



SHEBOYGAN TRANSIT COMMISSION AGENDA

March 19, 2024 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.](#) Approval of the Minutes - January 16, 2024

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

5. Resignation of Heather Cleveland from Transit Commission as a Citizen Member.
6. Resignation of Alderperson Amanda Salazar from Transit Commission
- [7.](#) Approval of revised Transit & Parking Director Position Description
- [8.](#) Approval of revised Transit & Parking Utilities Department Organizational Chart
9. Replacement of Shoreline Metro Support Vehicles
- [10.](#) Acceptance of 2023 Annual Transit Report
- [11.](#) Acceptance of 2023 Annual Parking Utility Report
- [12.](#) Director's Report

NEXT MEETING

13. Next meeting date: May 21, 2024

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, January 16, 2024**

MEMBERS PRESENT: Roy Kluss-Vice Chair, Alderperson Dean Dekker, Alderperson Amanda Salazar, Alderperson Trey Mitchell, Police Chief Christopher Domagalski, City Planning and Development Director Diane McGinnis-Cassey

MEMBERS EXCUSED: Mayor Ryan Sorenson, Heather Cleveland, Sara Knaub

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

OPENING OF MEETING

1. Call to Order

5:02 PM

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

None

MINUTES

4. Approval of the Minutes - October 30, 2023 Meeting.

A motion was made by Alderperson Dekker, seconded by Alderperson Salazar to approve the October 30, 2023 Minutes. Motion passes.

ADJOURN TO CLOSED SESSION

5. Motion to convene in Closed Session under exemption provided in Sec. 19.85(1)(c), Wis. Stats., for the purpose of discussing bargaining strategy for transit negotiations between the City of Sheboygan and the ATU Local 998.

A motion was made by Alderperson Dekker, seconded by Chief Domagalski to convene in closed session. Roll call, all Ayes. Motion passes.

6. Motion to reconvene in Open Session

A motion was made by Alderperson Salazar, seconded by Director McGinnis-Cassey to reconvene in open session. Roll call, all Ayes. Motion passes.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

7. Motion on Closed Session item.

A motion was made by Alderperson Dekker, seconded by Alderperson Mitchell to approve the tentative agreement between the City of Sheboygan and ATU Local 998 and recommend approval and acceptance to the Finance and Personnel Committee and Common Council for inclusion in the 2023-2025 labor agreement between the parties. Motion passes.

8. Third and Fourth Quarter 2023 Reports for Transit & Parking Utilities.

A motion was made by Chief Domagalski, seconded by Alderperson Dekker to approve the Third and Fourth Quarter 2023 Reports as presented. Motion passes.

9. Director's Report

A motion was made by Director McGinnis-Cassey, seconded by Chief Domagalski to approve the Director's Report as presented. Motion passes.

NEXT MEETING

10. Next meeting date: March 19, 2024

ADJOURN

A motion was made by Alderperson Salazar, seconded by Director McGinnis-Cassey to adjourn the meeting. Motion Passes

Meeting adjourned at 6:00 pm.

Director of Parking & Transit

Item 7.



Position Summary:

Direct Supervisor: City Administrator/ Transit Commission
Department: Transit and Parking Utilities
Version Date: January 17, 2024
Salary Grade: 19
FLSA Status: Exempt / Full-time (Non-represented)

The Director of Parking and Transit is a Department Head level position, fully responsible for leadership and management in directing the daily operations of both the Parking Utility and Shoreline Metro. Work involves complete responsibility for planning, organizing, coordinating, and directing the operation of municipal parking and the transit system. General supervision is given to all parking and transit employees; however, responsibility for direct supervision is given to subordinate supervisory personnel. Problems that arise are to be resolved by the use of independent judgment and knowledge of department operations. Work involves responsibility for planning, organizing, coordinating and directing daily operations within Federal, State and local operating parameters.

The Director of Parking and Transit also serves as the organization's Chief Executive Officer, Accountable Officer (PTASP), Title VI Officer, Transit Asset Management Plan Officer, Complaints Resolution Officer, and ADA Officer in accordance with and as required by the Federal Transit Administration regulations and requirements.

Essential Responsibilities:

- Supervises, oversees and directs the complete operations of the Transit and Parking Utilities;
- Prepares and develops annual operating and capital budgets for the parking and transit utilities;
- Prepares and administers operating & capital grants from FTA and/or WisDOT;
- Reviews financial records and ensures compliance with local, state and federal audit standards (with finance department staff);
- Prepares and files reports as required by WisDOT, FTA, National Transit Database and other programs providing oversight or financial assistance for operations;
- Creates and maintains a positive culture for all personnel and staff;
- Supports and develops staff positions through training and resources;
- Maintains an open-door policy for all employees;
- Oversees supervision of transit and parking staff, supervisors, bus drivers, mechanics, and maintenance workers;
- Responsible for transit's required programs including Title VI, Adults with Disabilities (ADA), and Public Transit Agency Safety Plan (PTASP);
- Maintain the Transit Asset Management Plan (TAMP) for Shoreline Metro and update information and targets on an annual basis;
- Acts as the Complaints Resolution Officer for Shoreline Metro;
- Reviews financial reports, bill payments, time cards and PTO requests on a regular basis;
- Assists in labor negotiations and handles second step of grievance procedure;
- Assists in maintaining departmental technologies such as software, computers, tablets, GPS, door access and wireless phones;
- Assists in the development of bid specifications and procurements for all equipment and vehicles especially those funded through FTA;

- Formulates departmental policies and procedures (T.E.A.M.), rules and regulations and other directives to achieve efficient system operation;
- Oversees the recruitment and onboarding of new employees and assists with development and training;
- Prepare and coordinate all correspondences and information for federal triennial reviews;
- Reports to the Transit Commission on a regular basis on operations, statistics, and updates and assists in the development of agendas, materials and meeting dates;
- Participate in meetings, commissions and special ad-hoc committees as required of the position and represent transit and parking utilities in all city-wide business and functions;
- Attend Common Council meetings as needed or required;
- Other related work as required.

