



SHEBOYGAN TRANSIT COMMISSION AGENDA

July 18, 2023 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 May 16, 2023 Transit Commission meeting Minutes.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- [5.](#) Shoreline Metro's Transit Asset Management Plan
- [6.](#) Approval of the 2024 Transit budget for Shoreline Metro as presented.
- [7.](#) Approval of the 2024 Budget for the Parking Utility.
- [8.](#) 2024 - 2028 Capital improvement Program for Transit & Parking Utilities
- [9.](#) Approve the Second Quarter Reports for Transit and Parking Utilities.
- [10.](#) Approve the Director's Report as presented.

NEXT MEETING

11. Next meeting date: September 19, 2023

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 16, 2023**

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.

MEMBERS PRESENT: Heather Cleveland, Sara Knaub, Alderperson Dean Dekker, Mayor Ryan Sorenson, Police Chief Christopher Domagalski, City Planning and Development Proxy-Janet Duellman, Roy Kluss.

MEMBERS EXCUSED: Alderperson Trey Mitchel, Alderperson Amanda Salazar

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

OPENING OF MEETING

1. Call to Order

5:00 p.m. Meeting was called to order.

2. Pledge of Allegiance

3. Election of Officers

Alderperson Dean Dekker nominates Heather Cleveland for the Transit Commission Chair. Chief Christopher Domagalski seconded the nomination. A unanimous ballot was cast.

Ald. Dekker nominates Roy Kluss for the Transit Commission Vice-Chair, Chief Domagalski seconded the nomination. A unanimous ballot was cast.

4. 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 21, 2023 meeting.

A motion was made by Mayor Sorenson, seconded by Ald. Dekker to approve the March 21, 2023 Minutes. Motion passes.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

6. First Quarter Reports for Transit and Parking Utilities

A motion was made by Mayor Sorenson, seconded by Roy Kluss to approve the First Quarter 2023 reports for Transit and Parking Utilities as presented. Motion passes.

Item 4.

7. Review of Transit Commission Ordinance

The Director of Transit & Parking and Transit Commission Chair are requesting an administrative review of the Transit commission ordinance. This review includes but is not limited to:

- Identifying outdated or old information
- Verifying current responsibilities of the Commission
- Composition of Commission members
- Capital Acquisition and Disposal

For review only. No action taken.

8. Director's Report

A motion was made by Mayor Sorenson, seconded by Roy Kluss to accept and place on file the Director's Report as presented. Motion passes.

NEXT MEETING

9. Next meeting date: July 18, 2023

ADJOURN

A motion was made at 5:40 p.m. by Mayor Sorenson, seconded by Ald. Dekker to adjourn the meeting. Motion passes.

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

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 5. Transit Asset Management (TAM) Plan for Shoreline Metro

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

REPORT DATE: 7/11/23

MEETING DATE: 7/18/23
FISCAL SUMMARY:**STATUTORY REFERENCE:**

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

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

BACKGROUND / ANALYSIS:

The 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 revised 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 been revised due to recent improvements in Shoreline Metro's fleet. Shoreline Metro received new buses in 2019 (5), 2020 (1), and 2022 (10) along with a new trolley in 2021.

We estimate that 14 percent of the fleet will be beyond useful life in 2023, so we set the target accordingly. All of the major equipment is beyond useful life at this time, so the target remains 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.

Other revisions include separating out light-duty and medium-duty buses used for Metro Connection and updating the TAM Goals based on 2022 data.

ACTION REQUESTED:

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

ATTACHMENTS:

- I. 2023 Transit Asset Management Plan for Shoreline Metro;



Transit Asset Management Plan
Calendar Year 2023
September 2023



SHORELINE METRO TRANSIT ASSET MANAGEMENT PLAN CALENDAR YEAR 2023

Prepared By:
Bay-Lake Regional Planning Commission
September 2023

Principal Author:
Heena Bhatt
Transportation Planner II
Bay-Lake Regional Planning Commission
1861 Nimitz Drive
Green Bay, WI 54301
Phone: (920) 448-2820
Email: hbhatt@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 over 512,000 fixed route and para-transit trips in the Shoreline Metro service area in 2022. 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	5	2	9%
Medium Duty Bus	6	7	200,000	3	3	50%
Light Duty Bus	4	4	100,000	4	0	0%
Sub-Total	32			12	5	16%
Non-Revenue						
Light Duty (Support) Vehicles	5	10	100,000	2	0	0%
Sub-Total	5			2	0	0%
Total	37			14	55	14%

1. Mileage as of June 30, 2023
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 replacing its medium and light 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. 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	22	-12
Forklift	7	54	-47
Hoist	10	48	-38
Scrubber	5	28	-23

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	48	-8
Transfer Station	4	Good	40	31	9

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 Maintenance Foreman 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

Heena Bhatt
Transportation Planner
Bay-Lake Regional Planning Commission
(920) 448-2820, Ext. 107
hbhatt@baylakerpc.org

Adoption and Revision History

Approved for Shoreline Metro by the Sheboygan Transit Commission on September 19, 2023.

Recommended for approval by the Sheboygan MPO Technical and Policy Advisory Committees on September 7, 2023.

Approved for the MPO by the Bay-Lake Regional Planning Commission on September 8, 2023.

This page is intentionally left blank.

Bay-Lake Region Planning Commission

Item 5.

Commission Members

Brown County

Vacant

Door County

Vacant

Florence County

Edwin Kelley

Larry Neuens

Rich Wolosyn

Kewaunee County

Tom Romdenne

Donna Thomas

Vacant

Manitowoc County

Dan Koski, Vice Chairperson

James Falkowski

Greg Grotegut

Marinette County

Ann Hartnell, Secretary/Treasurer

Michael Kunesh

Thomas Mandli

Oconto County

Karl Ballestad

Terry Brazeau

Dennis Kroll

Sheboygan County

Mike Hotz, Chairperson

Ed Procek

Ryan Sorenson

Staff

Brandon G. Robinson

Executive Director

brobinson@baylakerpc.org

Sydney Swan

Assistant Director

sswan@baylakerpc.org

Nicole Barbiaux

GIS Coordinator/Planner

nbarbiaux@baylakerpc.org

Heena Bhatt

Transportation Planner

hbhatt@baylakerpc.org

Izzy Fuller

Environmental Planner

ifuller@baylakerpc.org

Makayla Lesperance

Planning Assistant

mlesperance@baylakerpc.org

Jessica Missall

Community Assistance Planner

jmissall@baylakerpc.org

Raquel Orta

Administrative Assistant

blrpcadmin@baylakerpc.org





CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 6. Presentation of 2024 Transit Budget for Shoreline Metro

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

REPORT DATE: 7/11/23

MEETING DATE: 7/18/23

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

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

BACKGROUND / ANALYSIS:

Shoreline Metro has submitted its 2024 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 2024 Executive Budget.

STAFF COMMENTS:

The Director of Transit & Parking has assembled the transit budget for 2024 and submitted for the review of the Transit Commission. Budget highlights include an estimated 0 percent increase in health insurance costs and 2 percent wage increases for non-represented employees including step increases on the non-rep comp plan. The budget also incorporates ongoing local support from the City of Sheboygan, City of Sheboygan Falls, Village of Kohler, Sheboygan County and the Sheboygan Area School District. No increases in local share amounts is planned for 2024.

It should be noted that the City's local share is budgeted for 2024. This amount had been \$0 in 2022 and 2023 as we used CARES Act/ARPA funds in place of the City's local share. It is possible that some or all of the local share may be used by the City for other projects. If this would be the case, CARES Act/ARPA funds would be again used to offset the local match.

Overall, the budget increases by \$43,899.62 from 2023. Expected funding through state and federal mass transit aids are expected to remain somewhat stable from 2022/2023 (but still higher than historical funding levels). In 2023, the combined funding is 58.25%. A conservative 57% was used to construct the 2024 budget. Further adjustments to revenues

were made as well. There are no proposed changes to personnel, staffing, routes or service levels in 2024.

Budget highlights:

- Due to ongoing collective bargaining and arbitration, represented employee wages and benefit summaries have been omitted from this summary.
- HotSpot was introduced in 2022 and its fees (and expected revenues) were adjusted into the 2024 budget as well. Revenues continue to increase due to increased purchases using the HotSpot app.
- Fuel, parts and maintenance are expected to remain at or below normal levels in 2024.
- Shoreline Metro will again have the flexibility to use CARES Act/ARPA funds to make up losses in revenue, assist with added expenses and take pressure off the local share contributions by the municipalities. CARES Act/ARPA funds won't be understood until the end of 2024 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 2024 transit budget for Shoreline Metro as presented by the Director of Transit & Parking and recommends inclusion into the City of Sheboygan 2024 Executive Budget.

ATTACHMENTS:

- I. 2024 Transit Budget;

