



SHEBOYGAN TRANSIT COMMISSION AGENDA

September 17, 2024 at 5:00 PM

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

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

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

OPENING OF MEETING

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

MINUTES

4. Approval of the Minutes - July 16, 2024 meeting.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

5. Final Report for 2024 FTA Triennial Review.
6. 2025 Parking Utility Budget.
7. 2025 Transit Utility Budget.
8. 2025-2029 Capital Improvements Program for Parking and Transit Utilities.
9. Second Quarter Reports for Transit and Parking.
10. Service Agreement with City of Sheboygan Falls.
11. Service Agreement with Village of Kohler
12. Review and Approval of the 2024-2025 Community Development Block Grant Agreement.
13. Res. No. 76-24-25 by Alderpersons Dekker, Rust and Mitchell authorizing the filing of an application with the United States of America Department of Transportation and authorizing the executing of the contract pertaining to grants for calendar year 2025, under former Section 9 (USC 5307) of the Federal Transit Act of 1964, as amended.

[14.](#) Director's Update.

NEXT MEETING

15. Next meeting date: November 19, 2024

ADJOURN

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

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

CITY OF SHEBOYGAN

SHEBOYGAN TRANSIT COMMISSION MINUTES

Tuesday, July 16, 2024

MEMBERS PRESENT: Mayor Ryan Sorenson, Alderperson Dean Dekker, Alderperson Zach Rust, Police Chief Christopher Domagalski, Bryan Kelly, Emily Hening

MEMBERS EXCUSED: Roy Kluss, Director of Planning and Development Diane McGinnis-Cassey, Alderperson Trey Michcell

STAFF OFFICIALS PRESENT: Director of Parking and Transit Derek Muench

OPENING OF MEETING

1. Call to Order

5:00 p.m. 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

4. Election of Officers

Alderperson Zach Rust nominates Mayor Ryan Sorenson for the Transit Commission Chair. Alderperson Dean Dekker seconded the nomination. A unanimous ballot was cast.

Police Chief Christopher Domagalski nominates Roy Kluss for the Transit Commission Vice-Chair. Ald. Zach Rust seconded the nomination. A unanimous ballot was cast.

MINUTES

5. Approval of the Minutes - March 19, 2024 meeting.

A motion was made by Ald Dean Dekker, seconded by Ald. Zach Rust to approve the March 19, 2024 Minutes. Motion passes.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

6. Resignation of Sara Knaub from Transit Commission as Citizen Member

No Action taken.

7. County-Wide Service/Contract with Sheboygan County

No Action taken

8. Agency Fare for 2025

A motion was made by Ald. Dean Dekker, seconded by Ald. Zach Rust to approve the Agency Fare increase for 2025. Motion passes.

9. First Quarter Reports for Transit and Parking

A motion was made by Ald Dean Dekker, seconded by Ald. Zach Rust to approve the First Quarter Reports for the Transit and Parking Utilities as presented. Motion passes.

10. Clean Harbors Emergency Response Agreement

A motion was made by Chief Domagalski, seconded by Ald. Zach Rust to approve the Clean Harbors Emergency Response Agreement as presented. Motion passes.

11. Director's Update

A motion was made by Ald. Zach Rust, seconded by Ald. Dean Dekker to accept and place on file the Director's report as presented. Motion passes.

NEXT MEETING

12. Next meeting date: September 17, 2024

A motion was made by Ald. Zach Rust, seconded by Ald. Dean Dekker to adjourn the meeting at 5:52 p.m. Motion passes.

ADJOURN



U.S. Department
of Transportation
**Federal Transit
Administration**

REGION V
Illinois, Indiana,
Michigan, Minnesota,
Ohio, Wisconsin

200 West Adams Street
Suite 320
Chicago, IL 60606-5253
312-353-2789
312-886-0351 (fax)

July 18, 2024

The Honorable Ryan Sorenson
Mayor
City of Sheboygan
828 Center Ave. Ste. 300
Sheboygan, WI 53081

Re: Fiscal Year FY2024 Triennial Review– Final Report and Closeout Letter

Dear Mayor Sorenson:

I am pleased to provide you with a copy of this Federal Transit Administration (FTA) report as required by 49 U.S.C. Chapter 53. The enclosed final report documents the results of the FTA's FY2024 Triennial Review of the City of Sheboygan in Sheboygan, Wisconsin. Although not an audit, the Triennial Review is the FTA's assessment of the City of Sheboygan's compliance with Federal requirements, determined by examining a sample of award management and program implementation practices. As such, the Triennial Review is not intended as, nor does it constitute, a comprehensive and final review of compliance with program funding requirements.

Due to the Coronavirus 2019 (COVID-19) Public Health Emergency, the review was expanded to address the City of Sheboygan's compliance with the administrative relief and flexibilities FTA granted and the requirements of the COVID-19 relief funds received through the Coronavirus Aid, Relief, and Economic Security (CARES) Act, Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) of 2021, and the American Rescue Plan (ARP) Act of 2021.

The Triennial Review focused on the City of Sheboygan's compliance in 23 areas. No deficiencies were found in any of the areas reviewed.

Thank you for your cooperation and assistance during this Triennial Review. Please consider your review to be closed.

If you need any technical assistance or have any questions, please do not hesitate to contact Mr. Evan Gross, Transportation Program Specialist, at 312-886-1619 or by email at evan.gross@dot.gov.

Sincerely,



Kelley Brookins
Regional Administrator

Enclosure

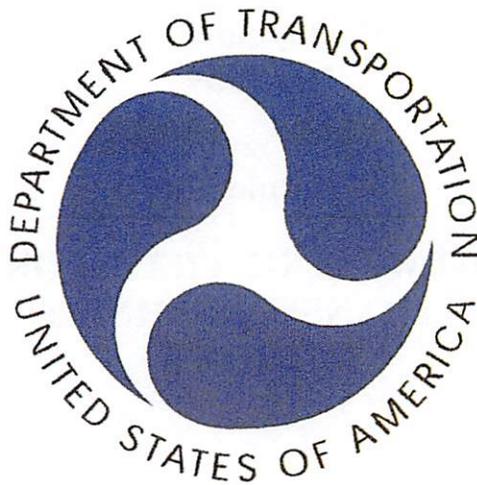
cc: Derek Muench, City of Sheboygan
Evan Gross, FTA
Ayomide Komolafe, Milligan Consulting, LLC

Achievement of Excellence

presented to

City of Sheboygan

Sheboygan, WI



Federal Transit Administration
Region V

**Certificate for exemplary completion of a U.S. DOT FTA
Triennial Review during Fiscal Year 2024 presented to
federal-funded public transportation providers and agencies who had
no open final report findings in the areas examined.**

A handwritten signature in blue ink that reads "Kelley Brookins".

Kelley Brookins, Regional Administrator

FINAL REPORT

**FISCAL YEAR 2024
TRIENNIAL REVIEW**

of

**City of Sheboygan
Sheboygan, WI
ID: 2059**

Performed for:

**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL TRANSIT ADMINISTRATION
REGION 5**

Prepared By:

Milligan Consulting, LLC

Desk Review Date: February 6, 2024

Scoping Meeting Date: March 19, 2024

Site Visit Entrance Conference Date: May 13, 2024

Site Visit Exit Conference Date: May 13, 2024

Final Report Date: July 18, 2024

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I. Executive Summary

This report documents the Federal Transit Administration's (FTA) Triennial Review of the City of Sheboygan in Sheboygan, Wisconsin. The FTA wants to ensure that awards are administered in accordance with the requirements of Federal public transportation law 49 U.S.C. Chapter 53. The review was performed by Milligan Consulting, LLC. During the site visit, the reviewers discussed the administrative and statutory requirements and reviewed recipient documents.

Due to the Coronavirus 2019 (COVID-19) Public Health Emergency, the FTA expanded the review to address the City of Sheboygan's compliance with the administrative relief and flexibilities that the FTA granted, and the requirements of the COVID-19 Relief funds received through the Coronavirus Aid, Relief, and Economic Security (CARES) Act, Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) of 2021, and the American Rescue Plan (ARP) Act of 2021. The FTA also requested the City of Sheboygan share if and/or how it suspended, deviated from, or significantly updated or altered its transit program due to the public health emergency.

The Fiscal Year (FY) 2024 Triennial Review focused on the City of Sheboygan's compliance in 23 areas. Deficiencies related to the COVID-19 Relief funds have been clearly identified as part of the deficiency description in the respective review area. There were no deficiencies found in any of the areas reviewed.

II. Review Background and Process

1. Background

The United States Code, Chapter 53 of Title 49 (49 U.S.C. 5307(f)(2)) requires that “At least once every 3 years, the Secretary shall review and evaluate completely the performance of a recipient in carrying out the recipient’s program, specifically referring to compliance with statutory and administrative requirements...” The FTA performs this Triennial Review in accordance with its procedures (published in FTA Order 9010.1B, April 5, 1993).

The Triennial Review includes a review of the recipient’s compliance in 23 areas. The basic requirements for each of these areas are summarized in Section IV. The FTA contracts with experienced reviewers to lead and conduct the reviews, in partnership with the staff of the regional office.

This report presents the findings from the Triennial Review of the recipient. The review concentrated on procedures and practices employed since the recipient’s previous Triennial Review in 2021; however, coverage was extended to earlier periods as needed to assess the policies in place and the management of award funds. The specific documents reviewed and referenced in this report are available at the FTA’s Region 5 office or the recipient’s location.

2. Process

The Triennial Review includes a pre-review assessment, a desk review and scoping meeting with the FTA regional office, and a site visit to the recipient’s location. The FTA expanded this review to address the recipient’s compliance with the administrative relief and flexibilities that the FTA granted, and the requirements of the COVID-19 relief funds received through the CARES, CRRSAA, and ARP. The FTA also requested that the recipient share if and/or how it suspended, deviated from, or significantly updated or altered its transit program due to the public health emergency.

The FY 2024 process began with the regional office transmitting a notification of the review and a Recipient Information Request (RIR) to the recipient on January 2, 2024, indicating a review would be conducted. While the recipient prepared its response to the RIR, the regional office and review team conducted a desk review and a scoping meeting on February 6, 2024, and March 19, 2024, respectively. Regional office staff provided electronic files as necessary to the reviewers who also accessed recipient information in the FTA electronic award management systems: Transit Award Management System (TrAMS) and Oversight Tracking System (OTrak). Following the desk review and scoping meeting, the reviewers and the recipient corresponded and exchanged information and documentation in preparation for the site visit. Prior to the site visit, the reviewers sent to the recipient on April 29, 2024, an agenda package indicating the issues that would be discussed, records to be reviewed, and interviews to be conducted. The site visit to City of Sheboygan occurred on May 13, 2024 (entrance conference/exit conference).