Experience & Education:

- Bachelor's degree in Public Administration, Finance, Business Administration or closely related field required.
- At least 5-7 years' experience of increasing professional responsibilities in a transportation-related field organization.
- At least three years of supervisory experience as a transportation manager or assistant director level.
- Thorough experience with and understanding of:
 - Federal Transit Administration and Wisconsin Department of Transportation laws, regulations, and best practices related to public transit;
 - Section 5307 and 85.20 funding, budgeting and grant applications for a municipal transit system;
 - Americans with Disabilities Act (ADA), Title VI, DBE, and procurement compliance as it relates to a municipal transit system;
 - Labor relations within a union environment;

Qualifications & Skills:

- Knowledge of the modern principles of transit management including knowledge of federal, state, and local laws governing transit systems;
- Knowledge of transit system equipment and operations;
- Thorough understanding of Microsoft Office, WordPress, and other workplace software applications;
- Ability to determine efficient bus routes and schedules and to analyze transit needs of the community;
- Ability to effectively plan and develop bus routes and manage transit operations;
- Considerable knowledge of administrative, managerial, and supervisory principles and practices;
- Ability to plan, organize, implement and evaluate transit system programs. Ability to effectively present and communicate to the Common Council, staff, and general public (public communication and relations skills);
- Ability to establish and maintain effective working relationships with staff, employees and general public;
- Ability to interpret and implement planning and procurement required for federal funding. Procurement principles dictate prompt purchasing of goods and services;
- Ability to develop and teach basic defensive driving, passenger relations, and emergency procedures for all new employees;

- Develop and maintain positive collaborations with community organizations that are mutually beneficial to customers, the Transit System and community agencies;
- Ability to provide administrative support for the City of Sheboygan Emergency Operations Center or other city departments during declared states of emergency;
- Excellent interpersonal and communication skills required. Multi-lingual abilities are an asset;
- Advanced knowledge of basic mathematical principles;
- Ability to act, make decisions, and justify action based on rational thought, good judgment, and logical thought;

Pre-Employment:

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

Post-Job Offer Requirements:

- Must successfully complete and pass a non-DOT pre-employment physical examination and maintain those standards as a condition of employment.
- Must successfully complete and pass a pre-employment DOT drug screen.

Post-Hire Requirements:

- Must pass a 90-day probationary period.
- Must submit to FTA required drug and alcohol testing requirements including but not limited to pre-employment, post-accident, random and reasonable suspicion testing as a condition of employment.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. General working conditions are 75% in a general office setting, 10% on Shoreline Metro vehicles or in a general dispatching capacity, 10% outside assisting with Parking Utility duties and 5% dedicated to traveling/overnight stays.

Department Summary:

Shoreline Metro provides fixed route and paratransit public transit services to a metropolitan area of 70,000 including the cities of Sheboygan and Sheboygan Falls and the Village of Kohler. Annually, over 600,000 rides are provided covering over 550,000 service miles on 9 fixed routes and four school day trippers. Metro Connection, a division of Shoreline Metro, provides demand-responsive trips to individuals with disabilities or over 60 years of age. Over 25,000 rides are provided annually covering around 150,000 miles.

The Parking Utility maintains all public parking in downtown, Riverfront, South Pier and Heritage Square including on- and off-street metered, reserved parking and off-street free parking options. The Parking Utility maintains over 15 public parking lots, 20 blocks of on-street parking meters, 500 off-street parking meters, several acres of lawn maintenance at the Industrial Park, weed control in downtown, and flower planter watering and maintenance.

Director of Parking & Transit

Item 7.

Shoreline Metro and the Parking Utility are under the authority of the Sheboygan Transit Commission.

Acknowledgement:

The job description includes the essential responsibilities of the position and is not to be construed as all-inclusive. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific essential responsibilities does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

My signature below is both an acknowledgement of my understanding of the job description for this position, as well as my commitment to uphold and promote the mission, vision, and core values of the City of Sheboygan, and work to fulfill the six values of the City's Strategic Plan.

