



SHEBOYGAN TRANSIT COMMISSION AGENDA

May 16, 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.

MINUTES

- [1.](#) Review and Approve the Minutes from the March 21, 2023 meeting.

OPENING OF MEETING

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

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- [6.](#) First Quarter Reports for Transit and Parking Utilities
- [7.](#) Review of Transit Commission Ordinance
- [8.](#) Director's Report

NEXT MEETING

9. Next meeting date: July 18, 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, March 21, 2023**

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

MEMBERS EXCUSED: Alderperson Trey Mitchel, Roy Kluss

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

OPENING OF MEETING

1. Call to Order

5:00 pm Meeting was called 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.

None

MINUTES

4. Review and approve the minutes - November 29, 2022 Meeting.

A motion to approve the November 29, 2022 Minutes was made by Mayor Ryan Sorenson, seconded by Alderperson Barb Felde. Motion passes.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

5. Review and approve the 2022 Third and Fourth Quarter Reports for Transit and Parking Utilities

A motion to approve the Quarterly Reports for Transit and Parking Utilities was made by Director Pelishek, seconded by Mayor Sorenson. Motion passes.

6. Review and Approve the 2022 Annual reports for Transit and Parking Utilities.

A motion to accept and file the 2022 Annual reports for Transit and Parking Utilities was made by Mayor Sorenson, seconded by Alderperson Dean Dekker. Motion passes.

7. Review and approve a request to provide transit service for the P1 Powerboat Races in August 2023.

A motion was made by Alderperson Dekker to approve the request to provide Transit service for the P1 Powerboat Races on August 11-13, 2023 as presented by Director Derek Muench, seconded by Mayor Sorenson. Motion passes.

8. Review Director's Report

A motion to approve the Director's report and place on file was made by Mayor Sorenson, seconded by Chief Christopher Domagalski. Motion passes.

NEXT MEETING

9. Next meeting date: May 16, 2023

ADJOURN

A Motion to adjourn the meeting at 5:40 pm was made by Director Pelishek, seconded by Alderperson Felde. 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:

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Sheboygan County Administration Building • City's website*

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 3.1 Transit & Parking First Quarter Reports for 2023

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

REPORT DATE: 5/10/23

MEETING DATE: 5/16/23
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 first 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 First Quarter reports:

- Transit Utility:
 - Shoreline Metro ridership is up 14.5 percent over same period in 2022.
 - Metro Connection ridership is up 3.4 percent over same period in 2022.
 - Revenue is up 7.5 percent over same period in 2022.
 - Expenses are up 44.4 percent over the same period in 2022.
 - Overtime for January 2nd was \$12,000 (observed holiday paid).
 - Insurance premiums paid in January.
 - New furnace for Transfer Point Office (\$10,000+)
 - CARES Act funds will be used to offset the loss of revenues and potential increase in expenses.
- 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 down substantially due to implementation to HotSpot.
 - Enforcement using LRP readers could only be used on 8th/Penn Ave until recently.
 - Implementation to HotSpot including meter rate increase occurring in Q2 and Q3.
- Expenses are tracking as expected.
 - Snow removal was less than budgeted through Q1.
 - All flowers have been prepaid for the year in Q1.

ACTION REQUESTED:

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

ATTACHMENTS:

- I. 2023 First Quarter Reports for Transit;
- II. 2023 First 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	#DIV/0!	\$130.27	#DIV/0!	\$94.85	#DIV/0!	\$105.21	#DIV/0!	\$94.85	#DIV/0!	\$114.06	#DIV/0!	\$94.85	\$124.99	\$111.10	\$13.88	\$94.85
Expense/Revenue Mile	\$34.49	\$26.31	\$8.18	N/A	#DIV/0!	\$12.26	#DIV/0!	N/A	#DIV/0!	\$12.88	#DIV/0!	N/A	#DIV/0!	\$12.50	#DIV/0!	N/A	\$11.64	\$12.35	\$0.71	N/A
Cost-Effectiveness																				
Expense/Passenger Trip	\$8.61	\$6.83	\$1.79	\$7.25	#DIV/0!	\$9.98	\$9.98	\$7.25	#DIV/0!	\$9.09	\$9.09	\$7.25	#DIV/0!	\$7.77	\$7.77	\$7.25	\$8.61	\$8.38	\$8.29	\$7.25
Service-Effectiveness																				
Passengers/Revenue Hour	14.51	13.74	0.77	13.80	#DIV/0!	13.05	#DIV/0!	13.80	#DIV/0!	11.58	#DIV/0!	13.80	#DIV/0!	14.69	#DIV/0!	13.80	14.51	13.26	1.25	13.80
Passengers/Revenue Mile	1.07	1.01	0.05	N/A	#DIV/0!	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%	#DIV/0!	10.2%	#DIV/0!	11.5%	#DIV/0!	13.3%	#DIV/0!	11.5%	#DIV/0!	11.9%	#DIV/0!	11.5%	10.1%	12.1%	-2.0%	11.5%
Revenue/Passenger Trip	\$0.87	\$0.93	-\$0.06	\$0.66	#DIV/0!	\$1.02	#DIV/0!	\$0.66	#DIV/0!	\$1.21	#DIV/0!	\$0.66	#DIV/0!	\$0.92	#DIV/0!	\$0.66	\$0.87	\$1.01	-\$0.14	\$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%	#DIV/0!	2.68	#DIV/0!	#DIV/0!	#DIV/0!	2.43	#DIV/0!	#DIV/0!	#DIV/0!	2.39	#DIV/0!	#DIV/0!	2.37	2.48	(0.12)	-4.8%
Passengers/Revenue Mile	0.18	0.19	(0.01)	-6.2%	#DIV/0!	0.20	#DIV/0!	#DIV/0!	#DIV/0!	0.18	#DIV/0!	#DIV/0!	#DIV/0!	0.19	#DIV/0!	#DIV/0!	0.18	0.19	(0.01)	-2.7%
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%	127,872	127,872	-100.0%		128,891	128,891	-100.0%		127,130	127,130	-100.0%		130,994	504,065	373,071	-74.01%
Total Miles	135,490	124,297	11,193	9.0%	130,680	130,680	-100.0%		133,315	133,315	-100.0%		131,494	131,494	-100.0%		135,490	519,786	384,296	-73.93%
Revenue Hours	9,622	8,879	743	8.4%	9,431	9,431	-100.0%		9,215	9,215	-100.0%		9,237	9,237	-100.0%		9,622	36,762	27,140	-73.83%
Total Hours	10,433	9,627	806	8.4%	10,226	10,226	-100.0%		9,992	9,992	-100.0%		10,016	10,016	-100.0%		10,433	39,861	29,428	-73.83%
Ridership	139,597	121,968	17,629	14.5%	123,073	123,073	-100.0%		106,672	106,672	-100.0%		135,680	135,680	-100.0%		139,597	487,393	347,796	-71.36%
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%	33,894	33,894	-100.0%		34,167	34,167	-100.0%		34,625	34,625	-100.0%		34,873	134,335	(99,462)	-74.0%
Total Miles	38,092	35,282	2,810	8.0%	37,533	37,533	-100.0%		37,880	37,880	-100.0%		37,717	37,717	-100.0%		38,092	148,412	(110,320)	-74.3%
Revenue Hours	2,681	2,509	172	6.9%	2,468	2,468	-100.0%		2,543	2,543	-100.0%		2,587	2,587	-100.0%		2,681	10,107	(7,426)	-73.5%
Total Hours	2,831	2,701	130	4.8%	2,665	2,665	-100.0%		2,742	2,742	-100.0%		2,779	2,779	-100.0%		2,831	10,887	(8,056)	-74.0%
Ridership	6,343	6,135	208	3.4%	6,625	6,625	-100.0%		6,172	6,172	-100.0%		6,179	6,179	-100.0%		6,343	25,111	(18,768)	-74.7%
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%	\$1,228,585	\$1,228,585	-100.0%		\$969,541	\$969,541	-100.0%		\$1,053,580	\$1,053,580	-100.0%		\$1,202,624	\$4,084,357	\$2,881,733	-70.6%
Revenues	\$121,411	\$112,906	\$8,505	7.5%	\$125,395	\$125,395	-100.0%		\$128,727	\$128,727	-100.0%		\$125,217	\$125,217	-100.0%		\$121,411	\$492,245	\$370,834	-75.3%