The site visit began with an entrance conference, at which the reviewers and regional staff

discussed the purpose of the Triennial Review and the review process. The reviewers conducted additional interviews and reviewed documentation to evidence the recipient's compliance with FTA requirements.

Upon completion of the site visit, the reviewers and the FTA regional office staff provided a summary of preliminary findings to the recipient at the exit conference on May 13, 2024. Section VI of this report lists the individuals participating in the site visit.

3. Metrics

The metrics used to evaluate whether a recipient is meeting the requirements for each of the areas reviewed are:

- Not Deficient (ND): An area is considered not deficient if, during the review, nothing came to light that would indicate the requirements within the area reviewed were not met.
- Deficient (D): An area is considered deficient if any of the requirements within the area reviewed were not met.
- Not Applicable (NA): An area can be deemed not applicable if, after an initial assessment, the recipient does not conduct activities for which the requirements of the respective area would be applicable.

III. Recipient Description

1. Organization

Shoreline Metro, a department of the City of Sheboygan, is governed under the authority of the Sheboygan Transit Commission and managed by the Director of Transit & Parking. Shoreline Metro has been in service since 1972 and provides service in the communities of Sheboygan, Sheboygan Falls, and Kohler. Shoreline Metro operates in a small urbanized area, serving a population of 70,000.

Using a fleet of 16 fixed-route vehicles and 10 paratransit vehicles, Shoreline Metro operates a network of 10 fixed routes, complementary paratransit, and school bus tripper service during the school year. Service is offered Monday through Friday from 5:45 a.m. to 8:45 p.m. and Saturdays from 7:45 a.m. to 5:45 p.m. There is no service on Sundays. The basic adult fare for the fixed-route service is \$1.75. Seniors, persons with disabilities, and Medicare cardholders ride for \$0.85. Riders may also purchase daily, 6-pack, and monthly passes. Students within the Sheboygan Area School District ride free with proper identification.

Shoreline Metro's paratransit service, Metro Connection, provides two specialized, demand-response transportation services. The Americans with Disabilities Act (ADA) paratransit service is for persons with disabilities who cannot use the accessible fixed-route bus service. The County Elderly and Disabled Program is for customers living in the Sheboygan urban area and parts of rural Sheboygan County who are over the age of 60 or under the age of 60 with a qualifying disability. Service is offered the same days of the week and times as the fixed-route bus service. The fare is \$3.00 per one-way trip, and personal care attendants can ride free of charge.

Shoreline Metro operates from a single administration and maintenance facility located at 608 South Commerce Street. Shoreline Metro also has a transfer station and customer service office at 828 Pennsylvania Avenue. Both facilities are in the City of Sheboygan.

2. Award and Project Activity

Below is a list of the City of Sheboygan's open awards at the time of the review.

Award Number	Award Amount	Year Executed	Description
WI-2022-022	\$2,268,425	2022	Section 5339 and CMAQ Bus and Paratransit Vehicle Purchases
WI-2021-001	\$3,497,562	2020	Section 5307 CARES Act Operating and Capital
WI-2023-008	\$1,426,648	2023	Section 5307 ARPA Operating Assistance
WI-2024-002	\$1,629,378	2023	Section 5307 Operating Assistance for 2023

The City of Sheboygan received Supplemental Funds for operating assistance in award numbers WI-2023-008 and WI-2021-001. This is not the first Triennial Review the City of Sheboygan's received operating assistance from the FTA.

Projects Completed

In the past few years, the City of Sheboygan completed the following noteworthy projects:

- Purchased ten fixed-route, heavy-duty revenue service buses and six cutaway, medium-duty buses for paratransit and demand response service.

Ongoing Projects

The City of Sheboygan has no ongoing projects at this time.

Future Projects

The City of Sheboygan plans to pursue the following noteworthy projects in the next three to five years:

- Purchase five fixed-route, heavy-duty revenue service buses, two support vehicles, four paratransit vehicles, and a cutaway medium-duty bus.
- New fixed-route and complementary paratransit service.

IV. Results of the Review

1. Legal

Basic Requirement: The recipient must promptly notify the FTA of legal matters and additionally notify the USDOT Office of Inspector General (OIG) of any instances relating to false claims under the False Claims Act or fraud. Recipients must comply with restrictions on lobbying requirements.

Finding: During this Triennial Review of the City of Sheboygan, no deficiencies were found with the FTA requirements for Legal.

2. Financial Management and Capacity

Basic Requirement: The recipient must have financial policies and procedures; an organizational structure that defines, assigns, and delegates fiduciary authority; and financial management systems in place to manage, match, and charge only allowable costs to the award. The recipient must conduct the required Single Audits, as required by 2 CFR part 200, and provide financial oversight of subrecipients.

Finding: During this Triennial Review of the City of Sheboygan, no deficiencies were found with the FTA requirements for Financial Management and Capacity.

3. Technical Capacity – Award Management

Basic Requirement: The recipient must report progress of projects in awards to the FTA and close awards timely.

Finding: During this Triennial Review of the City of Sheboygan, no deficiencies were found with the FTA requirements for Technical Capacity – Award Management.

4. Technical Capacity – Program Management & Subrecipient Oversight

Basic Requirement: States must document and follow a public involvement process for the development of the long-range statewide transportation plan and State Transportation Improvement Program (STIP). Designated recipients of Sections 5310, 5311, and 5339 funds must develop and submit a State Management/Program Management Plan to the FTA for approval. Recipients must enter into an agreement with each subrecipient, obtain required certifications from subrecipients, report in the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) on subawards, and ensure subrecipients comply with the terms of the award.

Finding: During this Triennial Review of the City of Sheboygan, no deficiencies were found with the FTA requirements for Technical Capacity – Program Management & Subrecipient Oversight.

5. Technical Capacity – Project Management

Basic Requirement: The recipient must implement the FTA-funded projects in accordance with the award application, the FTA Master Agreement, and applicable laws and regulations using sound management practices.

Finding: During this Triennial Review of the City of Sheboygan, no deficiencies were found with the FTA requirements for Technical Capacity – Project Management.

6. Transit Asset Management

Basic Requirement: Recipients must comply with 49 CFR part 625 to ensure public transportation providers develop and implement transit asset management (TAM) plans.

Finding: During this Triennial Review of the City of Sheboygan, no deficiencies were found with the FTA requirements for TAM.

7. Satisfactory Continuing Control

Basic Requirement: The recipient must ensure that FTA-funded property will remain available and used for its originally authorized purpose throughout its useful life until disposition.

Finding: During this Triennial Review of the City of Sheboygan, no deficiencies were found with the FTA requirements for Satisfactory and Continuing Control.

8. Maintenance

Basic Requirement: Recipients must keep federally-funded vehicles, equipment, and facilities in good operating condition. Recipients must keep Americans with Disabilities Act (ADA) accessibility features on all vehicles, equipment, and facilities in good operating order.

Finding: During this Triennial Review of the City of Sheboygan, no deficiencies were found with the FTA requirements for Maintenance.

9. Procurement

Basic Requirement: The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws, and regulations, and conform to applicable Federal law and the standards identified in 2 CFR Part 200. With regard to the

procurement standards in 2 CFR Part 200, state recipients can use the state's overall policies and procedures, except that the state must comply with 2 CFR 200.321 (contracting with small and minority businesses (superseded by DOT's DBE regulation)), 200.322 (domestic preferences), 200.323 (procurement of recovered materials), and 200.327 (contract provisions). States also must comply with any requirement applicable to FTA recipients by reason other than a 2 CFR Part 200 procurement standard; for example, 49 U.S.C. 5325(a) requires recipients to conduct all procurement transactions in a manner that provides full and open competition, regardless of Part 200's allowance for states to use state procedures.

Finding: During this Triennial Review of the City of Sheboygan, no deficiencies were found with the FTA requirements for Procurement.

10. Disadvantaged Business Enterprise (DBE)

Basic Requirement: Recipients must comply with 49 CFR Part 26 to ensure nondiscrimination in the award and administration of USDOT-assisted contracts. Recipients also must create a level playing field on which DBEs can compete fairly for USDOT-assisted contracts.

Finding: During this Triennial Review of the City of Sheboygan, no deficiencies were found with the USDOT requirements for DBE.

11. Title VI

Basic Requirement: The recipient must ensure that no person shall, on the grounds of race, color, or national origin, be excluded from participating in, or be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance without regard to whether specific projects or services are federally funded. The recipient must ensure that all transit services and related benefits are distributed in an equitable manner.

Finding: During this Triennial Review of the City of Sheboygan, no deficiencies were found with the FTA requirements for Title VI.

12. Americans with Disabilities Act (ADA) – General

Basic Requirement: Titles II and III of the Americans with Disabilities Act of 1990 provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service, including complementary paratransit service.

Finding: During this Triennial Review of the City of Sheboygan, no deficiencies were found with the USDOT requirements for ADA – General.

13. ADA – Complementary Paratransit

Basic Requirement: Under 49 CFR 37.121(a), each public entity operating a fixed-route system shall provide paratransit or other special service to individuals with disabilities that is comparable to the level of service provided to individuals without disabilities who use the fixed-route system. “Comparability” is determined by 49 CFR 37.123-37.133. Requirements for complementary paratransit do not apply to commuter bus, commuter rail, or intercity rail systems.

Finding: During this Triennial Review of the City of Sheboygan, no deficiencies were found with USDOT requirements for ADA – Complementary Paratransit.

14. Equal Employment Opportunity (EEO)

Basic Requirement: The recipient must ensure that no person in the United States shall on the grounds of race, color, religion, national origin, sex, age or disability be excluded from participating in, or denied the benefits of, or be subject to discrimination in employment under any project, program or activity receiving Federal financial assistance under the Federal transit laws.

Finding: During this Triennial Review of the City of Sheboygan, no deficiencies were found with the FTA requirements for EEO.

15. School Bus

Basic Requirement: Recipients are prohibited from providing school bus service in competition with private school bus operators unless the service qualifies and is approved by the FTA Administrator under an allowable exemption. Federally-funded equipment or facilities cannot be used to provide an exclusive school bus service.

Finding: During this Triennial Review of the City of Sheboygan, no deficiencies were found with the FTA requirements for School Bus.

16. Charter Bus

Basic Requirement: Recipients are prohibited from using the FTA-funded equipment and facilities to provide charter service that unfairly competes with private charter operators. Recipients may operate charter only when the service meets a specified exception defined in rule.