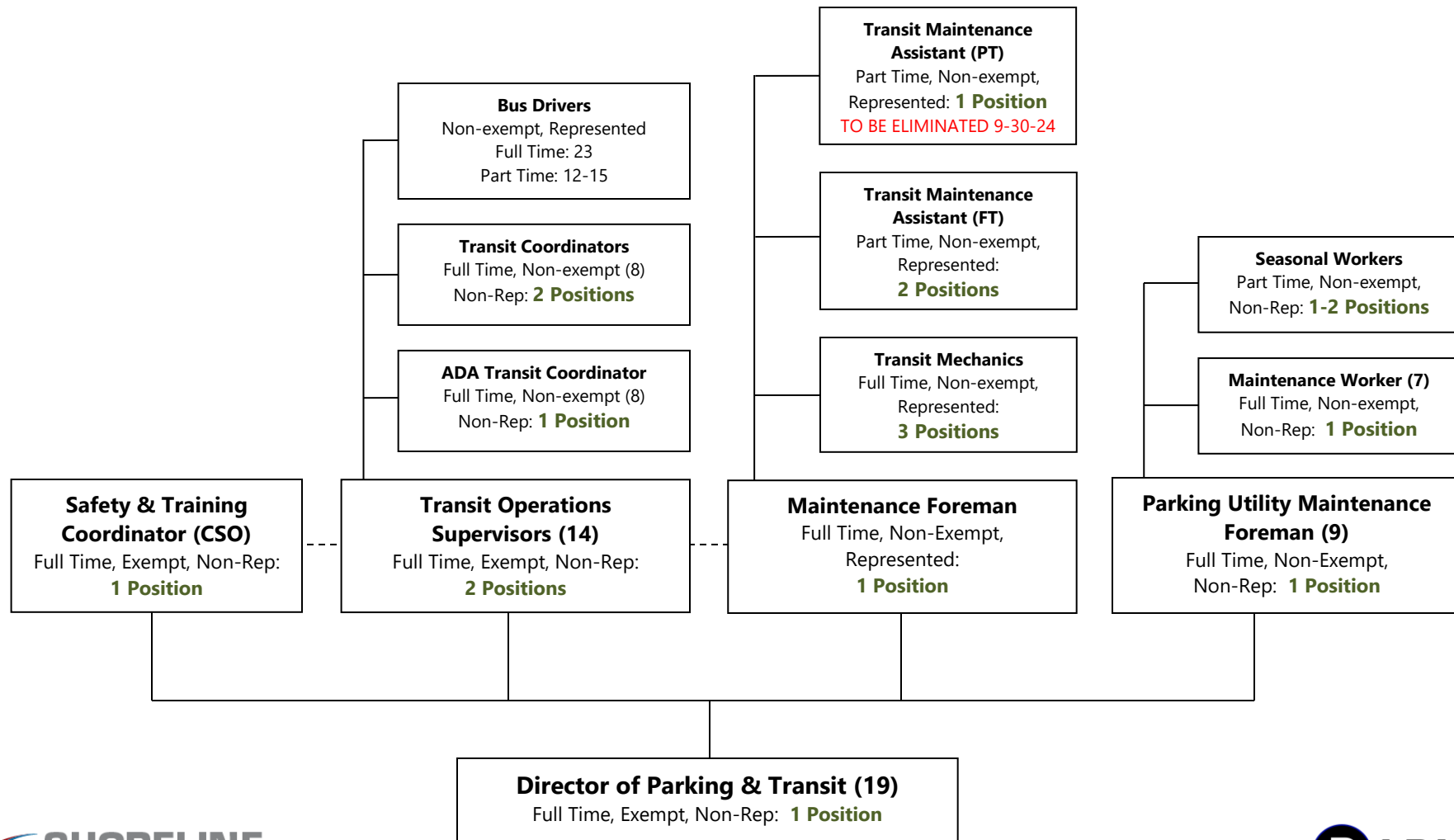
Employee Name:_____ Employee Number:_____

Employee Signature:_____ Date:_____

Parking & Transit Utility Table of Organization (TOC)

City of Sheboygan

JANUARY 29, 2024





Phone

(920) 459-3281



Email

contact@shorelinemetro.com

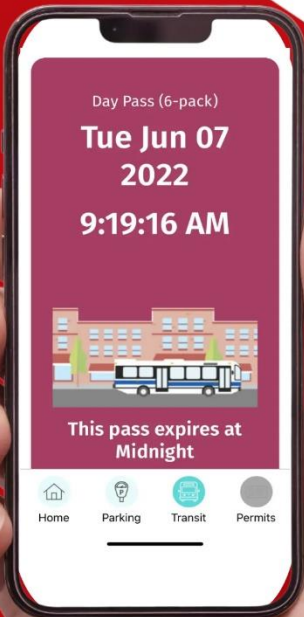


On the Web

www.shorelinemetro.com

www.facebook.com/shorelinemetro

Item 10.

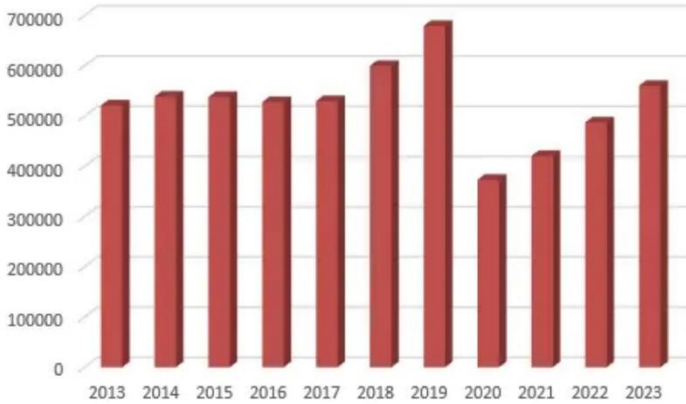


Purchase fares
24/7 on any
smart device
using the
HotSpot App!