651352 TRANSIT SYSTEM FUND										DRAFT 2024 BUDGET		Item 6.
				2022	2023	2023	2023	2024	2024	DIFFERENCE		7/10/2023
DOT CODE	OBJECT	DESCRIPTION	ACCOUNT DETAILS	ACTUAL	APPROVED	YTD - 7/6/23	PROJECTED	EXECUTIVE	EXECUTIVE			
				EXPENSES	BUDGET	EXPENSES	EXPENSES	REQUESTED	APPROVED	2023 VS 2024	2024 BUDGET NOTES	
65193000 - TRANSIT ADMINISTRATION												
501.02	510110	FULL TIME SALARIES - REGULAR	All FULL-TIME Team Members		\$1,873,461.27	\$791,617.69	\$1,873,461.27	\$1,958,910.71	\$1,958,910.71	\$85,449.44		
501.02	510111	FULL TIME SALARIES - OVERTIME	All OVERTIME		\$23,000.00	\$48,731.82	\$60,000.00	\$33,500.00	\$33,500.00	\$10,500.00		
501.02	510130	TEMPORARY SALARIES - REGULAR	All PART-TIME Team Members		\$324,858.15	\$157,571.25	\$324,858.15	\$279,611.37	\$279,611.37	\$45,246.78		
504.99	510140	INTERDEPARTMENTAL LABOR - REGULAR	Parking maintaining Transit grounds		\$1,000.00	\$470.43	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00		
502.01	520310	FICA	Social Security All Team Members		\$142,570.34	\$59,955.13	\$125,000.00	\$145,207.85	\$145,207.85	\$2,637.51		
502.01	520311	MEDICARE	Medicare All Team Members		\$29,872.22	\$14,021.73	\$29,872.22	\$30,540.05	\$30,540.05	\$667.83		
502.02	520320	WI RETIREMENT FUND	Pension All Team Members		\$139,796.02	\$65,110.21	\$139,796.02	\$145,019.36	\$145,019.36	\$5,223.34		
502.03	520340	HEALTH INSURANCE	Health Insurance All Team Members		\$504,968.91	\$226,160.93	\$504,968.91	\$485,563.45	\$485,563.45	\$19,405.46		
502.03	520345	HSA CONTRIBUTIONS	Health Savings contributions		\$36,750.00	\$0.00	\$36,750.00	\$36,000.00	\$36,000.00	\$750.00		
502.04	520350	DENTAL INSURANCE	Dental Insurance All Team Members		\$30,319.20	\$14,358.46	\$30,319.20	\$28,177.91	\$28,177.91	\$2,141.29		
502.05	520360	LIFE INSURANCE	Life Insurance All Team Members		\$4,050.00	\$2,801.63	\$4,050.00	\$6,800.00	\$6,800.00	\$2,750.00		
502.06	520365	ST DISABILITY INSURANCE	Union Team Members		\$22,924.00	\$7,518.62	\$22,924.00	\$22,924.00	\$22,924.00	\$0.00		
502.08	520400	WORKERS COMPENSATION	Workers Comp		\$3,850.00	\$3,850.00	\$3,850.00	\$3,850.00	\$3,850.00	\$0.00		
502.07	520410	UNEMPLOYMENT COMPENSATION	Unemployment Benefits		\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00		
502.13	520490	CLOTHING ALLOWANCE	Union Clothing, Tool and Boot Allowances		\$11,025.00	\$8,458.34	\$11,025.00	\$8,530.00	\$8,530.00	\$2,495.00		
503.03	531100	CONTRACTED SERVICES	Tire Contract, Bay-Lake, Cintas, Pro-Tec, JSM		\$48,250.00	\$39,413.72	\$48,250.00	\$48,250.00	\$48,250.00	\$0.00		
503.03	531110	FINANCIAL SERVICES FEES	Audit Fees, HotSpot Fees		\$8,600.00	\$1,550.64	\$8,600.00	\$8,600.00	\$8,600.00	\$0.00	HotSpot Fees \$5,000	
506.01	531206	INSURANCE PREMIUMS	Facility, TMI Buses		\$105,488.00	\$119,302.00	\$119,302.00	\$121,688.04	\$121,688.04	\$16,200.04	2% Increase	
509.08	531400	ADVERTISING & MARKETING	Radio, Print, Social Media Ads		\$25,000.00	\$9,011.55	\$25,000.00	\$25,000.00	\$25,000.00	\$0.00		
503.03	531560	MEDICAL SERVICES	Pre-Employment Physicals/Drug Screens		\$4,000.00	\$2,252.00	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00		
504.99	531700	SECURITY SERVICES			\$500.00	\$142.00	\$500.00	\$500.00	\$500.00	\$0.00		
509.01	536125	EMPLOYEE DEVELOPMENT	Travel, Training and Conferences		\$9,100.00	\$5,706.74	\$9,100.00	\$9,100.00	\$9,100.00	\$0.00		
	537100	VEHICLE & PARKING EXPENSES	Parking Permits Lot 8 (5 Stalls for Customers)		\$1,800.00	\$0.00	\$1,800.00	\$1,800.00	\$1,800.00	\$0.00	5 Stalls of 8 are Transit funded	
504.99	540100	OFFICE SUPPLIES	All Office Supplies		\$6,500.00	\$3,068.06	\$6,500.00	\$6,500.00	\$6,500.00	\$0.00		
504.99	540210	OPERATING SUPPLIES	Operating Supplies		\$10,000.00	\$7,169.25	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00		
504.01	540230	GASOLINE	Gasoline		\$15,000.00	\$0.00	\$15,000.00	\$15,000.00	\$15,000.00	\$0.00		
504.01	540235	DIESEL FUEL	Diesel Fuel, Propane		\$435,000.00	\$177,696.86	\$375,000.00	\$425,000.00	\$425,000.00	\$10,000.00		
504.01	540245	OILS & LUBRICANTS	All Oils, Lubricants and Fluids		\$25,000.00	\$30,488.29	\$40,000.00	\$30,000.00	\$30,000.00	\$5,000.00		
504.99	540260	SAFETY SUPPLIES	Safety Supplies, Recognition, Improvements		\$1,500.00	\$2,630.00	\$2,630.00	\$1,500.00	\$1,500.00	\$0.00	AED in 2023	
504.99	540295	LANDSCAPING SUPPLIES	Landscaping		\$250.00	\$0.00	\$250.00	\$250.00	\$250.00	\$0.00		
504.99	540500	FIRE FIGHTING SUPPLIES	Extinguisher Testing, Replacements		\$200.00	\$0.00	\$200.00	\$200.00	\$200.00	\$0.00		
504.99	550110	BUILDING MAINTENANCE & REPAIR	HVAC, Equipment and Facility Maintenance		\$10,500.00	\$20,393.47	\$22,000.00	\$10,500.00	\$10,500.00	\$0.00		
505.02	555101	ELECTRIC	Utility		\$18,000.00	\$9,845.13	\$18,000.00	\$18,000.00	\$18,000.00	\$0.00		
505.02	555105	WATER	Utility		\$2,500.00	\$2,363.23	\$2,500.00	\$4,500.00	\$4,500.00	\$2,000.00		
505.02	555110	SEWER	Utility		\$2,630.00	\$130.00	\$2,630.00	\$1,000.00	\$1,000.00	\$1,630.00		
505.02	555120	PHONES	US Cellular, Mobile Tablets, UniteGPS		\$17,000.00	\$7,088.85	\$17,000.00	\$18,500.00	\$18,500.00	\$1,500.00		
505.02	555135	INTERNET	Utility		\$550.00	\$1,794.24	\$550.00	\$540.00	\$540.00	\$10.00		
505.02	555140	GAS (UTILITY)	Utility		\$28,000.00	\$33,282.69	\$40,000.00	\$28,000.00	\$28,000.00	\$0.00		
504.99	560255	TOOLS & SMALL EQUIPMENT	Shop Tools and Equipment Purchases		\$4,000.00	\$2,879.30	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00		
504.99	560259	IT SMALL EQUIPMENT	Computer/IT Purchases		\$2,000.00	\$4,400.00	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00		
504.99	562110	VEHICLE MAINTENANCE & REPAIRS	Parts/Work Performed by Third Party		\$162,000.00	\$57,258.85	\$130,000.00	\$165,000.00	\$165,000.00	\$3,000.00		
504.99	563110	OFFICE EQUIPMENT MAINTENANCE	Ecolane, Trillium, PageFreezer, James Imaging		\$36,850.00	\$22,125.68	\$36,850.00	\$37,500.00	\$37,500.00	\$650.00	Increase to Ecolane in '23	

503.05	563310 COMMUNICATION EQUIPMENT MAINTENANCE		\$300.00	\$0.00	\$300.00	\$300.00	\$300.00	\$0.00	Item 6.		
503.06	564130 JANITORIAL SERVICES	All Janitorial Supplies and Services, Garbage	\$11,800.00	\$13,692.53	\$16,000.00	\$11,800.00	\$11,800.00	\$0.00			
506.01	580210 INSURANCE DEDUCTIBLE & CLAIMS		\$0.00	\$5,587.55	\$0.00	\$0.00	\$0.00	\$0.00			
CAPITAL	631200 BUILDING IMPROVEMENTS		\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00			
CAPITAL	651100 VEHICLES		\$0.00	\$257.00	\$0.00	\$0.00	\$0.00	\$0.00			
CAPITAL	651500 HEAVY TRUCKS		\$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			
651352 - TRANSIT EXPENSE - TOTAL			\$0.00	\$4,152,763.11	\$1,980,155.87	\$4,137,836.77	\$4,196,662.73	\$4,196,662.73	\$43,899.62		
			2022	2023	2023	2023	2024	2024			
DOT CODE	OBJECT	DESCRIPTION	ACCOUNT DETAILS	ACTUAL REVENUE	APPROVED BUDGET	YTD - 7/6/23 REVENUES	PROJECTED REVENUES	EXECUTIVE REQUESTED	EXECUTIVE APPROVED	DIFFERENCE 2023 VS 2024	2024 BUDGET NOTES
651 - TRANSIT REVENUES											
Exhibit I	411100	REAL ESTATE TAXES	Sheboygan Tax Levy		\$0.00	\$0.00	\$0.00	\$530,000.00	\$530,000.00	\$530,000.00	
Exhibit H	433200	FEDERAL TRANSIT SUBSIDY	Federal 5307 Grant		\$1,245,087.46	\$0.00	\$1,245,087.46	\$1,281,290.99	\$1,281,290.99	\$36,203.53	Estimated Federal Portion
Exhibit I	433300	HUD SUBSIDY	Grant from City		\$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		\$662,427.00	\$427,751.00	\$662,427.00	\$77,759.00	\$77,759.00	\$584,668.00	Estimated CARES Act/ARPA Share
Exhibit H	435300	STATE TRANSIT SUBSIDY	State 85.20 Grant		\$1,035,919.15	\$0.00	\$1,035,919.15	\$1,066,040.68	\$1,066,040.68	\$30,121.53	Estimated State Portion
Exhibit H	436900	STATE GRANT (85.205)	State 85.205 Grant		\$46,537.00	\$0.00	\$46,537.00	\$46,537.00	\$46,537.00	\$0.00	Estimated State Paratransit Aid Portion
Exhibit I	437000	LOCAL INTERGOVERNMENTAL REVENUE	85.21 County Funds		\$360,126.00	\$268,776.00	\$360,126.00	\$358,368.00	\$358,368.00	\$1,758.00	
Exhibit I	437900	SASD TRANSIT SUBSIDY	Sheboygan Area School District Agreement		\$91,350.00	\$68,175.00	\$91,350.00	\$91,350.00	\$91,350.00	\$0.00	Same SASD
Exhibit I	437910	KOHLER SUBSIDY	Kohler Tax Levy (1.2%)		\$13,767.00	\$10,325.25	\$13,767.00	\$13,767.00	\$13,767.00	\$0.00	Same Kohler
Exhibit I	437920	SHEBOYGAN FALLS SUBSIDY	Sheboygan Falls Tax Levy (3.6%)		\$39,857.00	\$29,892.75	\$39,857.00	\$39,857.00	\$39,857.00	\$0.00	Same SF
407.99	452230	OTHER PROPERTY DAMAGE FEES	Claim Revenue		\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	
406.03	461200	ADVERTISING	Revenue from Bus Ads		\$30,000.00	\$20,060.00	\$30,000.00	\$30,000.00	\$30,000.00	\$0.00	
401.05	463500	PARATRANSIT FEES	Paratransit Fares		\$205,000.00	\$113,552.50	\$205,000.00	\$240,000.00	\$240,000.00	\$35,000.00	
401.01	463505	FAREBOX FARES	Fixed Route Fares		\$275,000.00	\$138,191.24	\$275,000.00	\$275,000.00	\$275,000.00	\$0.00	
407.04	481100	INTEREST ON INVESTMENTS	Interest on Transit Fund		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
407.03	482105	OTHER CITY RENTALS	Parking Utility Revenue		\$70,200.00	\$71,779.50	\$70,200.00	\$70,200.00	\$70,200.00	\$0.00	
-	483090	SALE OF EQUIPMENT	Sale of Equipment/Vehicles		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
407.99	483095	RECYCLED MATERIALS	Scapped Metals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
407.99	486000	INSURANCE REBATE	TMI Dividends Received		\$33,000.00	\$0.00	\$33,000.00	\$32,000.00	\$32,000.00	\$1,000.00	
407.99	489000	OTHER MISCELLANEOUS REV	Reimbursements		\$0.00	\$1,010.54	\$2,000.00	\$0.00	\$0.00	\$0.00	CVMIC Grant in 2023
	492000	INTERFUND TRANSFER IN	Transfer from Transit Fund		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
651 - TRANSIT REVENUES - TOTAL				\$0.00	\$4,152,763.61	\$294,011.78	\$4,154,763.61	\$4,196,662.67	\$4,196,662.67	\$43,899.06	

Item 6.