Finding: During this Triennial Review of the City of Sheboygan, no deficiencies were found with the FTA requirements for Charter Bus.

17. Drug Free Workplace Act

Basic Requirement: Recipients are required to maintain a drug free workplace for all award-related employees; report any convictions occurring in the workplace timely; and have an ongoing drug free awareness program.

Finding: During this Triennial Review of the City of Sheboygan, no deficiencies were found with the FTA requirements for the Drug-Free Workplace Act.

18. Drug and Alcohol Program

Basic Requirement: Recipients receiving Section 5307, 5309, 5311, or 5339 funds that have safety-sensitive employees must have a drug and alcohol testing program in place for such employees.

Finding: During this Triennial Review of the City of Sheboygan, no deficiencies were found with the FTA requirements for the Drug and Alcohol Program.

19. Section 5307 Program Requirements

Basic Requirement: The recipient must participate in the transportation planning process in accordance with Federal Transit Administration (FTA) requirements and the metropolitan and statewide planning regulations.

Recipients shall develop, publish, afford an opportunity for a public hearing on, and submit for approval, a program of projects (POP).

Recipients are expected to have a written, locally developed process for soliciting and considering public comment before raising a fare or carrying out a major transportation service reduction.

For fixed-route service supported with Section 5307 assistance, fares charged seniors, persons with disabilities or an individual presenting a Medicare card during off peak hours will not be more than one half the peak hour fares.

Finding: During this Triennial Review of the City of Sheboygan, no deficiencies were found with the FTA requirements for Section 5307 Program Requirements.

20. Section 5310 Program Requirements

Basic Requirement: Recipients must expend Section 5310 funds on eligible projects that meet the specific needs of seniors and individuals with disabilities. Projects selected for funding must be included in a locally developed, coordinated public transit-human services transportation plan. Recipients must approve all subrecipient leases of Section 5310-funded vehicles. Leases of

Section 5310-funded vehicles must include required terms and conditions. Either the recipient or subrecipient must hold the title to the leased vehicles.

Finding: This section only applies to recipients that receive Section 5310 funds directly from the FTA; therefore, the related requirements are not applicable to the Triennial Review of the City of Sheboygan.

21. Section 5311 Program Requirements

Basic Requirement: States must expend Section 5311 funds on eligible projects to support rural public transportation services and intercity bus transportation.

Finding: This section only applies to recipients that receive Section 5311 funds directly from the FTA; therefore, the related requirements are not applicable to the Triennial Review of the City of Sheboygan.

22. Public Transportation Agency Safety Plan (PTASP)

Basic Requirement: Recipients must comply with the Public Transportation Agency Safety Plan (PTASP) regulation (49 CFR Part 673) to ensure public transportation providers develop and implement an Agency Safety Plan (ASP).

Finding: During this Triennial Review of the City of Sheboygan, no deficiencies were found with the FTA requirements for PTASP Requirements.

23. Cybersecurity

Basic Requirement: Recipients that operate rail fixed guideway public transportation systems must certify compliance with the requirements for establishing a cybersecurity process under 49 U.S.C. § 5323(v), a new subsection added by the National Defense Authorization Act for Fiscal Year 2020, Pub. L. 116-92, § 7613 (Dec. 20, 2019).

Finding: This section only applies to recipients that operate rail fixed guideway public transportation systems; therefore, the related requirements are not applicable to the Triennial Review of the City of Sheboygan.

V. Summary of Findings

Review Area	Finding	Deficiency Code		Corrective Action	Response Due Date	Date Closed
		Code	Description			
1. Legal	ND					
2. Financial Management and Capacity	ND					
3. Technical Capacity – Award Management	ND					
4. Technical Capacity – Program Management and Subrecipient Oversight	ND					
5. Technical Capacity – Project Management	ND					
6. Transit Asset Management	ND					
7. Satisfactory Continuing Control	ND					
8. Maintenance	ND					
9. Procurement	ND					
10. Disadvantaged Business Enterprise	ND					
11. Title VI	ND					
12. Americans with Disabilities Act (ADA) – General	ND					

Review Area	Finding	Deficiency Code		Corrective Action	Response Due Date	Date Closed
		Code	Description			
13. ADA – Complementary Paratransit	ND					
14. Equal Employment Opportunity	ND					
15. School Bus	ND					
16. Charter Bus	ND					
17. Drug-Free Workplace	ND					
18. Drug and Alcohol Program	ND					
19. Section 5307 Program Requirements	ND					
20. Section 5310 Program Requirements	This section only applies to recipients that receive Section 5310 funds directly from the FTA; therefore, the related requirements are not applicable to the Triennial Review of the City of Sheboygan.					
21. Section 5311 Program Requirements	This section only applies to recipients that receive Section 5311 funds directly from the FTA; therefore, the related requirements are not applicable to the Triennial Review of the City of Sheboygan.					
22. Public Transportation Agency Safety Plan	ND					
23. Cybersecurity	This section only applies to recipients that operate rail fixed guideway public transportation systems; therefore, the related requirements are not applicable to the Triennial Review of the City of Sheboygan.					

The metrics used to evaluate whether a recipient is meeting the requirements for each of the areas reviewed are: Deficient (D)/Not Deficient (ND)/Not Applicable (NA)

VI. Attendees

Name	Title	Phone Number	E-mail Address
City of Sheboygan			
Derek Muench	Director of Transit	(920) 459-3140	Derek.muench@shorelinemetro.com
Casey Bradley	City Administrator	(920) 459-3315	Casey.bradley@sheboyganwi.gov
Kaitlyn Krueger	Finance Director	(920) 459-3304	Kaitlyn.krueger@sheboyganwi.gov
Bernie Rammer	Purchasing Agent	(920) 459-3304	Bernie.rammer@sheboyganwi.gov
Bruce Felten	Operations Supervisor / D&A Officer	(920) 459-3281	Bruce.felten@shorelinemetro.com
Carlie Jones	ADA Coordinator	(920) 459-3420	Carletta.jones@shorelinemetro.com
Bud Schultz	Safety/Training Coordinator	(920) 459-3281	Bud.schultz@shorelinemetro.com
Scott Navis	Maintenance Foreman	(920) 459-3283	Scott.navis@shorelinemetro.com
Heena Bhatt	Transportation Planner	(920) 448-2820	hbhatt@baylakerpc.org
FTA			
Stewart McKenzie	Director, Office of Financial Management and Program Oversight	(312) 353-2866	Stewart.Mckenzie@dot.gov
Evan Gross	Transportation Program Specialist	(312) 886-1619	Evan.Gross@dot.gov
Milligan Consulting, LLC			
Ketnah Parchment	Reviewer, Milligan Consulting, LLC	(267) 817-9113	Kparchment@miconsult.net
Ayomide Komolafe	Reviewer, Milligan Consulting, LLC	(267) 817-9127	Akomolafe@miconsult.net

VII. Appendices

650 PARKING UTILITY FUND									FINAL 2025 BUDGET Fourth Edition - 8/21/24	
650345 - PARKING UTILITY ADMIN			2023	2024	2024	2024	2025	2025	DIFFERENCE	
DESCRIPTION	ACCOUNT DETAILS		ACTUAL EXPENSES	APPROVED BUDGET	YTD - 8/28/24 EXPENSES	PROJECTED EXPENSES	EXECUTIVE REQUESTED	EXECUTIVE APPROVED	2024 VS 2025	2025 BUDGET NOTES
463405	PARKING METERS	Meters Lots: 6, 7, 8, and 9	\$124,907.16	\$120,000.00	\$91,236.24	\$125,000.00	\$125,000.00	\$125,000.00	\$5,000.00	HotSpot Parking App
463410	PARKING PERMITS	Permits Lots: 6, 7, 8, 9 and 10	\$21,786.86	\$46,500.00	\$39,019.20	\$55,000.00	\$55,000.00	\$55,000.00	\$8,500.00	
463420	METER BAG RENTALS	Meter Bag Reservations	\$2,033.17	\$2,500.00	\$1,390.99	\$2,000.00	\$2,500.00	\$2,500.00	\$0.00	
474960	EQUIPMENT RENTAL	Vehicle Usage Fees (to Park Admin)	\$22,716.00	\$24,000.00	\$15,021.00	\$24,000.00	\$24,000.00	\$24,000.00	\$0.00	
481100	INTEREST INCOME	Interest on Parking Fund	\$129.22	\$2,300.00	\$5.01	\$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	\$545.51	\$600.00	\$250.00	\$250.00	\$250.00	
489000	MISCELLANEOUS REVENUE		\$156.82	\$0.00	\$299.10	\$300.00	\$250.00	\$250.00	\$250.00	
493000	FUND EQUITY APPLIED		\$0.00	\$0.00	\$0.00	\$0.00	\$1,039.09	\$1,039.09	\$1,039.09	
510110	FULL TIME SALARIES - REGULAR	All FULL-TIME Team Members	\$86,800.57	\$52,365.40	\$59,137.26	\$75,000.00	\$56,773.81	\$56,773.81	\$4,408.41	2% plus step increase for FT employees
510111	FULL TIME SALARIES - OVERTIME	All OVERTIME Team Members	\$217.87	\$175.50	\$62.50	\$100.00	\$180.00	\$180.00	\$4.50	
510130	TEMPORARY SALARIES - REGULAR	All PART-TIME Team Members	\$0.00	\$5,850.00	\$3,097.50	\$3,100.00	\$6,000.00	\$6,000.00	\$150.00	\$15.00/hr. for seasonal staff
520310	FICA	Social Security All Team Members	\$5,123.50	\$3,609.36	\$3,658.82	\$5,000.00	\$3,891.98	\$3,891.98	\$282.62	
520311	MEDICARE	Medicare All Team Members	\$1,198.29	\$844.12	\$855.65	\$1,000.00	\$910.22	\$910.22	\$66.10	
520320	WI RETIREMENT FUND	Pension All Team Members	\$5,907.77	\$3,613.21	\$4,069.29	\$5,000.00	\$3,945.78	\$3,945.78	\$332.57	
520340	HEALTH INSURANCE	Health Insurance All Team Members	\$31,581.41	\$18,876.42	\$24,433.89	\$27,000.00	\$23,607.66	\$23,607.66	\$4,731.24	
520350	DENTAL INSURANCE	Dental Insurance All Team Members	\$1,887.57	\$1,064.34	\$1,464.38	\$2,000.00	\$1,419.64	\$1,419.64	\$355.31	
520360	LIFE INSURANCE	Life Insurance All Team Members	\$552.50	\$89.70	\$68.02	\$100.00	\$92.00	\$92.00	\$2.30	
520400	WORKERS COMPENSATION		\$7,414.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$0.00	
520490	CLOTHING ALLOWANCE	Boot Allowance for Workers	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$0.00	
531100	CONTRACTED SERVICES		\$200.00	\$6,000.00	\$853.61	\$1,500.00	\$6,000.00	\$6,000.00	\$0.00	Line Striping
531110	FINANCIAL SERVICES FEES	Audit Fees/HotSpot Fees	\$0.00	\$6,500.00	\$1,514.22	\$2,000.00	\$6,500.00	\$6,500.00	\$0.00	HotSpot Fees (\$2,000), Permit fee (\$4,000)
531206	INSURANCE PREMIUMS		\$445.97	\$1,588.00	\$1,538.29	\$1,538.00	\$1,588.00	\$1,588.00	\$0.00	
534220	SNOW REMOVAL SERVICES	Snow Removal by Contractor	\$1,511.83	\$25,000.00	\$15,904.30	\$17,000.00	\$25,000.00	\$25,000.00	\$0.00	
536125	EMPLOYEE DEVELOPMENT	Travel, Conferences, Training	\$20,119.05	\$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)	\$10,629.00	\$9,360.00	\$7,411.50	\$9,000.00	\$9,600.00	\$9,600.00	\$240.00	
540100	OFFICE SUPPLIES		\$86.10	\$250.00	\$1.28	\$5.00	\$250.00	\$250.00	\$0.00	
540210	OPERATING SUPPLIES	Supplies for Operations	\$11,880.41	\$9,000.00	\$5,598.14	\$9,000.00	\$9,000.00	\$9,000.00	\$0.00	
540230	GASOLINE	Fuels for Vehicles	\$1,042.51	\$1,800.00	\$519.02	\$1,000.00	\$1,800.00	\$1,800.00	\$0.00	
540250	SAND & SALT	Salt	\$3,692.50	\$5,500.00	\$0.00	\$5,500.00	\$5,500.00	\$5,500.00	\$0.00	
540295	LANDSCAPING SUPPLIES	Landscaping	\$9,400.67	\$4,500.00	\$1,644.02	\$2,000.00	\$4,500.00	\$4,500.00	\$0.00	
540300	GARDEN SUPPLIES	Corner Flower Pots, Alley Pots	\$5,075.71	\$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	\$28,080.00	\$28,080.00	\$702.00	
555101	ELECTRIC	Utility	\$388.70	\$300.00	\$205.44	\$300.00	\$300.00	\$300.00	\$0.00	
555120	PHONES	Utility	\$197.78	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00	
560255	TOOLS & SMALL EQUIPMENT	Parts/Tires	\$1,549.18	\$5,000.00	\$255.21	\$300.00	\$5,000.00	\$5,000.00	\$0.00	
562110	VEHICLE MAINT & REPAIRS	Repairs and Maintenance of Vehicles	\$4,109.90	\$5,000.00	\$3,662.59	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	

