY	Sheb Falls Portion (3.6%)	\$35,178.00	\$38,696.00	\$19,348.00	\$38,696.00	\$38,696.00		\$0.00	Return to '14 Levels
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	\$189,905.26	\$240,000.00	\$38,834.98	\$120,000.00	\$240,000.00		\$0.00	
401.01	449535	MONTHLY BUS PASSES	Monthly Pass Sales	\$152,976.00	\$140,000.00	\$46,704.00	\$135,000.00	\$140,000.00		\$0.00	
401.05	449541	ADA FARES	Agency Fares (City)	\$241,917.30	\$250,000.00	\$66,628.00	\$180,000.00	\$250,000.00		\$0.00	
401.05	449546	ADRA FARES	Agency Fares (County)	\$38,032.70	\$42,000.00	\$8,400.00	\$24,000.00	\$42,000.00		\$0.00	
406.03	449806	ADVERTISING	Revenue from bus ads	\$32,937.50	\$32,000.00	\$7,187.50	\$28,000.00	\$32,000.00		\$0.00	
407.99	449911	RECYCLED MATERIALS	Scrap metal	\$137.20	\$900.00	\$313.59	\$900.00	\$900.00		\$0.00	
-	451301	DAMAGE FEES	Asset damage revenue	\$4,631.00	\$5,000.00	\$0.00	\$5,000.00	\$500.00		\$4,500.00	
407.04	461101	INTEREST ON INVESTMENTS		\$0.00	\$30,000.00	\$0.00	\$30,000.00	\$30,000.00		\$0.00	
407.03	462115	OTHER CITY RENTALS	Parking Utility Revenue	\$70,200.00	\$70,200.00	\$29,250.00	\$70,200.00	\$70,200.00		\$0.00	
-	469101	SALE OF EQUIPMENT	Sale of capital assets	\$2,750.00	\$0.00	\$2,000.00	\$2,000.00	\$0.00		\$0.00	
407.99	469918	INSURANCE REBATE	TMI Premium Rebate	\$47,043.00	\$50,000.00	\$41,881.00	\$41,881.00	\$44,000.00		\$6,000.00	
407.99	469999	OTHER MISCELLANEOUS REV		\$4,509.78	\$9,395.00	\$9,604.36	\$9,395.00	\$1,001.88		\$8,393.12	Transit work for Parking
		65193000 - TRANSIT REVENUES - TOTAL		\$4,169,030.74	\$4,061,078.09	\$681,773.68	\$3,879,788.00	\$4,164,622.26	\$0.00		
		TOTAL TRANSIT UTILITY FUND REVENUE		\$4,169,030.74	\$4,061,078.09	\$681,773.68	\$3,879,788.00	\$4,164,622.26	\$0.00	\$103,544.17	*State/Federal estimated at 54.0% according to WisDOT in 2020.

BUDGET ALLOCATIONS AS PROJECTED

		<u>2021</u>	<u>2021 Notes</u>
2021 PROJECTED EXPENSES	Expense Sub-Total	\$4,164,622	Increase due to wage increases/health insurance
	Contra Expenses	\$90,916	85.205/Insurance dividend
	TOTAL OPERATING EXPENSES	\$4,073,706	
2021 PROJECTED REVENUES	Fares Sub-Total	\$672,000	Same
	Aux Trans Sub-Total	\$32,000	Same
	Non Trans Sub-Total	\$102,602	Same
	Other Revenue	\$42,493	HUD
	TOTAL OPERATING REVENUES	\$849,095	
	Total Ineligible Revenues	\$42,493	HUD
	WISDOT RECOGNIZED REVENUES	\$806,602	

PROJECTED OPERATING ASSISTANCE

Recognized Expenses	\$4,073,706	
Recognized Revenues	\$806,602	\$999,040
Projected Deficit	\$3,267,104	\$1,200,762
Estimated Federal/State Share*	\$2,199,801	54.00% combined
Projected Local Share	\$1,067,303	

CARES Act Funds will be used to offset the local shares for Sheboygan, Sheboygan Falls and Kohler in 2021.

LOCAL SHARE

85.21 Funds	\$363,233
Village of Kohler	\$13,366
City of Sheboygan Falls	\$38,696
City of Sheboygan	\$519,515
HUD	\$42,493
Sheboygan Area School Dist.	\$90,000
TOTAL LOCAL SHARE	\$1,067,303

\$4,000 net for local Kohler share.
 \$13,000 net for local Sheboygan Falls share.
 \$170,000 net for local Sheboygan share.

NET

\$0

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

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 3.2 Presentation of 2021 Transit Budget for Shoreline Metro

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

REPORT DATE: 6/26/20

MEETING DATE: 6/30/20

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

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

BACKGROUND / ANALYSIS:

Shoreline Metro has submitted its 2021 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 2021 Executive Budget.