BUDGET ALLOCATIONS AS PROJECTED		2024	2024 Notes	
2024 PROJECTED EXPENSES	Expense Sub-Total	\$4,196,663	Increase due to wage increases/health insurance	
	Contra Expenses	-\$78,537	85.205/Insurance dividend	
	TOTAL OPERATING EXPENSES	\$4,118,126		
2024 PROJECTED REVENUES	Fares Sub-Total	-\$515,000	Increased	
	Aux Trans Sub-Total	-\$30,000	Same	
	Non Trans Sub-Total	-\$72,200	Slight Decrease	
	Other Revenue	-\$42,493	HUD	
	TOTAL OPERATING REVENUES	-\$659,693		
	Total Ineligible Revenues	-\$42,493	HUD	
	WISDOT RECOGNIZED REVENUES	-\$617,200		
<u>PROJECTED OPERATING ASSISTANCE</u>				
	Recognized Expenses	\$4,118,126		
	Recognized Revenues	-\$617,200	\$1,066,041	State
	Projected Deficit	\$3,500,926	\$1,281,291	Federal
	Estimated Federal/State Share*	\$2,347,332	57.00% combined	
	Projected Local Share	\$1,153,594		
<u>LOCAL SHARE</u>				
	85.21 Funds	-\$358,368		
	Village of Kohler	-\$13,767	No change	
	City of Sheboygan Falls	-\$39,857	No change	
	City of Sheboygan	-\$530,000		
	HUD	-\$42,493		
	Sheboygan Area School Dist.	-\$91,350	No change	
	CARES Act	-\$77,759		
	TOTAL LOCAL SHARE	-\$1,153,594		
NET		\$0		
*Fed/State portion estimated at 56.00% in 2023 according to estimates provided by WisDOT.				

CARES Act Funds will be used to offset shortfalls in revenues or increases in expenses in 2024.

CARES Act Funds will be used to offset shortfalls in revenues or increases in expenses in 2024.

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 7. Presentation of 2023 Parking Utility Budget

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

REPORT DATE: 7/12/23

MEETING DATE: 7/18/23

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

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

BACKGROUND / ANALYSIS:

The Parking Utility has submitted its 2024 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 2024 Executive Budget.

STAFF COMMENTS:

The Director of Transit & Parking has assembled the parking utility budget for 2024. The budget does not feature any significant changes. Focus on the budget includes incorporating HotSpot into revenues and expenses and continue beautification efforts of the downtown, Riverfront and South Pier districts. Operations and personnel will remain the same for 2024.

There are no major changes in the budget from 2023 to 2024. Health insurance costs are expected to remain the same with wages increasing around 2%. Seasonal staff are again budgeted for 2024 but if unable to successfully hire individuals, these funds will be used to hire a contractor to assist with landscaping and lawn maintenance. It is anticipated that we will contract out the maintenance at the Industrial Parks starting in 2024 (we hired a contractor in 2023 due to a shortage of seasonal staff).

ACTION REQUESTED:

Staff recommends the support of the 2024 parking utility budget as presented by the Director of Transit & Parking and recommends inclusion into the City of Sheboygan 2024 Executive Budget.

ATTACHMENTS:

- I. 2024 Parking Utility Budget;

650 PARKING UTILITY FUND										DRAFT 2024 BUDGET First Edition - 7/11/23	
650345 - PARKING UTILITY ADMIN			2022	2023	2023	2023	2024	2024			
DESCRIPTION			ACTUAL	APPROVED	YTD - 7/6/23	PROJECTED	EXECUTIVE	EXECUTIVE	DIFFERENCE		
			EXPENSES	BUDGET	EXPENSES	EXPENSES	REQUESTED	APPROVED	2023 VS 2024	2024 BUDGET NOTES	
463405	PARKING METERS	Meters Lots: 2,3,4 and 14		\$120,000.00	\$48,420.71	\$100,000.00	\$120,000.00	\$120,000.00	\$0.00	HotSpot Parking App	
463410	PARKING PERMITS	Permits Lots: 2, 3, 5, 13, 14, 14b, and 17		\$46,500.00	\$0.00	\$46,500.00	\$46,500.00	\$46,500.00	\$0.00		
463420	METER BAG RENTALS	Meter Bag Reservations		\$2,500.00	\$1,170.61	\$2,500.00	\$2,500.00	\$2,500.00	\$0.00		
474960	EQUIPMENT RENTAL	Vehicle Usage Fees (to Park Admin)		\$24,000.00	\$11,245.50	\$24,000.00	\$24,000.00	\$24,000.00	\$0.00		
481100	INTEREST INCOME	Interest on Parking Fund		\$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	\$0.00	\$0.00	\$0.00	\$0.00		
489000	MISCELLANEOUS REVENUE			\$0.00	\$208.56	\$210.00	\$0.00	\$0.00	\$0.00		
510110	FULL TIME SALARIES - REGULAR	All FULL-TIME Team Members		\$49,638.75	\$39,443.49	\$60,000.00	\$52,365.40	\$52,365.40	\$2,726.65	2% plus step increase for FT employees	
510111	FULL TIME SALARIES - OVERTIME	All OVERTIME Team Members		\$175.50	\$167.40	\$175.50	\$175.50	\$175.50	\$0.00		
510130	TEMPORARY SALARIES - REGULAR	All PART-TIME Team Members		\$5,070.00	\$0.00	\$0.00	\$5,850.00	\$5,850.00	\$780.00	\$15.00/hr. for seasonal staff	
520310	FICA	Social Security All Team Members		\$3,391.94	\$2,323.75	\$3,391.94	\$3,609.36	\$3,609.36	\$217.42		
520311	MEDICARE	Medicare All Team Members		\$793.28	\$543.51	\$793.28	\$844.12	\$844.12	\$50.85		
520320	WI RETIREMENT FUND	Pension All Team Members		\$3,375.44	\$2,678.24	\$3,375.44	\$3,613.21	\$3,613.21	\$237.78		
520340	HEALTH INSURANCE	Health Insurance All Team Members		\$19,278.66	\$16,618.16	\$19,278.66	\$18,876.42	\$18,876.42	\$402.24		
520341	RETIREE BENEFITS	Health Insurance for Mark P. ('22)		\$0.00	\$2,437.00	\$2,437.00	\$0.00	\$0.00	\$0.00		
520350	DENTAL INSURANCE	Dental Insurance All Team Members		\$1,086.60	\$994.26	\$1,086.60	\$1,064.34	\$1,064.34	\$22.27		
520360	LIFE INSURANCE	Life Insurance All Team Members		\$89.70	\$25.39	\$89.70	\$89.70	\$89.70	\$0.00		
520400	WORKERS COMPENSATION			\$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	\$0.00		
531100	CONTRACTED SERVICES			\$6,000.00	\$0.00	\$6,000.00	\$6,000.00	\$6,000.00	\$0.00	Line Striping	
531110	FINANCIAL SERVICES FEES	Audit Fees/HotSpot Fees		\$6,500.00	\$0.00	\$6,500.00	\$6,500.00	\$6,500.00	\$0.00		
531206	INSURANCE PREMIUMS			\$660.00	\$69.00	\$660.00	\$660.00	\$660.00	\$0.00	HotSpot Fees (\$2,000), Permit fee (\$4,000)	
534220	SNOW REMOVAL SERVICES	Snow Removal by Contractor		\$25,000.00	\$19,328.85	\$20,000.00	\$25,000.00	\$25,000.00	\$0.00		
536125	EMPLOYEE DEVELOPMENT	Travel, Conferences, Training		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Included in Transit Budget	
537100	VEHICLE & PARKING EXPENSES	Vehicle Usage Fees (to Park Admin)		\$9,360.00	\$5,454.00	\$9,360.00	\$9,360.00	\$9,360.00	\$0.00		
540100	OFFICE SUPPLIES			\$250.00	\$0.60	\$250.00	\$250.00	\$250.00	\$0.00		
540210	OPERATING SUPPLIES	Supplies for Operations		\$9,000.00	\$2,173.03	\$5,000.00	\$9,000.00	\$9,000.00	\$0.00		
540230	GASOLINE	Fuels for Vehicles		\$1,800.00	\$435.29	\$900.00	\$1,800.00	\$1,800.00	\$0.00		
540250	SAND & SALT	Salt		\$5,500.00	\$3,692.50	\$3,692.50	\$5,500.00	\$5,500.00	\$0.00		
540295	LANDSCAPING SUPPLIES	Landscaping		\$4,500.00	\$1,000.00	\$2,000.00	\$4,500.00	\$4,500.00	\$0.00		
540300	GARDEN SUPPLIES	Corner Flower Pots, Alley Pots		\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00		
550110	BUILDING MAINT & REPAIR	Rent Paid to Transit		\$27,378.00	\$27,378.00	\$27,378.00	\$27,378.00	\$27,378.00	\$0.00		
555101	ELECTRIC	Utility		\$300.00	\$157.13	\$300.00	\$300.00	\$300.00	\$0.00		
555120	PHONES	Utility		\$750.00	\$218.55	\$750.00	\$750.00	\$750.00	\$0.00		
560255	TOOLS & SMALL EQUIPMENT	Parts/Tires		\$5,000.00	\$1,009.20	\$2,000.00	\$5,000.00	\$5,000.00	\$0.00		
562110	VEHICLE MAINT & REPAIRS	Repairs and Maintenance of Vehicles		\$5,000.00	\$1,568.03	\$3,000.00	\$5,000.00	\$5,000.00	\$0.00		

651400	HEAVY EQUIPMENT	Capital Purchases		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
650345 - PARKING UTILITY ADMIN EXPENSE - TOTAL			\$0.00	\$2.13	\$72,070.00	\$8,308.62	\$3,586.06	\$198,886.06	\$3,588.19	
							To Fund Balance			
6503451 - ASSESSMENT DISTRICT 1			2022	2023	2023	2023	2024	2024	DIFFERENCE	
DESCRIPTION			ACCOUNT DETAILS	ACTUAL EXPENSES	APPROVED BUDGET	YTD - 7/6/23 EXPENSES	PROJECTED EXPENSES	EXECUTIVE REQUESTED	EXECUTIVE APPROVED	2023 VS 2024
463405	PARKING METERS	Meters Lots: 2,3,4 and 14		\$15,000.00	\$9,797.09	\$18,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$0.00
463410	PARKING PERMITS	Permits Lots: 2, 3, 5, 13, 14, 14b, and 17		\$91,000.00	\$6,995.26	\$91,000.00	\$91,000.00	\$91,000.00	\$91,000.00	\$0.00
463415	PARKING ASSESSMENT DISTRICT	Assessment		\$76,387.87	\$0.00	\$69,317.87	\$79,976.06	\$79,976.06	\$79,976.06	\$3,588.19
489000	MISCELLANEOUS REVENUE			\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
510110	FULL TIME SALARIES - REGULAR	All FULL-TIME Team Members		\$49,638.75	\$11,651.43	\$49,638.75	\$52,365.40	\$52,365.40	\$52,365.40	\$2,726.65
510111	FULL TIME SALARIES - OVERTIME	All OVERTIME Team Members		\$175.50	\$97.34	\$175.50	\$175.50	\$175.50	\$175.50	\$0.00
510130	TEMPORARY SALARIES - REGULAR	All PART-TIME Team Members		\$5,070.00	\$0.00	\$0.00	\$5,850.00	\$5,850.00	\$5,850.00	\$780.00
520310	FICA	Social Security All Team Members		\$3,391.94	\$678.61	\$3,391.94	\$3,609.36	\$3,609.36	\$3,609.36	\$217.41
520311	MEDICARE	Medicare All Team Members		\$793.28	\$158.70	\$793.28	\$844.12	\$844.12	\$844.12	\$50.85
520320	WI RETIREMENT FUND	Pension All Team Members		\$3,375.44	\$798.91	\$3,375.44	\$3,613.21	\$3,613.21	\$3,613.21	\$237.78
520340	HEALTH INSURANCE	Health Insurance All Team Members		\$19,278.66	\$7,537.65	\$19,278.66	\$18,876.42	\$18,876.42	\$18,876.42	\$402.24
520350	DENTAL INSURANCE	Dental Insurance All Team Members		\$1,086.60	\$459.53	\$1,086.60	\$1,064.34	\$1,064.34	\$1,064.34	\$22.27
520360	LIFE INSURANCE	Life Insurance All Team Members		\$89.70	\$7.47	\$89.70	\$89.70	\$89.70	\$89.70	\$0.00
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		\$6,400.00	\$0.00	\$6,400.00	\$6,400.00	\$6,400.00	\$6,400.00	\$0.00
534220	SNOW REMOVAL SERVICES	Snow Removal by Contractor		\$30,000.00	\$26,090.94	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$0.00
536150	LEGAL NOTICES	Ads		\$50.00	\$0.00	\$50.00	\$50.00	\$50.00	\$50.00	\$0.00
537100	VEHICLE & PARKING EXPENSES	Vehicle Usage Fees (to Park Admin)		\$9,360.00	\$3,366.00	\$9,360.00	\$9,360.00	\$9,360.00	\$9,360.00	\$0.00
540100	OFFICE SUPPLIES			\$50.00	\$33.60	\$50.00	\$50.00	\$50.00	\$50.00	\$0.00
540210	OPERATING SUPPLIES	Supplies for Operations		\$2,500.00	\$1,820.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$0.00
540295	LANDSCAPING SUPPLIES	Landscaping		\$7,500.00	\$1,383.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$0.00
540300	GARDEN SUPPLIES	Corner Flower Pots, Alley Pots		\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00	\$0.00
550110	BUILDING MAINT & REPAIR	Rent Paid to Transit		\$27,378.00	\$27,378.00	\$27,378.00	\$27,378.00	\$27,378.00	\$27,378.00	\$0.00
555101	ELECTRIC	Utility		\$3,000.00	\$1,047.23	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$0.00
555120	PHONES	Utility		\$150.00	\$0.00	\$150.00	\$150.00	\$150.00	\$150.00	\$0.00
555135	INTERNET	Utility - Lot 14		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
560255	TOOLS & SMALL EQUIPMENT			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6503451 - ASSESSMENT DISTRICT 1 - TOTAL			\$0.00	\$0.00	\$79,816.06	\$0.00	\$0.00	\$186,976.06	\$0.00	
6503452 - RIVERFRONT ASSESSMENT			2022	2023	2023	2023	2024	2024	DIFFERENCE	
			ACTUAL	APPROVED	YTD - 7/6/23	PROJECTED	EXECUTIVE	EXECUTIVE		