651400	HEAVY EQUIPMENT	Capital Purchases	\$0.00	\$0.00	\$0.00	\$50,000.00	\$35,000.00	\$35,000.00	\$35,000.00	Replace John Deer Gator (905)	
650345 - PARKING UTILITY ADMIN EXPENSE - TOTAL			\$66,861.56	\$4,514.06	\$21,215.88	\$46,021.00	\$35,000.00	\$35,000.00	\$30,485.95		
			To Fund Balance								
6503451 - ASSESSMENT DISTRICT 1			2023	2024	2024	2024	2025	2025	DIFFERENCE	2025 BUDGET NOTES	
	DESCRIPTION	ACCOUNT DETAILS	ACTUAL EXPENSES	APPROVED BUDGET	YTD - 8/28/24 EXPENSES	PROJECTED EXPENSES	EXECUTIVE REQUESTED	EXECUTIVE APPROVED	2024 VS 2025		
463405	PARKING METERS	Meters Lots: 2, 3, 4, 13, 14 and 17	\$20,965.08	\$18,000.00	\$16,582.60	\$23,000.00	\$23,000.00	\$23,000.00	\$5,000.00	HotSpot Parking App	
463410	PARKING PERMITS	Permits Lots: 2, 3, 5, 13, 14, 14b, and 17	\$74,057.22	\$91,000.00	\$51,767.38	\$75,000.00	\$80,000.00	\$80,000.00	\$11,000.00		
463415	PARKING ASSESSMENT DISTRICT	Assessment	\$53,267.70	\$76,976.06	\$0.00	\$14,048.00	\$94,251.09	\$94,251.09	\$17,275.03		
489000	MISCELLANEOUS REVENUE		\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00		
510110	FULL TIME SALARIES - REGULAR	All FULL-TIME Team Members	\$27,596.51	\$52,365.40	\$14,398.99	\$18,000.00	\$56,773.81	\$56,773.81	\$4,408.41	2% plus step increase for FT employees	
510111	FULL TIME SALARIES - OVERTIME	All OVERTIME Team Members	\$146.64	\$175.50	\$69.82	\$100.00	\$180.00	\$180.00	\$4.50		
510130	TEMPORARY SALARIES - REGULAR	All PART-TIME Team Members	\$0.00	\$5,850.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00	\$150.00	\$15.00/hr. for seasonal staff	
520310	FICA	Social Security All Team Members	\$1,601.10	\$3,609.36	\$826.22	\$1,000.00	\$3,891.98	\$3,891.98	\$282.62		
520311	MEDICARE	Medicare All Team Members	\$374.44	\$844.12	\$193.20	\$250.00	\$910.22	\$910.22	\$66.10		
520320	WI RETIREMENT FUND	Pension All Team Members	\$1,888.49	\$3,613.21	\$998.34	\$1,500.00	\$3,945.78	\$3,945.78	\$332.57		
520340	HEALTH INSURANCE	Health Insurance All Team Members	\$15,559.88	\$18,876.42	\$8,919.53	\$12,000.00	\$23,607.66	\$23,607.66	\$4,731.24		
520350	DENTAL INSURANCE	Dental Insurance All Team Members	\$948.59	\$1,064.34	\$543.79	\$1,000.00	\$1,419.64	\$1,419.64	\$355.31		
520360	LIFE INSURANCE	Life Insurance All Team Members	\$15.94	\$89.70	\$16.85	\$20.00	\$92.00	\$92.00	\$2.30		
520400	WORKERS COMPENSATION		\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$0.00		
531110	FINANCIAL SERVICES FEES	Audit Fees/HotSpot Fees	\$163.92	\$6,400.00	\$663.15	\$1,000.00	\$6,400.00	\$6,400.00	\$0.00	HotSpot Fees (\$1,000); Permit fee (\$4,000)	
534220	SNOW REMOVAL SERVICES	Snow Removal by Contractor	\$26,881.14	\$30,000.00	\$19,706.80	\$21,000.00	\$30,000.00	\$30,000.00	\$0.00		
536150	LEGAL NOTICES	Ads	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	\$50.00	\$0.00		
537100	VEHICLE & PARKING EXPENSES	Vehicle Usage Fees (to Park Admin)	\$7,326.00	\$9,360.00	\$5,148.00	\$7,000.00	\$9,600.00	\$9,600.00	\$240.00		
540100	OFFICE SUPPLIES		\$33.60	\$50.00	\$0.00	\$0.00	\$50.00	\$50.00	\$0.00		
540210	OPERATING SUPPLIES	Supplies for Operations	\$7,376.82	\$2,500.00	\$2,825.00	\$3,000.00	\$2,500.00	\$2,500.00	\$0.00		
540295	LANDSCAPING SUPPLIES	Landscaping	\$11,031.00	\$7,500.00	\$3,043.00	\$3,200.00	\$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	\$28,080.00	\$28,080.00	\$702.00		
555101	ELECTRIC	Utility	\$395.00	\$3,000.00	\$1,288.08	\$1,500.00	\$3,000.00	\$3,000.00	\$0.00		
555120	PHONES	Utility	\$2,525.88	\$150.00	\$0.00	\$0.00	\$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		\$3,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
6503451 - ASSESSMENT DISTRICT 1 - TOTAL			\$252.95	\$0.00	\$31,768.79	\$0.00	\$0.00	\$198,251.09	\$0.01		
6503452 - RIVERFRONT ASSESSMENT			2023	2024	2024	2024	2025	2025	DIFFERENCE		
	DESCRIPTION	ACCOUNT DETAILS	ACTUAL EXPENSES	APPROVED BUDGET	YTD - 8/28/24 EXPENSES	PROJECTED EXPENSES	EXECUTIVE REQUESTED	EXECUTIVE APPROVED	2024 VS 2025		