STAFF COMMENTS:

The Director of Transit & Parking has assembled the transit budget for 2021 and submitted for the review of the Transit Commission. Budget highlights include an estimated 5% increase in health insurance costs and 2% wage increases for represented employees. Also the budget contains a third year of the SASD agreement at \$90,000 as local share support.

Overall, the budget increases by \$106,944 from 2020. Expected funding through state and federal mass transit aids are expected to drop again. In 2020, the combined funding is 54.26%. A conservative 54% was used to construct the 2021 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 2021.

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 2021 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 2021 transit budget for Shoreline Metro as presented by the Director of Transit & Parking and recommends inclusion into the City of Sheboygan 2021 Executive Budget.

ATTACHMENTS:

- I. 2021 Transit Budget;

2021 MASTER PARKING BUDGET

650 PARKING UTILITY FUND

 530 PARK DEPARTMENT

5312 PARK DEPARTMENT - HARBOR CENTRE

	2019 ACTUAL EXPENSES	2020 APPROVED BUDGET	2020 YTD - 6/16/20 EXPENSES	2020 PROJECTED EXPENSES	2021 EXECUTIVE REQUESTED	2021 EXECUTIVE APPROVED	DIFFERENCE 2020 vs 2021	2021 BUDGET NOTES
65053120__ 510110__ FULL TIME SALARIES - REGULAR	\$264.34	\$450.00	\$294.42	\$450.00	\$600.00		\$150.00	
65053120__ 510130__ TEMPORARY SALARIES - REGULAR	\$98.25	\$110.00	\$0.00	\$110.00	\$100.00		\$10.00	
65053120__ 510310__ FICA	\$21.73	\$30.00	\$17.51	\$30.00	\$30.00		\$0.00	
65053120__ 510311__ MEDICARE	\$5.07	\$7.00	\$4.09	\$7.00	\$7.00		\$0.00	
65053120__ 510320__ WI RETIREMENT FUND	\$17.32	\$28.00	\$19.88	\$28.00	\$29.00		\$1.00	
65053120__ 510340__ HEALTH INSURANCE	\$110.72	\$160.00	\$111.94	\$160.00	\$160.00		\$0.00	
65053120__ 510350__ DENTAL INSURANCE	\$5.83	\$15.00	\$6.12	\$15.00	\$15.00		\$0.00	
65053120__ 510351__ UNFUNDED PENSION LIABILITY	\$30.00	\$30.00	\$12.50	\$30.00	\$30.00		\$0.00	
65053120__ 524110__ BUILDING EXTERIOR MAINTENANCE	\$500.04	\$500.00	\$208.35	\$500.00	\$500.00		\$0.00	
65053120__ 528150__ VEHICLE RENTAL	\$288.00	\$200.00	\$117.00	\$200.00	\$200.00		\$0.00	
65053120__ 530295__ LANDSCAPING SUPPLIES	\$1,218.00	\$1,500.00	\$1,218.00	\$1,500.00	\$1,350.00		\$150.00	Reconstruct island flower beds
TOTAL PARK DEPARTMENT	\$2,559.30	\$3,030.00	\$2,009.81	\$3,030.00	\$3,021.00	\$0.00	\$3,030.00	
Personal Services	\$1,053.30	\$830.00	\$791.81	\$830.00	\$971.00	\$0.00	\$141.00	
Non-Personal Services	\$1,506.00	\$2,200.00	\$1,218.00	\$2,200.00	\$2,050.00	\$0.00	\$150.00	