DESCRIPTIONACCOUNT DETAILS			EXPENSES	BUDGET	EXPENSES	EXPENSES	REQUESTED	APPROVED	2023 VS 2024	2024 BUDGET NOTES
463415	PARKING ASSESSMENT DISTRICT	Assessment		\$51,294.01	\$0.00	\$50,363.34	\$52,306.07	\$52,306.07	\$1,012.06	
489000	MISCELLANEOUS REVENUE	Dock Fees		\$2,000.00	\$882.88	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	
510110	FULL TIME SALARIES - REGULAR	All FULL-TIME Team Members		\$14,000.67	\$3,250.46	\$7,000.00	\$14,769.73	\$14,769.73	\$769.06	2% plus step increase for FT employees
510111	FULL TIME SALARIES - OVERTIME	All OVERTIME Team Members		\$49.50	\$223.88	\$49.50	\$49.50	\$49.50	\$0.00	
510130	TEMPORARY SALARIES - REGULAR	All PART-TIME Team Members		\$1,430.00	\$0.00	\$0.00	\$1,650.00	\$1,650.00	\$220.00	\$15.00/hr. for seasonal staff
520310	FICA	Social Security All Team Members		\$956.70	\$202.65	\$956.70	\$1,018.02	\$1,018.02	\$61.32	
520311	MEDICARE	Medicare All Team Members		\$223.74	\$47.37	\$223.74	\$238.09	\$238.09	\$14.34	
520320	WI RETIREMENT FUND	Pension All Team Members		\$952.05	\$236.27	\$952.05	\$1,019.11	\$1,019.11	\$67.07	
520340	HEALTH INSURANCE	Health Insurance All Team Members		\$5,437.57	\$1,996.54	\$5,437.57	\$5,324.12	\$5,324.12	\$113.45	
520350	DENTAL INSURANCE	Dental Insurance All Team Members		\$306.48	\$121.72	\$306.48	\$300.20	\$300.20	\$6.28	
520360	LIFE INSURANCE	Life Insurance All Team Members		\$25.30	\$1.98	\$25.30	\$25.30	\$25.30	\$274.90	
520400	WORKERS COMPENSATION			\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$24.70	
534220	SNOW REMOVAL SERVICES	Snow Removal by Contractor		\$16,000.00	\$14,907.50	\$16,000.00	\$16,000.00	\$16,000.00	\$0.00	
537100	VEHICLE & PARKING EXPENSES	Vehicle Usage Fees (to Park Admin)		\$2,640.00	\$1,341.00	\$2,640.00	\$2,640.00	\$2,640.00	\$0.00	
540210	OPERATING SUPPLIES	Supplies for Operations		\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00	
540295	LANDSCAPING SUPPLIES	Landscaping		\$1,500.00	\$250.00	\$10,000.00	\$1,500.00	\$1,500.00	\$0.00	
540300	GARDEN SUPPLIES	Corner Flower Pots, Alley Pots		\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$0.00	
550110	BUILDING MAINT & REPAIR	Rent Paid to Transit		\$7,722.00	\$7,722.00	\$7,722.00	\$7,722.00	\$7,722.00	\$0.00	
554250	LOTS & RAMPS MAINTENANCE			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
555101	ELECTRIC	Lighting in Riverfront Lots		\$500.00	\$447.52	\$500.00	\$500.00	\$500.00	\$0.00	
6503452 - RIVERFRONT EXPENSE - TOTAL				\$0.00	\$0.00	\$30,416.01	\$0.00	\$54,306.07	\$250.19	
6503453 - S 12 STREET ASSESSMENT										
DESCRIPTIONACCOUNT DETAILS			2022 ACTUAL EXPENSES	2023 APPROVED BUDGET	2023 YTD - 7/6/23 EXPENSES	2023 PROJECTED EXPENSES	2024 EXECUTIVE REQUESTED	2024 EXECUTIVE APPROVED	DIFFERENCE 2023 VS 2024	2024 BUDGET NOTES
463415	PARKING ASSESSMENT DISTRICT	Assessment		\$11,254.78	\$0.00	\$13,265.20	\$11,254.78	\$11,254.78	\$0.00	
510110	FULL TIME SALARIES - REGULAR	All FULL-TIME Team Members		\$2,545.58	\$884.01	\$1,500.00	\$2,685.41	\$2,685.41	\$139.83	2% plus step increase for FT employees
510111	FULL TIME SALARIES - OVERTIME	All OVERTIME Team Members		\$9.00	\$89.56	\$125.00	\$9.00	\$9.00	\$0.00	
510130	TEMPORARY SALARIES - REGULAR	All PART-TIME Team Members		\$260.00	\$0.00	\$0.00	\$300.00	\$300.00	\$40.00	\$15.00/hr. for seasonal staff
520310	FICA	Social Security All Team Members		\$173.95	\$56.34	\$173.95	\$185.10	\$185.10	\$11.15	
520311	MEDICARE	Medicare All Team Members		\$40.68	\$13.20	\$40.68	\$43.29	\$43.29	\$2.61	
520320	WI RETIREMENT FUND	Pension All Team Members		\$173.10	\$66.18	\$173.10	\$185.29	\$185.29	\$12.19	
520340	HEALTH INSURANCE	Health Insurance All Team Members		\$988.65	\$549.78	\$988.65	\$968.02	\$968.02	\$20.63	
520350	DENTAL INSURANCE	Dental Insurance All Team Members		\$55.72	\$33.53	\$55.72	\$54.58	\$54.58	\$1.14	
520360	LIFE INSURANCE	Life Insurance All Team Members		\$4.60	\$0.51	\$4.60	\$4.60	\$4.60	\$0.00	
534220	SNOW REMOVAL SERVICES	Snow Removal by Contractor		\$3,000.00	\$6,181.14	\$6,200.00	\$3,000.00	\$3,000.00	\$0.00	
537100	VEHICLE & PARKING EXPENSES	Vehicle Usage Fees (to Park Admin)		\$1,020.00	\$576.00	\$1,020.00	\$1,020.00	\$1,020.00	\$0.00	
550110	BUILDING MAINT & REPAIR	Rent Paid to Transit		\$2,983.50	\$2,983.50	\$2,983.50	\$2,983.50	\$2,983.50	\$0.00	

554250	LOTS & RAMPS MAINTENANCE			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
6503453 - S 12 STREET EXPENSE - TOTAL				\$0.00	\$0.00	\$11,433.75	\$0.00	\$184.00	\$11,438.78	\$184.01
6503454 - SOUTH PIER ASSESSMENT										
	DESCRIPTION	ACCOUNT DETAILS	2022 ACTUAL EXPENSES	2023 APPROVED BUDGET	2023 YTD - 7/6/23 EXPENSES	2023 PROJECTED EXPENSES	2024 EXECUTIVE REQUESTED	2024 EXECUTIVE APPROVED	DIFFERENCE 2023 VS 2024	2024 BUDGET NOTES
463415	PARKING ASSESSMENT DISTRICT	Assessment		\$19,187.46	\$0.00	\$18,988.05	\$19,187.46	\$19,187.46	\$0.00	
489000	MISCELLANEOUS REVENUE	Dock Fees		\$4,500.00	\$3,384.20	\$4,500.00	\$4,500.00	\$4,500.00	\$0.00	
510110	FULL TIME SALARIES - REGULAR	All FULL-TIME Team Members		\$5,409.35	\$677.99	\$1,500.00	\$5,706.49	\$5,706.49	\$297.14	2% plus step increase for FT employees
510111	FULL TIME SALARIES - OVERTIME	All OVERTIME Team Members		\$19.13	\$0.00	\$19.13	\$19.13	\$19.13	\$0.00	\$15.00/hr. for seasonal staff
510130	TEMPORARY SALARIES - REGULAR	All PART-TIME Team Members		\$552.50	\$0.00	\$0.00	\$637.50	\$637.50	\$533.38	
520310	FICA	Social Security All Team Members		\$369.63	\$38.71	\$369.63	\$393.33	\$393.33	\$267.87	
520311	MEDICARE	Medicare All Team Members		\$86.45	\$9.03	\$86.45	\$91.99	\$91.99	\$306.88	
520320	WI RETIREMENT FUND	Pension All Team Members		\$367.84	\$46.11	\$367.84	\$393.75	\$393.75	\$275.85	
520340	HEALTH INSURANCE	Health Insurance All Team Members		\$2,100.88	\$427.44	\$2,100.88	\$2,057.05	\$2,057.05	\$1,707.13	
520350	DENTAL INSURANCE	Dental Insurance All Team Members		\$118.41	\$26.03	\$118.41	\$115.99	\$115.99	\$1,938.63	
520360	LIFE INSURANCE	Life Insurance All Team Members		\$9.78	\$0.39	\$9.78	\$9.78	\$9.78	\$106.21	
520400	WORKERS COMPENSATION			\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$0.00	
534220	SNOW REMOVAL SERVICES	Snow Removal by Contractor		\$7,500.00	\$7,623.50	\$7,800.00	\$7,500.00	\$7,500.00	\$0.00	
537100	VEHICLE & PARKING EXPENSES	Vehicle Usage Fees (to Park Admin)		\$1,020.00	\$270.00	\$1,020.00	\$1,020.00	\$1,020.00	\$0.00	
540295	LANDSCAPING SUPPLIES	Landscaping		\$250.00	\$0.00	\$0.00	\$250.00	\$250.00	\$0.00	
540300	GARDEN SUPPLIES	Corner Flower Pots, Alley Pots		\$2,600.00	\$5,236.24	\$5,500.00	\$2,600.00	\$2,600.00	\$0.00	
550110	BUILDING MAINT & REPAIR	Rent Paid to Transit		\$2,983.50	\$3,795.94	\$3,795.94	\$2,983.50	\$2,983.50	\$0.00	
554250	LOTS & RAMPS MAINTENANCE	Lighting in Riverfront Lots		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
555101	ELECTRIC	Lighting in Riverfront Lots		\$250.00	\$500.91	\$750.00	\$250.00	\$250.00	\$0.00	
6503454 - SOUTH PIER EXPENSE - TOTAL				\$0.00	\$0.00	\$15,318.09	\$0.00	\$391.02	\$24,078.48	\$400.37
6503455 - INDUSTRIAL PARK										
	DESCRIPTION	ACCOUNT DETAILS	2022 ACTUAL EXPENSES	2023 APPROVED BUDGET	2023 YTD - 7/6/23 EXPENSES	2023 PROJECTED EXPENSES	2024 EXECUTIVE REQUESTED	2024 EXECUTIVE APPROVED	DIFFERENCE 2023 VS 2024	2024 BUDGET NOTES
510110	FULL TIME SALARIES - REGULAR	All FULL-TIME Team Members		\$4,454.76	\$578.76	\$750.00	\$4,699.46	\$4,699.46	\$244.70	2% plus step increase for FT employees
510111	FULL TIME SALARIES - OVERTIME	All OVERTIME Team Members		\$15.75	0	\$0.00	\$15.75	\$15.75	\$0.00	\$15.00/hr. for seasonal staff
510130	TEMPORARY SALARIES - REGULAR	All PART-TIME Team Members		\$455.00	\$0.00	\$0.00	\$525.00	\$525.00	\$70.00	
520310	FICA	Social Security All Team Members		\$304.41	\$33.12	\$304.41	\$323.92	\$323.92	\$19.51	
520311	MEDICARE	Medicare All Team Members		\$71.19	\$7.74	\$71.19	\$75.75	\$75.75	\$4.56	
520320	WI RETIREMENT FUND	Pension All Team Members		\$302.92	\$39.36	\$302.92	\$324.26	\$324.26	\$21.34	
520340	HEALTH INSURANCE	Health Insurance All Team Members		\$1,730.14	\$356.64	\$1,730.14	\$1,694.04	\$1,694.04	\$36.10	

