



SHEBOYGAN TRANSIT COMMISSION AGENDA

August 16, 2022 at 5:00 PM

**City Hall - Conference Room 106, 828 Center Avenue,
Sheboygan, WI**

It is possible that a quorum (or a reverse quorum) of the Sheboygan Common Council or any other City committees/boards/commissions may be in attendance, thus requiring a notice pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 N.W.2d 408 (1993).

Persons with disabilities who need accommodations to attend this meeting should contact Shoreline Metro, (920) 459-3285. Persons other than commission, committee, and board members who wish to participate remotely shall provide notice to Shoreline Metro at 920-459-3285 at least 24 hours before the meeting so that the person may be provided a remote link for that purpose.

OPENING OF MEETING

1. Call to Order
2. Pledge of Allegiance
3. Public Input (Time limits are at the discretion of the Transit Commission - Input on non-service adjustment related items.

MINUTES

- [4.](#) Review and Approve the Minutes from the May 17, 2022 meeting.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- [5.](#) Review and Approve the Second Quarter Reports for Transit and Parking Utilities.
- [6.](#) Review and Approve the 2023 Transit Budget for Shoreline Metro.
- [7.](#) Review and Approve the Agency Fare Increase for 2023.
- [8.](#) Review and Approve the Shoreline Metro Table of Organization (Reorganization).
- [9.](#) Res. No. 46-22-23 by Alderpersons Felde, Dekker, and Mitchell 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 2023, under Federal Mass Transit Operating Assistance program, 49 U.S.C. 5307, and State Urban Mass Transit Operating Assistance program, Wis. Stat. § 85.20, as amended. REFER TO TRANSIT COMMISSION
- [10.](#) Review and Approve the Shoreline Metro 2023 Parking Budget for the Parking Utility.
- [11.](#) Review and Approve the Shoreline Metro 2022 Transit Asset Management Plan.
- [12.](#) Presentation of the 2022-2023 SASD Free Student Rides Program.

[13.](#) Director's Report

NEXT MEETING

14. Next meeting date: October 18, 2022

ADJOURN

In compliance with Wisconsin's Open Meetings Law, this agenda was posted in the following locations more than 24 hours prior to the time of the meeting:

*City Hall • Mead Public Library
Sheboygan County Administration Building • City's website*

CITY OF SHEBOYGAN

SHEBOYGAN TRANSIT COMMISSION MINUTES

Tuesday, May 17, 2022

MEMBERS PRESENT: Chair Heather Cleveland, Vice-Chair Sara Knaub, Alderperson Dean Dekker, Alderperson Trey Mitchell, Police Chief Christopher Domagalski, Mayor Ryan Sorenson, Director of Planning and Development Chad Pelishek

MEMBERS EXCUSED: Alderperson Barb Felde, Roy Kluss

STAFF/OFFICIALS PRESENT: Director of Parking and Transit Derek Muench, Administrative Coordinator Ann Koeller.

OPENING OF MEETING

1. Call to Order at 5:00 PM

Chair Heather Cleveland called the meeting to order at 5:00 P.M.

2. Pledge of Allegiance

Chair Cleveland lead the Commission in the Pledge of Allegiance.

3. Election of Officers

Mayor Sorenson nominated Heather Cleveland as Chair and Sara Knaub as Vice-Chair. Director Pelishek seconded the nomination. Nominations closed. All Yea's. Motion passes.

3. Public Input (Time limits are at the discretion of the Transit Commission - Input on non-service adjustment related items.

None.

MINUTES

5. Review and approve the minutes from the March 22, 2022 Transit Commission meeting.

A motion was made by Mayor Sorenson, seconded by Ald. Dekker to approve the minutes from the March 22, 2022 meeting. Motion passes.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

6. Review and approve the First Quarter Reports for Transit and Parking Utilities.

A motion was made by Mayor Sorenson, seconded by Chief Domagalski to approve the First Quarter Reports as presented. Motion passes.

7. Approval for the purchase of Paratransit buses using CARES Act funds.

A motion was made by Mayor Sorenson, seconded by Ald. Dekker to approve the purchase of Paratransit buses using CARES Act funds. Motion passes.

8. Review and approve the Public Transit Agency Safety Plan for 2022.

A motion was made by Mayor Sorenson, seconded by Chief Domagalski to approve the 2022 Public Transportation Agency Safety Plan for Shoreline Metro and place on file. Motion passes.

9. Review and approve the Parking Fares and Fees for Mobile Payment (HotSpot) implementation.

A motion was made by Director Pelishek, seconded by Ald. Mitchell to increase the hourly parking rate for meters to \$.75 per hour. Motion passes.

10. Review and possible action on a Parking request from Stefano's.

A motion was made by Director Pelishek, seconded by Ald. Dekker to change the monthly parking permit rate in lot 9 to \$20.00 per month effective July 1, 2022. Motion passes.

11. Accept and file the Director's Report.

A motion was made by Director Pelishek, seconded by Chief Domagalski to accept and file the Director's Report as presented. Motion passes.

NEXT MEETING

12. Next meeting date: Tuesday, July 19, 2022 at 5:00 PM

ADJOURN

A motion was made by Director Pelishek, seconded by Ald. Mitchell to adjourn the meeting at 6:15 P.M. Motion passes.

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 5. Transit & Parking Second Quarter for 2022

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

REPORT DATE: 8/8/22

MEETING DATE: 8/16/22

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

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

BACKGROUND / ANALYSIS:

The reports for the Second quarter of 2022 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. There is a noticeable change to the report per the last meeting (discussion on better metrics/reporting). The attached report presents all the same data as previous reports but also includes operating metrics used within the industry to evaluate the effectiveness of the transit system.

****NOTE****

When reading this report for transit operations, please do not put much emphasis on individual quarterly metrics. Many factors influence ridership (winter during first quarter as an example) and expenses (annual purchases such as insurance paid during first and second quarter).

Here is a summary of the Second Quarter reports:

- Shoreline Metro ridership is up 25% over second quarter of 2021.
 - Revenue trips for the quarter were 13.05 trips per revenue hour. This is an increase over second quarter 2021 productivity (10.59).
- Metro Connection ridership is up 29.6% with revenue up 57%.
 - Revenue trips for the quarter were 2.68 per hour. This is an increase over second quarter 2021 productivity (2.07).
- Revenue for transit operations was up 9.56% over second quarter 2021.
 - 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).

- Parking Utility stall revenue and meter revenue significantly increased for second quarter 2021.
 - Meter revenue is up 112% over first quarter 2021.
 - Stall Rental revenue is up almost 32% over first quarter 2021
 - Revenue and parking use seem to be rebounding very well and appears to be in “post-COVID” mode.

ACTION REQUESTED:

Staff recommends approval of the Transit and Parking Utility 2021 Fourth Quarter and Year End Reports and placing on file.

ATTACHMENTS:

- I. 2022 Second Quarter Report for Transit;
- II. 2022 Second Quarter Report for Parking Utility;

OPERATING METRICS FOR TRANSIT OPERATIONS - 2021 to 2022																				
OPERATING METRICS	FIRST QUARTER				SECOND QUARTER				THIRD QUARTER				FOURTH QUARTER				YEAR END			
Shoreline Metro	2022	2021	Difference	Target	2022	2021	Difference	Target	2022	2021	Difference	Target	2022	2021	Difference	Target	2022	2021	Difference	Target
Cost-Efficiency																				
Expense/Revenue Hour	\$93.78	\$96.11	\$2.33	\$94.85	\$130.27	\$106.46	\$23.81	\$94.85				\$94.85				\$94.85				\$94.85
Expense/Revenue Mile	\$26.31	\$30.53	\$4.22	N/A	\$12.26	\$11.40	\$0.87	N/A				N/A				N/A				N/A
Cost-Effectiveness																				
Expense/Passenger Trip	\$6.83	\$10.17	\$3.35	\$7.25	\$9.98	\$10.06	\$9.69	\$7.25				\$7.25				\$7.25				\$7.25
Service-Effectiveness																				
Passengers/Revenue Hour	13.74	9.45	4.29	13.80	13.05	10.59	2.46	13.80				13.80				13.80				13.80
Passengers/Revenue Mile	1.01	0.70	0.32	N/A	0.00	0.00	0.00	N/A				N/A				N/A				N/A
Passenger Revenue-Effectiveness																				
Revenue/Expense (Ratio)	13.56%	10.11%	3.45%	11.50%	10.21%	11.61%	-1.40%	11.50%				11.50%				11.50%				11.50%
Revenue/Passenger Trip	\$0.93	\$1.03	-\$0.10	\$0.66	\$1.02	\$1.17	-\$0.15	\$0.66				\$0.66				\$0.66				6.20
Metro Connection	2022	2021	Difference	% Change	2022	2021	Difference	% Change	2022	2021	Difference	% Change	2022	Target	Difference	% Change	2022	Target	Difference	% Change
Service-Effectiveness																				
Passengers/Revenue Hour	2.45	2.07	0.38	18.4%	2.68	2.07	0.62	29.9%												
Passengers/Revenue Mile	0.19	0.18	0.02	10.0%	0.20	0.17	0.03	17.8%												
OPERATING STATISTICS	FIRST QUARTER				SECOND QUARTER				THIRD QUARTER				FOURTH QUARTER				YEAR END			
Shoreline Metro	2022	2021	Difference	% Change	2022	2021	Difference	% Change	2022	2021	Difference	% Change	2022	2021	Difference	% Change	2022	2021	Difference	% Change
Revenue Miles	120,172	120,066	106	0.09%	127,872	130,431	2,559	-1.96%												
Total Miles	124,297	124,187	110	0.09%	130,680	134,908	4,228	-3.13%												
Revenue Hours	8,879	8,873	6	0.07%	9,431	9,262	169	1.82%												
Total Hours	9,627	9,621	6	0.06%	10,226	10,043	183	1.82%												
Ridership	121,968	83,830	38,138	45.49%	123,073	98,042	25,031	25.53%												
Metro Connection	2022	2021	Difference	% Change	2022	2021	Difference	% Change	2022	2021	Difference	% Change	2022	2021	Difference	% Change	2022	2021	Difference	% Change
Revenue Miles	31,649	27,936	3,713	13.3%	33,894	30,790	3,104	10.1%												
Total Miles	35,282	31,979	3,303	10.3%	37,533	34,821	2,712	7.8%												
Revenue Hours	2,509	2,382	127	5.3%	2,468.00	2,473.00	(5)	-0.2%												
Total Hours	2,701	2,608	93	3.6%	2,665.00	2,677.00	(12)	-0.4%												
Ridership	6,140	4,925	1,215	24.7%	6,625.00	5,110.00	1,515	29.6%												
REVENUES/EXPENSES	FIRST QUARTER				SECOND QUARTER				THIRD QUARTER				FOURTH QUARTER				YEAR END			
Total Operations	2022	2021	Difference	% Change	2022	2021	Difference	% Change	2022	2021	Difference	% Change	2022	2021	Difference	% Change	2022	2021	Difference	% Change
Expenses	\$832,651.00	\$852,755.00	\$20,104.00	-2.36%	\$1,228,585.00	\$986,040.00	\$242,545.00	24.60%												
Revenues	\$112,906.00	\$86,223.00	\$26,683.00	30.95%	\$125,395.00	\$114,457.00	\$10,938.00	9.56%												

Definitions

Cost-Efficiency examines the amount of service produced in relation to the amount of resources expended. The lower the ratio, the more cost efficient the service.

Cost-Effectiveness metrics addresses transit use in relation to the level of resources expended. The lower the cost per passenger, the more cost effective the service.

Service-Effectiveness is a measure of the consumption of public transportation service in relation to the amount of service available. The larger the ratio, the more effective the service.

Passenger Revenue-Effectiveness, or average fare per passenger trip, measures the amount each passenger is paying to use the service. The higher the average, the more cost is being borne by the passenger.

OPERATING STATISTICS FOR THE PARKING UTILITY - 2021 to 2022																								
	JANUARY				FEBRUARY				MARCH				APRIL				MAY				JUNE			
REVENUES	2022	2021	Difference	% Change	2022	2021	Difference	% Change	2022	2021	Difference	% Change	2022	2021	Difference	% Change	2022	2021	Difference	% Change	2022	2021	Difference	% Change
Meters	\$11,504	\$0	\$11,504	100.0%	\$8,319	\$4,692	\$3,627	77.3%	\$13,421	\$10,929	\$2,492	22.8%	\$9,370	\$7,074	\$2,296	32.5%	\$9,368	\$9,398	\$30	-0.3%	\$12,683	\$10,228	\$2,455	24.0%
Stall Rentals	\$33,031	\$7,283	\$25,748	353.5%	\$1,293	\$26,395	\$25,102	-95.1%	\$24,079	\$20,771	\$3,308	15.9%	\$10,105	\$746	\$9,359	1254.6%	\$2,921	\$658	\$2,263	343.9%	\$24,696	\$16,932	\$7,764	45.9%
MONTH TOTALS	\$44,535	\$7,283	\$37,252	511.5%	\$9,612	\$31,087	\$21,475	-69.1%	\$37,500	\$31,700	\$5,800	18.3%	\$19,475	\$7,820	\$11,655	149.0%	\$12,289	\$10,056	\$2,233	22.2%	\$37,379	\$27,160	\$10,219	37.6%
	JULY				AUGUST				SEPTEMBER				OCTOBER				NOVEMBER				DECEMBER			
REVENUES	2022	2021	Difference	% Change	2022	2021	Difference	% Change	2022	2021	Difference	% Change	2022	2021	Difference	% Change	2022	2021	Difference	% Change	2022	2021	Difference	% Change
Meters		\$10,024	\$10,024	-100.0%		\$15,091	\$15,091	-100.0%		\$9,240	\$9,240	-100.0%		\$9,050	\$9,050	-100.0%		\$11,043	(\$11,043)	-100.0%		\$4,158	\$4,158	-100.0%
Stall Rentals		\$527	\$527	-100.0%		\$147	\$147	-100.0%		\$19,759	\$19,759	-100.0%		\$8,245	\$8,245	-100.0%		\$599	(\$599)	-100.0%		\$30,535	\$30,535	-100.0%
MONTH TOTALS	\$0	\$10,551	\$10,551	-100.0%	\$0	\$15,238	\$15,238	-100.0%	\$0	\$28,999	\$28,999	-100.0%	\$0	\$17,295	\$17,295	-100.0%	\$0	\$11,642	(\$11,642)	-100.0%	\$0	\$34,693	\$34,693	-100.0%
REVENUE COMPARISON BY YEAR									REVENUE COMPARISON BY QUARTER															
ANNUAL TOTALS	2021 YTD		2022 YTD		Difference		% Change		FIRST QUARTER				SECOND QUARTER				THIRD QUARTER				FOURTH QUARTER			
									2021		2022		2021		2022		2021		2022		2021		2022	
Meters	\$15,621		\$64,665		49,044.16		314.0%		\$15,621		\$33,244		\$26,700		\$31,421		\$34,355		\$0		\$24,251		\$0	
Stall Rentals	\$54,449		\$58,403		3,954.00		7.3%		\$54,449		\$58,403		\$18,336		\$37,722		\$20,433		\$0		\$39,379		\$0	
TOTAL REVENUE	\$70,070		\$123,068		52,998.16		75.6%		\$70,070		\$91,647		\$45,036		\$69,143		\$54,788		\$0		\$63,630		\$0	

Prepared by Shoreline Metro for the Transit Commission.