 600 CITY DEVELOPMENT

6110 CITY DEVELOPMENT - INDUSTRIAL PARK

	2019 ACTUAL EXPENSES	2020 APPROVED BUDGET	2020 YTD - 6/16/20 EXPENSES	2020 PROJECTED EXPENSES	2021 EXECUTIVE REQUESTED	2021 EXECUTIVE APPROVED	DIFFERENCE 2020 vs 2021	2021 BUDGET NOTES
65061100__ 510110__ FULL TIME SALARIES - REGULAR	\$3,345.43	\$2,800.00	\$1,089.94	\$2,800.00	\$2,800.00		\$0.00	
65061100__ 510130__ TEMPORARY SALARIES - REGULAR	\$1,017.75	\$1,000.00	\$204.00	\$1,000.00	\$1,000.00		\$0.00	
65061100__ 510310__ FICA	\$249.76	\$300.00	\$75.15	\$300.00	\$300.00		\$0.00	
65061100__ 510311__ MEDICARE	\$58.40	\$60.00	\$17.57	\$60.00	\$60.00		\$0.00	
65061100__ 510320__ WI RETIREMENT FUND	\$219.15	\$200.00	\$73.58	\$200.00	\$200.00		\$0.00	
65061100__ 510340__ HEALTH INSURANCE	\$1,900.93	\$1,200.00	\$511.57	\$1,200.00	\$1,000.00		\$200.00	
65061100__ 510350__ DENTAL INSURANCE	\$83.64	\$75.00	\$32.92	\$75.00	\$45.00		\$30.00	
65061100__ 510351__ UNFUNDED PENSION LIABILITY	\$558.96	\$559.00	\$232.90	\$559.00	\$559.00		\$0.00	
65061100__ 510360__ LIFE INSURANCE	\$1.53	\$2.00	\$0.29	\$2.00	\$2.00		\$0.00	
65061100__ 524110__ BUILDING EXTERIOR MAINTENANCE	\$750.00	\$1,000.00	\$312.50	\$1,000.00	\$1,000.00		\$0.00	
65061100__ 528150__ VEHICLE RENTAL	\$418.50	\$450.00	\$220.50	\$450.00	\$450.00		\$0.00	
65061100__ 530295__ LANDSCAPING SUPPLIES	\$0.00	\$350.00	\$0.00	\$0.00	\$350.00		\$0.00	
TOTAL CITY DEVELOPMENT	\$8,604.05	\$7,996.00	\$2,770.92	\$7,646.00	\$7,766.00	\$0.00	\$230.00	
Personal Services	\$7,435.55	\$6,196.00	\$2,237.92	\$6,196.00	\$5,966.00	\$0.00	\$230.00	
Non-Personal Services	\$1,168.50	\$1,800.00	\$533.00	\$1,450.00	\$1,800.00	\$0.00	\$0.00	