2023 ANNUAL REPORT

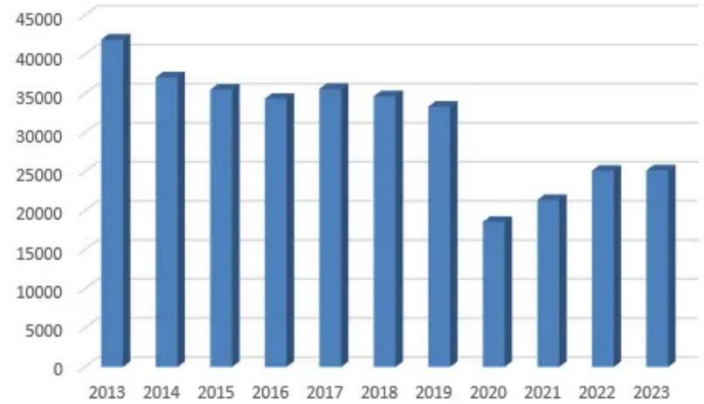
Inside the Numbers

Shoreline Metro Revenue Trips & Stats



2023 Ridership | 560,155
 Revenue Hours | 37,903
 Revenue Miles | 528,343
 Trips per Revenue Mile | 14.79

Metro Connection Revenue Trips & Stats



2023 Ridership | 25,173
 Revenue Hours | 10,286
 Revenue Miles | 136,079
 Trips per Revenue Mile | 2.45

Year-in-Review

- Took delivery of four (4) new Glaval 25-foot paratransit buses funded through CARES Act (100 percent).
- Expanded the Harbor Centre Express Trolley route to include several popular attractions including Bookworm Gardens, JMKAC Art Preserve and 3 Sheeps Brewing.
- Purchased an Automatic External Defibrillator (AED) for the Shoreline Metro office.
- Safety: Two (2) accidents resulted in claims paid by insurance company, and ten (10) preventable accidents or incidents.

Budget Highlights

- Modest expense increases in the 2024 budget were generated by a new labor agreement and maintenance fees associated with software partners.

Looking Ahead

- Potential expansion of public transit services to South Pointe Enterprise Campus and neighboring housing developments in 2025.
- Improvements including additional bus shelters to be added in 2025 in coordination with developments in several high-traffic areas.

Recognition

- Shoreline Metro was recognized by CVMIC as a Member Spotlight Award Winner for its creation and implementation of an Entry-Level Driver Training Program. The Entry-Level Driver Training Program is used by many municipalities in throughout the state in response to new requirements for Commercial Driver's License training by the Federal Motor Carrier Safety Administration. The award was for \$2,000.



**Phone**

(920) 459-3285

**Email**

parkingutility
@shorelinemetro.com

**On the Web**

www.shorelinemetro.com/parkingutility
facebook.com/parkingdowntownsheboygan

Item 11.



2023 ANNUAL REPORT

PARKING
A CITY OF SHEBOYGAN UTILITY

Year-in-Review

- Implemented HotSpot Parking for permits and mobile payments allowing customers to purchase permits digitally and pay at meters using their smartphone.
- Implemented hourly parking in previously only permit parking lots using HotSpot Parking. Customers may now casually park in almost any public parking lot by paying the per hour rate using the HotSpot app or QR code at the sign kiosk.
- Fresh, completely new website to support HotSpot Parking allowing customer-friendly access to resources, tips and information.

Budget Highlights

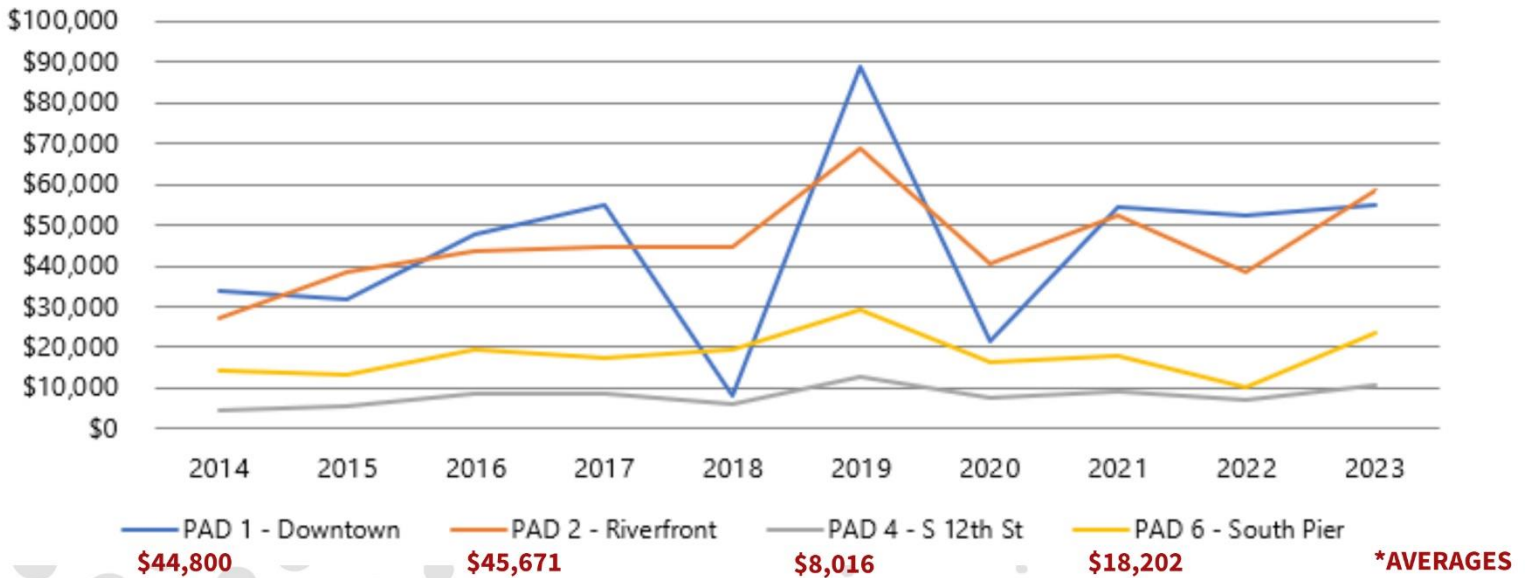
- The 2024 budget incorporates a significant increase in revenue from full implementation of HotSpot Parking including enforcement of parking downtown.