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 6.0 Presentation of 2023 Transit Budget for Shoreline Metro

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

REPORT DATE: 8/8/22

MEETING DATE: 8/16/22

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

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

BACKGROUND / ANALYSIS:

Shoreline Metro has submitted its 2023 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 2023 Executive Budget.

STAFF COMMENTS:

The Director of Transit & Parking has assembled the transit budget for 2023 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 represented employees). Also, the budget contains a fifth year of the SASD agreement at \$90,000 as local share support.

Overall, the budget increases by \$42,638 from 2022. Expected funding through state and federal mass transit aids are expected to drop from 2022 (but still higher than historical funding levels). In 2022, the combined funding is 60.00%. A conservative 56% was used to construct the 2023 budget. Further adjustments to revenues were made as well. There are no expected changes to personnel, staffing, routes or service levels in 2023 (aside from the possibility of microtransit service).

A few highlights:

- HotSpot was introduced in 2022 and its fees (and expected revenues) were adjusted into the 2023 budget as well.
- The budget incorporates a reorganization of the non-rep admin staff (reduction from 8 to 7 full-time positions).
- One (1) full-time Maintenance Assistant was added to the 2023 budget to address light maintenance duties and the need for additional assistance in the maintenance area.

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 2023 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 2023 transit budget for Shoreline Metro as presented by the Director of Transit & Parking and recommends inclusion into the City of Sheboygan 2023 Executive Budget.

ATTACHMENTS:

- I. 2023 Transit Budget;

651352 TRANSIT SYSTEM FUND				2021 ACTUAL EXPENSES	2022 APPROVED BUDGET	2022 YTD - 7/26/22 EXPENSES	2022 PROJECTED EXPENSES	2023 EXECUTIVE REQUESTED	2023 EXECUTIVE APPROVED	DIFFERENCE 2022 VS 2023	<div>DRAFT 2023 L</div> <div>Final Edition - 8/11/22</div> <div>Item 6.</div> <div>2023 BUDGET NOTES</div>
DOT CODE	OBJECT	DESCRIPTION	ACCOUNT DETAILS								
65193000 - TRANSIT ADMINISTRATION											
501.02	510110	FULL TIME SALARIES - REGULAR	All FULL-TIME Team Members	\$1,631,000.01	\$1,789,955.79	\$804,582.37	\$1,789,955.79	\$1,859,789.46	\$1,859,789.46	\$69,833.67	1 New FT position/1 Less FT Admin position
501.02	510111	FULL TIME SALARIES - OVERTIME	All OVERTIME	\$100,107.44	\$23,000.00	\$27,736.13	\$40,000.00	\$23,000.00	\$23,000.00	\$0.00	
501.02	510130	TEMPORARY SALARIES - REGULAR	All PART-TIME Team Members	\$405,922.74	\$435,134.16	\$194,554.22	\$435,134.16	\$325,243.41	\$325,243.41	\$109,890.75	
504.99	510140	INTERDEPARTMENTAL LABOR - REGULAR	Parking maintaining Transit grounds	\$1,934.00	\$0.00	\$348.59	\$500.00	\$1,000.00	\$1,000.00	\$1,000.00	
502.01	520310	FICA	Social Security All Team Members	\$131,246.16	\$144,295.87	\$61,496.34	\$144,295.87	\$141,816.66	\$141,816.66	\$2,479.21	
502.01	520311	MEDICARE	Medicare All Team Members	\$30,694.63	\$30,278.72	\$14,382.23	\$30,278.72	\$29,670.94	\$29,670.94	\$607.78	
502.02	520320	WI RETIREMENT FUND	Pension All Team Members	\$139,495.16	\$135,411.71	\$64,814.46	\$135,411.71	\$138,850.90	\$138,850.90	\$3,439.19	
502.03	520340	HEALTH INSURANCE	Health Insurance All Team Members	\$473,532.90	\$535,724.37	\$258,537.26	\$535,724.37	\$560,520.79	\$560,520.79	\$24,796.42	
502.03	520341	RETIREEE BENEFITS	Ron/Kevin Benefits (Done in 2022)	\$24,357.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
502.03	520345	HSA CONTRIBUTIONS	Health Savings contributions	\$0.00	\$30,600.00	\$0.00	\$30,600.00	\$31,800.00	\$31,800.00	\$1,200.00	
502.04	520350	DENTAL INSURANCE	Dental Insurance All Team Members	\$31,066.73	\$32,016.38	\$16,281.28	\$32,016.38	\$32,708.38	\$32,708.38	\$692.00	
502.05	520360	LIFE INSURANCE	Life Insurance All Team Members	\$5,354.26	\$3,925.00	\$2,916.08	\$3,925.00	\$4,275.00	\$4,275.00	\$350.00	
502.06	520365	ST DISABILITY INSURANCE	Union Team Members	\$16,296.47	\$22,924.00	\$7,344.19	\$15,000.00	\$22,924.00	\$22,924.00	\$0.00	
502.06	520399	FRINGE BENEFITS - WLRLI		\$238,444.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
502.08	520400	WORKERS COMPENSATION	Workers Comp	\$92,555.00	\$3,850.00	\$3,850.00	\$3,850.00	\$3,850.00	\$3,850.00	\$0.00	
502.07	520410	UNEMPLOYMENT COMPENSATION	Unemployment Benefits	\$3,091.09	\$2,000.00	\$79.40	\$150.00	\$2,000.00	\$2,000.00	\$0.00	
502.13	520490	CLOTHING ALLOWANCE	Union Clothing, Tool and Boot Allowances	\$8,391.66	\$6,500.00	\$8,648.33	\$8,648.33	\$10,240.00	\$10,240.00	\$3,740.00	
503.03	531100	CONTRACTED SERVICES	Tire Contract, Bay-Lake, Cintas, Pro-Tec, JSM	\$76,448.47	\$48,250.00	\$33,093.93	\$48,250.00	\$48,250.00	\$48,250.00	\$0.00	
503.03	531110	FINANCIAL SERVICES FEES	Audit Fees, HotSpot Fees	\$0.00	\$3,600.00	\$0.00	\$3,600.00	\$8,600.00	\$8,600.00	\$5,000.00	HotSpot Fees \$5,000
506.01	531206	INSURANCE PREMIUMS	Facility, TMI Buses	\$0.00	\$0.00	\$0.00	\$0.00	\$105,488.00	\$105,488.00	\$105,488.00	New Buses (Higher Premium)
509.08	531400	ADVERTISING & MARKETING	Radio, Print, Social Media Ads	\$20,985.74	\$30,000.00	\$8,032.36	\$30,000.00	\$25,000.00	\$25,000.00	\$5,000.00	Offset HotSpot Fees
503.03	531560	MEDICAL SERVICES	Pre-Employment Physicals/Drug Screens	\$4,005.00	\$4,000.00	\$2,594.00	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00	
504.99	531700	SECURITY SERVICES		\$1,886.00	\$500.00	\$580.00	\$500.00	\$500.00	\$500.00	\$0.00	
509.01	536125	EMPLOYEE DEVELOPMENT	Travel, Training and Conferences	\$10,541.60	\$10,100.00	\$5,934.82	\$8,000.00	\$9,100.00	\$9,100.00	\$1,000.00	
	537100	VEHICLE & PARKING EXPENSES	Parking Permits Lot 8 (5 Stalls for Customers)	\$0.00	\$0.00	\$0.00	\$0.00	\$1,800.00	\$1,800.00	\$1,800.00	5 Stalls of 8 are Transit funded
504.99	540100	OFFICE SUPPLIES	All Office Supplies	\$7,607.84	\$542.00	\$5,304.70	\$6,500.00	\$6,500.00	\$6,500.00	\$5,958.00	
504.99	540210	OPERATING SUPPLIES	Operating Supplies	\$18,751.84	\$8,000.00	\$3,229.40	\$8,000.00	\$10,000.00	\$10,000.00	\$2,000.00	
504.01	540230	GASOLINE	Gasoline	\$0.00	\$0.00	\$4,371.19	\$0.00	\$15,000.00	\$15,000.00	\$15,000.00	
504.01	540235	DIESEL FUEL	Diesel Fuel, Propane	\$245,322.65	\$400,100.00	\$220,675.42	\$450,000.00	\$435,000.00	\$435,000.00	\$34,900.00	
504.01	540245	OILS & LUBRICANTS	All Oils, Lubricants and Fluids	\$17,427.86	\$25,000.00	\$22,732.45	\$30,000.00	\$25,000.00	\$25,000.00	\$0.00	
504.99	540260	SAFETY SUPPLIES	Safety Supplies, Recognition, Improvements	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00	\$0.00	
504.99	540295	LANDSCAPING SUPPLIES	Landscaping	\$3,350.00	\$250.00	\$0.00	\$0.00	\$250.00	\$250.00	\$0.00	
504.99	540500	FIRE FIGHTING SUPPLIES	Extinguisher Testing, Replacements	\$0.00	\$200.00	\$210.00	\$210.00	\$200.00	\$200.00	\$0.00	
504.99	550110	BUILDING MAINTENANCE & REPAIR	HVAC, Equipment and Facility Maintenance	\$24,785.44	\$5,500.00	\$5,931.93	\$8,000.00	\$10,500.00	\$10,500.00	\$5,000.00	
505.02	555101	ELECTRIC	Utility	\$19,476.23	\$18,130.00	\$9,720.39	\$18,130.00	\$18,000.00	\$18,000.00	\$130.00	
505.02	555105	WATER	Utility	\$2,921.77	\$2,500.00	\$1,970.87	\$2,500.00	\$2,500.00	\$2,500.00	\$0.00	
505.02	555110	SEWER	Utility	\$1,588.58	\$2,500.00	\$844.40	\$2,500.00	\$2,630.00	\$2,630.00	\$130.00	
505.02	555120	PHONES	US Cellular, Mobile Tablets, UniteGPS	\$14,081.07	\$19,500.00	\$11,342.68	\$19,500.00	\$17,000.00	\$17,000.00	\$2,500.00	
505.02	555135	INTERNET	Utility	\$540.00	\$550.00	\$0.00	\$550.00	\$550.00	\$550.00	\$0.00	
505.02	555140	GAS (UTILITY)	Utility	\$28,690.95	\$22,000.00	\$25,309.66	\$35,000.00	\$28,000.00	\$28,000.00	\$6,000.00	
504.99	560255	TOOLS & SMALL EQUIPMENT	Shop Tools and Equipment Purchases	\$9,227.26	\$8,000.00	\$4,568.03	\$8,000.00	\$4,000.00	\$4,000.00	\$4,000.00	
504.99	560259	IT SMALL EQUIPMENT	Computer/IT Purchases	\$272.20	\$4,000.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00	

504.99	562110 VEHICLE MAINTENANCE & REPAIRS	Parts/Work Performed by Third Party	\$207,314.12	\$162,000.00	\$143,018.25	\$162,000.00	\$162,000.00	\$162,000.00	\$0.00	Item 6.
504.99	563110 OFFICE EQUIPMENT MAINTENANCE	Ecolane, Trillium, PageFreezer, James Imaging	\$42,983.57	\$36,850.00	\$18,090.96	\$36,850.00	\$36,850.00	\$36,850.00	\$0.00	
503.05	563310 COMMUNICATION EQUIPMENT MAINTENANCE		\$0.00	\$300.00	\$0.00	\$300.00	\$300.00	\$300.00	\$0.00	
503.06	564130 JANITORIAL SERVICES	All Janitorial Supplies and Services, Garbage	\$20,884.79	\$11,800.00	\$7,464.19	\$11,800.00	\$11,800.00	\$11,800.00	\$0.00	
506.01	580210 INSURANCE DEDUCTIBLE & CLAIMS		\$99,747.33	\$100,488.00	\$97,669.95	\$97,669.95	\$0.00	\$0.00	\$100,488.00	
CAPITAL	631200 BUILDING IMPROVEMENTS		\$3,760.56	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
CAPITAL	651100 VEHICLES		\$472.39	\$632,165.50	\$0.00	\$632,165.50	\$0.00	\$0.00	\$632,165.50	
CAPITAL	651500 HEAVY TRUCKS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
CAPITAL	652200 IT EQUIPMENT		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Re-Asphalt Parking Lot at Transit
651352 - TRANSIT EXPENSE - TOTAL			\$3,554,564.51	\$4,753,941.50	\$2,098,260.46	\$4,829,515.78	\$4,180,007.55	\$4,180,007.55	\$573,933.95	
			2021 ACTUAL REVENUE	2022 APPROVED BUDGET	2022 YTD - 7/26/22 REVENUES	2022 PROJECTED REVENUES	2023 EXECUTIVE REQUESTED	2023 EXECUTIVE APPROVED	DIFFERENCE 2022 VS 2023	2023 BUDGET NOTES
651 - TRANSIT REVENUES										
Exhibit I	411100 REAL ESTATE TAXES	Sheboygan Tax Levy	\$450,613.00	\$450,613.00	\$450,613.00	\$0.00	\$0.00	\$0.00	\$450,613.00	No Local Share in 2023
Exhibit H	433200 FEDERAL TRANSIT SUBSIDY	Federal 5307 Grant	\$1,233,624.00	\$1,100,000.00	\$130,332.00	\$1,546,933.00	\$1,253,415.43	\$1,253,415.43	\$153,415.43	Estimated Federal Portion
Exhibit I	433300 HUD SUBSIDY	Grant from City	\$42,493.00	\$42,493.00	\$0.00	\$42,493.00	\$42,493.00	\$42,493.00	\$0.00	HUD Grant Funding Awarded
Exhibit H	433310 FEMA GRANT	CARES Act/ARPA	\$175,658.00	\$478,715.00	\$0.00	\$592,000.00	\$676,306.00	\$676,306.00	\$197,591.00	Estimated CARES Act/ARPA Share
Exhibit H	435300 STATE TRANSIT SUBSIDY	State 85.20 Grant	\$878,292.00	\$878,292.00	\$0.00	\$882,881.00	\$1,042,848.07	\$1,042,848.07	\$164,556.07	Estimated State Portion
Exhibit H	436900 STATE GRANT (85.205)	State 85.205 Grant	\$51,133.00	\$51,133.00	\$0.00	\$46,537.00	\$46,537.00	\$46,537.00	\$4,596.00	Estimated State Paratransit Aid Portion
Exhibit I	437000 LOCAL INTERGOVERNMENTAL REVENUE	85.21 County Funds	\$368,392.00	\$379,822.00	\$180,063.00	\$360,126.00	\$360,126.00	\$360,126.00	\$19,696.00	Estimated County 85.21 Grant Award
Exhibit I	437900 SASD TRANSIT SUBSIDY	Sheboygan Area School District Agreement	\$90,000.00	\$90,000.00	\$45,000.00	\$90,000.00	\$90,000.00	\$90,000.00	\$0.00	Same SASD
Exhibit I	437910 KOHLER SUBSIDY	Kohler Tax Levy (1.2%)	\$13,366.00	\$13,366.00	\$6,683.00	\$13,366.00	\$13,366.00	\$13,366.00	\$0.00	Same Kohler
Exhibit I	437920 SHEBOYGAN FALLS SUBSIDY	Sheboygan Falls Tax Levy (3.6%)	\$38,696.00	\$38,696.00	\$19,348.00	\$38,696.00	\$38,696.00	\$38,696.00	\$0.00	Same SF
407.99	452230 OTHER PROPERTY DAMAGE FEES	Claim Revenue	\$0.00	\$3,000.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	\$1,000.00	
406.03	461200 ADVERTISING	Revenue from Bus Ads	\$29,200.06	\$30,000.00	\$12,462.50	\$29,000.00	\$30,000.00	\$30,000.00	\$0.00	
401.05	463500 PARATRANSIT FEES	Paratransit Fares	\$149,633.20	\$181,500.00	\$120,829.00	\$185,000.00	\$205,000.00	\$205,000.00	\$23,500.00	Agency Fare Increase in 2023
401.01	463505 FAREBOX FARES	Fixed Route Fares	\$236,569.40	\$256,000.00	\$154,799.38	\$260,000.00	\$275,000.00	\$275,000.00	\$19,000.00	
407.04	481100 INTEREST ON INVESTMENTS	Interest on Transit Fund	\$11,241.92	\$16,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,700.00	
407.03	482105 OTHER CITY RENTALS	Parking Utility Revenue	\$70,200.00	\$70,200.00	\$70,200.00	\$70,200.00	\$70,200.00	\$70,200.00	\$0.00	
-	483090 SALE OF EQUIPMENT	Sale of Equipment/Vehicles	\$14,395.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	
407.99	483095 RECYCLED MATERIALS	Scapped Metals	\$0.00	\$900.00	\$2,531.00	\$5,000.00	\$0.00	\$0.00	\$900.00	
407.99	486000 INSURANCE REBATE	TMI Dividends Received	\$38,248.00	\$38,000.00	\$31,515.00	\$31,515.00	\$33,000.00	\$33,000.00	\$5,000.00	
407.99	489000 OTHER MISCELLANEOUS REV	Reimbursements	\$16,506.62	\$7,429.00	\$889.90	\$1,500.00	\$1,020.00	\$1,020.00	\$6,409.00	
	492000 INTERFUND TRANSFER IN	Transfer from Transit Fund	\$16,000.00	\$552,000.00	\$552,000.00	\$552,000.00	\$0.00	\$0.00	\$552,000.00	
651 - TRANSIT REVENUES - TOTAL			\$3,901,777.36	\$4,680,859.00	\$1,225,265.78	\$4,747,247.00	\$4,180,007.51	\$4,180,007.51	\$500,851.49	