940 PARKING ASSESSMENT DISTRICT 1										
9400 PARKING UTILITY - PAD 1 ADMIN			2019	2020	2020	2020	2021	2021	DIFFERENCE	2021 BUDGET NOTES
			ACTUAL	APPROVED	YTD - 6/16/20	PROJECTED	EXECUTIVE	EXECUTIVE	2020 vs 2021	
			EXPENSES	BUDGET	EXPENSES	EXPENSES	REQUESTED	APPROVED		
65094001	463301	PARKING DISTRICT ASSESSMENT	\$0.00	\$48,575.00	\$0.00	\$55,150.00	\$54,225.00		\$5,650.00	
65094001	510110	FULL TIME SALARIES - REGULAR	\$21,274.70	\$40,000.00	\$6,593.16	\$40,000.00	\$43,000.00		\$3,000.00	
65094001	510111	FULL TIME SALARIES - OVERTIME	\$221.45	\$150.00	\$306.54	\$400.00	\$150.00		\$0.00	
65094001	510130	TEMPORARY SALARIES - REGULAR	\$6,500.25	\$5,000.00	\$378.00	\$2,000.00	\$5,300.00		\$300.00	
65094001	510140	INTERDEPARTMENTAL LABOR	\$0.00	\$100.00	\$0.00	\$100.00	\$0.00		\$100.00	
65094001	510310	FICA	\$1,640.22	\$2,500.00	\$412.99	\$2,500.00	\$2,650.00		\$150.00	
65094001	510311	MEDICARE	\$383.65	\$300.00	\$96.58	\$300.00	\$300.00		\$0.00	
65094001	510320	WI RETIREMENT FUND	\$1,409.82	\$2,700.00	\$465.75	\$2,700.00	\$2,900.00		\$200.00	
65094001	510340	HEALTH INSURANCE	\$10,431.89	\$17,550.00	\$4,446.97	\$17,550.00	\$18,500.00		\$950.00	
65094001	510350	DENTAL INSURANCE	\$525.51	\$900.00	\$284.23	\$900.00	\$1,100.00		\$200.00	
65061100	510351	UNFUNDED PENSION LIABILITY	\$500.04	\$500.00	\$208.35	\$500.00	\$500.00		\$0.00	
65094001	510360	LIFE INSURANCE	\$4.61	\$100.00	\$2.46	\$100.00	\$100.00		\$0.00	
65094001	510400	WORKERS COMPENSATION	\$99.96	\$100.00	\$41.65	\$100.00	\$100.00		\$0.00	
65094001	521100	BANKING FEES	\$1,218.23	\$900.00	\$959.95	\$900.00	\$900.00		\$0.00	
65094001	521110	FINANCIAL SERVICES FEES	\$500.00	\$500.00	\$0.00	\$500.00	\$500.00		\$0.00	
65094001	524110	BUILDING EXTERIOR MAINTENANCE	\$31,999.92	\$32,000.00	\$13,333.30	\$32,000.00	\$32,000.00		\$0.00	
65094001	524220	SNOW REMOVAL SERVICES	\$61,833.25	\$40,000.00	\$19,362.75	\$30,000.00	\$40,000.00		\$0.00	
65094001	525100	ELECTRIC	\$6,926.36	\$3,500.00	\$1,188.06	\$3,500.00	\$3,500.00		\$0.00	
65094001	525120	TELEPHONE	\$646.85	\$700.00	\$0.75	\$700.00	\$700.00		\$0.00	
65094001	526150	LEGAL NOTICES	\$58.43	\$50.00	\$0.00	\$0.00	\$50.00		\$0.00	
65094001	528150	VEHICLE RENTAL	\$8,712.54	\$7,500.00	\$3,978.45	\$7,500.00	\$7,500.00		\$0.00	
65094001	530100	OFFICE SUPPLIES	\$0.00	\$50.00	\$0.00	\$50.00	\$50.00		\$0.00	
65094001	530210	OPERATING SUPPLIES	\$5,539.71	\$2,000.00	\$1,110.03	\$2,000.00	\$2,000.00		\$0.00	
65094001	530295	LANDSCAPING SUPPLIES	\$7,148.84	\$3,000.00	\$495.36	\$750.00	\$3,000.00		\$0.00	Christmas Lighting, Weed Killer, Plants
65094001	530300	GARDEN SUPPLIES	\$8,000.00	\$8,000.00	\$11,000.00	\$11,000.00	\$11,000.00		\$3,000.00	Otter Creek Flowers/Planters
65094001	641200	LIGHT EQUIPMENT	\$13,763.70	\$7,000.00	\$362.04	\$1,000.00	\$4,000.00		\$3,000.00	
65094014	525135	INTERNET	\$185.13	\$1,300.00	\$462.22	\$1,000.00	\$250.00		\$1,050.00	
65094002	443405	MISCELLANEOUS STALL RENTAL	\$318.96	\$3,300.00	\$1,421.80	\$3,000.00	\$3,300.00		\$0.00	
65094002	443705	LOT METERS	\$2,822.81	\$175.00	\$0.00	\$0.00	\$175.00		\$0.00	
65094003	443405	MISCELLANEOUS STALL RENTAL	\$0.00	\$1,300.00	\$386.37	\$900.00	\$1,300.00		\$0.00	
65094003	443705	LOT METERS	\$2,477.61	\$50.00	\$0.00	\$0.00	\$50.00		\$0.00	
65094004	443405	LOT METERS	\$22,089.55	\$24,000.00	\$6,021.90	\$15,000.00	\$24,000.00		\$0.00	
65094005	443705	MISCELLANEOUS STALL RENTAL	\$12,042.57	\$13,000.00	\$11,833.12	\$20,000.00	\$13,000.00		\$0.00	
65094013	443705	MISCELLANEOUS STALL RENTAL	\$19,019.65	\$25,000.00	\$9,324.94	\$18,000.00	\$25,000.00		\$0.00	
65094014	443405	LOT METERS	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00		\$2,000.00	
65094014	443705	MISCELLANEOUS STALL RENTAL	\$26,283.67	\$35,000.00	\$12,938.44	\$25,000.00	\$35,000.00		\$0.00	
65094017	443705	MISCELLANEOUS STALL RENTAL	\$7,282.13	\$9,000.00	\$2,976.30	\$6,000.00	\$9,000.00		\$0.00	
65094018	443705	MISCELLANEOUS STALL RENTAL	\$13,990.84	\$15,000.00	\$6,995.42	\$15,000.00	\$15,000.00		\$0.00	
TOTAL PARKING UTILITY - PAD 1 ADMIN										
Expenses			\$182,057.80	\$176,400.00	\$65,489.59	\$158,050.00	\$180,050.00	\$0.00	\$3,650.00	

			Revenues	\$99,045.66	\$176,400.00	\$51,898.29	\$158,050.00	\$180,050.00	\$0.00	\$3,650.00	
			Personal Services	\$42,992.10	\$69,900.00	\$14,196.63	\$67,150.00	\$74,600.00	\$0.00	\$4,700.00	
			Non-Personal Services	\$132,584.13	\$98,200.00	\$50,830.74	\$90,900.00	\$101,200.00	\$0.00	\$3,000.00	
950 PARKING UTILITY											