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%		\$9,370	\$9,370	-100.0%		\$9,368	\$9,368	-100.0%		\$12,683	\$12,683	-100.0%
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%		\$10,105	\$10,105	-100.0%		\$2,921	\$2,921	-100.0%		\$24,696	\$24,696	-100.0%
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%	\$0	\$19,475	\$19,475	-100.0%	\$0	\$12,289	\$12,289	-100.0%	\$0	\$37,379	\$37,379	-100.0%
	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		\$27,237		(6,007.35)		-18.1%		\$33,244		\$27,237		\$31,421		\$0		\$32,277		\$0		\$32,085		\$0	
Stall Rentals	\$58,403		\$17,557		(40,846.00)		-69.9%		\$58,403		\$17,557		\$37,722		\$0		\$28,876		\$0		\$3,127		\$0	
TOTAL REVENUE	\$91,647		\$44,794		(46,853.35)		-51.1%		\$91,647		\$44,794		\$69,143		\$0		\$61,153		\$0		\$35,212		\$0	

Prepared by Shoreline Metro for the Transit Commission.

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 3.2 Review of Transit Commission Ordinance

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

REPORT DATE: 5/10/23**MEETING DATE:** 5/16/23

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 City of Sheboygan has an ordinance that outlines and governs the Sheboygan Transit Commission in Chapter 2 (Administration), Article V (Boards, Commissions and Committees), Division 5 (Transit Commission). A full copy of the ordinance is included in this report.

STAFF COMMENTS:

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;

The Director of Transit & Parking has concerns over the composition of the Transit Commission as it relates to other Department Heads (equals) and potential conflict of interest when it comes to personnel-related items concerning the Director of Transit & Parking. The Director of Transit & Parking suggests and recommends replacing City Staff with vested partners on the Transit Commission. City Staff including current department heads on the Transit Commission can and should continue to be a vital part of transit and parking in an advisory role (similar to their role related to the City's standing committees).

The Director of Transit & Parking also suggests the Transit Commission have stakeholders and partners active on the Commission. These would include individuals from the Sheboygan Area School District, the disabled community, the elderly community, City of Sheboygan Falls, and or Village of

Kohler. These stakeholders contribute financially to the operations of Shoreline Metro and can be a valuable asset to the Commission.

Chairperson Heather Cleveland also invites commissioners to review the ordinance and make recommendations and suggestions for consideration at the next Transit Commission meeting.

****NOTE****

Changes to the Transit Commission ordinance would only be recommendations with any final approvals and language changes being subject to additional approvals by the City Attorney and/or Mayor of Sheboygan and the Common Council.

Here is the Transit Commission ordinance for review:

- **Sec. 2-556. - Definitions.**

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Comprehensive unified local transportation system means a transportation system comprised of motorbus lines in which the major portions are within the city.

Off-street parking facilities means any and all city-owned parking lots, garages, buildings and other structures for the public parking of vehicles for which fees or other charges are fixed, other than facilities for such public parking on the public streets in the city, including all meters, machinery or devices for obtaining revenues for such parking and all other equipment and accessories used in connection therewith.

On-street parking facilities means any and all existing spaces provided for the public parking of vehicles in and upon the public streets of the city for which fees or other charges are fixed, established and collected by means of parking meters or other machinery, devices or methods, including all such facilities provided by the public parking and transit utility and including all meters and other equipment or devices located adjacent to such spaces for the purpose of collecting such fees or charges.

Transit commission or commission means the local transit commission created under this division. (Code 1975, § 2-264)

Cross reference— Definitions generally, [§ 1-2](#).