BUDGET ALLOCATIONS AS PROJECTED		2023	2023 Notes	
2023 PROJECTED EXPENSES	Expense Sub-Total	\$4,180,008	Increase due to wage increases/health insurance	
	Contra Expenses	-\$79,537	85.205/Insurance dividend	
	TOTAL OPERATING EXPENSES	\$4,100,471		
2023 PROJECTED REVENUES	Fares Sub-Total	-\$480,000	Increased	
	Aux Trans Sub-Total	-\$30,000	Same	
	Non Trans Sub-Total	-\$73,220	Slight Decrease	
	Other Revenue	-\$42,493	HUD	
	TOTAL OPERATING REVENUES	-\$625,713		
	Total Ineligible Revenues	-\$42,493	HUD	
	WISDOT RECOGNIZED REVENUES	-\$583,220		
<u>PROJECTED OPERATING ASSISTANCE</u>				
Additional 2023 Budget Notes included in Actual Budget: -3% Union (all positions) -10% Lead Mechanic -Carlson Dettman Wages for Non-Reps -3% Health Insurance increase; -56% combined Federal/State assistance; -CARES Act to offset expenses/revenues; -Revised Personnel benefits based on elections; -Increased projected revenue (from 2022); -Reduction of one (1) admin staff (Retirement) -FT Maintenance Assistant; -120 Hours Vacation MC (5+ years) -Increases to Tool/Boot Allowances +\$35,000 NET over 2022 Budget	Recognized Expenses	\$4,100,471		
	Recognized Revenues	-\$583,220	\$1,042,848	State
	Projected Deficit	\$3,517,251	\$1,253,415	Federal
	Estimated Federal/State Share*	\$2,296,264	56.00% combined	
	Projected Local Share	\$1,220,987		
	<u>LOCAL SHARE</u>			
	85.21 Funds	-\$360,126		
	Village of Kohler	-\$13,366		
	City of Sheboygan Falls	-\$38,696		
	City of Sheboygan	\$0		
	HUD	-\$42,493		
	Sheboygan Area School Dist.	-\$90,000		
	CARES Act	-\$676,306		
	TOTAL LOCAL SHARE	-\$1,220,987		
	NET		\$0	
*Fed/State portion estimated at 54.00% in 2023 according to estimates provided by WisDOT.				

CARES Act Funds will be used to offset the local shares for Sheboygan in 2023.

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 7. Request to Increase Metro Connection Agency Fare

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

REPORT DATE: 8/8/22

MEETING DATE: 8/16/22

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

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

BACKGROUND / ANALYSIS:

Shoreline Metro established an agency fare back in August 2011 to pass along the cost of paratransit rides to social service agencies. The agency rate has been \$13.85 per trip (2011), \$15.20 (2012-2018), and \$17.00 (2018-2022). It is proposed to increase the agency fare to \$18.75 per one-way trip.

The agency rate is charged to social service agencies to prevent cost-shedding of transportation trips from one subsidized agency to another. These agencies include Family Care Managed Care Organizations, Non-Emergency Medical Transportation (NEMT) and DVR.

STAFF COMMENTS:

The Director of Transit & Parking is proposing an increase to the agency rate from the current \$17.00 per trip to \$18.75 per trip effective 1/1/2023. Several agencies including Community Care, iLife, Care Wisconsin and Veyo would be notified of the increase. This rate would be the first increase in over four years and is justified to keep operations sustainable without cutting service to social service agencies. This would allow a four-month notification to agencies to allow for budget planning.

The increase is a result of:

- Significant increases to driver salaries over the past three labor agreements (around \$12.00 per hour to near \$17.00 per hour).
- Added benefits including creating full-time driver positions within Metro Connection.
- Cost of fuel in 2022.

Comparable services charge upwards of \$40.00 for one-way trips. In order to maintain operations, prevent cost-shedding and charge an appropriate rate to agencies, this increase is required and justified. This rate has been incorporated into the 2023 transit budget.

ACTION REQUESTED:

Staff recommends the acceptance and approval of the agency rate for Metro Connection effective 1/1/23.

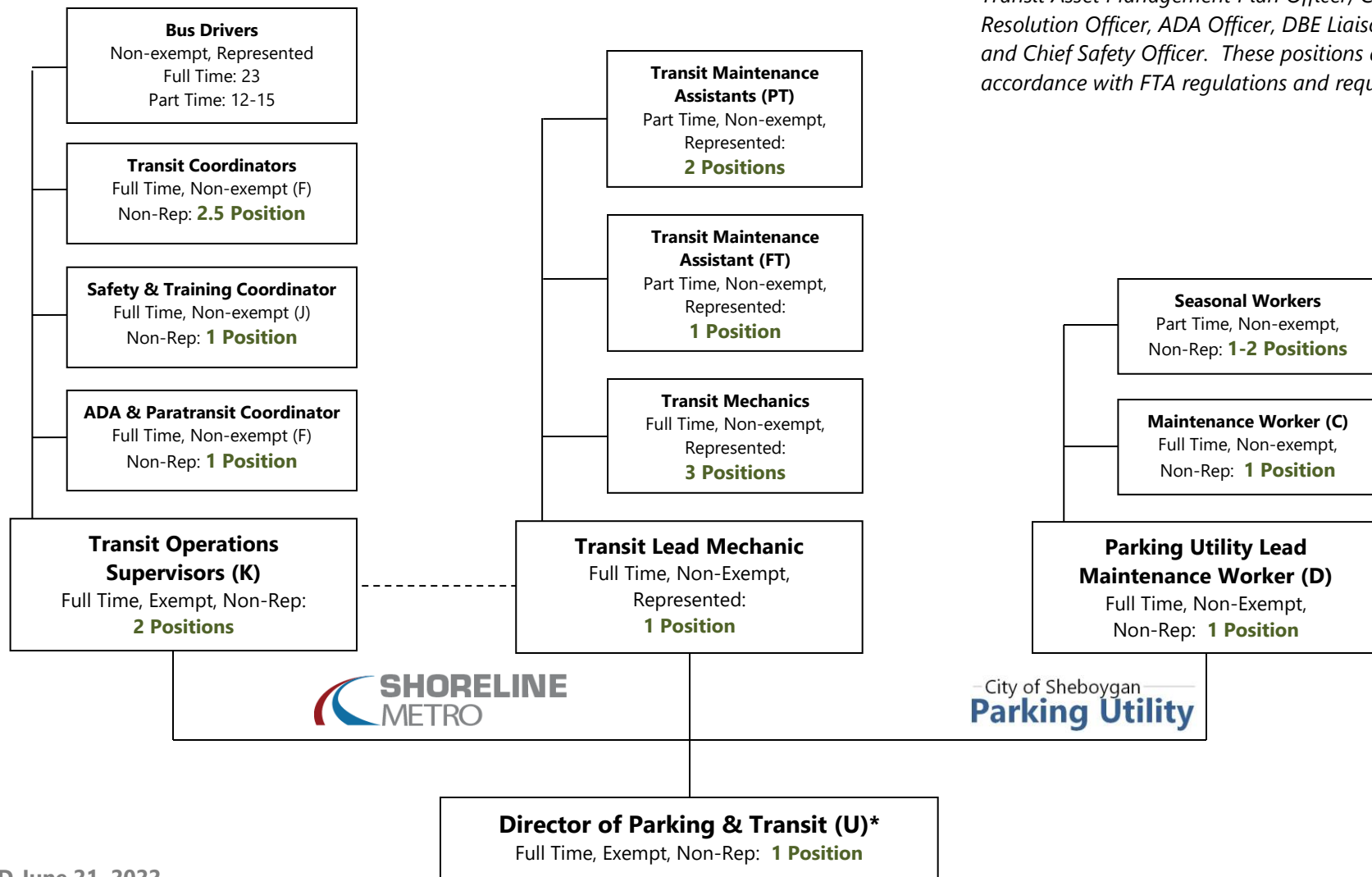
ATTACHMENTS:

- I. N/A

Parking & Transit Utility Table of Organization (TOC)

City of Sheboygan

**Also serves as the organization's Chief Executive Officer, Title VI Officer, Equal Employment Officer, Transit Asset Management Plan Officer, Complaints Resolution Officer, ADA Officer, DBE Liaison Officer and Chief Safety Officer. These positions are in accordance with FTA regulations and requirements.*



UPDATED June 21, 2022
Full Implementation in early 2023

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 8. Revised Shoreline Metro Table of Organization

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

REPORT DATE: 8/9/22

MEETING DATE: 8/16/22
FISCAL SUMMARY:

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

STATUTORY REFERENCE:

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

BACKGROUND / ANALYSIS:

Shoreline Metro, in preparation for the 2023 transit budget, is proposing a slight reorganization of the transit division. Currently, there are nine individuals making up the admin team:

- 1-ADA Coordinator
- 1-Admin Coordinator
- 1-Safety & Training Coordinator
- 2-Operations Supervisors
- 2-Transit Coordinators (FT)
- 1-Transit Coordinator (PT)
- 1-Director

Shoreline Metro has been able to accomplish many objectives that have led to a more efficient and effective operations including cross-training, technology, and process improvements. These improvements and implementation strategies have given Shoreline Metro an opportunity to again consolidate its admin team. Here's a brief history of the reorganization of the department since 2011:

- 2012 – The department reduced the management team by eliminating the Deputy Director, Parking Superintendent and Metro Connection Operation Supervisor positions. A lead mechanic was created to oversee maintenance and an Operations Supervisor was created to oversee Metro Connection and the Parking Utility.
 - 5 transit management level positions and 4 admin support staff
- 2014 – The Metro Connection/Parking Utility Operations Supervisor was promoted to Director. A lead parking utility worker was created to oversee the Parking Utility. The two Transit Operations Supervisors took over the day-to-day oversight of Metro Connection. A transit lead was created to assume admin duties such as the Bus Buddy and Travel Training programs and assist with safety and operations.

- 3 transit management level positions and 5 support staff
- 2021 – Transit Coordinators replaced Lead Support and dispatcher positions further consolidating operations and promoting cross-training of team members.
- 2023 – The department proposed eliminating the Admin Coordinator position and promoting individual to Operations Supervisor (upon expected retirement of a current Operations Supervisor). Essential duties would roll into the new role including AP/AR and Human Resource tasks.
 - A full-time Maintenance Assistant would be added to the table of organization as well.
 - 3 transit management level positions and 4 support staff (plus 1 part-time fill-in).

STAFF COMMENTS:

Budgets are always tight and they continue to get tighter. Shoreline Metro management has looked at ways to become more efficient and effective in delivering service while ensuring the safety of its employees and customers, and ensuring they have the resources and support to do their jobs.

This reorganization is 10+ years in the making and wouldn't be possible without significant investment in technology, expectations, a long-term philosophy and a good culture. Staff have worked hard and have been dedicated to the processes, eager to learn, and determined to succeed.

Arguably, Shoreline Metro has a stronger admin team today then it's had in years. Team members can multi-task and assist anywhere at anytime, they have the resources to not only do the job but do it well and efficiently and they're doing it in a culture dedicated to their safety and success.

The Director of Transit and the City Administrator Todd Wolf support this reorganization and the changes proposed to the table of organization.

ACTION REQUESTED:

Staff recommends the acceptance and approval of the revised Table of Organization for Transit and Parking and recommends its inclusion into the City's Table of Organization.

ATTACHMENTS:

- I. Proposed Table of Organization for Transit & Parking

III
Res. No. 46 - 22 - 23. By Alderpersons Felde, Dekker, and Mitchell.
August 1, 2022.

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 2023, under Federal Mass Transit Operating Assistance program, 49 U.S.C. 5307, and State Urban Mass Transit Operating Assistance program, Wis. Stat. § 85.20, as amended.

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

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

WHEREAS, it is required by the United States Department of Transportation (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 2023.

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 2023 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.