9500 PARKING UTILITY - ADMINISTRATION			2019	2020	2020	2020	2021	2021	DIFFERENCE		
			ACTUAL	APPROVED	YTD - 6/16/20	PROJECTED	EXECUTIVE	EXECUTIVE	2020 vs 2021	2021 BUDGET NOTES	
			EXPENSES	BUDGET	EXPENSES	EXPENSES	REQUESTED	APPROVED			
65095000__	443901__	HOOD RENTALS	\$1,749.96	\$2,000.00	\$450.00	\$1,000.00	\$2,000.00		\$0.00		
65095000__	449201__	EQUIPMENT RENTALS	\$26,867.34	\$22,400.00	\$12,578.99	\$24,000.00	\$22,400.00		\$0.00		
65095000__	461101__	INTEREST	\$0.00	\$1,200.00	\$0.00	\$1,200.00	\$1,200.00		\$0.00		
65095000__	469101__	EQUIPMENT SALES	\$26.56	\$1,500.00	\$0.00	\$0.00	\$7,000.00		\$5,500.00	Sale of 2006 GMC Pickup Truck	
65095000__	510110__	FULL TIME SALARIES - REGULAR	\$65,872.80	\$50,700.00	\$32,591.01	\$50,700.00	\$50,623.00		\$77.00		
65095000__	510111__	FULL TIME SALARIES - OVERTIME	\$61.20	\$0.00	\$167.67	\$200.00	\$0.00		\$0.00		
65095000__	510130__	TEMPORARY SALARIES - REGULAR	\$3,446.63	\$1,190.00	\$603.00	\$1,200.00	\$5,000.00		\$3,810.00		
65095000__	510310__	FICA	\$4,098.18	\$2,200.00	\$1,974.20	\$2,200.00	\$2,200.00		\$0.00		
65095000__	510311__	MEDICARE	\$958.37	\$927.00	\$461.70	\$927.00	\$900.00		\$27.00		
65095000__	510320__	WI RETIREMENT FUND	\$4,312.52	\$3,553.00	\$2,211.16	\$3,553.00	\$3,553.00		\$0.00		
65095000__	510340__	HEALTH INSURANCE	\$21,404.48	\$20,538.00	\$11,935.10	\$20,538.00	\$20,538.00		\$0.00		
65095000__	510341__	RETIREE HEALTH INSURANCE	\$11,140.56	\$10,200.00	\$5,361.40	\$10,200.00	\$10,200.00		\$0.00	Mark on plan through Oct 2021	
65095000__	510350__	DENTAL INSURANCE	\$1,060.40	\$1,339.00	\$734.75	\$1,339.00	\$1,306.00		\$33.00		
65095000__	510351__	UNFUNDED PENSION LIABILITY	\$30.00	\$30.00	\$12.50	\$30.00	\$30.00		\$0.00		
65095000__	510360__	LIFE INSURANCE	\$25.29	\$124.00	\$12.53	\$124.00	\$124.00		\$0.00		
65095000__	510400__	WORKERS COMPENSATION	\$200.04	\$200.00	\$83.35	\$200.00	\$200.00		\$0.00		
65095000__	521110__	FINANCIAL SERVICES FEES	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00		\$0.00		
65095000__	522110__	VEHICLE MAINTENANCE	\$11,957.68	\$6,000.00	\$2,572.33	\$6,000.00	\$6,000.00		\$0.00		
65095000__	524110__	BUILDING EXTERIOR MAINTENANCE	\$27,381.32	\$29,250.00	\$11,395.85	\$29,250.00	\$29,250.00		\$0.00		
65095000__	524220__	SNOW REMOVAL SERVICES	\$28,451.01	\$18,000.00	\$12,306.00	\$18,000.00	\$18,000.00		\$0.00		
65095000__	525100__	ELECTRIC	\$596.17	\$925.00	\$157.58	\$925.00	\$800.00		\$125.00	LED lighting in some lots	
65095000__	525125__	MOBILE PHONE	\$462.01	\$200.00	\$247.51	\$200.00	\$200.00		\$0.00		
65095000__	526125__	CONFERENCES	\$400.00	\$250.00	\$0.00	\$250.00	\$250.00		\$0.00		
65095000__	528150__	VEHICLE RENTAL	\$10,306.80	\$8,000.00	\$4,707.90	\$8,000.00	\$8,000.00		\$0.00		
65095000__	530100__	OFFICE SUPPLIES	\$258.33	\$250.00	\$101.00	\$250.00	\$250.00		\$0.00		
65095000__	530210__	OPERATING SUPPLIES	\$8,253.01	\$10,000.00	\$2,329.13	\$5,000.00	\$10,000.00		\$0.00		
65095000__	530230__	GASOLINE	\$1,832.66	\$2,000.00	\$213.31	\$700.00	\$2,000.00		\$0.00		
65095000__	530250__	SAND & SALT	\$3,328.08	\$3,500.00	\$0.00	\$0.00	\$3,500.00		\$0.00		
65095000__	530295__	LANDSCAPING SUPPLIES	\$1,398.18	\$2,500.00	\$324.38	\$500.00	\$2,500.00		\$0.00		
65095000__	530300__	GARDEN SUPPLIES	\$3,000.00	\$4,500.00	\$6,089.00	\$6,100.00	\$6,500.00		\$2,000.00	Otter Creek Flowers/Planters	
65095000__	540200__	INSURANCE	\$232.32	\$275.00	\$284.27	\$284.27	\$275.00		\$0.00		
65095000__	540215__	GEN. PUB. OFFICIALS & AUTO	\$0.00	\$385.00	\$401.00	\$401.00	\$385.00		\$0.00		
65095000__	631200__	STREET IMPROVEMENTS	\$2,627.00	\$7,000.00	\$0.00	\$0.00	\$7,000.00		\$0.00		
65095000__	641200__	LIGHT EQUIPMENT	\$7,991.55	\$20.00	\$33.00	\$33.00	\$35,000.00		\$34,980.00	Replace 2006 GMC Pickup Truck	
65095007__	443405__	LOT METERS	\$1,903.38	\$2,700.00	\$390.43	\$1,000.00	\$2,700.00		\$0.00	Lot 7	
65095007__	443705__	MISCELLANEOUS STALL RENTAL	\$16,415.82	\$12,000.00	\$4,805.70	\$10,000.00	\$12,000.00		\$0.00	Lot 7	
65095008__	443705__	MISCELLANEOUS STALL RENTAL	\$7,599.56	\$8,000.00	\$5,772.53	\$10,000.00	\$8,000.00		\$0.00		