DESCRIPTION		ACCOUNT DETAILS	EXPENSES	BUDGET	EXPENSES	EXPENSES	REQUESTED	APPROVED	2024 VS 2025	2025 BUDGET NOTES
463415	PARKING ASSESSMENT DISTRICT	Assessment	\$56,841.65	\$52,306.07	\$0.00	\$35,720.00	\$57,900.33	\$57,900.33	\$5,594.26	
489000	MISCELLANEOUS REVENUE	Dock Fees	\$882.88	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	\$0.00	
510110	FULL TIME SALARIES - REGULAR	All FULL-TIME Team Members	\$8,707.03	\$14,769.73	\$4,676.28	\$6,000.00	\$17,032.14	\$17,032.14	\$2,262.41	2% plus step increase for FT employees
510111	FULL TIME SALARIES - OVERTIME	All OVERTIME Team Members	\$277.27	\$49.50	\$72.90	\$100.00	\$54.00	\$54.00	\$4.50	
510130	TEMPORARY SALARIES - REGULAR	All PART-TIME Team Members	\$0.00	\$1,650.00	\$0.00	\$0.00	\$1,800.00	\$1,800.00	\$150.00	\$15.00/hr. for seasonal staff
520310	FICA	Social Security All Team Members	\$521.13	\$1,018.02	\$271.23	\$400.00	\$1,167.59	\$1,167.59	\$149.57	
520311	MEDICARE	Medicare All Team Members	\$121.86	\$238.09	\$63.44	\$100.00	\$273.07	\$273.07	\$34.98	
520320	WI RETIREMENT FUND	Pension All Team Members	\$611.14	\$1,019.11	\$327.68	\$500.00	\$1,183.73	\$1,183.73	\$164.62	
520340	HEALTH INSURANCE	Health Insurance All Team Members	\$4,979.33	\$5,324.12	\$2,582.01	\$3,000.00	\$7,082.30	\$7,082.30	\$1,758.18	
520350	DENTAL INSURANCE	Dental Insurance All Team Members	\$303.58	\$300.20	\$157.42	\$250.00	\$425.89	\$425.89	\$125.70	
520360	LIFE INSURANCE	Life Insurance All Team Members	\$5.14	\$25.30	\$4.99	\$10.00	\$27.60	\$27.60	\$400.59	
520400	WORKERS COMPENSATION		\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$22.40	
534220	SNOW REMOVAL SERVICES	Snow Removal by Contractor	\$15,539.66	\$16,000.00	\$11,984.74	\$13,000.00	\$16,000.00	\$16,000.00	\$0.00	
537100	VEHICLE & PARKING EXPENSES	Vehicle Usage Fees (to Park Admin)	\$2,574.00	\$2,640.00	\$1,422.00	\$1,700.00	\$2,880.00	\$2,880.00	\$240.00	
540210	OPERATING SUPPLIES	Supplies for Operations	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00	
540295	LANDSCAPING SUPPLIES	Landscaping	\$12,400.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00	\$0.00	
540300	GARDEN SUPPLIES	Corner Flower Pots, Alley Pots	\$500.00	\$500.00	\$2,210.00	\$2,210.00	\$500.00	\$500.00	\$0.00	
550110	BUILDING MAINT & REPAIR	Rent Paid to Transit	\$7,722.00	\$7,722.00	\$7,722.00	\$8,000.00	\$8,424.00	\$8,424.00	\$702.00	
554250	LOTS & RAMPS MAINTENANCE		\$2,715.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
555101	ELECTRIC	Lighting in Riverfront Lots	\$756.16	\$500.00	\$390.75	\$400.00	\$500.00	\$500.00	\$0.00	
6503452 - RIVERFRONT EXPENSE - TOTAL			\$58.77	\$0.00	\$31,935.44	\$0.00	\$0.00	\$59,900.33	\$375.89	
6503453 - S 12 STREET ASSESSMENT										
DESCRIPTION		ACCOUNT DETAILS	2023 ACTUAL EXPENSES	2024 APPROVED BUDGET	2024 YTD - 8/28/24 EXPENSES	2024 PROJECTED EXPENSES	2025 EXECUTIVE REQUESTED	2025 EXECUTIVE APPROVED	DIFFERENCE 2024 VS 2025	2025 BUDGET NOTES
463415	PARKING ASSESSMENT DISTRICT	Assessment	\$10,517.50	\$11,438.78	\$0.00	\$11,417.00	\$12,685.19	\$12,685.19	\$1,246.41	
510110	FULL TIME SALARIES - REGULAR	All FULL-TIME Team Members	\$1,472.17	\$2,685.41	\$992.00	\$1,100.00	\$3,193.53	\$3,193.53	\$508.12	2% plus step increase for FT employees
510111	FULL TIME SALARIES - OVERTIME	All OVERTIME Team Members	\$104.23	\$9.00	\$35.65	\$50.00	\$10.13	\$10.13	\$1.13	
510130	TEMPORARY SALARIES - REGULAR	All PART-TIME Team Members	\$0.00	\$300.00	\$0.00	\$0.00	\$337.50	\$337.50	\$37.50	\$15.00/hr. for seasonal staff
520310	FICA	Social Security All Team Members	\$91.11	\$185.10	\$57.92	\$100.00	\$218.92	\$218.92	\$33.83	
520311	MEDICARE	Medicare All Team Members	\$21.35	\$43.29	\$13.58	\$15.00	\$51.20	\$51.20	\$7.91	
520320	WI RETIREMENT FUND	Pension All Team Members	\$107.17	\$185.29	\$70.91	\$100.00	\$221.95	\$221.95	\$36.66	
520340	HEALTH INSURANCE	Health Insurance All Team Members	\$875.14	\$968.02	\$574.07	\$1,000.00	\$1,327.93	\$1,327.93	\$359.91	
520350	DENTAL INSURANCE	Dental Insurance All Team Members	\$53.36	\$54.58	\$35.01	\$50.00	\$79.85	\$79.85	\$25.27	
520360	LIFE INSURANCE	Life Insurance All Team Members	\$0.82	\$4.60	\$1.06	\$2.00	\$5.18	\$5.18	\$0.57	
534220	SNOW REMOVAL SERVICES	Snow Removal by Contractor	\$3,469.66	\$3,000.00	\$2,786.28	\$3,500.00	\$3,000.00	\$3,000.00	\$0.00	
537100	VEHICLE & PARKING EXPENSES	Vehicle Usage Fees (to Park Admin)	\$774.00	\$1,020.00	\$490.50	\$500.00	\$1,080.00	\$1,080.00	\$60.00	
550110	BUILDING MAINT & REPAIR	Rent Paid to Transit	\$2,983.50	\$2,983.50	\$4,483.50	\$5,000.00	\$3,159.00	\$3,159.00	\$175.50	

554250	LOTS & RAMPS MAINTENANCE		\$565.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
6503453 - S 12 STREET EXPENSE - TOTAL			\$0.01	\$0.00	\$9,540.48	\$0.00	\$0.00	\$12,685.19	\$0.01	
6503454 - SOUTH PIER ASSESSMENT										
	DESCRIPTION	ACCOUNT DETAILS	2023 ACTUAL EXPENSES	2024 APPROVED BUDGET	2024 YTD - 8/28/24 EXPENSES	2024 PROJECTED EXPENSES	2025 EXECUTIVE REQUESTED	2025 EXECUTIVE APPROVED	DIFFERENCE 2024 VS 2025	2025 BUDGET NOTES
463415	PARKING ASSESSMENT DISTRICT	Assessment	\$22,668.70	\$19,578.48	\$0.00	\$12,246.00	\$21,281.37	\$21,281.37	\$1,702.89	
489000	MISCELLANEOUS REVENUE	Dock Fees	\$3,384.20	\$4,500.00	\$0.00	\$0.00	\$4,500.00	\$4,500.00	\$0.00	
510110	FULL TIME SALARIES - REGULAR	All FULL-TIME Team Members	\$2,640.44	\$5,706.49	\$255.08	\$400.00	\$6,387.05	\$6,387.05	\$680.57	2% plus step increase for FT employees
510111	FULL TIME SALARIES - OVERTIME	All OVERTIME Team Members	\$0.00	\$19.13	\$0.00	\$0.00	\$20.25	\$20.25	\$1.13	
510130	TEMPORARY SALARIES - REGULAR	All PART-TIME Team Members	\$0.00	\$637.50	\$0.00	\$0.00	\$675.00	\$675.00	\$617.25	\$15.00/hr. for seasonal staff
520310	FICA	Social Security All Team Members	\$151.19	\$393.33	\$15.00	\$20.00	\$437.85	\$437.85	\$281.67	
520311	MEDICARE	Medicare All Team Members	\$35.33	\$91.99	\$3.51	\$5.00	\$102.40	\$102.40	\$345.86	
520320	WI RETIREMENT FUND	Pension All Team Members	\$179.60	\$393.75	\$17.59	\$20.00	\$443.90	\$443.90	\$291.35	
520340	HEALTH INSURANCE	Health Insurance All Team Members	\$1,599.42	\$2,057.05	\$112.45	\$150.00	\$2,655.86	\$2,655.86	\$1,613.15	
520350	DENTAL INSURANCE	Dental Insurance All Team Members	\$97.49	\$115.99	\$6.84	\$10.00	\$159.71	\$159.71	\$2,539.88	
520360	LIFE INSURANCE	Life Insurance All Team Members	\$1.62	\$9.78	\$0.19	\$1.00	\$10.35	\$10.35	\$149.93	
520400	WORKERS COMPENSATION		\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$0.00	
534220	SNOW REMOVAL SERVICES	Snow Removal by Contractor	\$7,939.58	\$7,500.00	\$6,272.62	\$7,000.00	\$7,500.00	\$7,500.00	\$0.00	
537100	VEHICLE & PARKING EXPENSES	Vehicle Usage Fees (to Park Admin)	\$1,062.00	\$1,020.00	\$468.00	\$500.00	\$1,080.00	\$1,080.00	\$60.00	
540295	LANDSCAPING SUPPLIES	Landscaping	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	\$250.00	\$0.00	
540300	GARDEN SUPPLIES	Corner Flower Pots, Alley Pots	\$5,236.24	\$2,600.00	\$890.00	\$890.00	\$2,600.00	\$2,600.00	\$0.00	
550110	BUILDING MAINT & REPAIR	Rent Paid to Transit	\$4,202.16	\$2,983.50	\$2,983.50	\$3,000.00	\$3,159.00	\$3,159.00	\$175.50	
554250	LOTS & RAMPS MAINTENANCE		\$2,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
555101	ELECTRIC	Lighting in Riverfront Lots	\$290.24	\$250.00	\$152.41	\$200.00	\$250.00	\$250.00	\$0.00	
6503454 - SOUTH PIER EXPENSE - TOTAL			\$32.41	\$0.00	\$11,227.19	\$0.00	\$0.00	\$25,781.37	\$9.90	
6503456 - PARKS										
	DESCRIPTION	ACCOUNT DETAILS	2023 ACTUAL EXPENSES	2024 APPROVED BUDGET	2024 YTD - 8/28/24 EXPENSES	2024 PROJECTED EXPENSES	2025 EXECUTIVE REQUESTED	2025 EXECUTIVE APPROVED	DIFFERENCE 2023 VS 2024	2025 BUDGET NOTES
510110	FULL TIME SALARIES - REGULAR	All FULL-TIME Team Members	\$280.95	\$1,678.38	\$10.95	\$1,200.00	\$1,774.18	\$1,774.18	\$95.80	2% plus step increase for FT employees
510111	FULL TIME SALARIES - OVERTIME	All OVERTIME Team Members	\$0.00	\$5.63	\$0.00	\$0.00	\$5.63	\$5.63	\$0.00	
510130	TEMPORARY SALARIES - REGULAR	All PART-TIME Team Members	\$0.00	\$187.50	\$0.00	\$0.00	\$187.50	\$187.50	\$0.00	\$15.00/hr. for seasonal staff
520310	FICA	Social Security All Team Members	\$16.27	\$115.68	\$0.67	\$1.00	\$121.62	\$121.62	\$5.94	
520311	MEDICARE	Medicare All Team Members	\$3.81	\$27.06	\$0.16	\$1.00	\$28.44	\$28.44	\$1.39	
520320	WI RETIREMENT FUND	Pension All Team Members	\$19.11	\$115.81	\$0.76	\$1.00	\$123.31	\$123.31	\$7.50	
520340	HEALTH INSURANCE	Health Insurance All Team Members	\$150.89	\$605.01	\$0.00	\$0.00	\$737.74	\$737.74	\$132.73	