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

Transit

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

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 10. Presentation of 2023 Parking Utility Budget

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

REPORT DATE: 8/5/22

MEETING DATE: 8/16/22

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

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

BACKGROUND / ANALYSIS:

The Parking Utility has submitted its 2023 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 2023 Executive Budget.

STAFF COMMENTS:

The Director of Transit & Parking has assembled the parking utility budget for 2023. 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 2023.

There are no major changes in the budget from 2022 to 2023. Health insurance costs are expected to increase by 3% with wages increasing around 2%. HotSpot will be implemented in late 2022 so parking fee revenue (and fees charged by the app) are incorporated into the budget.

ACTION REQUESTED:

Staff recommends the support of the 2023 parking utility budget as presented by the Director of Transit & Parking and recommends inclusion into the City of Sheboygan 2023 Executive Budget.

ATTACHMENTS:

- I. 2023 Parking Utility Budget;

651352 PARKING UTILITY FUND										DRAFT 2023 BUDGET	
										First Edition - 7/27/22	
650345 - PARKING UTILITY ADMIN			2021	2022	2022	2022	2023	2023	DIFFERENCE		
DESCRIPTION			ACTUAL	APPROVED	YTD - 7/27/22	PROJECTED	EXECUTIVE	EXECUTIVE	2022 vs 2023	2023 BUDGET NOTES	
			EXPENSES	BUDGET	EXPENSES	EXPENSES	REQUESTED	APPROVED			
463405	PARKING METERS	Meters Lots: 2,3,4 and 14	\$106,267.01	\$114,751.00	\$71,955.35	\$120,000.00	\$120,000.00	\$120,000.00	\$5,249.00	HotSpot Parking App	
463410	PARKING PERMITS	Permits Lots: 2, 3, 5, 13, 14, 14b, and 17	\$49,134.69	\$45,500.00	\$25,429.45	\$45,500.00	\$45,000.00	\$45,000.00	\$500.00		
463420	METER BAG RENTALS	Meter Bag Reservations	\$978.84	\$1,000.00	\$1,754.72	\$2,000.00	\$2,500.00	\$2,500.00	\$1,500.00	Charge for all events in 2023	
474960	EQUIPMENT RENTAL	Vehicle Usage Fees (to Park Admin)	\$26,307.00	\$22,400.00	\$12,505.50	\$24,000.00	\$22,500.00	\$22,500.00	\$100.00		
481100	INTEREST INCOME	Interest on Parking Fund	\$1,613.03	\$2,300.00	\$0.00	\$2,300.00	\$2,300.00	\$2,300.00	\$0.00		
483090	SALE OF EQUIP/PROPERTY	All proceeds on Sales of Property	\$0.00	\$0.00	\$29,480.00	\$29,480.00	\$0.00	\$0.00	\$0.00		
489000	MISCELLANEOUS REVENUE		\$200.15	\$0.00	\$25.32	\$50.00	\$100.00	\$100.00	\$100.00		
510110	FULL TIME SALARIES - REGULAR	All FULL-TIME Team Members	\$75,381.37	\$46,383.00	\$40,464.04	\$46,383.00	\$44,460.54	\$44,460.54	\$1,922.46		
510111	FULL TIME SALARIES - OVERTIME	All OVERTIME Team Members	\$304.89	\$300.00	\$74.60	\$300.00	\$175.50	\$175.50	\$124.50		
510130	TEMPORARY SALARIES - REGULAR	All PART-TIME Team Members	\$3,666.00	\$4,475.00	\$1,488.50	\$4,000.00	\$5,070.00	\$5,070.00	\$595.00		
520310	FICA	Social Security All Team Members	\$4,669.70	\$2,000.00	\$2,466.43	\$3,000.00	\$3,070.89	\$3,070.89	\$1,070.89		
520311	MEDICARE	Medicare All Team Members	\$1,092.19	\$900.00	\$576.86	\$900.00	\$718.19	\$718.19	\$181.81		
520320	WI RETIREMENT FUND	Pension All Team Members	\$5,096.94	\$3,154.00	\$2,635.00	\$3,154.00	\$3,023.32	\$3,023.32	\$130.68		
520340	HEALTH INSURANCE	Health Insurance All Team Members	\$32,850.10	\$18,600.00	\$20,380.03	\$25,000.00	\$19,278.66	\$19,278.66	\$678.66		
520341	RETIREE BENEFITS	Health Insurance for Mark P. ('22)	\$12,336.00	\$0.00	\$6,823.60	\$6,823.60	\$0.00	\$0.00	\$0.00		
520345	HSA CONTRIBUTION		\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00		
520350	DENTAL INSURANCE	Dental Insurance All Team Members	\$1,986.18	\$1,075.00	\$1,220.37	\$1,600.00	\$1,086.60	\$1,086.60	\$11.60		
520360	LIFE INSURANCE	Life Insurance All Team Members	\$45.87	\$124.00	\$29.50	\$50.00	\$89.70	\$89.70	\$34.30		
520399	FRINGE BENEFITS		\$10,482.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
520400	WORKERS COMPENSATION		\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$0.00		
520490	CLOTHING ALLOWANCE	Boot Allowance for Workers	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$0.00		
531100	CONTRACTED SERVICES		\$0.00	\$17,000.00	\$5,400.00	\$6,000.00	\$6,000.00	\$6,000.00	\$11,000.00	Line Striping	
531110	FINANCIAL SERVICES FEES	Audit Fees/HotSpot Fees	\$0.00	\$500.00	\$0.00	\$500.00	\$2,500.00	\$2,500.00	\$2,000.00	HotSpot Fees (\$2,000)	
531206	INSURANCE PREMIUMS		\$755.32	\$660.00	\$235.31	\$660.00	\$660.00	\$660.00	\$0.00		
534220	SNOW REMOVAL SERVICES	Snow Removal by Contractor	\$21,110.93	\$18,000.00	\$27,629.01	\$29,000.00	\$25,000.00	\$25,000.00	\$7,000.00		
536125	EMPLOYEE DEVELOPMENT	Travel, Conferences, Training	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	Transit Budget	
537100	VEHICLE & PARKING EXPENSES	Vehicle Usage Fees (to Park Admin)	\$11,641.50	\$8,000.00	\$6,160.50	\$8,000.00	\$8,775.00	\$8,775.00	\$775.00		
540100	OFFICE SUPPLIES		\$207.16	\$250.00	\$178.61	\$250.00	\$250.00	\$250.00	\$0.00		
540210	OPERATING SUPPLIES	Supplies for Operations	\$7,951.85	\$10,289.00	\$4,871.05	\$10,289.00	\$9,000.00	\$9,000.00	\$1,289.00		
540230	GASOLINE	Fuels for Vehicles	\$1,310.33	\$2,100.00	\$483.12	\$2,100.00	\$1,800.00	\$1,800.00	\$300.00		
540250	SAND & SALT	Salt	\$1,844.00	\$5,580.05	\$2,080.00	\$5,580.05	\$5,500.00	\$5,500.00	\$80.05		
540295	LANDSCAPING SUPPLIES	Landscaping	\$1,830.44	\$4,500.00	\$1,225.00	\$4,500.00	\$4,500.00	\$4,500.00	\$0.00	Lot 9	
540300	GARDEN SUPPLIES	Corner Flower Pots, Alley Pots	\$5,447.00	\$4,500.00	\$1,985.00	\$4,500.00	\$5,000.00	\$5,000.00	\$500.00		
550110	BUILDING MAINT & REPAIR	Rent Paid to Transit	\$27,350.00	\$29,250.00	\$29,250.00	\$29,250.00	\$27,378.00	\$27,378.00	\$1,872.00		
554250	LOTS & RAMPS MAINTENANCE		\$7,845.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
555101	ELECTRIC	Utility	\$271.49	\$800.00	\$118.80	\$300.00	\$300.00	\$300.00	\$500.00		

555120	PHONES	Utility	\$1,595.91	\$200.00	\$516.32	\$600.00	\$750.00	\$750.00	\$550.00	
560255	TOOLS & SMALL EQUIPMENT	Parts/Tires	\$4,525.64	\$5,100.00	\$0.00	\$5,100.00	\$5,000.00	\$5,000.00	\$100.00	
562110	VEHICLE MAINT & REPAIRS	Repairs and Maintenance of Vehicles	\$6,465.69	\$6,000.00	\$296.03	\$6,000.00	\$5,000.00	\$5,000.00	\$1,000.00	
651400	HEAVY EQUIPMENT	Capital Purchases	\$1,094.09	\$0.00	\$134,224.38	\$134,224.38	\$0.00	\$0.00	\$0.00	Sweeper
650345 - PARKING UTILITY ADMIN EXPENSE - TOTAL			\$47,318.93	\$6,439.05	\$150,061.72	\$115,134.03	\$7,613.60	\$7,613.60	\$14,052.65	
							To Fund Balance	To Fund Balance		
6503451 - ASSESSMENT DISTRICT 1			2021	2022	2022	2022	2023	2023		
			ACTUAL	APPROVED	YTD - 7/27/22	PROJECTED	EXECUTIVE	EXECUTIVE	DIFFERENCE	
			EXPENSES	BUDGET	EXPENSES	EXPENSES	REQUESTED	APPROVED	2022 vs 2023	2023 BUDGET NOTES
463405	PARKING METERS	Meters Lots: 2,3,4 and 14	\$26,225.00	\$12,575.00	\$8,710.68	\$12,575.00	\$15,000.00	\$15,000.00	\$2,425.00	HotSpot Parking App
463410	PARKING PERMITS	Permits Lots: 2, 3, 5, 13, 14, 14b, and 17	\$86,825.00	\$89,500.00	\$47,218.08	\$89,500.00	\$89,500.00	\$89,500.00	\$0.00	
463415	PARKING ASSESSMENT DISTRICT	Assessment	\$54,225.00	\$77,550.00	\$30,266.10	\$22,733.00	\$67,376.40	\$67,376.40	\$10,173.60	
489000	MISCELLANEOUS REVENUE	Assessment	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	
510110	FULL TIME SALARIES - REGULAR	All FULL-TIME Team Members	\$43,000.00	\$42,100.00	\$10,109.50	\$28,000.00	\$44,460.54	\$44,460.54	\$2,360.54	
510111	FULL TIME SALARIES - OVERTIME	All OVERTIME Team Members	\$150.00	\$150.00	\$177.09	\$150.00	\$175.50	\$175.50	\$25.50	
510130	TEMPORARY SALARIES - REGULAR	All PART-TIME Team Members	\$5,300.00	\$4,900.00	\$994.50	\$2,000.00	\$5,070.00	\$5,070.00	\$170.00	
520310	FICA	Social Security All Team Members	\$2,650.00	\$2,650.00	\$646.70	\$1,000.00	\$3,070.89	\$3,070.89	\$420.89	
520311	MEDICARE	Medicare All Team Members	\$300.00	\$300.00	\$151.24	\$300.00	\$718.19	\$718.19	\$418.19	
520320	WI RETIREMENT FUND	Pension All Team Members	\$2,900.00	\$2,800.00	\$668.66	\$2,800.00	\$3,023.32	\$3,023.32	\$223.32	
520340	HEALTH INSURANCE	Health Insurance All Team Members	\$18,500.00	\$19,500.00	\$7,750.73	\$12,000.00	\$19,278.66	\$19,278.66	\$221.34	
520341	RETIREE BENEFITS	Health Insurance for Mark P. ('22)	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
520345	HSA CONTRIBUTION		\$1,225.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
520350	DENTAL INSURANCE	Dental Insurance All Team Members	\$1,100.00	\$1,075.00	\$472.55	\$1,075.00	\$1,086.60	\$1,086.60	\$11.60	
520360	LIFE INSURANCE	Life Insurance All Team Members	\$100.00	\$100.00	\$7.37	\$25.00	\$89.70	\$89.70	\$10.30	
520400	WORKERS COMPENSATION		\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$0.00	
531110	FINANCIAL SERVICES FEES	Audit Fees/HotSpot Fees	\$1,400.00	\$1,400.00	\$1,321.14	\$1,400.00	\$2,400.00	\$2,400.00	\$1,000.00	HotSpot Fees (\$1,000)
534220	SNOW REMOVAL SERVICES	Snow Removal by Contractor	\$40,000.00	\$40,000.00	\$8,275.57	\$11,000.00	\$30,000.00	\$30,000.00	\$10,000.00	
536150	LEGAL NOTICES	Ads	\$50.00	\$50.00	\$34.47	\$50.00	\$50.00	\$50.00	\$0.00	
537100	VEHICLE & PARKING EXPENSES	Vehicle Usage Fees (to Park Admin)	\$7,500.00	\$7,000.00	\$3,217.50	\$7,000.00	\$8,775.00	\$8,775.00	\$1,775.00	
540100	OFFICE SUPPLIES		\$50.00	\$50.00	\$29.68	\$50.00	\$50.00	\$50.00	\$0.00	
540210	OPERATING SUPPLIES	Supplies for Operations	\$3,172.62	\$2,500.00	\$330.00	\$2,500.00	\$2,500.00	\$2,500.00	\$0.00	
540295	LANDSCAPING SUPPLIES	Landscaping	\$3,000.00	\$6,000.00	\$3,330.00	\$6,000.00	\$7,500.00	\$7,500.00	\$1,500.00	
540300	GARDEN SUPPLIES	Corner Flower Pots, Alley Pots	\$11,000.00	\$8,000.00	\$14,108.00	\$14,108.00	\$14,000.00	\$14,000.00	\$6,000.00	Based on 2022 Actual
550110	BUILDING MAINT & REPAIR	Rent Paid to Transit	\$32,000.00	\$32,000.00	\$32,055.00	\$32,000.00	\$27,378.00	\$27,378.00	\$4,622.00	
555101	ELECTRIC	Utility	\$0.00	\$3,500.00	\$1,385.26	\$2,000.00	\$3,000.00	\$3,000.00	\$500.00	
555120	PHONES	Utility	\$3,500.00	\$700.00	\$0.00	\$0.00	\$150.00	\$150.00	\$550.00	
555135	INTERNET	Utility - Lot 14	\$700.00	\$1,250.00	\$1,029.90	\$1,250.00	\$0.00	\$0.00	\$1,250.00	Cancel Lot 14 Internet
560255	TOOLS & SMALL EQUIPMENT		\$250.00	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,500.00	