- **Sec. 2-557. - Established; responsibilities.**

The city establishes a transit commission pursuant to Wis. Stats., § 66.1021, which shall be designated the "Sheboygan Transit Commission." Such commission shall be responsible for the maintenance and operation of the city's comprehensive, unified local transportation system in accordance with the jurisdiction, powers and duties set forth in Wis. Stats. § 66.1021. Additionally, such commission shall maintain, operate and control all off-street parking facilities and on-street parking facilities, under the general control and supervision of the common council.

(Code 1975, § 2-263; Ord. No. 66-00-01, § 4, 10-2-00)

State Law reference— Authority regarding parking systems, Wis. Stats., § 66.0829.

- **Sec. 2-558. - Composition; appointment; terms.**

a) The transit commission shall consist of nine commissioners. Six of the members shall be the mayor, a member of the finance and personnel committee of the common council, a member of the licensing, hearings, and public safety committee of the common council, a member of the public works committee of the common council, the chief of police and the director of city development, who shall be members by virtue of their office. The other commissioners shall be three citizen members.

(b) The three citizen members shall be appointed by the mayor and approved by the common council.

(c) The citizen members of the commission shall be appointed for staggered three-year terms expiring on April 30 each year.

(d) The mayor, the chief of police and the director of city development may designate another member of their respective department to attend a meeting or meetings of the transit commission in his or her absence with full power to act in his or her stead.

(Code 1975, § 2-265; Ord. No. 1-99-00, § 2, 5-3-99; Ord. No. 13-00-01, § 1, 6-19-2000; Ord. No. 106-05-06, § 1, 4-17-06; Ord. No. 39-16-17, § 7, 4-5-17; Ord. No. 37-17-18, § 3, 2-19-18)

- **Sec. 2-559. - Eligibility.**

No person who holds stocks or bonds in any corporation subject to the jurisdiction of the transit commission or who is in any other manner directly or indirectly peculiarly interested in any such corporation shall be a member of or employed by the transit commission.

(Code 1975, § 2-266)

- **Sec. 2-560. - Officers.**

(a) At its first meeting in May of each year, the transit commission shall choose from among its number a chairman, who shall serve in such capacity for the succeeding year.

(b) The transit commission may appoint a secretary and employ such accountants, engineers, experts, inspectors, clerks and other employees and fix their compensation and may purchase such furniture, stationery and other supplies and materials as are reasonably necessary to enable it properly to perform its duties and exercise its powers.

(Code 1975, § 2-267)

- **Sec. 2-561. - Rules; meetings; seal.**

(a) The transit commission may adopt rules relative to the calling, holding and conduct of its meetings; the transaction of its business; the regulation and control of its agents and employees; the filing of complaints and petitions; and the service of notices thereof and conduct hearings.

(b) For the purpose of receiving, considering and acting upon any complaints or applications which may be presented to it or for the purpose of conducting investigations or hearings on its own motion, the transit commission shall hold regular meetings at least once a week, except in the months of July and August in each year, and special meetings on the call of the chairman or at the request of the city council.

(c) The transit commission may adopt a seal, of which judicial notice shall be taken in all courts of this state. Any process, writ, notice or other instrument which the commission may be authorized by law to issue shall be deemed sufficient if signed by the secretary of the commission and

authenticated by such seal. All acts, orders, decisions, rules and records of the commission and reports, schedules and documents filed with the commission may be proven in any court in this state by a copy thereof certified by the secretary under the seal of the commission.
(Code 1975, § 2-268)

- **Sec. 2-562. - Jurisdiction.**

Except as further provided in this division, the jurisdiction, powers and duties of the transit commission shall extend to the comprehensive unified local transportation system for which the commission is established, including any portion of such system extending into adjacent or suburban territory within this state lying outside of the city not more than 30 miles from the nearest point marking the corporate limits of the city.
(Code 1975, § 2-269)

- **Sec. 2-563. - Fiscal control.**

Unless otherwise authorized by the transit commission, all books of accounts shall be kept in the office of the city finance director/treasurer. All transit commission expenditures shall be audited by the commission, and, if approved by the commission, shall be paid by the city in the manner provided by ordinance.
(Code 1975, § 2-270)