Thank You to Our Partners

- Otter Creek Landscaping for providing annual flowers in the Downtown and South Pier planters and lightpole baskets.
- Brilliant Lightscares for holiday lighting in Downtown, Riverfront and South Pier as well as maintaining alley and island lighting.
- The Town & Country Garden Club for assisting with planting flowers throughout the Downtown, Riverfront and South Pier.
- The Business Improvement District for their ongoing support and dedication to Sheboygan's Downtown, Riverfront and Lakefront.

Assessments per Year



HotSpot Meter Revenue

	Scan 'n Pay	App Purchases	TOTAL*
August	\$166.13	\$20.37	\$186.50
September	\$813.51	\$195.07	\$1,008.58
October	\$805.49	\$271.77	\$1,077.26
November	\$857.45	\$292.65	\$1,150.10
December	\$1,095.97	\$320.87	\$1,416.84

*Before fees collected by HotSpot.



REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: Director's Report

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

REPORT DATE: 3/12/24**MEETING DATE:** 3/19/24

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

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

BACKGROUND / ANALYSIS:

The Director of Transit & Parking presents to the Transit Commission a report of operations for the Transit and Parking Utilities. The Transit Commission is advised of the following processes for several standing items included in this report:

Reporting – Shoreline Metro staff filed several reports with the Wisconsin Department of Transportation and the Federal Transit Administration, typically on a quarterly basis.

- Wisconsin Department of Transportation
 - Bus Operations Report
 - Completed and reported quarterly directly to DOT.
 - 85.21 Operations Report
 - Completed and submitted quarterly to Sheboygan County for review and submission.
 - 5310 Vehicle Report
 - Completed and submitted quarterly to Sheboygan County for review and submission.
- Federal Transit Administration
 - Federal Financial Report (FFR):
 - Submitted for each project (application) active with FTA (typically quarterly) related to the expenses and federal funds used towards a project.
 - Milestone Progress Report (MPR):
 - Submitted for each project (application) active with FTA (typically quarterly) related to the status of a project.

4TH QUARTER OPERATIONS REPORT

Item 12.

WISCONSIN BUS OPERATIONS REPORT

Wisconsin Department of Transportation

Quarterly/Year End

DT1489 5/2002

1. MUNICIPALITY/TRANSIT SYSTEM:		CITY OF SHEBOYGAN / SHEBOYGAN TRANSIT					
2. Period Covered (Check One)		Year: 2023					
1st Quarter <input type="checkbox"/> Jan. 1 - Mar. 31	2nd Quarter <input type="checkbox"/> Apr. 1 - June 30	3rd Quarter <input type="checkbox"/> July 1 - Sept. 30		4th Quarter <input checked="" type="checkbox"/> Oct. -Dec. 31		Year-End <input type="checkbox"/> Jan. 1 - Dec. 31	
3. OPERATING CHARACTERISTICS							
A. PASSENGER TRIPS	FIXED ROUTE	DEMAND RESPONSE (PARATRANSIT)					
		ADA SERVICE	NON-ADA SERVICE	ADA AGENCY TRIPS	NON-ADA AGENCY TRIPS	TOTAL AGENCY TRIPS	
REVENUE TRIPS	147,956	787	2,697	1,711	1,030	2,741	154,181
"FREE FARE" TRIPS	3,198	0	0	0	0	0	3,198
TRANSFER TRIPS	0	0	0	0	0	0	0
TOTAL	151,154	787	2,697	1,711	1,030	2,741	157,379
B. PASSENGER REVENUE							
PASSENGER REVENUE	\$69,689	\$2,361.00	\$8,091.00	\$32,081.25	\$19,312.50	\$51,393.75	\$131,535.16
C. VEHICLE MILES							
REVENUE MILES	128,490	13,071	19,501				161,062
TOTAL MILES	132,900	14,362	21,428				168,690
D. VEHICLE HOURS							
REVENUE HOURS	9,244	1,040	1,551				11,835
DRIVER PAY HOURS	10,023	1,159	1,728				12,910
E. GALLONS OF FUEL							
GALLONS OF FUEL	24,172	1,360	2,030				27,562
F. EXPENSES							
				TOTAL EXPENSES		\$933,073.00	
				CONTRA EXPENSES		\$0.00	
				NET EXPENSES		\$801,537.84	

Derek Muench
(Transit Director)

10-Jan-24
(Date)