520350	DENTAL INSURANCE	Dental Insurance All Team Members	\$9.20	\$2.88	\$0.00	\$0.00	\$2.88	\$2.88	\$0.00
520360	LIFE INSURANCE	Life Insurance All Team Members	\$0.14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
537100	VEHICLE & PARKING EXPENSES	Vehicle Usage Fees (to Park Admin)	\$261.00	\$300.00	\$81.00	\$100.00	\$300.00	\$300.00	\$0.00
540295	LANDSCAPING SUPPLIES	Island Landscaping, Swing Streets	\$200.00	\$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	\$877.50	\$0.00
6503456 - PARKS EXPENSE - TOTAL			\$1,818.87	\$4,115.44	\$1,171.04	\$2,380.50	\$4,358.80	\$4,358.80	\$243.36

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	
			40.00%	40.00%	12.00%	2.25%	4.50%	0.00%	1.25%	100.00%
510110	FULL TIME SALARIES - REGULAR	\$141,934.53	\$56,773.81	\$56,773.81	\$17,032.14	\$3,193.53	\$6,387.05		\$1,774.18	\$141,934.53
510111	FULL TIME SALARIES - OVERTIME	\$450.00	\$180.00	\$180.00	\$54.00	\$10.13	\$20.25		\$5.63	\$450.00
510130	TEMPORARY SALARIES - REGULAR	\$15,000.00	\$6,000.00	\$6,000.00	\$1,800.00	\$337.50	\$675.00		\$187.50	\$15,000.00
520310	FICA	\$9,729.94	\$3,891.98	\$3,891.98	\$1,167.59	\$218.92	\$437.85		\$121.62	\$9,729.94
520311	MEDICARE	\$2,275.55	\$910.22	\$910.22	\$273.07	\$51.20	\$102.40		\$28.44	\$2,275.55
520320	WI RETIREMENT FUND	\$9,864.45	\$3,945.78	\$3,945.78	\$1,183.73	\$221.95	\$443.90		\$123.31	\$9,864.45
520340	HEALTH INSURANCE	\$59,019.15	\$23,607.66	\$23,607.66	\$7,082.30	\$1,327.93	\$2,655.86		\$737.74	\$59,019.15
520350	DENTAL INSURANCE	\$3,549.11	\$1,419.64	\$1,419.64	\$425.89	\$79.85	\$159.71		\$44.36	\$3,549.11
520360	LIFE INSURANCE	\$230.00	\$92.00	\$92.00	\$27.60	\$5.18	\$10.35		\$2.88	\$230.00
520490	CLOTHING ALLOWANCE	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$200.00
537100	VEHICLE & PARKING EXPENSES	\$24,000.00	\$9,600.00	\$9,600.00	\$2,880.00	\$540.00	\$1,080.00		\$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	\$22,100.00
550110	BUILDING MAINT & REPAIR	\$70,200.00	\$28,080.00	\$28,080.00	\$8,424.00	\$1,579.50	\$3,159.00		\$877.50	\$70,200.00

651352 TRANSIT SYSTEM FUND				2023	2024	2024	2024	2025	2025		
DOT CODE	OBJECT	DESCRIPTION	ACCOUNT DETAILS	ACTUAL EXPENSES	APPROVED BUDGET	YTD - 8/27/24 EXPENSES	PROJECTED EXPENSES	EXECUTIVE REQUESTED	EXECUTIVE APPROVED	DIFFERENCE 2024 VS 2025	2025 BUDGET NOTES
65193000 - TRANSIT ADMINISTRATION											
501.02	510110	FULL TIME SALARIES - REGULAR	All FULL-TIME Team Members	\$1,860,304.73	\$1,964,503.01	\$1,121,372.84	\$1,964,503.01	\$2,087,719.74	\$2,087,719.74	\$123,216.73	All Full-time employees
501.02	510111	FULL TIME SALARIES - OVERTIME	All OVERTIME	\$77,135.42	\$46,500.00	\$42,740.63	\$55,000.00	\$46,500.00	\$46,500.00	\$0.00	
501.02	510130	TEMPORARY SALARIES - REGULAR	All PART-TIME Team Members	\$365,699.30	\$279,823.50	\$233,727.69	\$279,823.50	\$217,828.52	\$217,828.52	\$61,994.98	All Part-time employees
504.99	510140	INTERDEPARTMENTAL LABOR - REGULAR	Parking maintaining Transit grounds	\$1,007.67	\$1,000.00	\$837.74	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	
502.01	520310	FICA	Social Security All Team Members	\$138,305.84	\$145,638.25	\$84,100.60	\$145,638.25	\$149,582.20	\$149,582.20	\$3,943.96	
502.01	520311	MEDICARE	Medicare All Team Members	\$32,342.72	\$30,534.82	\$19,668.67	\$30,534.82	\$31,341.68	\$31,341.68	\$806.86	
502.02	520320	WI RETIREMENT FUND	Pension All Team Members	\$151,618.51	\$144,991.48	\$94,070.81	\$144,991.48	\$150,223.90	\$150,223.90	\$5,232.42	
502.03	520340	HEALTH INSURANCE	Health Insurance All Team Members	\$450,851.61	\$422,872.29	\$276,077.28	\$422,872.29	\$450,588.70	\$450,588.70	\$27,716.41	
502.03	520345	HSA CONTRIBUTIONS	Health Savings contributions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
502.04	520350	DENTAL INSURANCE	Dental Insurance All Team Members	\$29,037.61	\$28,425.97	\$18,096.13	\$28,425.97	\$28,259.31	\$28,259.31	\$166.66	
502.05	520360	LIFE INSURANCE	Life Insurance All Team Members	\$6,227.83	\$6,800.00	\$4,694.18	\$6,800.00	\$7,100.00	\$7,100.00	\$300.00	
502.06	520365	ST DISABILITY INSURANCE	Union Team Members	\$14,856.38	\$22,924.00	\$12,281.43	\$18,000.00	\$20,000.00	\$20,000.00	\$2,924.00	
502.08	520400	WORKERS COMPENSATION	Workers Comp	\$3,850.00	\$3,850.00	\$3,850.00	\$3,850.00	\$3,850.00	\$3,850.00	\$0.00	
502.07	520410	UNEMPLOYMENT COMPENSATION	Unemployment Benefits	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	\$0.00	
502.13	520490	CLOTHING ALLOWANCE	Union Clothing, Tool and Boot Allowances	\$8,566.67	\$9,480.00	\$9,867.08	\$9,867.08	\$9,670.00	\$9,670.00	\$190.00	
503.03	531100	CONTRACTED SERVICES	Tire Contract, Bay-Lake, Cintas, Pro-Tec, JSM	\$88,160.21	\$48,250.00	\$50,001.27	\$60,000.00	\$60,000.00	\$60,000.00	\$11,750.00	Tire \$ Increase
503.03	531110	FINANCIAL SERVICES FEES	Audit Fees, HotSpot Fees	\$7,441.50	\$10,000.00	\$1,402.46	\$2,000.00	\$10,000.00	\$10,000.00	\$0.00	HotSpot Fees \$5,000; City Audit \$4,875
506.01	531206	INSURANCE PREMIUMS	Facility, TMI Buses	\$119,302.00	\$128,045.00	\$123,795.59	\$123,795.59	\$132,000.00	\$132,000.00	\$3,955.00	5% increase for 2025 (TMI)
509.08	531400	ADVERTISING & MARKETING	Radio, Print, Social Media Ads	\$22,149.55	\$23,000.00	\$12,341.94	\$23,000.00	\$20,000.00	\$20,000.00	\$3,000.00	
503.03	531560	MEDICAL SERVICES	Pre-Employment Physicals/Drug Screens	\$4,305.00	\$4,000.00	\$3,215.00	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00	
504.99	531700	SECURITY SERVICES		\$392.00	\$500.00	\$0.00	\$0.00	\$500.00	\$500.00	\$0.00	
504.99	533105	IT SERVICE FUND	Network and Software Access	\$0.00	\$33,078.00	\$33,078.00	\$33,078.00	\$33,740.00	\$33,740.00	\$662.00	New in 2024; 2% for 2025
509.01	536125	EMPLOYEE DEVELOPMENT	Travel, Training and Conferences	\$11,554.14	\$9,100.00	\$3,572.87	\$7,000.00	\$9,100.00	\$9,100.00	\$0.00	
504.99	537100	VEHICLE & PARKING EXPENSES	Parking Permits Lot 8 (5 Stalls for Customers)	\$0.00	\$1,800.00	\$0.00	\$1,800.00	\$1,800.00	\$1,800.00	\$0.00	5 Stalls of 8 are Transit funded
530	540100	OFFICE SUPPLIES	All Office Supplies	\$5,533.91	\$6,500.00	\$854.33	\$6,500.00	\$6,500.00	\$6,500.00	\$0.00	
504.99	540210	OPERATING SUPPLIES	Operating Supplies	\$11,877.80	\$10,000.00	\$5,157.87	\$8,000.00	\$10,000.00	\$10,000.00	\$0.00	
504.01	540230	GASOLINE	Gasoline	\$19,239.11	\$15,000.00	\$23,628.16	\$35,000.00	\$40,000.00	\$40,000.00	\$25,000.00	New MC buses Gas
504.01	540235	DIESEL FUEL	Diesel Fuel, Propane	\$318,737.23	\$410,000.00	\$172,541.35	\$300,000.00	\$375,000.00	\$375,000.00	\$35,000.00	
504.01	540245	OILS & LUBRICANTS	All Oils, Lubricants and Fluids	\$24,797.84	\$30,000.00	\$30,777.29	\$40,000.00	\$40,000.00	\$40,000.00	\$10,000.00	
504.99	540260	SAFETY SUPPLIES	Safety Supplies, Recognition, Improvements	\$2,841.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00	\$0.00	
504.99	540295	LANDSCAPING SUPPLIES	Landscaping	\$353.35	\$250.00	\$915.00	\$1,000.00	\$250.00	\$250.00	\$0.00	
504.99	540500	FIRE FIGHTING SUPPLIES	Extinguisher Testing, Replacements	\$0.00	\$200.00	\$488.50	\$500.00	\$200.00	\$200.00	\$0.00	
504.99	550110	BUILDING MAINTENANCE & REPAIR	HVAC, Equipment and Facility Maintenance	\$74,992.39	\$10,500.00	\$39,346.70	\$40,000.00	\$10,500.00	\$10,500.00	\$0.00	TP Gutters; Door Replacement; New Fuel Pump
505.02	555101	ELECTRIC	Utility	\$19,907.81	\$18,000.00	\$9,373.29	\$15,000.00	\$18,360.00	\$18,360.00	\$360.00	2% increase for 2025
505.02	555105	WATER	Utility	\$5,233.90	\$4,500.00	\$2,911.90	\$4,500.00	\$4,500.00	\$4,500.00	\$0.00	
505.02	555110	SEWER	Utility	\$130.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	
505.02	555120	PHONES	US Cellular, Mobile Tablets, UniteGPS	\$28,183.52	\$18,500.00	\$6,610.96	\$18,500.00	\$18,500.00	\$18,500.00	\$0.00	
505.02	555135	INTERNET	Utility	\$3,615.58	\$540.00	\$0.00	\$540.00	\$540.00	\$540.00	\$0.00	
505.02	555140	GAS (UTILITY)	Utility	\$35,743.95	\$43,000.00	\$5,577.28	\$40,000.00	\$43,000.00	\$43,000.00	\$0.00	
504.99	560255	TOOLS & SMALL EQUIPMENT	Shop Tools and Equipment Purchases	\$11,567.71	\$4,000.00	\$6,450.16	\$6,450.16	\$4,000.00	\$4,000.00	\$0.00	
504.99	560259	IT SMALL EQUIPMENT	Computer/IT Purchases	\$12,910.22	\$6,000.00	\$653.44	\$1,500.00	\$6,000.00	\$6,000.00	\$0.00	
504.99	562110	VEHICLE MAINTENANCE & REPAIRS	Parts/Work Performed by Third Party	\$197,325.83	\$165,000.00	\$103,047.55	\$165,000.00	\$165,000.00	\$165,000.00	\$0.00	
504.99	563110	OFFICE EQUIPMENT MAINTENANCE	Ecolane, Trillium, PageFreezer, James Imaging	\$51,949.78	\$37,500.00	\$37,696.63	\$40,000.00	\$40,000.00	\$40,000.00	\$2,500.00	Ford OEM (\$750) added to 2025