65095009__	443405__	LOT METERS	\$3,038.18	\$3,000.00	\$735.09	\$1,500.00	\$3,000.00	\$0.00	
65095009__	443705__	MISCELLANEOUS STALL RENTAL	\$13,172.54	\$15,000.00	\$4,655.47	\$10,000.00	\$15,000.00	\$0.00	
65095010__	443705__	MISCELLANEOUS STALL RENTAL	\$2,843.60	\$3,000.00	\$1,421.80	\$3,000.00	\$3,000.00	\$0.00	
65095011__	443705__	MISCELLANEOUS STALL RENTAL	\$373.81	\$3,200.00	\$1,023.72	\$2,000.00	\$3,200.00	\$0.00	Lot 8
65095060__	443705__	MISCELLANEOUS STALL RENTAL	\$0.00	\$0.00	\$2,047.38	\$4,500.00	\$4,000.00	\$4,000.00	SSA Lot
65095090__	443201__	STREET METERS	\$111,295.63	\$105,000.00	\$27,057.56	\$60,000.00	\$105,000.00	\$0.00	Lot 9
65095091__	443201__	STREET METERS	\$28,119.52	\$26,000.00	\$16,769.67	\$32,000.00	\$26,000.00	\$0.00	

TOTAL PARKING UTILITY - CITY LOTS

Expenses	\$221,586.59	\$184,556.00	\$97,744.63	\$167,538.27	\$225,084.00	\$0.00	\$40,528.00
Revenues	\$213,405.90	\$205,000.00	\$77,708.34	\$160,200.00	\$214,500.00	\$0.00	\$9,500.00
Personal Services	\$112,610.47	\$91,001.00	\$56,148.37	\$91,211.00	\$94,674.00	\$0.00	\$3,673.00
Non-Personal Services	\$100,984.57	\$86,535.00	\$41,629.26	\$76,327.27	\$88,410.00	\$0.00	\$1,875.00

960 PAD 2 - RIVERFRONT

9600 PARKING UTILITY - PAD 2 ADMIN

	2019 ACTUAL EXPENSES	2020 APPROVED BUDGET	2020 YTD - 6/16/20 EXPENSES	2020 PROJECTED EXPENSES	2021 EXECUTIVE REQUESTED	2021 EXECUTIVE APPROVED	DIFFERENCE 2020 vs 2021	2021 BUDGET NOTES
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65096000__	463301__	PARKING DISTRICT ASSESSMENT	\$0.00	\$42,362.00	\$0.00	\$38,062.00	\$45,192.00	\$2,830.00	
65096000__	469999__	OTHER MISCELLANEOUS REV	\$2,297.96	\$4,000.00	\$366.44	\$3,000.00	\$4,000.00	\$0.00	
65096000__	510110__	FULL TIME SALARIES - REGULAR	\$8,146.81	\$9,250.00	\$3,211.66	\$9,250.00	\$9,250.00	\$0.00	
65096000__	510111__	FULL TIME SALARIES - OVERTIME	\$71.74	\$0.00	\$156.70	\$0.00	\$0.00	\$0.00	
65096000__	510130__	TEMPORARY SALARIES - REGULAR	\$3,017.63	\$4,300.00	\$480.00	\$2,000.00	\$5,000.00	\$700.00	
65096000__	510310__	FICA	\$655.26	\$700.00	\$219.99	\$700.00	\$800.00	\$100.00	
65096000__	510311__	MEDICARE	\$153.26	\$170.00	\$51.44	\$170.00	\$200.00	\$30.00	
65096000__	510320__	WI RETIREMENT FUND	\$538.63	\$550.00	\$227.36	\$550.00	\$650.00	\$100.00	
65096000__	510340__	HEALTH INSURANCE	\$4,326.55	\$4,100.00	\$1,918.94	\$4,100.00	\$6,000.00	\$1,900.00	
65096000__	510350__	DENTAL INSURANCE	\$207.27	\$240.00	\$123.90	\$240.00	\$240.00	\$0.00	
65096000__	510360__	LIFE INSURANCE	\$2.44	\$2.00	\$1.10	\$2.00	\$2.00	\$0.00	
65096000__	510400__	WORKERS COMPENSATION	\$50.04	\$50.00	\$20.85	\$50.00	\$50.00	\$0.00	
65096000__	524110__	BUILDING EXTERIOR MAINTENANCE	\$5,278.55	\$5,200.00	\$2,166.65	\$5,200.00	\$5,200.00	\$0.00	
65096000__	524220__	SNOW REMOVAL SERVICES	\$30,077.00	\$12,000.00	\$9,941.50	\$12,000.00	\$12,000.00	\$0.00	
65096000__	525100__	ELECTRIC	\$830.23	\$800.00	\$701.28	\$800.00	\$800.00	\$0.00	
65096000__	528150__	VEHICLE RENTAL	\$4,284.00	\$4,500.00	\$2,403.14	\$4,500.00	\$4,500.00	\$0.00	
65096000__	530210__	OPERATING SUPPLIES	\$8,531.00	\$1,000.00	\$883.50	\$1,000.00	\$1,000.00	\$0.00	
65096000__	530295__	LANDSCAPING SUPPLIES	\$2,447.98	\$3,000.00	\$0.00	\$0.00	\$2,500.00	\$500.00	
65096000__	530300__	GARDEN SUPPLIES	\$500.00	\$500.00	\$500.00	\$500.00	\$1,000.00	\$500.00	Otter Creek Flowers/Planters