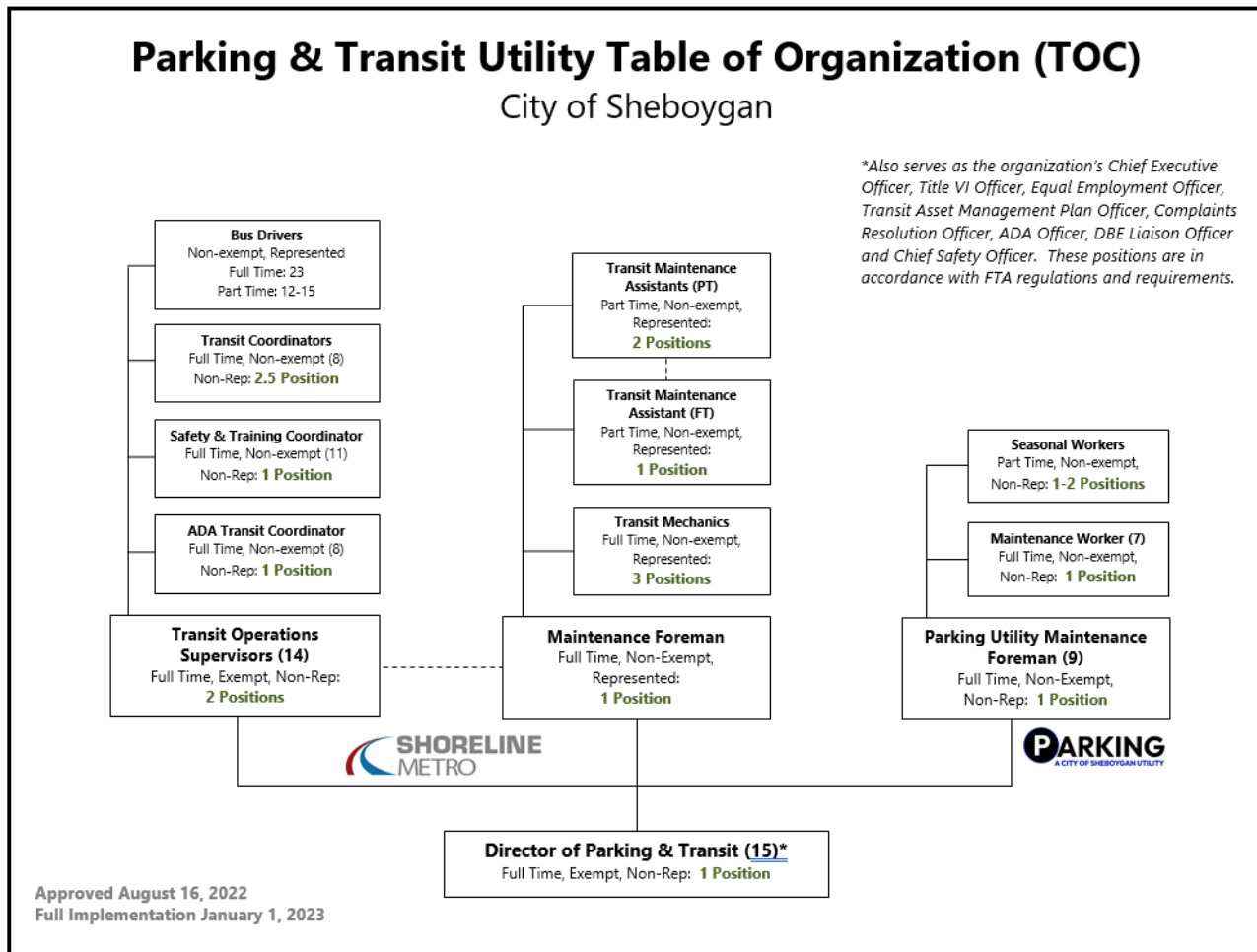
Ann Koeller
(Prepared By)

10-Jan-24
(Date)

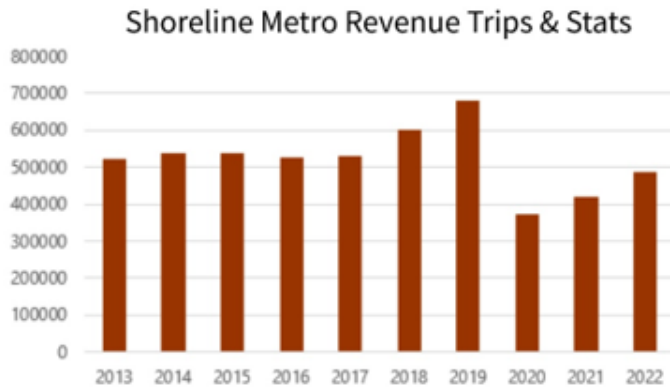
Financials – Shoreline Metro staff (Director) review expenses and revenues on a regular basis, typically bi-monthly and quarterly. Financial reports are reviewed for accurate expenses and revenues. In inaccuracies are reported to the Finance Department with a recommendation for resolution.

- Invoices
 - Paid within 30-days by staff
 - Payables are reviewed for approval by the Director
 - Approved payables are then sent to Finance for review and payment.
- Revenues/Fares/User Fees
 - Collected in accordance with departmental policies:
 - Fareboxes – twice a month (15th and last day)
 - Office Sales – daily
 - Meters – twice a month (some monthly/quarterly)
 - Grants/Reimbursements – direct deposit and processed by Finance.
 - Deposited at Wisconsin Bank & Trust
 - Credited to appropriate budget accounts as soon as possible by Finance.

Personnel – Shoreline Metro staff address personnel needs on a regular basis. Bus drivers are the most common position available with recruitment occurring almost monthly. Bus drivers are hired as needed and based on abilities and qualifications. Staff positions are filled as needed. The following is the current Table of Organization for the Parking & Transit Utilities:



Ridership – The count of physical passenger trips taken with Shoreline Metro and Metro Connection is known as ridership. For Shoreline Metro, a trip is counted every time a customer boards a bus. For Metro Connection, a trip is counted every time a customer completes a one-way trip. Ridership is highly influenced by socio-economic factors, weather, and emergencies. It is also a product of affordable fares, reliable service, safe travel and dependability.



DIRECTOR COMMENTS:

The Director of Transit & Parking presents the following items for as advisory and information.