503.05	563310 COMMUNICATION EQUIPMENT MAINTENANCE		\$463.91	\$300.00	\$0.00	\$0.00	\$300.00	\$300.00	\$0.00
503.06	564130 JANITORIAL SERVICES	All Janitorial Supplies and Services, Garbage	\$30,092.99	\$11,800.00	\$9,289.08	\$11,800.00	\$11,800.00	\$11,800.00	\$0.00
506.01	580210 INSURANCE DEDUCTIBLE & CLAIMS		\$5,993.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CAPITAL	631200 BUILDING IMPROVEMENTS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CAPITAL	651100 VEHICLES		\$571,487.00	\$0.00	\$0.00	\$0.00	\$290,000.00	\$290,000.00	\$290,000.00
CAPITAL	651500 HEAVY TRUCKS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CAPITAL	652200 IT EQUIPMENT		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
651352 - TRANSIT EXPENSE - TOTAL			\$4,254,600.20	\$4,161,206.32	\$2,604,111.70	#####	\$4,273,754.05	\$4,273,754.05	\$112,547.74

DOT CODE	OBJECT	DESCRIPTION	ACCOUNT DETAILS	2023 ACTUAL REVENUE	2024 APPROVED BUDGET	2024 YTD - 8/27/24 REVENUES	2024 PROJECTED REVENUES	2025 EXECUTIVE REQUESTED	2025 EXECUTIVE APPROVED	DIFFERENCE 2024 VS 2025	2025 BUDGET NOTES
651 - TRANSIT REVENUES											
Exhibit I	411100	REAL ESTATE TAXES	Sheboygan Tax Levy	\$0.00	\$454,721.00	\$334,331.19	\$470,000.00	\$530,000.00	\$530,000.00	\$75,279.00	
Exhibit H	433200	FEDERAL TRANSIT SUBSIDY	Federal 5307 Grant	\$1,629,378.00	\$1,274,813.37	\$0.00	\$1,736,559.00	\$1,762,383.53	\$1,762,383.53	\$487,570.16	Estimated Federal 5307 Aids
Exhibit I	433300	HUD SUBSIDY	Grant from City	\$42,493.00	\$42,493.00	\$0.00	\$42,493.00	\$42,493.00	\$42,493.00	\$0.00	HUD Grant Funding Awarded
Exhibit H	433310	FEMA GRANT	CARES Act/ARPA	\$648,339.00	\$140,160.00	\$0.00	\$0.00	\$57,612.00	\$57,612.00	\$82,548.00	Estimated CARES Act/ARPA Share
Exhibit H	435370	STATE GRANTS - TRANSIT	State 85.20 / 85.205 Grants	\$794,415.00	\$1,107,188.26	\$0.00	\$752,645.00	\$672,597.90	\$672,597.90	\$434,590.36	Estimated State 85.20/85.205 Aids
Exhibit I	437000	LOCAL INTERGOVERNMENTAL REVENUE	85.21 County Funds	\$358,368.00	\$358,368.00	\$182,154.00	\$358,368.00	\$364,308.00	\$364,308.00	\$5,940.00	
Exhibit I	437900	SASD TRANSIT SUBSIDY	Sheboygan Area School District Agreement	\$91,350.00	\$91,350.00	\$45,675.00	\$91,350.00	\$91,350.00	\$91,350.00	\$0.00	No increase for 2025
Exhibit I	437910	KOHLER SUBSIDY	Kohler Tax Levy (1.2%)	\$13,767.00	\$13,767.00	\$6,883.50	\$13,767.00	\$13,767.00	\$13,767.00	\$0.00	No increase for 2025
Exhibit I	437920	SHEBOYGAN FALLS SUBSIDY	Sheboygan Falls Tax Levy (3.6%)	\$39,857.00	\$39,857.00	\$19,928.50	\$39,857.00	\$39,857.00	\$39,857.00	\$0.00	No increase for 2025
407.99	452230	OTHER PROPERTY DAMAGE FEES	Claim Revenue	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	\$0.00	
406.03	461200	ADVERTISING	Revenue from Bus Ads	\$38,755.00	\$30,000.00	\$18,036.00	\$30,000.00	\$32,000.00	\$32,000.00	\$2,000.00	
401.05	463500	PARATRANSIT FEES	Paratransit Fares	\$231,896.01	\$240,000.00	\$157,374.10	\$240,000.00	\$270,000.00	\$270,000.00	\$30,000.00	
401.01	463505	FAREBOX FARES	Fixed Route Fares	\$290,558.69	\$275,000.00	\$191,032.51	\$275,000.00	\$280,000.00	\$280,000.00	\$5,000.00	
407.04	481100	INTEREST ON INVESTMENTS	Interest on Transit Fund	\$0.00	\$0.00	\$73,108.94	\$73,108.94	\$30,000.00	\$30,000.00	\$30,000.00	
407.03	482105	OTHER CITY RENTALS	Parking Utility Revenue	\$71,779.50	\$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	\$3,050.00	\$3,050.00	\$0.00	\$0.00	\$0.00	
407.99	483095	RECYCLED MATERIALS	Scapped Metals	\$4,451.00	\$0.00	\$2,414.00	\$2,414.00	\$1,986.00	\$1,986.00	\$1,986.00	
407.99	486000	INSURANCE REBATE	TMI Dividends Received	\$0.00	\$32,000.00	\$9,606.00	\$9,606.00	\$9,700.00	\$9,700.00	\$22,300.00	
407.99	489000	OTHER MISCELLANEOUS REV	Reimbursements	\$3,537.90	\$882.00	\$22.30	\$22.30	\$3,500.00	\$3,500.00	\$2,618.00	
407.99	492000	INTERFUND TRANSFER IN	Transfer from Transit Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
651 - TRANSIT REVENUES - TOTAL				\$4,258,945.10	\$4,172,799.63	\$1,115,350.94	#####	\$4,273,754.43	\$4,273,754.43	\$100,954.80	

BUDGET ALLOCATIONS AS PROJECTED		2025	<u>2025 Notes</u>	
2025 PROJECTED EXPENSES	Expense Sub-Total	\$4,273,754	Increase due to wage increases/health insurance	
	Contra Expenses	-\$59,301	85.205/Insurance dividend	
	TOTAL OPERATING EXPENSES	\$4,214,453		
2025 PROJECTED REVENUES	Fares Sub-Total	-\$550,000	Increased	
	Aux Trans Sub-Total	-\$32,000	Same	
	Non Trans Sub-Total	-\$107,686	Slight Decrease	
	Other Revenue	-\$42,493	HUD	
Maintenance Software (563110)	TOTAL OPERATING REVENUES	-\$732,179		
Ford OEM (\$750)	Total Ineligible Revenues	-\$42,493	HUD	
Cummins Insite (\$770)	WISDOT RECOGNIZED REVENUES	-\$689,686		
TransitFleet (\$1,200)				
Shop Key Pro (\$1,900)				
	PROJECTED OPERATING ASSISTANCE			
	Recognized Expenses	\$4,214,453	-\$49,601	State 85.205
	Recognized Revenues	-\$689,686	\$622,997	State
	Projected Deficit	\$3,524,767	\$1,762,384	Federal
	Estimated Federal/State Share*	\$2,385,380	57.00% combined	
	Projected Local Share	\$1,139,387		
	LOCAL SHARE			
	85.21 Funds	-\$364,308		
	Village of Kohler	-\$13,767 <i>No change</i>		
	City of Sheboygan Falls	-\$39,857 <i>No change</i>		
	City of Sheboygan	-\$530,000		
	HUD	-\$42,493 <i>No change</i>		
	Sheboygan Area School Dist.	-\$91,350 <i>No change</i>		
	CARES Act	-\$57,612		
	TOTAL LOCAL SHARE	-\$1,139,387		
	NET	\$0		
2025 Budget Notes:	*Fed/State portion estimated at 59.17% in 2024 according to estimates provided by WisDOT.			
- Increase to Agency Fare (\$20.00); est. \$13,000 rev increase				
- Adjustment of Diesel and Gasoline expenses for MC buses				
- 3 percent Insurance deductible increase				

CARES Act Funds will be used to offset shortfalls in revenues or increases in expenses in 2025.