520350	DENTAL INSURANCE	Dental Insurance All Team Members		\$97.52	\$21.74	\$97.52	\$95.52	\$95.52	\$2.00	
520360	LIFE INSURANCE	Life Insurance All Team Members		\$8.05	\$0.36	\$8.05	\$8.05	\$8.05	\$0.00	
537100	VEHICLE & PARKING EXPENSES	Vehicle Usage Fees (to Park Admin)		\$840.00	\$76.50	\$100.00	\$840.00	\$840.00	\$0.00	
540295	LANDSCAPING SUPPLIES	Industrial Park Mulch, Landscaping		\$250.00	\$0.00	\$4,600.00	\$250.00	\$250.00	\$0.00	
550110	BUILDING MAINT & REPAIR	Rent Paid to Transit		\$2,457.00	\$2,457.00	\$2,457.00	\$2,457.00	\$2,457.00	\$0.00	
6503455 - INDUSTRIAL PARK EXPENSE - TOTAL				\$0.00	\$10,986.73	\$3,571.22	\$10,421.22	\$11,308.75	\$11,308.75	\$322.02
6503456 - PARKS				2022	2023	2023	2023	2024	2024	
DESCRIPTION			ACCOUNT DETAILS	ACTUAL	APPROVED	YTD - 7/6/23	PROJECTED	EXECUTIVE	EXECUTIVE	DIFFERENCE
				EXPENSES	BUDGET	EXPENSES	EXPENSES	REQUESTED	APPROVED	2023 VS 2024
510110	FULL TIME SALARIES - REGULAR	All FULL-TIME Team Members			\$1,590.99	\$105.12	\$300.00	\$1,678.38	\$1,678.38	\$87.39
510111	FULL TIME SALARIES - OVERTIME	All OVERTIME Team Members			\$5.63	0	\$0.00	\$5.63	\$5.63	\$0.00
510130	TEMPORARY SALARIES - REGULAR	All PART-TIME Team Members			\$162.50	\$0.00	\$0.00	\$187.50	\$187.50	\$25.00
520310	FICA	Social Security All Team Members			\$108.72	\$6.07	\$108.72	\$115.68	\$115.68	\$6.97
520311	MEDICARE	Medicare All Team Members			\$25.43	\$1.42	\$25.43	\$27.06	\$27.06	\$1.63
520320	WI RETIREMENT FUND	Pension All Team Members			\$108.19	\$7.15	\$108.19	\$115.81	\$115.81	\$7.62
520340	HEALTH INSURANCE	Health Insurance All Team Members			\$617.91	\$61.73	\$617.91	\$605.01	\$605.01	\$12.89
520350	DENTAL INSURANCE	Dental Insurance All Team Members			\$2.88	\$3.76	\$2.88	\$2.88	\$2.88	\$0.00
520360	LIFE INSURANCE	Life Insurance All Team Members			\$0.00	\$0.06	\$0.00	\$0.00	\$0.00	\$0.00
537100	VEHICLE & PARKING EXPENSES	Vehicle Usage Fees (to Park Admin)			\$300.00	\$162.00	\$300.00	\$300.00	\$300.00	\$0.00
540295	LANDSCAPING SUPPLIES	Island Landscaping, Swing Streets			\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$0.00
550110	BUILDING MAINT & REPAIR	Rent Paid to Transit			\$877.50	\$877.50	\$877.50	\$877.50	\$877.50	\$0.00
6503456 - PARKS EXPENSE - TOTAL				\$0.00	\$3,999.72	\$1,424.81	\$2,540.61	\$4,115.44	\$4,115.44	\$115.72

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	\$134,270.27	\$52,365.40	\$52,365.40	\$14,769.73	\$2,685.41	\$5,706.49	\$4,699.46	\$1,678.38	\$134,270.27
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	\$15,000.00	\$5,850.00	\$5,850.00	\$1,650.00	\$300.00	\$637.50	\$525.00	\$187.50	\$15,000.00
520310	FICA	\$9,254.76	\$3,609.36	\$3,609.36	\$1,018.02	\$185.10	\$393.33	\$323.92	\$115.68	\$9,254.76
520311	MEDICARE	\$2,164.42	\$844.12	\$844.12	\$238.09	\$43.29	\$91.99	\$75.75	\$27.06	\$2,164.42
520320	WI RETIREMENT FUND	\$9,264.65	\$3,613.21	\$3,613.21	\$1,019.11	\$185.29	\$393.75	\$324.26	\$115.81	\$9,264.65
520340	HEALTH INSURANCE	\$48,401.08	\$18,876.42	\$18,876.42	\$5,324.12	\$968.02	\$2,057.05	\$1,694.04	\$605.01	\$48,401.08
520350	DENTAL INSURANCE	\$2,729.07	\$1,064.34	\$1,064.34	\$300.20	\$54.58	\$115.99	\$95.52	\$34.11	\$2,729.07
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	\$24,000.00	\$9,360.00	\$9,360.00	\$2,640.00	\$480.00	\$1,020.00	\$840.00	\$300.00	\$24,000.00
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

CITY OF SHEBOYGAN

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 8. 2024-2028 Capital Improvements Program for Shoreline Metro and the Parking Utility

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

REPORT DATE: 7/11/23

MEETING DATE: 7/18/23

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

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

BACKGROUND / ANALYSIS:

Shoreline Metro is presenting its annual 5-year Capital Improvement Program for consideration and discussion. Shoreline Metro's capital needs for the next five years focus on fixed route and paratransit vehicle purchases. Five (5) fixed route buses are scheduled for 2026 along with four (4) paratransit bus purchases between the City of Sheboygan and Sheboygan County.

The Parking Utility is presenting its annual 5-year Capital Improvement Program for consideration and discussion. The Parking Utility's capital needs for the next five years focus on lot rehabilitation and construction in Riverfront. A master site plan for Riverfront and replacement of a John Deere Gator replacement is scheduled for 2024.

STAFF COMMENTS:

The 5-year Capital Improvement Program is not "all inclusive" with projects always contingent on funding. Items are projected or forecasted based on current needs and may move from year to year depending on importance or need. Individual purchases of capital assets may still require Transit Commission approval if over the threshold amount as set forth by the City of Sheboygan.

ACTION REQUESTED:

Staff recommends the support of the 5-year Capital Improvement Program covering the years of 2024-2028 and refer to the Capital Improvements Committee for consideration and acceptance.

ATTACHMENTS:

- I. 5-year Capital Improvement Program for Transit
- II. 5-year Capital Improvement Program for Parking



FIVE YEAR CAPITAL NEEDS PLAN - 2024 through 2028

FINAL DRAFT 7-11-23

YEAR	ITEM	ESTIMATED COST	CONTNGNCY 0%	ESTIMATED COST	FUNDING SOURCES		PURCHASED	LOCAL FUNDING SOURCE
					OTHER	LOCAL		
2024	1 Replace 2000 John Deere Pro Gator	\$50,000	\$0	\$50,000	\$2,000	\$48,000		Parking Utility Fund City of Sheboygan (Transit Local Match)
	2 Riverfront Master Site Plan	\$60,000	\$0	\$60,000	\$0	\$60,000		
2024	Totals	\$110,000	\$0	\$110,000	\$2,000	\$108,000		
2025	1 No projects planned.	\$0	\$0	\$0	\$0	\$0		
2025	Totals	\$0	\$0	\$0	\$0	\$0		
2026	1 Parking lots in Riverfront East/West	\$750,000	\$0	\$750,000	\$0	\$750,000		City of Sheboygan
2026	Totals	\$750,000	\$0	\$750,000	\$0	\$750,000		
2027	1 No projects planned.	\$0	\$0	\$0	\$0	\$0		
2027	Totals	\$0	\$0	\$0	\$0	\$0		
2028	1 No projects planned.	\$0	\$0	\$0	\$0	\$0		
2028	Totals	\$0	\$0	\$0	\$0	\$0		
Grand Totals		\$860,000	\$0	\$860,000	\$2,000	\$858,000		



FIVE YEAR CAPITAL NEEDS PLAN - 2024 through 2028

FINAL DRAFT 7-11-23

YEAR	ITEM	ESTIMATED COST	CONTNGNCY 0%	ESTIMATED COST	FUNDING SOURCE FEDERAL* 80%	LOCAL 20%	PURCHASED	FED FUNDING SOURCE	CAPITAL ASSET REPLACES	LOCAL FUNDING SOURCE
2024	¹ No projects planned.	\$0	\$0	\$0	\$0	\$0				
2024	Totals	\$0	\$0	\$0	\$0	\$0				
2025	¹ Replace two (2) paratransit vehicles	\$290,000	\$0	\$290,000	\$232,000	\$58,000		5310/CARES	447, 448	City of Sheboygan
	² Replace two (2) paratransit vehicles**	\$290,000	\$0	\$290,000	\$232,000	\$58,000		5310	449, 450	Sheboygan County
2025	Totals	\$580,000	\$0	\$580,000	\$464,000	\$116,000				
2026	¹ Replace five (5) fixed route buses (35 ft.)	\$2,450,000	\$0	\$2,425,000	\$1,940,000	\$490,000		5339	1031-1035	City of Sheboygan
2026	Totals	\$2,450,000	\$0	\$2,425,000	\$1,940,000	\$490,000				
2027	¹ No projects planned.	\$0	\$0	\$0	\$0	\$0				
2027	Totals	\$0	\$0	\$0	\$0	\$0				
2028	¹ No projects planned.	\$0	\$0	\$0	\$0	\$0				
2028	Totals	\$0	\$0	\$0	\$0	\$0				

Grand Totals **\$3,030,000** **\$0** **\$3,005,000** **\$2,404,000** **\$606,000**

** Sheboygan County funded asset.

Grants have been awarded;
Grants have been applied for
but no award as of yet;

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 9. Transit & Parking First Quarter Reports for 2024

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

REPORT DATE: 7/12/23

MEETING DATE: 7/18/23

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 reports for the second quarter of 2023 are presented for Shoreline Metro, Metro Connection and the Parking Utility for review and approval.