TOTAL PARKING UTILITY -RIVERFRONT

Expenses	\$69,118.39	\$46,362.00	\$23,008.01	\$41,062.00	\$49,192.00	\$0.00	\$2,830.00
Revenues	\$2,297.96	\$46,362.00	\$366.44	\$41,062.00	\$49,192.00	\$0.00	\$2,830.00
Personal Services	\$17,169.63	\$19,362.00	\$6,411.94	\$17,062.00	\$22,192.00	\$0.00	\$2,830.00
Non-Personal Services	\$51,948.76	\$27,000.00	\$16,596.07	\$24,000.00	\$27,000.00	\$0.00	\$0.00

970 PAD 4 - S 12th STREET

	2019	2020	2020	2020	2021	2021
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	Expenses	\$31,457.33	\$20,325.00	\$11,139.92	\$18,125.00	\$20,325.00	\$0.00	\$0.00	
	Revenues	\$2,931.92	\$20,325.00	\$3,588.76	\$18,125.00	\$20,325.00	\$0.00	\$0.00	
	Personal Services	\$5,479.58	\$5,275.00	\$2,158.32	\$3,075.00	\$5,275.00	\$0.00	\$0.00	
	Non-Personal Services	\$25,977.75	\$15,050.00	\$8,981.60	\$15,050.00	\$15,050.00	\$0.00	\$0.00	
998 DEPRECIATION									

		2019	2020	2020	2020	2021	2021		
	9981 DEPRECIATION	ACTUAL	APPROVED	YTD - 6/16/20	PROJECTED	EXECUTIVE	EXECUTIVE	DIFFERENCE	
		EXPENSES	BUDGET	EXPENSES	EXPENSES	REQUESTED	APPROVED	2020 vs 2021	2021 BUDGET NOTES
	65099810__ 993000__ DEPRECIATION-IMPROVEMENTS	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00		\$0.00	
	65099810__ 994000__ DEPRECIATION-MACHINERY	\$0.00	\$12,000.00	\$0.00	\$0.00	\$12,000.00		\$0.00	
	TOTAL DEPRECIATION	\$0.00	\$22,000.00	\$0.00	\$0.00	\$22,000.00	\$22,000.00	\$0.00	
999 CUSTOMER CLEARING									