- **Sec. 2-564. - Parking fees and charges.**

The transit commission shall establish such fees and charges for the parking privilege on both off-street and on-street parking facilities as it shall determine reasonable. Such fees may be based either on hourly, daily, weekly or monthly parking and may be measured either by personal attendants or by parking meters.
(Code 1975, § 2-271)

- **Sec. 2-565. - Acquisition of property.**

The transit commission or an agent appointed by it shall have the power to obtain options on properties for parking purposes and submit them with recommendations to the common council. The commission is empowered to proceed with purchase when specifically authorized to do so by the common council. The commission may construct parking structures or additions thereto with the approval of the common council.
(Code 1975, § 2-272)

- **Sec. 2-566. - Revenue bonds.**

The transit commission, subject to approval by the common council, shall have the authority to issue mortgage revenue bonds for any of the purposes enumerated in Wis. Stats., § 66.0829. Such statute, insofar as applicable, is adopted by reference.
(Code 1975, § 2-273; Ord. No. 66-00-01, § 5, 10-2-00)

- **Sec. 2-567. - Revenues.**

All revenues from the transit commission, exclusive of fines and forfeited bonds for violation of parking regulations, shall be deposited by the commission in a separate account to be known and designated as the parking transit commission fund and shall be used as necessary only to:

- (1) Pay the cost and expense of acquiring, installing, servicing, operating, improving and maintaining the transit commission property and equipment.
- (2) Pay the administrative costs of the commission.
- (3) Pay interest, principal and charges incidental to and arising out of the issuing of bonds or other evidences of indebtedness of the commission to provide for transit commission property or facilities.
- (4) Build a proper and adequate depreciation reserve.
- (5) Purchase, from the proceeds of surplus funds, trust investments earmarked for transit commission purposes.

(Code 1975, § 2-274)

- **Secs. 2-568—2-595. - Reserved.**

ACTION REQUESTED:

No action to be taken on this item.

ATTACHMENTS:

- I. None.

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: 3.3. Director's Report

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

REPORT DATE: 5/12/23**MEETING DATE:** 5/16/23

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:

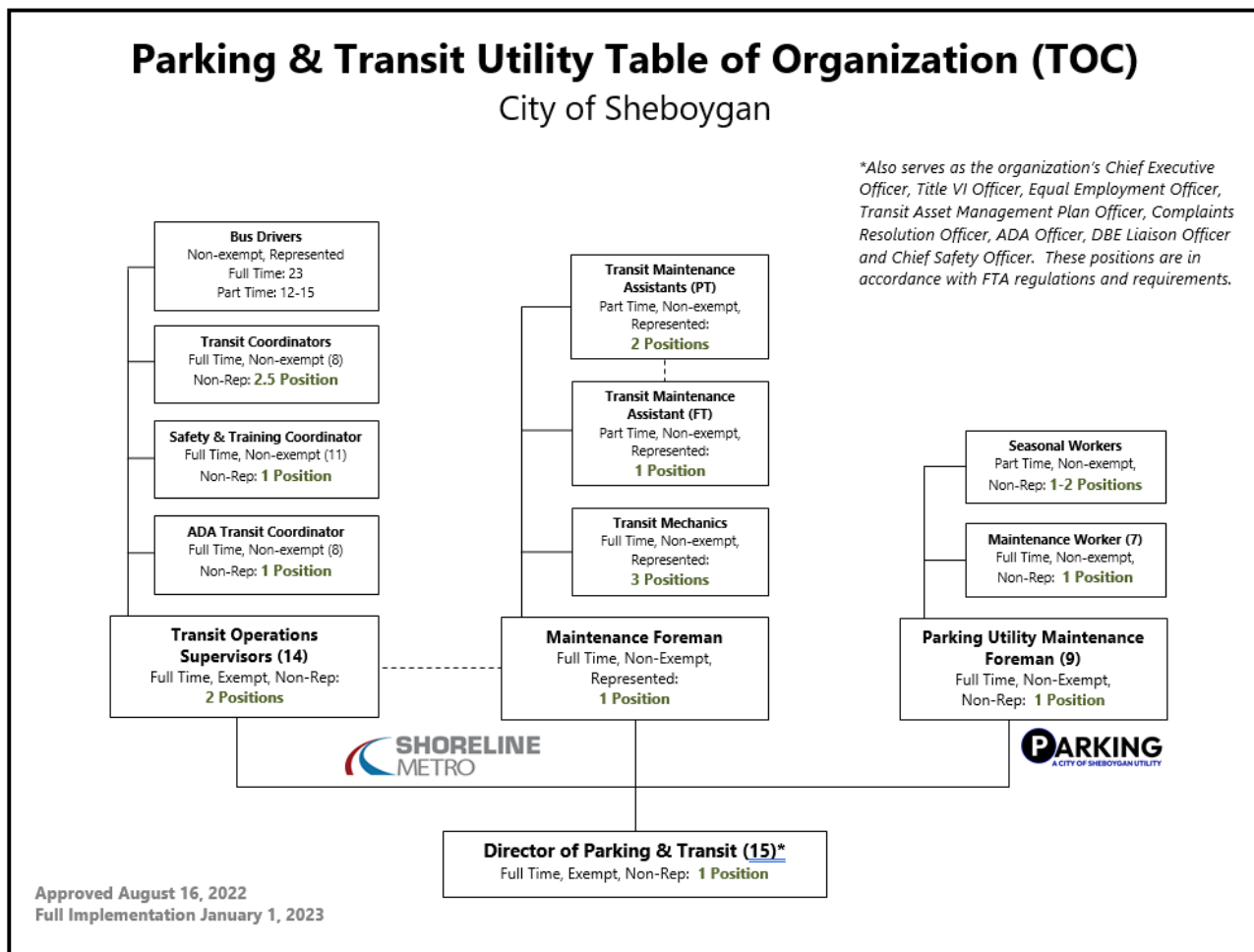
Reporting – Shoreline Metro staff file several reports with the Wisconsin Department of Transportation and the Federal Transit Administration, typically on a quarterly basis.

- 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.

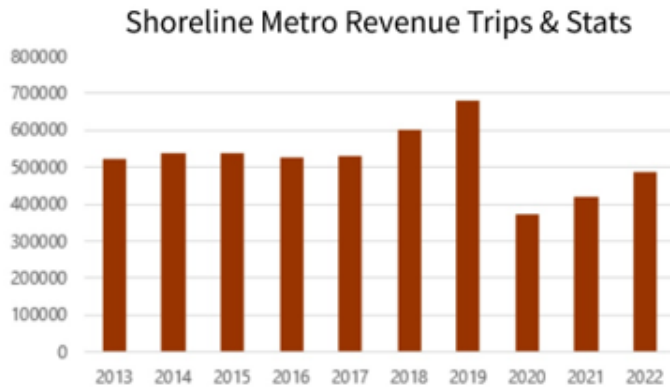
Financials – Shoreline Metro staff (Director) review expenses and revenues on a regular basis, typically bi-monthly and quarterly. Financial reports are reviewed for accurate expenses and revenues. In inaccuracies are reported to the Finance Department with a recommendation for resolution.

- 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** has joined the Shoreline Metro team as a Transit Coordinator.
- **Florentino Soto ("Chico")** has been promoted to a full-time Class A driver position effective April 3, 2023.
- **Lori Nischik** has joined our team as a bus driver. She is currently training for her CDL.
- **Joseph Logatto** has resigned from Shoreline Metro effective April 28, 2023. We wish him the best.
- **Kathy Bachmann** has resumed her driving duties! Congratulations Kathy on your resilience and dedication!

Ridership:

Please see the Quarter Report submitted for consideration.