6503451 - ASSESSMENT DISTRICT 1 - TOTAL			\$11,172.62	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
6503452 - RIVERFRONT ASSESSMENT			2021 ACTUAL EXPENSES	2022 APPROVED BUDGET	2022 YTD - 7/27/22 EXPENSES	2022 PROJECTED EXPENSES	2023 EXECUTIVE REQUESTED	2023 EXECUTIVE APPROVED	DIFFERENCE 2022 vs 2023	2023 BUDGET NOTES
DESCRIPTION	ACCOUNT DETAILS									
463415	PARKING ASSESSMENT DISTRICT	Assessment	\$52,215.26	\$47,163.00	\$29,629.56	\$42,852.00	\$48,732.45	\$48,732.45	\$1,569.45	
489000	MISCELLANEOUS REVENUE	Dock Fees	\$350.00	\$2,000.00	\$1,299.32	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	
510110	FULL TIME SALARIES - REGULAR	All FULL-TIME Team Members	\$6,944.11	\$9,250.00	\$3,073.92	\$9,250.00	\$12,540.15	\$12,540.15	\$3,290.15	
510111	FULL TIME SALARIES - OVERTIME	All OVERTIME Team Members	\$251.08	\$0.00	\$27.93	\$50.00	\$49.50	\$49.50	\$49.50	
510130	TEMPORARY SALARIES - REGULAR	All PART-TIME Team Members	\$1,857.00	\$4,500.00	\$887.25	\$1,200.00	\$1,430.00	\$1,430.00	\$3,070.00	
520310	FICA	Social Security All Team Members	\$527.85	\$800.00	\$230.94	\$500.00	\$866.15	\$866.15	\$66.15	
520311	MEDICARE	Medicare All Team Members	\$126.66	\$200.00	\$54.03	\$100.00	\$202.57	\$202.57	\$2.57	
520320	WI RETIREMENT FUND	Pension All Team Members	\$481.72	\$650.00	\$201.61	\$300.00	\$852.73	\$852.73	\$202.73	
520340	HEALTH INSURANCE	Health Insurance All Team Members	\$4,738.42	\$6,441.00	\$2,335.98	\$4,000.00	\$5,437.57	\$5,437.57	\$1,003.43	
520350	DENTAL INSURANCE	Dental Insurance All Team Members	\$291.90	\$370.00	\$142.42	\$200.00	\$306.48	\$306.48	\$63.52	
520360	LIFE INSURANCE	Life Insurance All Team Members	\$4.21	\$2.00	\$2.22	\$2.00	\$25.30	\$25.30	\$304.48	
520400	WORKERS COMPENSATION		\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$24.70	
534220	SNOW REMOVAL SERVICES	Snow Removal by Contractor	\$16,082.00	\$12,000.00	\$14,556.63	\$16,000.00	\$16,000.00	\$16,000.00	\$4,000.00	
537100	VEHICLE & PARKING EXPENSES	Vehicle Usage Fees (to Park Admin)	\$3,402.00	\$4,500.00	\$1,062.00	\$2,000.00	\$1,750.00	\$1,750.00	\$2,750.00	
540210	OPERATING SUPPLIES	Supplies for Operations	\$0.00	\$1,000.00	\$2,384.00	\$2,500.00	\$1,000.00	\$1,000.00	\$0.00	
540295	LANDSCAPING SUPPLIES	Landscaping	\$5,778.30	\$2,500.00	\$435.00	\$2,500.00	\$1,500.00	\$1,500.00	\$1,000.00	
540300	GARDEN SUPPLIES	Corner Flower Pots, Alley Pots	\$669.00	\$500.00	\$0.00	\$500.00	\$500.00	\$500.00	\$0.00	
550110	BUILDING MAINT & REPAIR	Rent Paid to Transit	\$5,200.00	\$5,200.00	\$5,200.00	\$5,200.00	\$7,722.00	\$7,722.00	\$2,522.00	
554250	LOTS & RAMPS MAINTENANCE		\$5,230.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
555101	ELECTRIC	Lighting in Riverfront Lots	\$931.01	\$1,200.00	\$284.95	\$500.00	\$500.00	\$500.00	\$700.00	
6503452 - RIVERFRONT EXPENSE - TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$256.48	
6503453 - S 12 STREET ASSESSMENT			2021 ACTUAL EXPENSES	2022 APPROVED BUDGET	2022 YTD - 7/27/22 EXPENSES	2022 PROJECTED EXPENSES	2023 EXECUTIVE REQUESTED	2023 EXECUTIVE APPROVED	DIFFERENCE 2022 vs 2023	2023 BUDGET NOTES
DESCRIPTION	ACCOUNT DETAILS									
463415	PARKING ASSESSMENT DISTRICT	Assessment	\$8,940.90	\$12,001.00	\$0.00	\$7,526.00	\$10,887.10	\$10,887.10	\$1,113.90	
510110	FULL TIME SALARIES - REGULAR	All FULL-TIME Team Members	\$447.16	\$2,800.00	\$504.63	\$1,000.00	\$2,280.03	\$2,280.03	\$519.97	
510111	FULL TIME SALARIES - OVERTIME	All OVERTIME Team Members	\$97.70	\$0.00	\$14.92	\$15.00	\$9.00	\$9.00	\$9.00	
510130	TEMPORARY SALARIES - REGULAR	All PART-TIME Team Members	\$345.00	\$300.00	\$328.25	\$450.00	\$260.00	\$260.00	\$40.00	
520310	FICA	Social Security All Team Members	\$52.95	\$140.00	\$49.70	\$100.00	\$157.48	\$157.48	\$17.48	
520311	MEDICARE	Medicare All Team Members	\$12.35	\$40.00	\$11.60	\$40.00	\$36.83	\$36.83	\$3.17	
520320	WI RETIREMENT FUND	Pension All Team Members	\$36.70	\$150.00	\$33.77	\$100.00	\$155.04	\$155.04	\$5.04	
520340	HEALTH INSURANCE	Health Insurance All Team Members	\$344.55	\$1,250.00	\$388.16	\$650.00	\$988.65	\$988.65	\$261.35	

520350	DENTAL INSURANCE	Dental Insurance All Team Members	\$21.23	\$70.00	\$23.66	\$70.00	\$55.72	\$55.72	\$14.28	
520360	LIFE INSURANCE	Life Insurance All Team Members	\$0.22	\$1.00	\$0.33	\$1.00	\$4.60	\$4.60	\$3.60	
534220	SNOW REMOVAL SERVICES	Snow Removal by Contractor	\$4,325.56	\$4,750.00	\$2,758.13	\$3,000.00	\$3,000.00	\$3,000.00	\$1,750.00	
537100	VEHICLE & PARKING EXPENSES	Vehicle Usage Fees (to Park Admin)	\$450.00	\$1,000.00	\$391.50	\$500.00	\$956.25	\$956.25	\$43.75	
550110	BUILDING MAINT & REPAIR	Rent Paid to Transit	\$1,500.00	\$1,600.00	\$1,500.00	\$1,600.00	\$2,983.50	\$2,983.50	\$1,383.50	
554250	LOTS & RAMPS MAINTENANCE		\$1,307.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
6503453 - S 12 STREET EXPENSE - TOTAL			\$0.02	\$100.00	\$6,004.65	\$0.00	\$0.00	\$0.00	\$100.00	
6503454 - SOUTH PIER ASSESSMENT			2021 ACTUAL EXPENSES	2022 APPROVED BUDGET	2022 YTD - 7/27/22 EXPENSES	2022 PROJECTED EXPENSES	2023 EXECUTIVE REQUESTED	2023 EXECUTIVE APPROVED	DIFFERENCE 2022 vs 2023	2023 BUDGET NOTES
463415	PARKING ASSESSMENT DISTRICT	Assessment	\$17,855.70	\$17,543.00	\$0.00	\$11,751.00	\$18,477.88	\$18,477.88	\$934.88	
489000	MISCELLANEOUS REVENUE	Dock Fees	\$4,345.60	\$3,000.00	\$4,041.04	\$4,500.00	\$4,500.00	\$4,500.00	\$1,500.00	
510110	FULL TIME SALARIES - REGULAR	All FULL-TIME Team Members	\$1,234.57	\$3,617.00	\$635.43	\$1,200.00	\$4,845.06	\$4,845.06	\$1,228.06	
510111	FULL TIME SALARIES - OVERTIME	All OVERTIME Team Members	\$0.00	\$0.00	\$0.00	\$0.00	\$19.13	\$19.13	\$19.13	
510130	TEMPORARY SALARIES - REGULAR	All PART-TIME Team Members	\$645.00	\$650.00	\$328.25	\$650.00	\$552.50	\$552.50	\$630.88	
520310	FICA	Social Security All Team Members	\$109.49	\$300.00	\$55.93	\$100.00	\$334.65	\$334.65	\$252.50	
520311	MEDICARE	Medicare All Team Members	\$25.58	\$50.00	\$13.07	\$50.00	\$78.26	\$78.26	\$284.65	
520320	WI RETIREMENT FUND	Pension All Team Members	\$83.23	\$125.00	\$41.30	\$100.00	\$329.46	\$329.46	\$46.74	
520340	HEALTH INSURANCE	Health Insurance All Team Members	\$930.03	\$2,500.00	\$499.64	\$1,000.00	\$2,100.88	\$2,100.88	\$2,170.54	
520350	DENTAL INSURANCE	Dental Insurance All Team Members	\$57.28	\$150.00	\$30.46	\$200.00	\$118.41	\$118.41	\$1,950.88	
520360	LIFE INSURANCE	Life Insurance All Team Members	\$0.77	\$1.00	\$0.42	\$1.00	\$9.78	\$9.78	\$117.41	
520400	WORKERS COMPENSATION		\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$0.00	
534220	SNOW REMOVAL SERVICES	Snow Removal by Contractor	\$8,211.84	\$8,000.00	\$6,800.75	\$7,500.00	\$7,500.00	\$7,500.00	\$500.00	
537100	VEHICLE & PARKING EXPENSES	Vehicle Usage Fees (to Park Admin)	\$1,062.00	\$750.00	\$418.50	\$800.00	\$956.25	\$956.25	\$206.25	
540295	LANDSCAPING SUPPLIES	Landscaping	\$0.00	\$500.00	\$0.00	\$500.00	\$250.00	\$250.00	\$250.00	
540300	GARDEN SUPPLIES	Corner Flower Pots, Alley Pots	\$2,600.00	\$2,600.00	\$2,457.00	\$2,600.00	\$2,600.00	\$2,600.00	\$0.00	
550110	BUILDING MAINT & REPAIR	Rent Paid to Transit	\$2,900.00	\$1,000.00	\$1,000.00	\$1,000.00	\$2,983.50	\$2,983.50	\$1,983.50	
554250	LOTS & RAMPS MAINTENANCE	Lighting in Riverfront Lots	\$3,922.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
555101	ELECTRIC	Lighting in Riverfront Lots	\$369.00	\$500.00	\$126.81	\$500.00	\$250.00	\$250.00	\$250.00	
6503454 - SOUTH PIER EXPENSE - TOTAL			\$0.01	\$250.00	\$8,416.52	\$0.00	\$0.00	\$0.00	\$240.65	
6503455 - INDUSTRIAL PARK			2021 ACTUAL EXPENSES	2022 APPROVED BUDGET	2022 YTD - 7/27/22 EXPENSES	2022 PROJECTED EXPENSES	2023 EXECUTIVE REQUESTED	2023 EXECUTIVE APPROVED	DIFFERENCE 2022 vs 2023	2023 BUDGET NOTES
510110	FULL TIME SALARIES - REGULAR	All FULL-TIME Team Members	\$1,953.50	\$4,300.00	\$673.95	\$2,000.00	\$3,990.05	\$3,990.05	\$309.95	
510111	FULL TIME SALARIES - OVERTIME	All OVERTIME Team Members	\$0.00	\$0.00	\$0.00	\$0.00	\$15.75	\$15.75	\$15.75	

510130	TEMPORARY SALARIES - REGULAR	All PART-TIME Team Members	\$597.00	\$1,000.00	\$162.50	\$500.00	\$455.00	\$455.00	\$545.00	
520310	FICA	Social Security All Team Members	\$147.21	\$100.00	\$47.46	\$50.00	\$275.59	\$275.59	\$175.59	
520311	MEDICARE	Medicare All Team Members	\$34.39	\$29.00	\$11.09	\$29.00	\$64.45	\$64.45	\$35.45	
520320	WI RETIREMENT FUND	Pension All Team Members	\$131.83	\$200.00	\$43.81	\$100.00	\$271.32	\$271.32	\$71.32	
520340	HEALTH INSURANCE	Health Insurance All Team Members	\$1,374.52	\$842.00	\$528.10	\$842.00	\$1,730.14	\$1,730.14	\$888.14	
520341	RETIREE BENEFITS		\$559.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
520350	DENTAL INSURANCE	Dental Insurance All Team Members	\$84.65	\$45.00	\$32.20	\$45.00	\$97.52	\$97.52	\$52.52	
520360	LIFE INSURANCE	Life Insurance All Team Members	\$1.27	\$2.00	\$0.47	\$2.00	\$8.05	\$8.05	\$6.05	
537100	VEHICLE & PARKING EXPENSES	Vehicle Usage Fees (to Park Admin)	\$364.50	\$450.00	\$58.50	\$125.00	\$787.50	\$787.50	\$337.50	
540295	LANDSCAPING SUPPLIES	Industrial Park Mulch, Landscaping	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	\$250.00	\$0.00	
550110	BUILDING MAINT & REPAIR	Rent Paid to Transit	\$750.00	\$1,000.00	\$1,000.00	\$1,000.00	\$2,457.00	\$2,457.00	\$1,457.00	
6503455 - INDUSTRIAL PARK EXPENSE - TOTAL			\$5,997.87	\$8,218.00	\$2,558.08	\$4,693.00	\$10,402.37	\$10,402.37	\$2,184.37	
6503456 - PARKS			2021	2022	2022	2022	2023	2023	DIFFERENCE	2023 BUDGET NOTES
DESCRIPTION		ACCOUNT DETAILS	ACTUAL EXPENSES	APPROVED BUDGET	YTD - 7/27/22 EXPENSES	PROJECTED EXPENSES	EXECUTIVE REQUESTED	EXECUTIVE APPROVED	2022 vs 2023	
510110	FULL TIME SALARIES - REGULAR	All FULL-TIME Team Members	\$378.25	\$900.00	\$441.13	\$900.00	\$1,425.02	\$1,425.02	\$525.02	Island Re-Landscaping in 2022
510111	FULL TIME SALARIES - OVERTIME	All OVERTIME Team Members	\$0.00	\$0.00	\$0.00	\$0.00	\$5.63	\$5.63	\$5.63	
510130	TEMPORARY SALARIES - REGULAR	All PART-TIME Team Members	\$174.00	\$175.00	\$185.25	\$300.00	\$162.50	\$162.50	\$12.50	
520310	FICA	Social Security All Team Members	\$32.10	\$25.00	\$36.56	\$50.00	\$98.43	\$98.43	\$73.43	
520311	MEDICARE	Medicare All Team Members	\$7.51	\$15.00	\$8.55	\$15.00	\$23.02	\$23.02	\$8.02	
520320	WI RETIREMENT FUND	Pension All Team Members	\$25.53	\$29.00	\$28.68	\$35.00	\$96.90	\$96.90	\$67.90	
520340	HEALTH INSURANCE	Health Insurance All Team Members	\$285.08	\$300.00	\$298.33	\$400.00	\$617.91	\$617.91	\$317.91	
520341	RETIREE BENEFITS		\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
520350	DENTAL INSURANCE	Dental Insurance All Team Members	\$17.56	\$16.00	\$18.19	\$25.00	\$2.88	\$2.88	\$13.13	
520360	LIFE INSURANCE	Life Insurance All Team Members	\$0.27	\$0.00	\$0.28	\$1.00	\$0.00	\$0.00	\$0.00	
537100	VEHICLE & PARKING EXPENSES	Vehicle Usage Fees (to Park Admin)	\$481.50	\$200.00	\$220.50	\$350.00	\$281.25	\$281.25	\$81.25	
540295	LANDSCAPING SUPPLIES	Island Landscaping, Swing Streets	\$194.00	\$1,500.00	\$0.00	\$1,500.00	\$200.00	\$200.00	\$1,300.00	
550110	BUILDING MAINT & REPAIR	Rent Paid to Transit	\$500.00	\$500.00	\$500.00	\$500.00	\$877.50	\$877.50	\$377.50	
6503456 - PARKS EXPENSE - TOTAL			\$2,125.80	\$3,660.00	\$1,737.47	\$4,076.00	\$3,791.02	\$3,791.02	\$131.02	