Personnel:

- New drivers hired in Q1 of 2024 include Jeannie Kisolet, Heidi Schmidtke, Nicole Ramsay and Cindy Lou McNamara.
- Re-hired Jack Sowinski to assist with training new drivers (Jack was an employee until 2021).
- Open Mechanic position (expected to be filled externally).
- Open Maintenance Assistant positions (both being filled internally this spring).
- Open Transit Coordinator position in May (expected to be filled externally).
- Additional drivers expected to be hired in May-June.

Operational Items/Updates:

The following items are provided as operational updates related to transit and parking services provided by the department.

- **2024 FTA Triennial Review** has been announced and confirmed for later this year (tentatively mid-May). All initial required documents and information was submitted by early February, well ahead of the February 29, 2024 deadline. This is a comprehensive review of Shoreline Metro and its operations in many different categories including ADA, Procurement, Financial Capacity, Drug and Alcohol, Title VI, Charter Service and Grants/Funding. This year will also include review on use of CARES Act and ARPA grant funds. Shoreline Metro has performed well during these reviews in years past including zero findings during the 2017 and 2021 reviews.

- **Ridership** for CY2024 is up 8.2 percent for Shoreline Metro and 5.6 percent for Metro Connection for the months of January and February over same period in 2022.
- **HotSpot Parking** implementation is 95 percent completed. During the last quarter of 2023, the following items were implemented or completed:
 - All parking lot entrance signs have been redesigned and updated with the help of Marshall Sign.
 - All internal parking lot signage has been removed. The appropriate and important information was incorporated into the entrance signs.
 - Internal payment kiosks were installed in most all public parking lots allowing customers to pay "hourly" parking through HotSpot (even lots without parking meters).
 - Promotion on Facebook regularly promoting new parking payment options.
 - Website revised and fully updated to incorporate all changes and parking solutions.

A few challenges still exist and we continue to address those the best that we can. Andy and his Customer Service Officers have been outstanding and incredible to work with. Thank you to them for always being in communication and working with our staff in a timely and efficient manner.



Staff from Parking and the Police Department met recently with HotSpot to address ongoing issues with enforcement and the license plate readers (LPRs). From the enforcement side, there have been several issues that don't seem to be resolved. HotSpot assured us that these issues are being addressed with resolution coming soon.

Unfortunately, due to these ongoing issues, we have indicated a need to have this system fully functioning with no issues by end of summer or we may be looking for a new partner and solution.

ACTION REQUESTED:

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

ATTACHMENTS:

- I. None.

TRANSIT COMMISSION AGENDA ITEM COMMENTS:

The following items are on the Transit Commission agenda for consideration and approval and are not a part of the Director's Report. This information is provided by the Director of Transit and Parking and is for your consideration. Please consult this information prior to making any motions or approvals.

Resignation of Heather Cleveland from Transit Commission:

Heather Cleveland has given notice to Mayor Ryan Sorenson to resign her position on the Transit Commission effective April 2024. This will be at the end of her 3-year term. No approval action is required on this item. Motion to file the communication would be in order by the Transit Commission.

Muench, Derek

From: Heather Cleveland <heather@greenbicycleco.com>
Sent: Monday, February 26, 2024 2:14 PM
To: Muench, Derek; Sorenson, Ryan
Subject: Transit Commission

Greetings Mayor Sorenson and Derek,

It has been a pleasure serving the City of Sheboygan Transit Commission. Thank you very much for the opportunity.

I do not intend to renew my term on the Transit Commission at the end of my 3-year term in April 2024.

I share this information with you now to give proper time to fill the vacancy.

Sincerely,
 Heather Cleveland

—
 Heather Cleveland, AICP
 (she/her/hers)
 Urban Planner & Community Developer

Green Bicycle Co.
 1117 N 8th Street
 Sheboygan, WI 53081

Office: 920-287-3661
 Cell: 920-254-1360
www.greenbicycleco.com



Resignation of Alder Amanda Salazar from Transit Commission:

Alder Amanda Salazar has given notice to Mayor Ryan Sorenson to resign her position as Alder and therefore, resigning her position on the Transit Commission effective March 2024. Amanda has moved out of her alder district (City). A new Alder appointment will be made after the April elections. No approval action is required on this item.

Revised Position Description for the Director of Transit & Parking:

The position description for the Director of Transit and Parking has been updated and revised in advance of the upcoming Federal Triennial Review. Please see the attachment included with the agenda for the full description.

In summary, the revised description incorporates the additional titles and positions as required through federal programs and updated essential responsibilities:

- Public Transit Agency Safety Plan (PTASP): Accountable Officer
- Title VI Plan: Title VI Officer (Shoreline Metro only)
- Transit Asset Management Plan: Plan Officer
- ADA: ADA Officer
- Complaints: Complaints Resolution Officer
- Chief Executive Officer
- Updated responsibilities under Essential Responsibilities

The revised position description will replace the current description on file in HR and at Shoreline Metro. It will also require a signature of acceptance by the Director. A copy will be retained in the employee's official personnel file(s) in HR and at Shoreline Metro. The updated description has been reviewed by the City's HR Director.

This item requires action by the Transit Commission. Motion to approve the position description for the Director of Transit and Parking.

Revised Position Description for the Director of Transit & Parking:

The departmental organizational chart has been updated and revised in advance of the upcoming Federal Triennial Review. Under the Public Transit Agency Safety Plan (PTASP), there must be documentation showing the Chief Safety Officer "uninterrupted" line of reporting to the Accountable Executive. The only documentation the organization has of such chain of command is the organizational chart.