Financials:

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

- Transit expenses and revenues are tracking as expected. First quarter expenses are higher than average due to several high-ticket items being processed and paid during the period.
- 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 Q1 of 2023 based on operational data for Shoreline Metro and Metro Connection from January 1, 2023 to March 31, 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 checked="" type="checkbox"/> Jan. 1 - Mar. 31	2nd Quarter <input type="checkbox"/> Apr. 1 - June 30	3rd Quarter <input type="checkbox"/> July 1 - Sept. 30		4th Quarter <input 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	137,787	1,001	2,802	1,287	1,253	2,540	144,130
"FREE FARE" TRIPS	1,810	0	0	0	0	0	1,810
TRANSFER TRIPS	0	0	0	0	0	0	0
TOTAL	139,597	1,001	2,802	1,287	1,253	2,540	145,940
B. PASSENGER REVENUE							
PASSENGER REVENUE	\$66,822	\$3,003.00	\$8,406.00	\$21,879.00	\$21,301.00	\$43,180.00	\$121,411.00
C. VEHICLE MILES							
REVENUE MILES	130,994	12,579	22,294				165,867
TOTAL MILES	135,490	13,740	24,352				173,582
D. VEHICLE HOURS							
REVENUE HOURS	9,622	967	1,714				12,303
DRIVER PAY HOURS	10,433	1,021	1,810				13,264
E. GALLONS OF FUEL							
GALLONS OF FUEL	23,067	1,383	2,452				26,902
F. EXPENSES							
						TOTAL EXPENSES	\$1,202,624.00
						CONTRA EXPENSES	\$0.00
						NET EXPENSES	\$1,202,624.00

Derek Muench

(Transit Director)

25-Apr-23

(Date)

Ann Koeller

(Prepared By)

25-Apr-23

(Date)

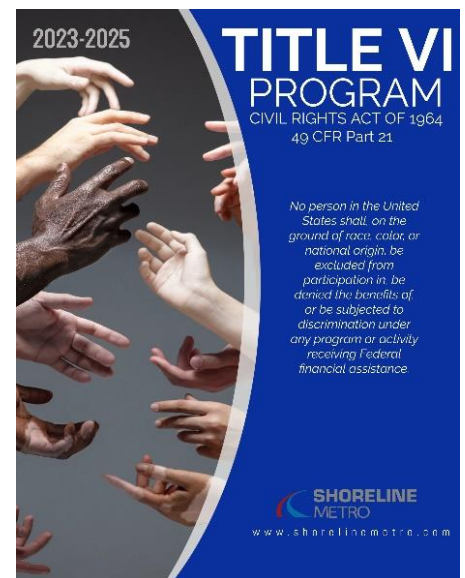
Operational Items/Updates:

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

- **Route 3S** has been rerouted to better service UWGB and Bookworm Gardens. Bus stops have been placed near the gym at UWGB and at the entrance to Bookworm Gardens.
- **Route 40/Harbor Centre Express** will now be a 1-hour loop with an expanded route to include Bookworm Gardens, the Art Preserve and 3 Sheep's Brewing. Service will commence on June 12th and run through September 2nd. Times and fares remain unchanged from 2022.



- **Entry-Level Driver Training Program** has been recognized by Cities and Villages Mutual Insurance Corporation (CVMIC) and awarded a \$2,000 grant for its importance and contributions to safety, training and development. The program is being used by several municipalities around the state. It's author, Shoreline Metro's Director of Transit & Parking, developed this program in response to CDL changes by the Federal Motor Carrier Safety Administration (FMCSA). At the time, very limited resources existed that would have enabled Shoreline Metro to continue training drivers for their CDL. Thanks to this program, Shoreline Metro and other entities are able to meet the requirements of CDL training.
- **AED (Automatic External Defibrillator)** has been purchased for the Shoreline Metro office. We decided it was a great idea to have an AED in our office due to the age of the workforce. Several team members were trained last week on the unit. The unit is particularly useful in the event of a heart attack and can save lives. The unit is being funded by the grant from CVMIC.
- **Title VI Program** for Shoreline Metro has been submitted to FTA as required per federal funding guidelines. The program is now available on the website. Drivers and staff were trained on the program recently to ensure compliance with anti-discrimination requirements of Title VI.



- **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.
 - The police department is exploring the ticketing features included in HotSpot and their third-party vendor. This process may help improve ticketing city-wide. At this time, the police department, IT and finance continue to investigate this possible implementation.
 - 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: None.