BUDGET WORKSHEET		TOTAL EXPENSE	650345	6503451	6503452	6503453	6503454	6503455	6503456	RECONCILED TOTALS
BREAKDOWNS BY ORG			ADMIN	PAD 1	RIVERFRONT	S 12TH ST	SOUTH PIER	INDUSTRIAL	PARKS	
			39.00%	39.00%	11.00%	2.00%	4.25%	3.50%	1.25%	
510110	FULL TIME SALARIES - REGULAR	\$114,001.38	\$44,460.54	\$44,460.54	\$12,540.15	\$2,280.03	\$4,845.06	\$3,990.05	\$1,425.02	\$114,001.38
510111	FULL TIME SALARIES - OVERTIME	\$450.00	\$175.50	\$175.50	\$49.50	\$9.00	\$19.13	\$15.75	\$5.63	\$450.00
510130	TEMPORARY SALARIES - REGULAR	\$13,000.00	\$5,070.00	\$5,070.00	\$1,430.00	\$260.00	\$552.50	\$455.00	\$162.50	\$13,000.00
520310	FICA	\$7,874.09	\$3,070.89	\$3,070.89	\$866.15	\$157.48	\$334.65	\$275.59	\$98.43	\$7,874.09
520311	MEDICARE	\$1,841.52	\$718.19	\$718.19	\$202.57	\$36.83	\$78.26	\$64.45	\$23.02	\$1,841.52
520320	WI RETIREMENT FUND	\$7,752.09	\$3,023.32	\$3,023.32	\$852.73	\$155.04	\$329.46	\$271.32	\$96.90	\$7,752.09
520340	HEALTH INSURANCE	\$49,432.46	\$19,278.66	\$19,278.66	\$5,437.57	\$988.65	\$2,100.88	\$1,730.14	\$617.91	\$49,432.46
520350	DENTAL INSURANCE	\$2,786.16	\$1,086.60	\$1,086.60	\$306.48	\$55.72	\$118.41	\$97.52	\$34.83	\$2,786.16
520360	LIFE INSURANCE	\$230.00	\$89.70	\$89.70	\$25.30	\$4.60	\$9.78	\$8.05	\$2.88	\$230.00
520490	CLOTHING ALLOWANCE	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00
537100	VEHICLE & PARKING EXPENSES	\$22,500.00	\$8,775.00	\$8,775.00	\$2,475.00	\$450.00	\$956.25	\$787.50	\$281.25	\$22,500.00
540300	GARDEN SUPPLIES	\$22,100.00	\$5,000.00	\$14,000.00	\$500.00	\$0.00	\$2,600.00	\$0.00	\$0.00	\$22,100.00
550110	BUILDING MAINT & REPAIR	\$70,200.00	\$27,378.00	\$27,378.00	\$7,722.00	\$1,404.00	\$2,983.50	\$2,457.00	\$877.50	\$70,200.00



Transit Asset Management Plan
Calendar Year 2022
September 2022



SHORELINE METRO TRANSIT ASSET MANAGEMENT PLAN CALENDAR YEAR 2022

Prepared By:
Bay-Lake Regional Planning Commission
September 2022

Principal Author:
Jeffrey C. Agee-Aguayo
Transportation Planner III
Bay-Lake Regional Planning Commission
1861 Nimitz Drive
Green Bay, WI 54301
Phone: (920) 448-2820
Fax: (920) 448-2823
Email: jagee@baylakerpc.org

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.



Table of Contents

TRANSIT ASSET MANAGEMENT PLAN (TAMP) POLICY	4
AGENCY OVERVIEW	4
INTRODUCTION	4
TAMP ELEMENTS	4
DEFINITIONS	5
STATE OF GOOD REPAIR (SGR) STANDARDS POLICY	7
Useful Life Benchmark	8
Condition	8
Methodology	9
ASSET INVENTORY PORTFOLIO	9
Vehicles	9
Target for Vehicles	10
Equipment	10
Target for Equipment	10
Facilities	10
Target for Facilities	11
DECISION SUPPORT TOOLS AND MANAGEMENT APPROACH	11
Decision Support Tools	11
INVESTMENT PRIORITIZATION	12
Plan Review	12
NTD Reporting	12
CONCLUSION	12
Contacts	13
Adoption and Revision History	13

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 what the condition and performance of its assets should be (if they are not currently in a State of Good Repair); (3) identifying unacceptable risks, including safety risks, in continuing to use an asset that is not in a State of Good Repair; and (4) deciding how to best balance and prioritize reasonably anticipated funds (revenues from all sources) towards improving asset condition and achieving a sufficient level of performance within those means.

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 nearly 421,000 passengers in the Shoreline Metro service area in 2021. Shoreline Metro's inventory of revenue vehicles and capital assets include the following:

- 22 fixed route buses
- 10 paratransit vehicles
- 5 support vehicles
- Various pieces of equipment
- One (1) facility that houses administration, maintenance, and storage (bus garage); and
- One (1) facility that serves as the transfer station.

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, 2022, 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: An inventory of the number and type of capital assets to include: Rolling Stock, Facilities, and Equipment

2. Asset Condition Assessment: A condition assessment of those inventoried assets for which Shoreline Metro has direct ownership and capital responsibility
3. 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 develop its investment prioritization
4. Investment Prioritization: Shoreline Metro's project-based prioritization of investments, developed in accordance with 49 CFR §625.33.

DEFINITIONS

Accountable Executive — A single, identifiable person who has ultimate responsibility for carrying out the safety management system of a public transportation agency; for carrying out transit asset management practices; and for control or direction over the human and capital resources needed to develop and maintain both the agency's public transportation agency safety plan, in accordance with 49 U.S.C. 5329(d), and transit asset management plan, in accordance with 49 U.S.C. 5326.

Asset Category — A grouping of asset classes, such as equipment, rolling stock, infrastructure, and facilities.

Asset Class — A subgroup of capital assets within an asset category. For example, buses, trolleys, and cutaway vans are all asset classes within the rolling stock asset category.

Asset Inventory — A register of capital assets and information about those assets.

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.

Direct Recipient — An entity that receives federal financial assistance directly from the FTA.

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

Exclusive-Use Maintenance Facility — A maintenance facility that is not commercial and either owned by a transit provider or used for servicing their vehicles.

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.

Horizon Period — The fixed period within which a transit provider will evaluate the performance of its TAM plan. FTA's standard horizon period is four years.

Implementation Strategy — A transit provider's approach to carrying out TAM practices, including establishing schedules, accountabilities, tasks, dependencies, roles, and responsibilities.

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.

Key Asset Management Activities — A list of activities that a transit provider determines are critical to achieving its TAM goals.

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

Participant — A Tier II provider that participates in a group TAM plan.

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.

Public Transportation System — The entirety of a transit provider's operations, including the services provided through contractors.

Public Transportation Agency Safety Plan — A transit provider's documented comprehensive agency safety plan that is required by 49 U.S.C. 5329.

Recipient — An entity that receives federal financial assistance under 49 U.S.C. Chapter 53, either directly from FTA or as a subrecipient.

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 I Provider — A recipient that owns, operates, or manages either (1) one hundred and one (101) or more vehicles in revenue service during peak regular service across all fixed route modes or in any one non-fixed route mode, or (2) rail transit.

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.

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 Asset Management (TAM) Strategy – The approach a transit provider takes to carry out its policy for TAM, including its objectives and performance targets.

Transit Asset Management (TAM) System – A strategic and systematic process of operating, maintaining, and improving public transportation capital assets effectively, throughout the life cycles of those assets.

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 – Either the expected life cycle of a capital asset or the acceptable period of use in service determined by FTA.

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 allows Shoreline Metro to predict the impact of its policies and justify investment decisions on the condition of its assets throughout their life cycles, and 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, which are separate from annual SGR performance goals, based upon tangible criteria related to asset performance. TAM goals include monitoring the following criteria, as well as measuring the goal as it compares to actual performance.

Table 1: TAM Goals, Shoreline Metro, 2022

Criteria	Measure	FY 2022	
		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 or More Days	1	1
System Performance	Missed Trips Due to Major Breakdown, as % of Total Trips	<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 determine and predict the cost to improve asset condition(s) at various stages of the asset life cycle, while balancing prioritization of capital, operating and expansion needs. The two foundational criteria of SGR performance measures are Useful Life Benchmark (ULB) and Condition.

Useful Life Benchmark

The 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 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 Useful Life Age Benchmark (ULB) set in FTA 5010.1D. This guidance (found on page IV-17 of FTA 5010.1D) 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 seven years or 150,000 miles, and light duty vehicles is ten 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:

- Shoreline Metro Comprehensive Preventative Maintenance Program
 - Mechanical Failures/Inspections

- Shoreline Metro Comprehensive Preventative Maintenance Program
 - Facility/Equipment/Vehicle Preventative Maintenance Inspections
- Shoreline Metro Five Year Capital Needs Plan: 2023 - 2027

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 2022 TAM targets.

ASSET INVENTORY PORTFOLIO

The following capital asset items that Shoreline Metro owns, operates, and has a direct capital responsibility, are comprised of rolling stock, equipment, and facilities, and are 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 the inventory of its vehicle capital items and divided all vehicle types into three categories: heavy duty bus; medium duty bus (cutaways); and light duty bus (auto, pickup truck, minivan, van, SUV, etc.). Shoreline Metro then used FTA's Useful Life Age Benchmark (ULB) set in FTA 5010.1D, page IV-17. Because useful life is measured by both mileage and age for vehicles, condition was not considered in this inventory.

The chart below shows the results of Shoreline Metro's findings:

Table 2: 2022 Shoreline Metro Vehicle Inventory

Vehicle Type	Vehicle Count	ULB-Age (in years)	ULB-Mileage (in miles)	Vehicles Beyond ULB - Age	Vehicles Beyond ULB - Mileage ¹	Percent of Fleet Beyond ULB ²
Revenue						
Heavy Duty Bus ³	22	12	500,000	0	0	0%
Medium Duty Bus	10	7	150,000	5	4	40%
Sub-Total	32			5	4	13%
Non-Revenue						
Light Duty (Support) Vehicles	5	10	100,000	2	0	0%
Sub-Total	5			2	0	0%
Total	37			7	4	11%

1. Mileage as of May 31, 2022
2. The lesser of number of vehicles beyond ULB age or mileage divided by vehicle count (by type)
3. One heavy duty bus is a trolley that has a useful life of seven years or 200,000 miles.

Target for Vehicles

Shoreline Metro sets the TAM performance target to allow for 13 percent of revenue vehicles to pass beyond useful life. Shoreline Metro is aggressively attempting to replace its medium duty bus fleet using remaining funding from the “Coronavirus Aid, Relief, and Economic Security” (CARES) Act and through FTA Section 5310 and 5339 funding in order to lower the revenue vehicle performance target percentage over time, and the 2022 – 2025 TIP was recently amended to include several of these bus replacements. In addition, 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 the inventory of its most significant equipment (items with a replacement cost of \$50,000 or more). These items include a bus wash, a forklift, a hoist, and a 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. For the equipment types listed below, scrubbers have a useful life of five years, forklifts have a useful life of seven years, and hoists and bus washes have a useful life of 10 years.

The chart below shows the results of Shoreline Metro’s findings:

Table 3: 2022 Shoreline Metro Equipment Inventory

Equipment Type	Useful Life Age Benchmark (ULB, in years)	Age	Years of Remaining Useful Life
Bus Wash	10	21	-11
Forklift	7	53	-46
Hoist	10	47	-37
Scrubber	5	27	-22

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; if the condition of this equipment is deemed beyond its “state of good repair” in future TAM plans, then steps will be taken to get replacement equipment programmed in the Transportation Improvement Program (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.

The chart below shows the results of Shoreline Metro’s findings:

Table 4: 2022 Shoreline Metro Facility Inventory

Facility Type	Condition	Condition Description	Useful Life Age Benchmark (ULB, in years)	Age	Years of Remaining Useful Life
Administration, Maintenance, and Storage (Bus Garage)	3	Adequate	40	47	-7
Transfer Station	4	Good	40	30	10

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 has been completed; this project should go a long way toward improving the "adequate" condition of that facility. In addition, various improvements to the administration, maintenance and storage facility have also been completed.

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:

Process/Tool	Brief Description
Inspection Reports	Individual inspection reports documenting the condition of the asset.
Rolling Stock Report	Inventory report that is used to track all rolling stock inventory, including age and mileage. This assists in decisions by providing the ability to compare details about the various rolling stock vehicles.
Fixed Asset Inventory Report	Inventory report that shows rolling stock and all other equipment. Staff is able to utilize this report to see what is surpassing its useful life, the condition rating and the other investment opportunities that Shoreline Metro has.

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.

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 offer safe, efficient, reliable, and accessible public transportation options to the general public of Shoreline Metro’s service area. 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

Contacts

Derek Muench
Director of Transit & Parking
Shoreline Metro
(920) 459-3140
derek.muench@shorelinemetro.com

Jeffrey Agee-Aguayo
Transportation Planner
Bay-Lake Regional Planning Commission
(920) 448-2820, Ext. 103
jagee@baylakerpc.org

Adoption and Revision History

Approved for Shoreline Metro by the Sheboygan Transit Commission on August 16, 2022.

Recommended for approval by the Sheboygan MPO Technical and Policy Advisory Committees on September 8, 2022.

Approved for the MPO by the Bay-Lake Regional Planning Commission on September 9, 2022.

This page is intentionally left blank.