STAFF COMMENTS:

The Director of Transit & Parking is submitting these reports for consideration by the Transit Commission. 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 Second Quarter reports:

- Transit Utility:
 - Shoreline Metro ridership is up 19.2 percent over same period in 2022.
 - Metro Connection ridership is down 0.6 percent over same period in 2022.
 - Revenue is up 7.9 percent over same period in 2022.
 - Expenses are down 36.1 percent over the same period in 2022.
 - Many expenses paid in Q1 of 2023 were paid in Q2 of 2022.
 - CARES Act funds will be used to offset the loss of revenues and potential increase in expenses although expenses and revenues are tracking very healthy at this time.
- Parking Utility:
 - Permit revenue is down substantially due to implementation to HotSpot.
 - Permits were not required (for January and February) until March as part of the implementation plan.
 - Meter revenue is up in the second quarter rebounding from a down Q1.

- Expenses are tracking as expected.
 - Snow removal was less than budgeted through Q1 with all invoices paid YTD.
 - All flowers have been prepaid for the year in Q1.

ACTION REQUESTED:

Staff recommends approval of the Transit and Parking Utility 2023 Second Quarter Reports and placing on file.

ATTACHMENTS:

- I. 2023 Second Quarter Reports for Transit;
- II. 2023 Second Quarter Reports for Parking Utility;

OPERATING METRICS FOR TRANSIT OPERATIONS - 2022 to 2023																				
OPERATING METRICS	FIRST QUARTER				SECOND QUARTER				THIRD QUARTER				FOURTH QUARTER				YEAR END			
Shoreline Metro	2023	2022	Difference	Target	2023	2022	Difference	Target	2023	2022	Difference	Target	2023	2022	Difference	Target	2023	2022	Difference	Target
Cost-Efficiency																				
Expense/Revenue Hour	\$124.99	\$93.78	\$31.21	\$94.85	\$80.99	\$130.27	\$49.28	\$94.85	#DIV/0!	\$105.21	#DIV/0!	\$94.85	#DIV/0!	\$114.06	#DIV/0!	\$94.85	\$102.90	\$111.10	\$8.20	\$94.85
Expense/Revenue Mile	\$34.49	\$26.31	\$8.18	N/A	\$12.94	\$12.26	\$0.67	N/A	#DIV/0!	\$12.88	#DIV/0!	N/A	#DIV/0!	\$12.50	#DIV/0!	N/A	\$12.29	\$12.35	\$0.06	N/A
Cost-Effectiveness																				
Expense/Passenger Trip	\$8.61	\$6.83	\$1.79	\$7.25	\$5.35	\$9.98	\$4.63	\$7.25	#DIV/0!	\$9.09	\$9.09	\$7.25	#DIV/0!	\$7.77	\$7.77	\$7.25	\$6.94	\$8.38	\$10.42	\$7.25
Service-Effectiveness																				
Passengers/Revenue Hour	14.51	13.74	0.77	13.80	15.13	13.05	2.08	13.80	#DIV/0!	11.58	#DIV/0!	13.80	#DIV/0!	14.69	#DIV/0!	13.80	14.82	13.26	1.56	13.80
Passengers/Revenue Mile	1.07	1.01	0.05	N/A	0.00	0.00	0.00	N/A	#DIV/0!	0.00	0.00	N/A	#DIV/0!	0.00	0.00	N/A	0.00	0.00	0.00	N/A
Passenger Revenue-Effectiveness																				
Revenue/Expense (Ratio)	10.1%	13.6%	-3.5%	11.5%	17.3%	10.2%	7.1%	11.5%	#DIV/0!	13.3%	#DIV/0!	11.5%	#DIV/0!	11.9%	#DIV/0!	11.5%	12.9%	12.1%	0.9%	11.5%
Revenue/Passenger Trip	\$0.87	\$0.93	-\$0.06	\$0.66	\$0.93	\$1.02	-\$0.09	\$0.66	#DIV/0!	\$1.21	#DIV/0!	\$0.66	#DIV/0!	\$0.92	#DIV/0!	\$0.66	\$0.90	\$1.01	-\$0.11	\$0.66
Metro Connection	2023	2022	Difference	% Change	2023	2022	Difference	% Change	2023	2022	Difference	% Change	2023	2022	Difference	% Change	2023	2022	Difference	% Change
Service-Effectiveness																				
Passengers/Revenue Hour	2.37	2.45	(0.08)	-3.2%	2.56	2.68	(0.13)	-4.7%	#DIV/0!	2.43	#DIV/0!	#DIV/0!	#DIV/0!	2.39	#DIV/0!	#DIV/0!	2.46	2.48	(0.02)	-1.0%
Passengers/Revenue Mile	0.18	0.19	(0.01)	-6.2%	0.19	0.20	(0.01)	-5.1%	#DIV/0!	0.18	#DIV/0!	#DIV/0!	#DIV/0!	0.19	#DIV/0!	#DIV/0!	0.18	0.19	(0.00)	-1.7%
OPERATING STATISTICS	FIRST QUARTER				SECOND QUARTER				THIRD QUARTER				FOURTH QUARTER				YEAR END			
Shoreline Metro	2023	2022	Difference	% Change	2023	2022	Difference	% Change	2023	2022	Difference	% Change	2023	2022	Difference	% Change	2023	2022	Difference	% Change
Revenue Miles	130,994	120,172	10,822	9.0%	136,221	127,872	8,349	6.5%	128,891	128,891	-100.0%		127,130	127,130	-100.0%	267,215	504,065	236,850	-46.99%	
Total Miles	135,490	124,297	11,193	9.0%	140,897	130,680	10,217	7.8%	133,315	133,315	-100.0%		131,494	131,494	-100.0%	276,387	519,786	243,399	-46.83%	
Revenue Hours	9,622	8,879	743	8.4%	9,700	9,431	269	2.9%	9,215	9,215	-100.0%		9,237	9,237	-100.0%	19,322	36,762	17,440	-47.44%	
Total Hours	10,433	9,627	806	8.4%	10,518	10,226	292	2.9%	9,992	9,992	-100.0%		10,016	10,016	-100.0%	20,951	39,861	18,910	-47.44%	
Ridership	139,597	121,968	17,629	14.5%	146,714	123,073	23,641	19.2%	106,672	106,672	-100.0%		135,680	135,680	-100.0%	286,311	487,393	201,082	-41.26%	
Metro Connection	2023	2022	Difference	% Change	2023	2022	Difference	% Change	2023	2022	Difference	% Change	2023	2022	Difference	% Change	2023	2022	Difference	% Change
Revenue Miles	34,873	31,649	3,224	10.2%	35,482	33,894	1,588	4.7%	34,167	34,167	-100.0%		34,625	34,625	-100.0%	70,355	134,335	(63,980)	-47.6%	
Total Miles	38,092	35,282	2,810	8.0%	38,748	37,533	1,215	3.2%	37,880	37,880	-100.0%		37,717	37,717	-100.0%	76,840	148,412	(71,572)	-48.2%	
Revenue Hours	2,681	2,509	172	6.9%	2,573	2,468	105	4.3%	2,543	2,543	-100.0%		2,587	2,587	-100.0%	5,254	10,107	(4,853)	-48.0%	
Total Hours	2,831	2,701	130	4.8%	2,903	2,665	238	8.9%	2,742	2,742	-100.0%		2,779	2,779	-100.0%	5,734	10,887	(5,153)	-47.3%	
Ridership	6,343	6,135	208	3.4%	6,585	6,625	40	-0.6%	6,172	6,172	-100.0%		6,179	6,179	-100.0%	12,928	25,111	(12,183)	-48.5%	
REVENUES/EXPENSES	FIRST QUARTER				SECOND QUARTER				THIRD QUARTER				FOURTH QUARTER				YEAR END			
Total Operations	2023	2022	Difference	% Change	2023	2022	Difference	% Change	2023	2022	Difference	% Change	2023	2022	Difference	% Change	2023	2022	Difference	% Change
Expenses	\$1,202,624	\$832,651	\$369,973	44.4%	\$785,586	\$1,228,585	\$442,999	-36.1%	\$969,541	\$969,541	-100.0%		\$1,053,580	\$1,053,580	-100.0%	\$1,988,210	\$4,084,357	\$2,096,147	-51.3%	
Revenues	\$121,411	\$112,906	\$8,505	7.5%	\$136,059	\$125,395	\$10,664	8.5%	\$128,727	\$128,727	-100.0%		\$125,217	\$125,217	-100.0%	\$257,470	\$492,245	\$234,775	-47.7%	

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 – 2022 to 2023																																		
	JANUARY				FEBRUARY				MARCH				APRIL				MAY				JUNE													
REVENUES	2023	2022	Difference	% Change	2023	2022	Difference	% Change	2023	2022	Difference	% Change	2023	2022	Difference	% Change	2023	2022	Difference	% Change	2023	2022	Difference	% Change										
Meters	\$8,789	\$11,504	(\$2,715)	-23.6%	\$10,506	\$8,319	\$2,187	26.3%	\$7,942	\$13,421	\$5,479	-40.8%	\$10,129	\$9,370	\$759	8.1%	\$15,151	\$9,368	\$5,783	61.7%	\$8,902	\$12,683	\$3,781	-29.8%										
Stall Rentals	\$6,334	\$33,031	(\$26,697)	-80.8%	\$8,573	\$1,293	\$7,280	563.0%	\$2,650	\$24,079	\$21,429	-89.0%	\$4,497	\$10,105	\$5,608	-55.5%	\$4,332	\$2,921	\$1,411	48.3%	\$2,157	\$24,696	\$22,539	-91.3%										
MONTH TOTALS	\$15,123	\$44,535	(\$29,412)	-66.0%	\$19,079	\$9,612	\$9,467	98.5%	\$10,592	\$37,500	\$26,908	-71.8%	\$14,626	\$19,475	\$4,849	-24.9%	\$19,483	\$12,289	\$7,194	58.5%	\$11,059	\$37,379	\$26,320	-70.4%										
	JULY				AUGUST				SEPTEMBER				OCTOBER				NOVEMBER				DECEMBER													
REVENUES	2023	2022	Difference	% Change	2023	2022	Difference	% Change	2023	2022	Difference	% Change	2023	2022	Difference	% Change	2023	2022	Difference	% Change	2023	2022	Difference	% Change										
Meters		\$11,928	\$11,928	-100.0%		\$11,392	\$11,392	-100.0%		\$8,957	\$8,957	-100.0%		\$8,934	\$8,934	-100.0%		\$9,052	(\$9,052)	-100.0%		\$14,099	\$14,099	-100.0%										
Stall Rentals		\$3,459	\$3,459	-100.0%		\$1,581	\$1,581	-100.0%		\$23,836	\$23,836	-100.0%		\$2,592	\$2,592	-100.0%		\$220	(\$220)	-100.0%		\$315	\$315	-100.0%										
MONTH TOTALS	\$0	\$15,387	\$15,387	-100.0%	\$0	\$12,973	\$12,973	-100.0%	\$0	\$32,793	\$32,793	-100.0%	\$0	\$11,526	\$11,526	-100.0%	\$0	\$9,272	(\$9,272)	-100.0%	\$0	\$14,414	\$14,414	-100.0%										
REVENUE COMPARISON BY YEAR									REVENUE COMPARISON BY QUARTER																									
ANNUAL TOTALS	2022 YTD		2023 YTD		Difference		% Change		FIRST QUARTER				SECOND QUARTER				THIRD QUARTER				FOURTH QUARTER													
									2022		2023		2022		2023		2022		2023		2022		2023											
Meters	\$33,244		\$61,419		28,174.65		84.8%		\$33,244				\$27,237				\$31,421				\$34,182				\$32,277		\$0		\$32,085		\$0			
Stall Rentals	\$58,403		\$17,557		(40,846.00)		-69.9%		\$58,403				\$17,557				\$37,722				\$10,986				\$28,876				\$0		\$3,127		\$0	
TOTAL REVENUE	\$91,647		\$78,976		(12,671.35)		-13.8%		\$91,647				\$44,794				\$69,143				\$45,168				\$61,153				\$0		\$35,212		\$0	

Prepared by Shoreline Metro for the Transit Commission.