		2019	2020	2020	2020	2021	2021		
	9999 FUND BALANCE APPLIED	ACTUAL	APPROVED	YTD - 6/16/20	PROJECTED	EXECUTIVE	EXECUTIVE	DIFFERENCE	
		EXPENSES	BUDGET	EXPENSES	EXPENSES	REQUESTED	APPROVED	2020 vs 2021	2021 BUDGET NOTES
	65099990__ 492101__ INTER TRANSFER-GENERAL FUND	\$1,482.00	\$3,030.00	\$2,009.81	\$0.00	\$3,021.00		\$9.00	Revenue for Harbor Centre
	65099990__ 492407__ INTER TRANSFER-INDUSTRIAL PK	\$6,000.00	\$7,996.00	\$2,770.92	\$0.00	\$7,766.00		\$230.00	Revenue for Industrial Park
	65099990__ 499999__ FUND EQUITY	\$0.00	\$0.00	\$0.00	\$0.00	\$10,584.00		\$10,584.00	Fund Balance to pay for 65095000
	TOTAL FUND BALANCE APPLIED	\$7,482.00	\$10,499.00	\$0.00	\$0.00	\$10,787.00		\$288.00	
	TOTAL CUSTOMER CLEARING	\$7,482.00	\$10,499.00	\$0.00	\$0.00	\$10,787.00		\$288.00	
	TOTAL PARKING UTILITY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
	TOTAL REVENUES	\$332,741.78	\$461,656.00	\$0.00	\$0.00	\$497,484.00			
	TOTAL EXPENSES	\$536,706.37	\$461,656.00	\$0.00	\$404,547.27	\$497,484.00		\$35,828.00	
	TOTAL ASSESSMENTS	\$9,779.96	\$137,408.00	\$0.00	\$117,433.00	\$139,575.00			
	Personal Services	\$189,607.74	\$196,610.00	\$83,516.22	\$188,620.00	\$209,474.00	\$0.00	\$12,864.00	
	Non-Personal Services	\$316,226.08	\$240,085.00	\$123,043.17	\$215,960.27	\$242,010.00	\$0.00	\$1,925.00	
	Capital Outlay	\$24,382.25	\$14,020.00	\$429.22	\$967.00	\$46,000.00	\$0.00	\$31,980.00	
	Depreciation	\$0.00	\$22,000.00	\$0.00	\$0.00	\$22,000.00	\$0.00	\$0.00	
	TOTAL EXPENSES	\$530,216.07	\$450,715.00	\$206,988.61	\$405,547.27	\$497,484.00	\$0.00	\$46,769.00	

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 3.3 Presentation of 2021 Parking Utility Budget

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

REPORT DATE: 6/26/20

MEETING DATE: 6/30/20

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

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

BACKGROUND / ANALYSIS:

The Parking Utility has submitted its 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 2021 Executive Budget.

STAFF COMMENTS:

The Director of Transit & Parking has assembled the parking utility budget for 2021. 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 2021.

There are no major changes in the budget from 2020 to 2021. Health insurance costs are expected to increase by 5% with wages increasing around 2%.

ACTION REQUESTED:

Staff recommends the support of the 2021 parking utility budget as presented by the Director of Transit & Parking and recommends inclusion into the City of Sheboygan 2021 Executive Budget.

ATTACHMENTS:

- I. 2021 Parking Utility Budget;

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 3.4 Fares and Fares Structure for Shoreline Metro

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

REPORT DATE: 6/26/20

MEETING DATE: 6/30/20

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

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

BACKGROUND / ANALYSIS:

Shoreline Metro is currently developing its next five year Transportation Development Program. Shoreline Metro is also combatting COVID-19 and continuing to look at ways to provide safer services for our customers. Fares have been suspended since the end of March with an expected return on July 6. There remain concerns about employee customer interactions around the farebox. Shoreline Metro is exploring options for both customers and employees to keep them safe while providing affordable, reliable and efficient transportation.

STAFF COMMENTS:

The Director of Transit and Parking would like the Transit Commission to consider a few changes to the fare structure for Shoreline Metro:

- Day Passes
 - Encourage customers use this non-recycled, non-reusable fare media;
 - No increase to the price;
 - Customers have expressed interest in a weekly pass
 - Offer a 6-pack for \$15
 - Same as a weekly pass
 - No need to create additional fare media
- Adult Tokens
 - Discontinue this reduced fare option;
 - Reusable and dirty with potential to spread viruses and germs throughout the organization;
 - Encourages customers to purchase the Day Pass;
- Student Tokens
 - Discontinue this fare option;

- Reusable and dirty with potential to spread viruses and germs throughout the organization;
- Continue to offer the Student 10-Ride Punch Card for \$11
- Mobile / Digital Fare Media
 - Fares are digital on a smartphone or tablet;
 - Clean and easy for customers and drivers;
 - Service will charge fees to Shoreline Metro;
 - Option to pass fees to customer (higher fares);
 - Fees paid by Shoreline Metro

Shoreline Metro is currently exploring the free transfer option with a survey being conducted through Facebook and the website. Currently, 55% of respondents would support the elimination of transfers. Comments suggest some customers would enjoy a weekly pass and the flexibility of showing a pass each time they board as opposed to reusing a token or receiving a transfer slip.

The elimination of the transfer was presented last year and the Director of Transit and Parking decided to include this option in the Transportation Development Program where it could be properly explored and evaluated. Removing the transfer is not being recommended at this time as part of this request.

The cash fare would remain at \$1.75 per trip with the monthly pass remaining at \$48 per month. The half-fare would remain at \$0.85 per trip. Children under five would remain free.

ACTION REQUESTED:

Staff recommends the support of the fare structure as presented and recommends the support of Shoreline Metro paying fees associated with mobile payment solution options.

ATTACHMENTS:

- I. None.