Commission Members

Brown County

Vacant

Door County

Vacant

Florence County

Edwin Kelley

Larry Neuens

Rich Wolosyn

Kewaunee County

Mary Ellen Dobbins

Tom Romdenne

Donna Thomas

Manitowoc County

Dan Koski, Chairperson

James Falkowski

Greg Grotegut

Marinette County

Ann Hartnell

Michael Kunesh

Thomas Mandli

Oconto County

Karl Ballestad

Terry Brazeau, Secretary/Treasurer

Dennis Kroll

Sheboygan County

Mike Hotz, Vice-Chairperson

Ed Procek

Ryan Sorenson

Staff

Cindy J. Wojtczak

Executive Director

cwojtczak@baylakerpc.org

Brandon G. Robinson

Assistant Director

brobinson@baylakerpc.org

Jeffrey Agee-Aguayo

Transportation Planner

jagee@baylakerpc.org

Nicole Barbiaux

GIS Coordinator/Planner

nbarbiaux@baylakerpc.org

Heena Bhatt

Transportation Planner

hbhatt@baylakerpc.org

Adam Christensen

Environmental Planner

achristensen@baylakerpc.org

Jessica Missall

Community Assistance Planner

jmissall@baylakerpc.org

Emily J. Pierquet

Managerial Assistant

letsplan@baylakerpc.org

Sydney Swan

Economic Development Planner

sswan@baylakerpc.org



CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 11. Transit Asset Management (TAM) Plan for Shoreline Metro

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

REPORT DATE: 8/8/22

MEETING DATE: 8/16/22
FISCAL SUMMARY:

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

STATUTORY REFERENCE:

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

BACKGROUND / ANALYSIS:

The Moving Ahead for Progress in the 21st 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, 2020 and 2022 for the fixed route service has brought down the average fleet drastically. Currently, the fixed route fleet is all within useful life (12 years/500,000 miles).

ACTION REQUESTED:

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

ATTACHMENTS:

- I. 2022 Transit Asset Management Plan for Shoreline Metro;

2022-2023

Item 12.

Sheboygan Area School District

Student Pass Program

In partnership with



www.shorelinemetro.com

Program Overview

In partnership with the Sheboygan Area School District, Shoreline Metro offers a free ride program for students actively enrolled and attending a school within the district and the public transit system service area. The program began with the 2018-2019 school year.

Students are able to use Shoreline Metro during all hours of service and any route for any purpose including school, work, social activities and appointments. Students simply provide proof of enrollment to the driver when boarding to receive the free ride. Faculty and staff are also permitted to use this program by showing proper ID (middle school and high school students only) when boarding the bus.

Program Mission

It is the mission of the Sheboygan Area School District and Shoreline Metro to provide safe, accessible and reliable transportation to all district students. By fulfilling the mission, students have dependable daily transportation to and from school, after-school activities and work.

Dedication to Safety

Shoreline Metro is dedicated to the safety of its team members and customers. Individuals posing a health or safety risk to customers or team members will be required to leave the bus or waiting area. Shoreline Metro has policies and procedures to reduce risk and keep its customers and team members safe.

Commitment to Success

Shoreline Metro is dedicated to the success of this program. Students and faculty make this program successful by following the program requirements and guidelines. Shoreline Metro is committed to ensuring all customers abide by and follow the requirements and guidelines of this program. Shoreline Metro and the Sheboygan Area School District are united in our efforts to ensure the safety and success of the program.

Learn More

To learn more about Shoreline Metro and the services provided, please visit www.shorelinemetro.com. Parents and students may also follow us on Facebook for updates, information, detours and notifications.



@ShorelineMetro

Phone:
(920) 459-3281

Email:
contact@shorelinemetro

Overview of Shoreline Metro Services

Shoreline Metro utilizes many resources to deliver exceptional service that is safe and reliable. The following is a summary of available transit routes and complementary services that make using Shoreline Metro a great experience.

Regular Routes:

Shoreline Metro operates nine (9) fixed routes on weekdays and eight (8) on Saturdays.

- **Route 3N** – Services Pigeon River, Etude and Cooper Elementary Schools.
- **Route 3S** – Services Sheridan Elementary School, Horace Mann Middle School and Etude and Warriner Middle and High Schools, and Central High School.
- **Route 5N** – Services Urban Middle School and North High School.
- **Route 5S** – No schools serviced.
- **Route 7N** – Services Jefferson Elementary School.
- **Route 7S** – Services Longfellow and Jackson Elementary Schools, Farnsworth Middle School and South High School.
- **Route 10N** – No schools serviced.
- **Route 10S** – Sheridan Elementary School.
- **Route 20N/S** – No SASD Schools.

School-Day Routes:

Supplemental Express Routes

- **Horace Mann Express** – Extra bus for overflow passengers that services Horace Mann Middle School.
- **Farnsworth Express** – Extra bus for overflow passengers that services Farnsworth Middle School.
- **Urban Express** – Extra bus for overflow passengers that services Urban Middle School.
- **North High Express** – Extra bus for overflow passengers that services North High School.
- **South High Express** – Extra bus for overflow passengers that services South High School.

Express Routes assist regular routes during school start and end times. They assist with overflow students.

Tripper Routes

- **Route 101** – Wilson, Sheridan, Longfellow, Madison and Jackson Elementary Schools.
- **Route 102** – Here We Grow and YMCA Daycares, Jefferson, Cooper, Pigeon River, Etude and Grant Elementary Schools, Leadership Academy, St. Paul's School and Seton Ann School.
- **Route 201** – Wilson, Sheridan, Longfellow, Madison and Jackson Elementary Schools, Leadership Academy and YMCA Daycare.
- **Route 202** – Here We Grow and YMCA Daycares, Jefferson, Cooper, Pigeon River, Etude and Grant Elementary Schools, Leadership Academy, St. Paul's School and Seton Ann School.

Please see our website or GPS Tracker for routes, stop times and locations.

More Information on Tripper Routes

School-Day Tripper routes service many of the elementary schools and before-and-after-school daycares. They operate only on SASD school days. Each route is about 45-60 minutes.

Safety

These are standalone routes and do not connect with the public transit fixed routes or use the Transfer Station for transferring to other routes. There are very few incidents on these routes. Parents can trust their kids will be safe while using these routes.

Riders

These routes are most commonly used by elementary-aged students and sometimes their parents to get to school or daycares. Parents are welcome to ride along to train their kids to use the routes or simply to enjoy a ride with their kids.

Routes

Each summer, Shoreline Metro receives specific pick-up or drop off requests from parents. These routes are then designed by staff to meet the needs and requests of our customers. Requests should be received by the end of August although we will accommodate requests through September.

Pick-Up / Drop Off Locations

Passengers may board at any corner along the Tripper Route. They are also dropped off at any corner along the route. These routes are not school bus routes and students must be able to get to and from a corner to access these routes.

Monitoring Routes

Shoreline Metro provides GPS Tracking for all regular and tripper routes. Please see page 12 for more information on accessing this feature.

To request a specific location to be included on a Tripper Route, please call us at (920) 459-3281.

Hours of Operation:

Shoreline Metro routes operate weekdays from 5:15 a.m. to 8:15 p.m. Service from 5:15 p.m. to 8:15 p.m. is once an hour which means all southbound routes depart the Transfer Station at 5:15, 6:15 and 7:15 p.m. and northbound routes depart the Transfer Station at 5:45, 6:45 and 7:45 p.m.

- North and south shuttles are available at 8:15 p.m.

Saturday service is once an hour from 8:45 a.m. to 3:45 p.m. which means all southbound routes depart the Transfer Station at :15 past the hour and northbound routes depart the Transfer Station at :45 past the hour.

- North and south shuttles are available at 3:45 p.m.

Complementary Services:

Shoreline Metro offers several complementary services at no-cost to our customers.

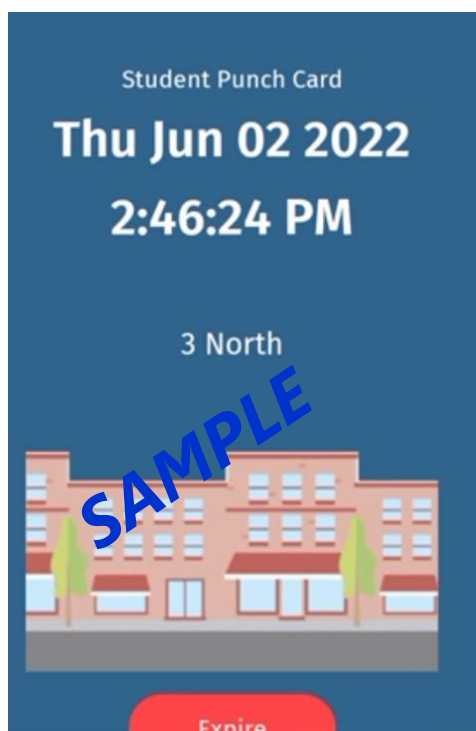
- **GPS Bus Tracker** – Customers may view and track their bus on any of Shoreline Metro's routes in real-time with the Bus Tracker. Using a web browser, go to <https://transit.unitegps.com/sm>.
- **Trip Planning** – Customers may plan their trips using Shoreline Metro to assist with times and routes. The Trip Planner is available on the Shoreline Metro homepage at www.shorelinemetro.com.
- **Mobile Fares & Payments** – Customers may purchase their fares using their smartphone and the HotSpot application. Purchase and view fares 24/7 at no additional cost. Take your bus pass with you digitally in the app's wallet!
- **Bus Buddy Program** – Learn to use Shoreline Metro with customized travel training!
- **Video Surveillance** – All Shoreline Metro buses are equipped with an 8-camera system that records video and audio. Cameras are a great way to deter unwanted activities. The Transfer Station is also equipped with a 24-camera video surveillance system.



Student Passes: Simplified

Shoreline Metro has simplified student passes and IDs with new, standard bus passes through a partnership with HotSpot.

For students with a smartphone:



This is a free download. Please see the next page for step-by-step instructions on downloading the app and setting up the bus pass on your smartphone.

For students without a smartphone:



Students must verify they do not have a smartphone and may obtain this pass through a voucher available at the student's school office.

NOTICE:

There are only two (2) Student Bus Passes that will be accepted under this program. Student IDs will no longer be used for the program. Students and faculty should plan ahead if planning to use Shoreline Metro. Students needing the printed pass must receive a voucher from their school. The voucher is then redeemed at the Shoreline Metro Customer Service Office at the Transfer Station.



Student Bus Pass Setup

1

Student (or faculty) obtains a digital bus pass through Shoreline Metro's Digital Fare partner, HotSpot. This is a free download in the Apple and Google App Stores on their mobile device. Parents please be advised of this download and setup on the student's device prior to download.

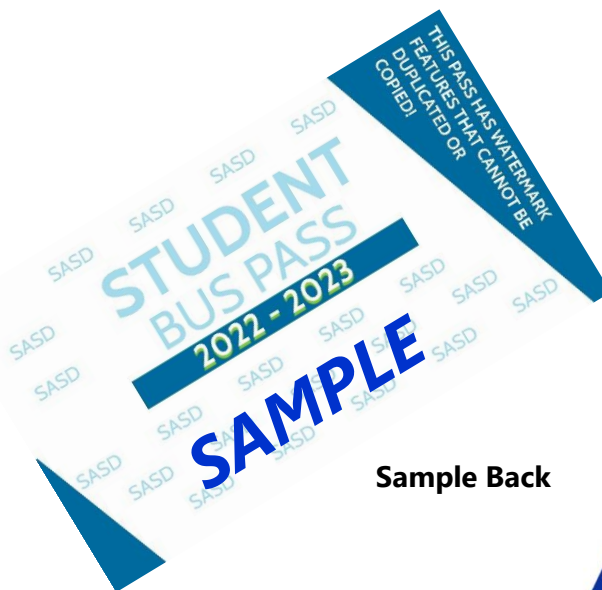
Student Bus Passes are for Middle and High School Students Only.



OR

Student (or faculty) obtains a printed bus pass through Shoreline Metro. This pass requires a voucher from the SASD Middle or High School (or equivalent) office from an authorized representative. The voucher is then redeemed at the Shoreline Metro Customer Service Office inside the Transfer Station for a customized bus pass.

Sample Front



Sample Back

2

Setting up the app is quick and easy. Students (and faculty) will access their bus pass through the app by using their ID Number issued by the SASD.

- Individuals will begin by setting up a User Name and Password in the HotSpot app.
- Then, individuals will need to purchase their Student Bus Pass using their unique student ID number (assigned by SASD).

**INFORMATION
FORTHCOMING**

3

Using the app or bus pass is easy and required in order for students and faculty to take advantage of the free ride program. Simply show the driver your digital bus pass in HotSpot or your printed bus pass. That's it! We recommend a few things as you board the bus:

- Have the app open and the bus pass up on your screen when you board.
- Failure to show driver one of two permitted bus passes will result in denial of a free ride.
- Counterfeit or screen shots are not permitted and may result in a suspension of riding privileges.
- Passes may not be shared with other students or faculty.
- Passes are good for the school year listed on the pass.
- Printed passes may not be digitalized on a smartphone.



Frequently Asked Questions

How do students qualify for the free fares? Students enrolled at a Sheboygan Area School District school or learning center qualify for free fares. Faculty and staff currently employed by the District also qualify for free fares.

Will students have to show an ID to prove they are enrolled at a SASD school? Students enrolled at a middle school or high school will be required to show a Bus Pass to qualify for the free fare. Students enrolled at an elementary school will not be required to show a pass or ID. These students will simply be allowed to board at no cost. Students that forget their Bus Pass will be required to pay the cash fare. No exemptions.

Are students limited to only going to and from school? Students may use Shoreline Metro during regular service hours and on all routes. Students must simply show their pass to qualify for the free fare. Use Shoreline Metro to get to school, to the library, to work or to your after-school activities.

What about trips taken on non-school days or after hours? Students may use Shoreline Metro during regular service hours and on all routes. Students must simply show their pass to qualify for the free fare. Students needing transportation for work, sports, or after-school activities will be able to ride during all hours of service provided by Shoreline Metro with their Bus Pass.

What about children under 5 years of age not enrolled at a SASD school? Children under the age of 5 years may ride free with a paid adult. Shoreline Metro requires children this young to travel with an adult for their safety. No IDs or proof of age is required.

Are trips provided by Metro Connection included in the free fares? Trips taken on Metro Connection are not included in this agreement. Customers certified to use the specialized transportation are required to pay the one-way fare for each trip taken.

Can students be denied service under any circumstances? Students can be denied service under Shoreline Metro's Conduct Policy and Exclusion Policy. Shoreline Metro works with SASD to resolve student conduct issues but if conduct becomes a safety concern to other passengers, suspending use of Shoreline Metro may be necessary. Please check out our website for more information on this and all Shoreline Metro policies.

Please visit for more information on Shoreline Metro's Free Rides Program, please visit:

www.shorelinemetro.com/fares/sasd-students

?

?

?

Student Code of Conduct



The following conduct is prohibited on all Shoreline Metro property, including but not limited to buses, the Transfer Station and bus shelters. Any individual observed engaging in the conduct may be ordered to leave immediately by an authorized Shoreline Metro team member and may be subject to arrest by proper authorities or an exclusion (suspension) of service.