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 10. Director's Report

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

REPORT DATE: 7/12/23**MEETING DATE:** 7/18/23

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:

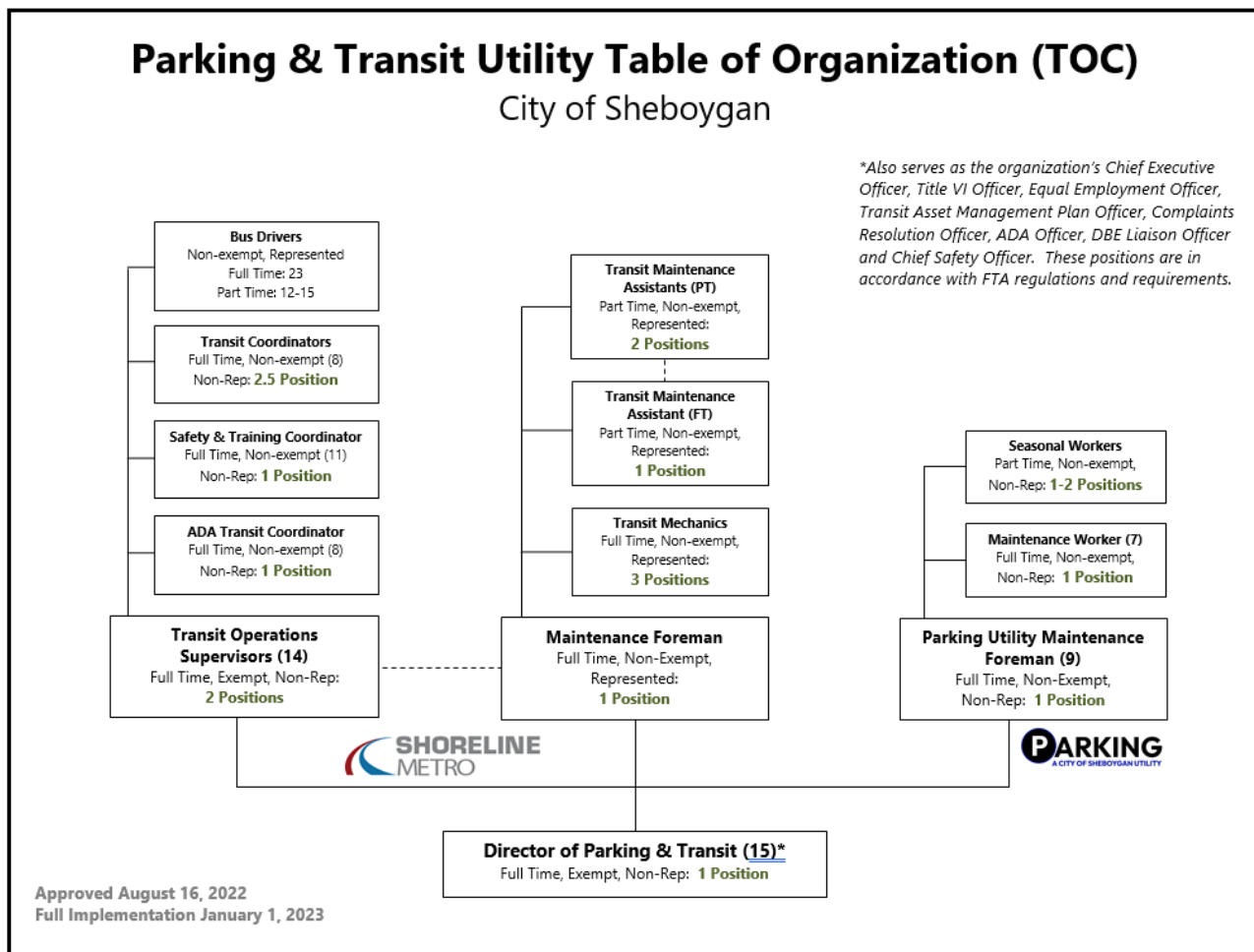
Reporting – Shoreline Metro staff filed several reports with the Wisconsin Department of Transportation and the Federal Transit Administration, typically on a quarterly basis.

- 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.

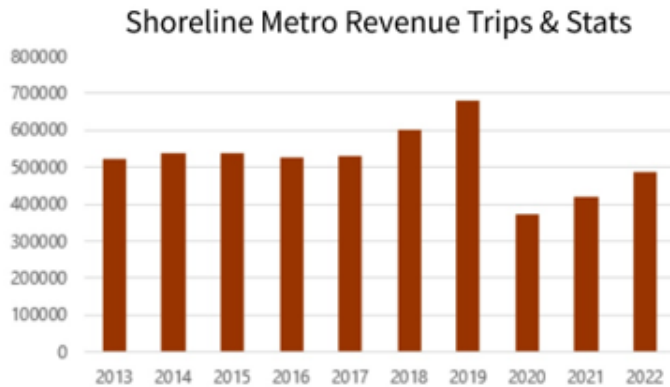
Financials – Shoreline Metro staff (Director) review expenses and revenues on a regular basis, typically bi-monthly and quarterly. Financial reports are reviewed for accurate expenses and revenues. In inaccuracies are reported to the Finance Department with a recommendation for resolution.

- 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.



STAFF COMMENTS:

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

Personnel:

- **Heidi Schmidtke** (Transit Coordinator) is no longer with Shoreline Metro.
- **Jeffrey Bemis** has been promoted to a full-time Class A driver position effective July 10, 2023.
- **Edward Procek** has retired after 43-years as a Shoreline Metro driver. He will be recognized at the July 17, 2023 Common Council meeting for his service to Shoreline Metro and the City of Sheboygan.
- **Cheryl Reschke** and **Luanne Bemis** also retired during the second quarter having been employed over 6 years and 25 years, respectively.
- **Alex Miota and Elizabeth Vollrath** have joined our team as bus drivers. They are currently training for their CDL.

Ridership:

Please see the Quarter Report submitted for consideration.

Financials:

The Director of Shoreline Metro has reviewed the second quarter financials for Shoreline Metro and the Parking Utility.

- Transit expenses and revenues are tracking as expected. Second quarter expenses are in line with expected expenses. Revenues are tracking slightly higher than budgeted.
- Parking Utility expenses are tracking as expected.
- Parking Utility revenues are down in large part to the implantation of HotSpot
 - Paid permits were not required until March 2023.
 - Enforcement was directed to be "light" to allow for customer transition to HotSpot.

Reporting:

The following statistical report was filed with the Wisconsin Department of Transportation for Q2 of 2023 based on operational data for Shoreline Metro and Metro Connection from April 1, 2023 to June 30, 2023.

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 checked="" type="checkbox"/> Apr. 1 - June 30	3rd Quarter <input type="checkbox"/> July 1 - Sept. 30	4th Quarter <input 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	144,243	939	2,836	1,667	1,143	2,810	150,828
"FREE FARE" TRIPS	2,471	0	0	0	0	0	2,471
TRANSFER TRIPS	0	0	0	0	0	0	0
TOTAL	146,714	939	2,836	1,667	1,143	2,810	153,299
B. PASSENGER REVENUE							
PASSENGER REVENUE	\$72,382	\$2,817.00	\$8,172.00	\$31,256.25	\$21,431.25	\$63,676.50	\$136,058.50
C. VEHICLE MILES							
REVENUE MILES	136,221	14,042	21,440				171,703
TOTAL MILES	140,897	15,334	23,414				179,645
D. VEHICLE HOURS							
REVENUE HOURS	9,700	1,018	1,555				12,273
DRIVER PAY HOURS	10,518	1,149	1,754				13,421
E. GALLONS OF FUEL							
GALLONS OF FUEL	3,620	1,433	2,187				7,240
F. EXPENSES							
						TOTAL EXPENSES	\$785,586.00
						CONTRA EXPENSES	\$0.00
						NET EXPENSES	\$649,527.50

Derek Muench

(Transit Director)

12-Jul-23

(Date)

Ann Koeller

(Prepared By)

7/12/2023

(Date)

Operational Items/Updates:

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

- Riverfront Landscaping** has been a point of concern recently with several complaints received regarding weeds and overgrown bushes/trees. The Parking Utility staff have been unable to keep up with routine maintenance due to not having any seasonal employees on staff. A private local landscaping company has been hired to assist with the maintenance on Riverfront with activities commencing this week. Staff spent a significant amount of time on Riverfront prior to the July 4th holiday weeding and performing routine maintenance (special thank you to staff from the City's Finance Department for assisting on a beautiful Friday morning pulling weeds). Riverfront's condition has been long and gradual and with our conservative efforts to reduce expenses during the pandemic years of 2020 and 2021, we have been physically unable to "catch-up".
- Riverfront Master Site Plan** has been discussed with several City departments and the Business Improvement District (BID). Riverfront needs significant attention related not to landscaping but also asphalt repair, lighting, signage and an "image". This investment has been included in the department's Capital Improvement Program for CY 2024 with an initial site plan. The site plan is the first step (and the least expensive) but it's a positive step in the right direction. The City has spent resources on downtown and South Pier over the last decade with Riverfront ready for a fresh makeover. The BID and the Parking Utility along with other departments are in support of this effort. The new City Administrator will also be brought up to speed on this project upon his/her hire.
- Ed Procek's Milestone** of working for the City of Sheboygan is something to admire and appreciate. Ed was a bus driver for over 43-years, the exact same duration as the Transit Director's time on this planet. He was second longest tenured employee for the City as of his retirement. Please help us wish him a happy and enjoyable retirement.
- Trolley Service** started on June 12 for the season with 802 trips provided during the first 30-days. This is tracking at a rate lower than previous years. There is still over 6-weeks of service left with the peak season upon us! If you haven't taken a ride, please do so and visit the great places Sheboygan has to offer along the route.
- Jeff Agee-Aguayo**, a Transportation Planner for Bay-Lake Regional Planning Commission, retired after over 30-years of service. Jeff was a friend and strong supporter of public transit and Shoreline Metro. He assisted with many notable projects over the years including several Transportation Development Programs, Transit Asset Management Plans, Public Transit Agency Safety Programs, Title VI Programs and CDBG applications. Jeff also assisted with quarter



reporting and demographic information. His knowledge, experience and friendship to Shoreline Metro and its staff will be missed. We wish him the best in his retirement years.