The organization chart has been revised to remove the Safety and Training Coordinator (also known as the Chief Safety Officer) from under the Operations Supervisors to be along side the Operations Supervisors and under the Director of Transit & Parking (also known as the Accountable Executive). The organizational chart has also been revised to include a second full-time Maintenance Assistance and remove all part-time Maintenance Assistants (except one which will be eliminated later in 2024).

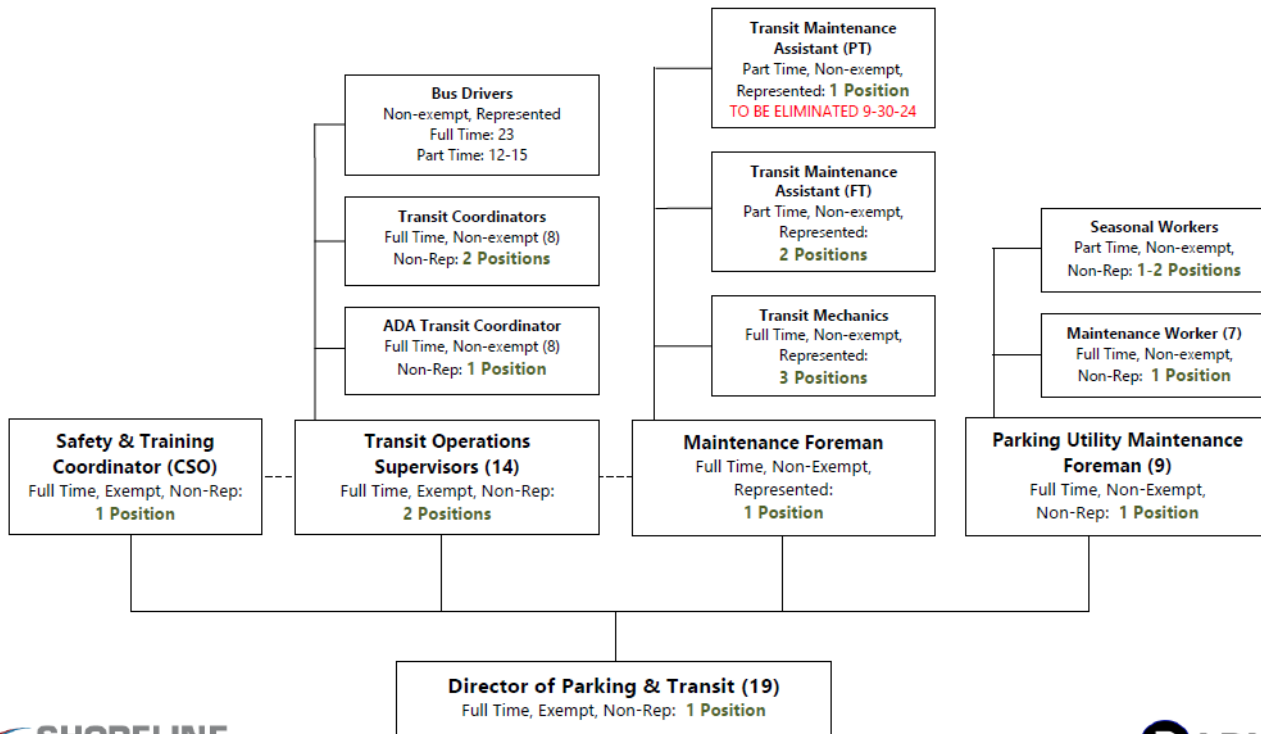
The revised organizational chart will replace the current organizational chart on file in HR and at Shoreline Metro. It will also be included in the City's organizational chart. The updated organizational chart has been reviewed by the City's HR Director.

This item requires action by the Transit Commission. Motion to approve the organizational chart for the Transit and Parking Utilities.

Parking & Transit Utility Table of Organization (TOC)

City of Sheboygan

JANUARY 29, 2024



Replacement of Shoreline Metro Support Vehicles:

Shoreline Metro would like to use CARES Act or ARPA funds to replace its fleet of support vehicles. Currently, Shoreline Metro has five (5) support vehicles:

- 2010 Chevy Impala
- 2010 Ford F-250
- 2013 Ford F-250
- 2013 Dodge Caravan
- 2013 Chevy Equinox

All vehicles were purchased using American Recovery and Reinvestment Act (ARRA) funds in 2009 and 2012. The vehicles are in good condition but have reached 11-14 years of age.

Shoreline Metro would like to replace these five (5) vehicles with four (4) support vehicles including two (2) pickup trucks and two (2) medium-sized SUVs (such as a Ford Explorer or Chevy Traverse). Shoreline Metro staff does not need three support vehicles for daily operations.

The existing vehicles must be sold competitively following FTA requirements. The City of Sheboygan will retain the first \$5,000 from each vehicle with the proceeds being returned to FTA. The \$25,000 retained from the sale could be used to offset the purchase of the new vehicles or be returned to the Transit Fund for future use and purchases (most likely the best option). The City Administrator is aware of this request and supports the purchase of new support vehicles.

This item requires action by the Transit Commission. Motion to approve the sale and purchase of support vehicles for Shoreline Metro in accordance with FTA procurement requirements.

2023 Annual Transit Report:

Shoreline Metro presents the 2023 Annual Transit Report for your consideration and approval. Please review the attachment included in the agenda.

This item requires action by the Transit Commission. Motion to accept and file the 2023 Annual Report for Shoreline Metro.

2023 Annual Parking Utility Report:

The Parking Utility presents the 2023 Annual Transit Report for your consideration and approval. Please review the attachment included in the agenda.

This item requires action by the Transit Commission. Motion to accept and file the 2023 Annual Report for the Parking Utility.