Students are expected to be responsible transit riders and will refrain from the following:

- *Smoking or vaping on buses or in facilities designated "no smoking or vaping";*
- *Fighting, horseplay and roughhousing;*
- *Bringing any items of a dangerous nature on-board buses including: weapons (pistols, rifles, knives or swords); flammable liquids; dangerous, toxic or poisonous substances; vessels containing caustic materials, chemicals, acids or alkalis; fishing rods which are not broken down or have unsecured or exposed hooks or lures, ski poles unless secured to skis or have tip covers; sheet glass and sharp objects. Fencing foils must be sheathed and left at the front of the bus with the bus operator;*
- *Behavior that is disruptive, harassing, or threatening in nature to Metro passengers or employees. This includes following or stalking passengers or employees;*
- *Causing sounds that are unreasonable and highly disruptive of other individuals using Shoreline Metro facilities or services, including but not limited to: prolonged loud, abusive, indecent, profane or drunken conduct;*
- *Misuse of fare media including counterfeit or stolen fare media;*
- *Drinking alcoholic beverages or possessing open containers of alcoholic beverages;*
- *Entering or remaining on Shoreline Metro buses after having been notified by an authorized individual not to do so, or boarding or remaining on Shoreline Metro buses during the period when an individual has been banned from the premises.*
- *Assault or threat of assault;*
- *Stealing or willfully damaging, defacing or destroying Shoreline Metro property. The City will prosecute anyone who steals or willfully damages, defaces or destroys Shoreline Metro property;*
- *Lighting an incendiary device (e.g. match, lighter, torch);*
- *Obstructing or interfering with the Bus Operator's safe operation of the bus;*
- *Roller-skating, roller-blading, bike riding or skateboarding on buses or on the Transfer Point platform;*
- *Hanging or swinging from stanchions or other bus equipment with feet off the floor;*
- *Indecent exposure;*
- *Use, sale or dealing of illegal substances;*

Student Code of Conduct (continued)

Item 12.

- *Engaging in indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct under circumstances in which such conduct tends to cause or provoke a disturbance. This is not intended to prohibit ordinary conversation between passengers in normal conversational tones;*
- *Hanging out, reaching out, or putting anything out of bus windows;*
- *Willfully refusing to pay a fare, or show specific fare media to the bus operator;*
- *Otherwise disorderly or inappropriate conduct which is inconsistent with the orderly and comfortable use of buses for their intended purpose.*

Additionally, students waiting at the Transfer Station for a connecting bus must do so on the platform or on the immediate adjacent medians.

Students (and customers) are not permitted to engage in activities in the adjacent parking lots. Failure to wait for a connecting bus on the platform may result in suspension of service (day), missing a bus, or removal by proper authorities.

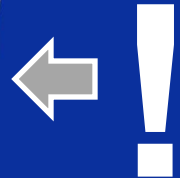
Please visit for more information on Shoreline Metro's Code of Conduct Policies and Exclusion Policy:

<https://shorelinemetro.com/rider-services/customer-conduct-responsibilities/>

NOTICE:

Please be advised that Shoreline Metro uses video and audio recording devices on all Shoreline Metro buses and at the Shoreline Metro Transfer Station. In the event of an issue, accident or conduct violation, the captured audio and video will be used and shared with school district personnel and/or the Sheboygan Police Department and may be used in prosecuting the individual including suspension of service, citations or measures taken by the student's school.

Criminal activity will not be condoned. One or more of these violations may be enforceable by City of Sheboygan Codes 70-218 and 70-5 resulting in fines up to \$500.



Using the Bus Tracker

Shoreline Metro's GPS Bus Tracker is a convenient way to track buses in real-time on any route. Parents can monitor student's arrival times at school, work or home. Students can plan ahead when waiting for a bus, especially when it's cold or raining. This feature is free and easy-to-use for everyone!

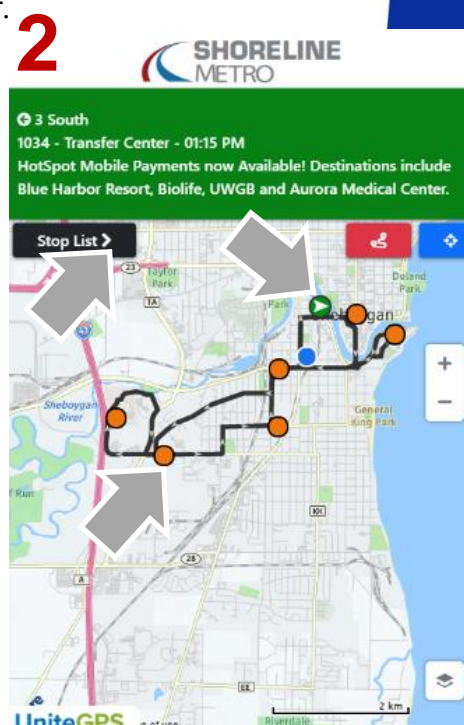
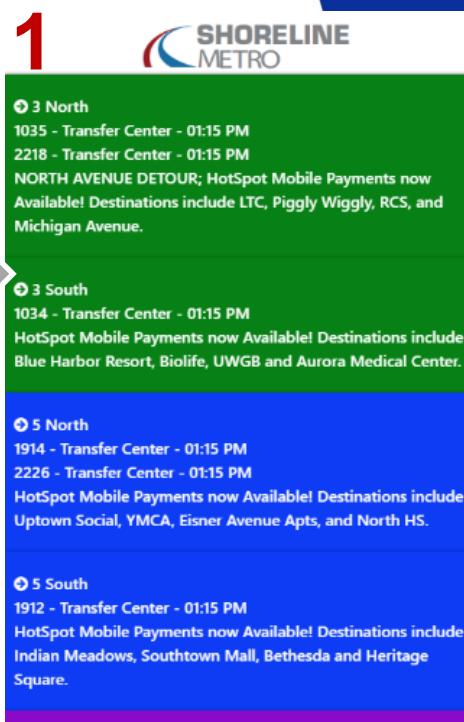
1 On your phone or PC, open a web browser and enter the website **transit.unitegps.com/sm** – click "enter" or "go". Your browser will take you to the following page. Click on any of the boxes to view the route.

2 The route page will open up and you'll see the route (black line) and several time points (orange dot). You will also notice a blue dot (your current location if you enabled your location) and a green or red dot with an arrow. This is the bus location in real-time (within 3-seconds).

- Click on any orange dots to see the pickup and drop off times through the day for this location.
- Click the green/red dot to see the bus number.
- Click the "Stop List" to see all stops and times for the route through the service day.
- Zoom "in" and "out" by clicking the +/- button with your mouse or pinch your fingers on a mobile device.

3 Save this website to your phone's home screen by going into the browser settings and "Add to Home Screen". This makes it quick and easy to access!

transit.unitegps.com/sm



Contact Us

Shoreline Metro staff are ready to assist you with questions, concerns or issues with service. Please see the following topics and contact information:

Customer Service

By Phone (920) 459-3281
 By Email contact@shorelinemetro.com
 In-Person..... 828 Pennsylvania Avenue, Sheboygan

Or go online and submit a form digitally

<https://shorelinemetro.com/about/contact-us/>

Complaints & Compliments

By Phone (920) 459-3281
 By Email contact@shorelinemetro.com
 In-Person..... 828 Pennsylvania Avenue, Sheboygan

Or go online and submit a form digitally

<https://shorelinemetro.com/about/file-a-complaint/>

Conduct Issues, Service Suspensions & Appeals

By Phone (920) 459-3281
 ○ Supervisor Option 4
 ○ Director of Transit Option 6
 By Email
 ○ Supervisor Bruce Felten bruce.felten@shorelinemetro.com
 ○ Director Derek Muench derek.muench@shorelinemetro.com
 In-Person..... 828 Pennsylvania Avenue, Sheboygan

Shoreline Metro is a department of the City of Sheboygan and is governed by the Sheboygan Transit Commission. The Commission is comprised of elected officials, City department heads and citizens. The day-to-day operations is vested in the Director of Transit & Parking. The Director is overseen by the City Administrator. For more information, please visit our website.

2022-2023

SCHOOL YEAR CALENDAR

Item 12.

SEPTEMBER

1 - SCHOOL STARTS
5 - NO CLASSES

OCTOBER

28 - NO CLASSES

NOVEMBER

11 - NO CLASSES
23 - EARLY RELEASE
24/25 - NO CLASSES

DECEMBER

23-31 - NO CLASSES

JANUARY

16 - NO CLASSES
20 - NO CLASSES

FEBRUARY

20 - MAKE-UP DATE
24 - NO CLASSES

MARCH

24-31 - NO CLASSES

APRIL

7 - NO CLASSES
10 - MAKE-UP DATE

MAY

26 - MAKE-UP DATE
29 - NO CLASSES

JUNE

7 - EARLY RELEASE

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 12. Presentation of 2022-2023 SASD Free Student Rides Program

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

REPORT DATE: 8/9/22

MEETING DATE: 8/16/22

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

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

BACKGROUND / ANALYSIS:

Shoreline Metro is entering its fifth year with the Free Student Rides Program with the Sheboygan Area School District. Each year, ridership has progressively grown (except for the pandemic-stricken year of 2020). However, during the 2021-2022 school year, Shoreline Metro saw (and experienced) and increase in violent crimes arguably as a result of this program including a fatal shooting on October 29, 2021.

Several other incidents occurred including another nearby shooting. These events have prompted many changes within the operations of Shoreline Metro including the possibility of terminating the agreement. However, after evaluation of the program and the need to continue serving students, the staff of Shoreline Metro have recommended some changes to be able to continue providing this service.

Staff have spent many hours brainstorming and analyzing ideas for areas of improvement. One area of improvement was limiting access to non-SASD students (either graduated students, students no longer in the district or students from other schools). Students that should not have had access to free rides contributed to both violent situations last school year and a several other less violent situations. These ideas have been incorporated into the new program.

The 2022-2023 SASD Free Student Rides Program is unlike any other program offered the previous four years. This program includes:

- Standardize the program (formality);
- Redefined Bus Passes instead of Student IDs;
- Re-established expectations and responsibilities;
- Documentation

Additionally, Shoreline Metro will incorporate several operational items to improve behavior and encourage safe use of the transit system:

- Express routes to the middle and high schools will not be permitted to pull in to the Transfer Station and drop off customers prior to 3:10 p.m. and 3:40 p.m. (2:10 p.m. on Wednesdays);
- Continue to use shuttles after the school runs to keep routes on schedule and accommodate regular customers;
- Express routes will drop off students at the far south end of the Transfer Station (by the office);
- Staff will continue to man the station during peak AM and PM school runs (1-2 in the AM and 3-5 in the PM);
- Staff will enforce conduct issues and take appropriate action to curb and prevent behaviors from occurring;
- Waiting shelter will remain closed until further notice (discourages loitering and unwanted behavior);
- Drivers will enforce Student Bus Passes and prevent fraudulent passes and non-SASD students from boarding;
- Other items as appropriate.

The month of September will be educational for students allowing them to get the app and their bus passes set up. Students will be required to have their passes starting October 3, 2022 or pay for transit service. Staff and drivers will work with students and schools to assist with this new process and ensure students have access to passes.

STAFF COMMENTS:

Staff have not given up on creating a successful and safe program for students. This program addresses many concerns and issues presented over the past several school years (and in particular, this past school year). It will take a team effort. It will take the cooperation and assistance of the SASD. We have and always will appreciate the assistance of local law enforcement agencies including the City of Sheboygan PD. We hope we can minimize their need and involvement but know they are there to support us.

ACTION REQUESTED:

No action required on this item.

ATTACHMENTS:

- I. 2022-2023 SASD Student Pass Program

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 13. Director's Report

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

REPORT DATE: 8/8/22

MEETING DATE: 8/16/22
FISCAL SUMMARY:

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

STATUTORY REFERENCE:

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

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) **Staffing** – Shoreline Metro is currently at full-staffing (admin and maintenance). We have one driver in training with staff and we remain in need of several more drivers. Recruitment efforts continue (see samples).

Print Ad:



BUS DRIVER **\$23.71** **PER HOUR**

DID WE GET YOUR ATTENTION?

AN INCREDIBLE WAGE AND TEAM START HERE

WWW.SHORELINEMETRO.COM

Bus Bumper Sticker



A CORNER OFFICE WITH A GREAT VIEW.

JOIN THE SHORELINE METRO TEAM!

VISIT US AT WWW.SHORELINEMETRO.COM/CAREERS

- 2) **New Buses** –Shoreline Metro has received all 10 of the buses from Gillig and are in revenue service.
- 3) **HotSpot for Transit** – The app went live in early June with first month sales being \$1,032.85. July was \$2,297 and August to date is \$1,152. Customers have received the app quite well and drivers are liking it too. We will continue to promote going forward!
- 4) **8th Street Island** – This project is now complete. Otter Creek We are excited about this project and how it beautifies this area and makes the entrance into downtown welcoming and attractive.



- 5) **Metro Connection** – Metro Connection's logo was refreshed (slightly) allowing us to promote and create marketing materials that are much more professional and attractive. It was refreshed earlier this year with the launch of our new website;

unfortunately, the logo was created and could only be used horizontally. The slight refresh allows for use horizontally and vertically.



- 6) **Title VI** – Staff are working on the next Title VI plan for Shoreline Metro. This updated plan will now incorporate the City’s plan along with changes required to the plan. The plan will be brought forth at the October meeting for Commission approval.
- 7) **HotSpot for Parking** – Staff have begun the process of uploading data into the HotSpot system for parking implementation. Our goal is to have the permits up and running in time for the start of the fourth quarter (October 1, 2022) with the meters implemented by December 1 (or sooner). The transit implementation took a little longer than expected especially with the development of the Student Bus Pass program.
- 8) **Collective Bargaining** – City Staff started collective bargaining for a new labor agreement with the ATU Local 998. The next two-day bargaining session will occur on August 23rd and 25th. More details to come as we look to successfully negotiate a new contract before the end of this year.
- 9) **Parking Improvements** – A few projects are underway related to parking downtown:
 - a. **Alley Improvement** – The alley located just north of Stefano’s will become a pedestrian alley only connecting businesses on 8th Street and Penn Ave with parking lot 9. Improvements include new concrete, flower planters, lighting and possible art (very similar to the US Bank alley and Black Pig alley).
 - b. **Lot 9** – This lot will be re-landscaped between this fall and next spring. Many of the current vegetation was overgrown and undergrown. There was a lack of trees as well. The improvements will incorporate a combination of trees and

low-maintenance perennials to help add shade and beautify this lot adjacent to two main downtown corridors. This lot also services many businesses that are known to host visitors and tourists to our community.

- c. Parking Lot 19 – The former Social Security building has been demolished and now a parking lot with a dog run will be constructed on this site. The added parking will provide parking to City Hall employees, post office employees and visitors.
- d. Bike Racks – The Director has been actively involved with City Staff and the BID on improving short-term and long-term bike parking downtown. An analysis will be underway to determine current locations and needs, followed by a program and standardization of racks throughout the BID and beyond. It's possible long-term maintenance could be incorporated into the Parking Utility (parking for vehicles and bikes). More information to come on this item.

ACTION REQUESTED:

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

ATTACHMENTS: None.