- **Legislative Changes** at the state-level may impact transit funding and operations in future years. The Joint Finance Committee made the recommendation and decision to move public transit out of the segregated Transportation Fund and into the General Fund. Despite a 2 percent increase in funding over the biennium, the fear is that overall funding will decrease in subsequent budgets as transit competes with other programs and services. This is disappointing to say the least and our efforts to retain and increase funding will be significant in the coming years. If you'd like more information on this change and how funding may be impacted, please let me know and I'd be happy to discuss.
- **Collective Bargaining** with the Amalgamated Transit Union, Local 998 has concluded unsuccessfully with the decision to go to arbitration on a new labor agreement for 2023 (and potentially 2024 and 2025). At this time, there has been no date set for arbitration. The City and union have submitted best and final offers for consideration. I will keep the Commission informed of any upcoming changes as they become available.
- **2023-2024 Student Bus Pass Program** is now available for students, families and schools on the Shoreline Metro website. The program document has also been distributed to the school district for distribution. There are no significant changes for the upcoming school year. Bus passes and program documents have been refreshed with a new color scheme. As previously reported, this new format has been successful for the 2022-2023 school with a significant decrease in dangerous or threatening behavior and crimes. Shoreline Metro suspended several students throughout the school for behavioral issues including fighting, inappropriate conduct and service abuse. The assistance by the Sheboygan Police Department and Sheboygan Area School District has been tremendous and appreciated. Most all issues were able to be resolved without the assistance of police which has been positive. Police officers remained very responsive and assisted several times in a preventative manner. Overall, the program has done a "180" and we couldn't be happier about how this new program has worked for students, customers and staff alike. A copy of the program is attached for your convenience.
- **HotSpot Parking** implementation is moving forward. There are several updates to provide related to this project:
 - Permit implementation is almost complete with staff being able to enter permits for City staff and larger businesses. Individual permits must be purchased and maintained by the customer in the app or on the website.
 - The police department continues to use the handheld License Plate Recognition (LPR) devices to enforce payments.
 - Staff continue to review options for LPR devices for vehicles. Costs have been preliminarily shared with staff.
 - Staff have met with HotSpot on the vehicle LPR devices and ticketing software. The ticketing option appears to initially be expensive and not worth the investment.

- Meter implementation will occur over summer with meter decals, signage and rate change. It is anticipated to do a “soft” opening of this project to enable positive interaction with customers and businesses.

This concludes the Director’s Report. Thank you for reviewing.

ACTION REQUESTED:

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

ATTACHMENTS: 2023-2024 Student Bus Pass Program

2023-2024

Item 10.

SASD 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 show the driver the special bus pass when boarding to receive the free ride (middle school and high school students only). Faculty and staff are also permitted to use this program by showing proper ID when boarding the bus. Elementary students do not need a pass.

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](mailto:contact@shorelinemetro.com)

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 final Tripper Route destinations.

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 be included on a Tripper Route, please complete the request form here:



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

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.

Students need to get a new pass for the 2023-2024 school year. This includes activating the pass in the HotSpot App!

NOTICE:

There are only two (2) Student Bus Passes that will be accepted under this program. Student IDs are no longer 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.

Android



Apple



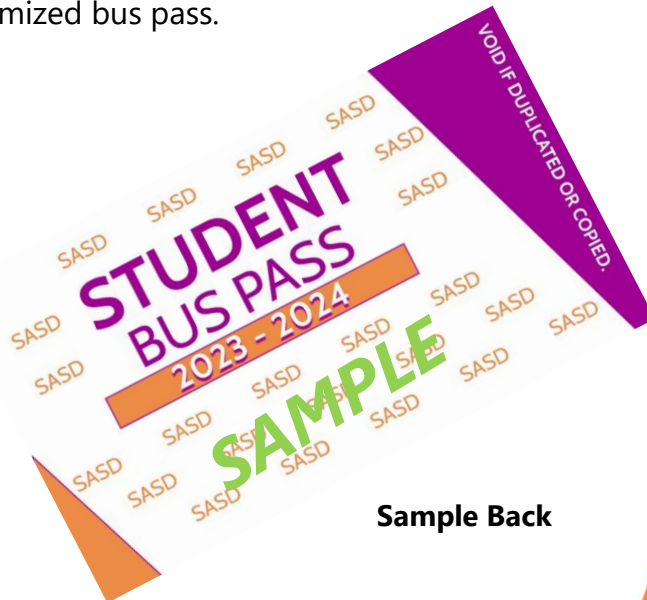
**Student Bus Passes
are for Middle and
High School
Students Only.**

**Scan the
Code!**

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.

Please follow these steps for **Setting up the App**:

- Once the app is downloaded, to create your account, open the app and enter your email address.
- Next, set up your password (must meet the criteria on the setup page of the app).
- Then on the next screen, read and accept the Terms of Service and Privacy Policy for HotSpot. Click the box and hit SUBMIT.
- A payment method may be entered into the app (but not required to access the student bus pass). Please put in credit or debit card information. (Your card is only charged if purchasing fare media and NOT using the student ID number for the free ride.) Otherwise click the "x" to continue.
- When prompted, you will be required to enter your STATE and CITY to access Shoreline Metro Fares and System Information.

Now, please follow these steps for **Setting up the Free Bus Pass**:

- Click the "Transit" tab at the bottom of the screen. Hit the red "Purchase" button. A list will appear.
- In the list, click the "Free Student Pass". A dialogue box will appear. In the box, please enter the Student ID given by the SASD. Then click "OKAY".
- A confirmation screen will then pop-up saying "Thank you!". Press the "OKAY" button.



Lastly, please follow these steps for **Activating the Free Bus Pass**:

- Click the "Transit" tab at the bottom of the screen. Then click the "Continue" button under "Please Select a Route". A list of routes will appear. Click one of them to continue.
- You will then Confirm Boarding on the next screen. It may prompt you to select your pass. If so, click on the Free Student Bus Pass. Once confirmed, an animation of the bus will be displayed. This is your Free Student Bus Pass.

NOTE:

Pass can only be activated on one device at a time. If you get a new device, please be sure to logout of app on old device and delete the app prior to activating a pass on the new device.

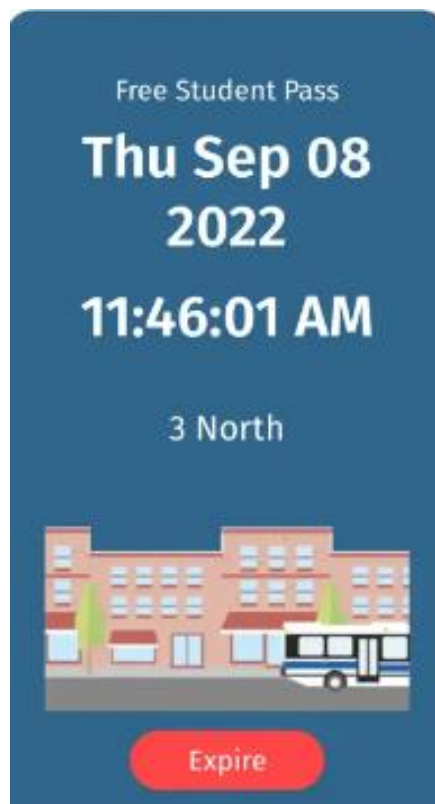
3

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!

To access your pass, follow the steps for **Accessing the Bus Pass**:

- Open the HotSpot app on your smartphone. Login in using your credentials (if required).
- Click the "Transit" tab at the bottom of the screen.
- You should see your available pass on this screen. Click the pass to display the animated bus pass.
- The bus pass expires at the end of each semester. Activation is required again at the start of the new semester.

Pass Features a Scrolling Bus and Live Clock



A few things as you board the bus:

- ✓ Bus Pass must be up on your phone and displayed to the driver at time of boarding the bus.
- ✓ 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 (photo) on a smartphone.
- ✓ Shoreline Metro or the Sheboygan Area School District reserve the right to rescind, restrict or suspend passes.



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.

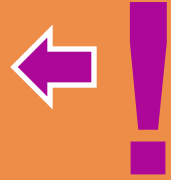
Please visit for more information on Shoreline Metro's Free Rides Program, please visit:

www.shorelinemetro.com/fares/sasd-students



Student Code of Conduct

Item 10.



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 10.

- *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!

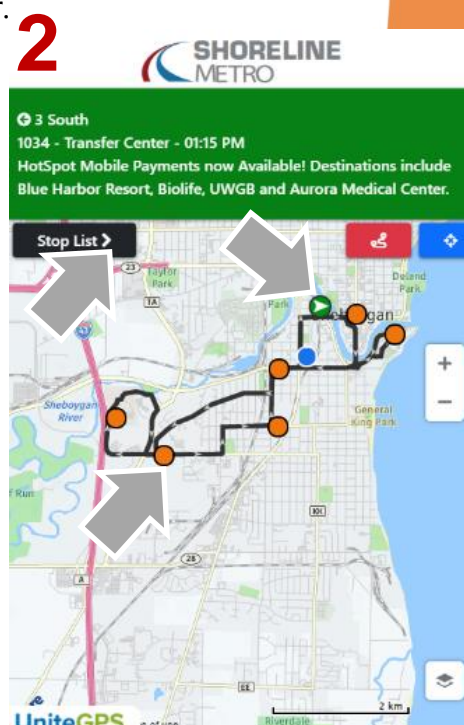
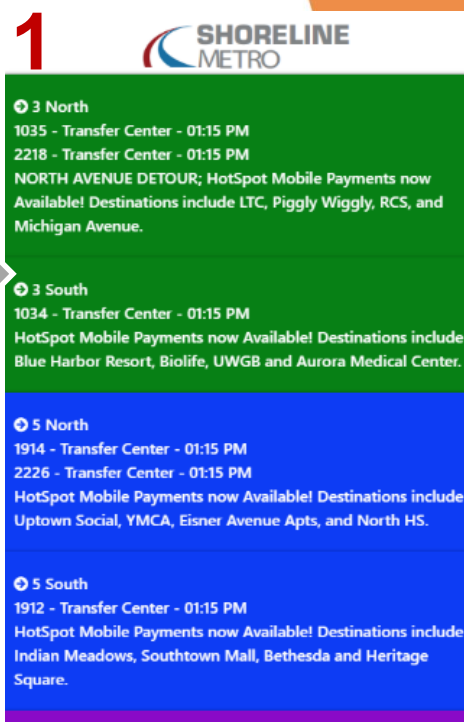
1 On your phone or PC, open a web browser and enter the website **transit.unitegps.com/sm** – click "enter" or "go". Your browser will take you to the following page. Click on any of the boxes to view the route.

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, Option 1
 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, Option 1
 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, Option 1
 ○ 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.

2023-2024

SCHOOL YEAR CALENDAR

Item 10.

SEPTEMBER

5 - SCHOOL STARTS

OCTOBER

27 - NO CLASSES

NOVEMBER

**10 - NO CLASSES
22 - EARLY RELEASE
23/24 - NO CLASSES**

DECEMBER

22-29 - NO CLASSES

JANUARY

**15 - NO CLASSES
19 - NO CLASSES**

FEBRUARY

**19 - MAKE-UP DATE
23 - NO CLASSES**

MARCH

22-29 - NO CLASSES

APRIL

1 - MAKE-UP DATE

MAY

**24 - MAKE-UP DATE
27 - NO CLASSES**

JUNE

7 - EARLY RELEASE