FIVE YEAR CAPITAL NEEDS PLAN - 2025 through 2029

FINAL DRAFT 8-28-24

YEAR	ITEM	ESTIMATED COST	CONTGNCY 0%	ESTIMATED COST	FUNDING SOURCES		PURCHASED	LOCAL FUNDING SOURCE
					OTHER	LOCAL		
2025	1 Replace 2018 John Deere Gator 865M	\$45,000	\$0	\$45,000	\$10,000	\$35,000		Parking Utility Fund (Transit Local Match)
2025	Totals	\$45,000	\$0	\$45,000	\$10,000	\$35,000		
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 Replace 2006 GMC Pickup Truck	\$50,000	\$0	\$50,000	\$5,000	\$45,000		Parking Utility Fund
2027	Totals	\$50,000	\$0	\$50,000	\$5,000	\$45,000		
2028	1 Replace 2000 Chevrolet 1-ton Dump Truck	\$100,000	\$0	\$100,000	\$15,000	\$85,000		Parking Utility Fund
2028	Totals	\$100,000	\$0	\$100,000	\$15,000	\$85,000		
2029	1 No projects planned.	\$0	\$0	\$0	\$0	\$0		
2029	Totals	\$0	\$0	\$0	\$0	\$0		
Grand Totals		\$945,000	\$0	\$945,000	\$30,000	\$915,000		



FIVE YEAR CAPITAL NEEDS PLAN - 2025 through 2029

FINAL DRAFT 7-25-24

YEAR	ITEM	ESTIMATED COST	CONTNGNCY 0%	ESTIMATED COST	FUNDING SOURCE		PURCHASED	FED FUNDING SOURCE	CAPITAL ASSET REPLACES	LOCAL FUNDING SOURCE
					FEDERAL* 80%	LOCAL 20%				
2025	1 Replace two (2) paratransit vehicles 2 Replace two (2) paratransit vehicles**	\$290,000 \$290,000	\$0 \$0	\$290,000 \$290,000	\$232,000 \$232,000	\$58,000 \$58,000		5310/CARES 5310	447, 448 449, 450	City of Sheboygan Sheboygan County
2025	Totals	\$290,000	\$0	\$290,000	\$232,000	\$58,000				
2026	1 No projects planned.	\$0	\$0	\$0	\$0	\$0				
2026	Totals	\$0	\$0	\$0	\$0	\$0				
2027	1 Replace five (5) fixed route buses (35 ft.)	\$2,625,000	\$0	\$2,625,000	\$2,100,000	\$525,000		5339/CMAQ	1031-1035	City of Sheboygan
2027	Totals	\$2,625,000	\$0	\$2,625,000	\$2,100,000	\$525,000				
2028	1 No projects planned.	\$0	\$0	\$0	\$0	\$0				
2028	Totals	\$0	\$0	\$0	\$0	\$0				
2029	1 No projects planned.	\$0	\$0	\$0	\$0	\$0				
2029	Totals	\$0	\$0	\$0	\$0	\$0				

Grand Totals **\$2,915,000** **\$0** **\$2,915,000** **\$2,332,000** **\$583,000**

** Sheboygan County funded asset.

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

OPERATING STATISTICS FOR THE PARKING UTILITY – 2023 to 2024

REVENUES	JANUARY				FEBRUARY				MARCH				APRIL				MAY				JUNE			
	2024	2023	Difference	% Change	2024	2023	Difference	% Change	2024	2023	Difference	% Change	2024	2023	Difference	% Change	2024	2023	Difference	% Change	2024	2023	Difference	% Change
Meters	\$7,817	\$8,789	(\$972)	-11.1%	\$12,785	\$10,506	\$2,279	21.7%	\$12,510	\$7,942	\$4,568	57.5%	\$18,649	\$10,129	\$8,520	84.1%	\$13,305	\$15,151	\$1,846	-12.2%	\$15,278	\$8,902	\$6,376	71.6%
Stall Rentals	\$7,126	\$6,334	\$792	12.5%	\$10,756	\$8,573	\$2,183	25.5%	\$5,144	\$2,650	\$2,494	94.1%	\$6,372	\$4,497	\$1,875	41.7%	\$5,600	\$4,332	\$1,268	29.3%	\$397	\$2,157	\$1,760	-81.6%
MONTH TOTALS	\$14,943	\$15,123	(\$180)	-1.2%	\$23,541	\$19,079	\$4,462	23.4%	\$17,654	\$10,592	\$7,062	66.7%	\$25,021	\$14,626	\$10,395	71.1%	\$18,905	\$19,483	\$578	-3.0%	\$15,675	\$11,059	\$4,616	41.7%

REVENUES	JULY				AUGUST				SEPTEMBER				OCTOBER				NOVEMBER				DECEMBER			
	2024	2023	Difference	% Change	2024	2023	Difference	% Change	2024	2023	Difference	% Change	2024	2023	Difference	% Change	2024	2023	Difference	% Change	2024	2023	Difference	% Change
Meters		\$13,820	\$13,820	-100.0%		\$13,735	\$13,735	-100.0%		\$13,883	\$13,883	-100.0%		\$18,346	\$18,346	-100.0%		\$13,631	(\$13,631)	-100.0%		\$17,690	\$17,690	-100.0%
Stall Rentals		\$4,240	\$4,240	-100.0%		\$3,545	\$3,545	-100.0%		\$2,849	\$2,849	-100.0%		\$4,965	\$4,965	-100.0%		\$4,924	(\$4,924)	-100.0%		\$59,308	\$59,308	-100.0%
MONTH TOTALS	\$0	\$18,060	\$18,060	-100.0%	\$0	\$17,280	\$17,280	-100.0%	\$0	\$16,732	\$16,732	-100.0%	\$0	\$23,311	\$23,311	-100.0%	\$0	\$18,555	(\$18,555)	-100.0%	\$0	\$76,998	\$76,998	-100.0%

REVENUE COMPARISON BY YEAR					REVENUE COMPARISON BY QUARTER							
ANNUAL TOTALS	2023 YTD	2024 YTD	Difference	% Change	FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER	
					2023	2024	2023	2024	2023	2024	2023	2024
<i>Meters</i>	\$61,419	\$80,344	18,924.76	30.8%	\$27,237	\$33,112	\$34,182	\$47,232	\$41,438	\$0	\$49,667	\$0
<i>Stall Rentals</i>	\$28,543	\$35,395	6,852.00	24.0%	\$17,557	\$23,026	\$10,986	\$12,369	\$10,634	\$0	\$69,197	\$0
TOTAL REVENUE	\$89,962	\$115,739	25,776.76	28.7%	\$44,794	\$56,138	\$45,168	\$59,601	\$52,072	\$0	\$118,864	\$0

\$5,469

Prepared by Shoreline Metro for the Transit Commission.

OPERATING METRICS FOR TRANSIT OPERATIONS - 2023 to 2024

OPERATING METRICS	FIRST QUARTER				SECOND QUARTER				THIRD QUARTER				FOURTH QUARTER				YEAR END			
Shoreline Metro	2024	2023	Difference	Target	2024	2023	Difference	Target	2024	2023	Difference	Target	2024	2023	Difference	Target	2024	2023	Difference	Target
<i>Cost-Efficiency</i>																				
Expense/Revenue Hour	\$110.53	\$124.99	\$14.45	\$94.85	\$103.75	\$80.99	\$22.76	\$94.85	#DIV/0!	\$114.74	#DIV/0!	\$94.85	#DIV/0!	\$100.94	#DIV/0!	\$94.85	\$107.15	\$105.34	\$1.81	\$94.85
Expense/Revenue Mile	\$35.57	\$34.49	\$1.08	N/A	\$13.79	\$12.94	\$0.85	N/A	#DIV/0!	\$23.87	#DIV/0!	N/A	#DIV/0!	\$13.73	#DIV/0!	N/A	\$13.46	\$15.49	\$2.03	N/A
<i>Cost-Effectiveness</i>																				
Expense/Passenger Trip	\$7.15	\$8.61	\$1.47	\$7.25	\$6.47	\$5.35	\$1.12	\$7.25	#DIV/0!	\$8.73	\$8.73	\$7.25	#DIV/0!	\$6.17	#DIV/0!	\$7.25	\$6.80	\$7.13	\$7.49	\$7.25
<i>Service-Effectiveness</i>																				
Passengers/Revenue Hour	15.47	14.51	0.96	13.80	16.03	15.13	0.91	13.80	#DIV/0!	13.14	#DIV/0!	13.80	#DIV/0!	16.35	#DIV/0!	13.80	15.75	14.78	0.97	13.80
Passengers/Revenue Mile	1.09	1.07	0.03	N/A	14.79	13.95	0.84	N/A	#DIV/0!	12.12	#DIV/0!	N/A	#DIV/0!	15.08	0.00	N/A	0.00	0.00	0.00	N/A
<i>Passenger Revenue-Effectiveness</i>																				
Revenue/Expense (Ratio)	12.9%	10.1%	2.8%	11.5%	14.4%	17.3%	-2.9%	11.5%	#DIV/0!	22.6%	#DIV/0!	11.5%	#DIV/0!	14.7%	#DIV/0!	11.5%	13.6%	15.9%	-2.3%	11.5%
Revenue/Passenger Trip	\$0.92	\$0.87	\$0.05	\$0.66	\$0.93	\$0.93	\$0.01	\$0.66	#DIV/0!	\$1.97	#DIV/0!	\$0.66	#DIV/0!	\$0.91	#DIV/0!	\$0.66	\$0.93	\$1.14	-\$0.21	\$0.66
Metro Connection																				
	2024	2023	Difference	% Change	2024	2023	Difference	% Change	2024	2023	Difference	% Change	2024	2023	Difference	% Change	2023	2022	Difference	% Change
<i>Service-Effectiveness</i>																				
Passengers/Revenue Hour	2.42	2.37	0.06	2.3%	2.55	2.56	(0.01)	-0.3%	#DIV/0!	2.49	#DIV/0!	#DIV/0!	#DIV/0!	2.38	#DIV/0!	#DIV/0!	2.49	2.45	0.04	1.6%
Passengers/Revenue Mile	0.22	0.18	0.04	22.4%	0.22	0.19	0.03	16.2%	#DIV/0!	0.19	#DIV/0!	#DIV/0!	#DIV/0!	0.18	#DIV/0!	#DIV/0!	0.22	0.18	0.03	18.4%
OPERATING STATISTICS																				
Shoreline Metro	FIRST QUARTER				SECOND QUARTER				THIRD QUARTER				FOURTH QUARTER				YEAR END			
Shoreline Metro	2024	2023	Difference	% Change	2024	2023	Difference	% Change	2024	2023	Difference	% Change	2024	2023	Difference	% Change	2024	2023	Difference	% Change
Revenue Miles	132,569	130,994	1,575	1.2%	130,843	136,221	5,378	-3.9%		132,638	132,638	-100.0%		128,490	128,490	-100.0%	263,412	528,343	264,931	-50.14%
Total Miles	137,119	135,490	1,629	1.2%	135,334	140,897	5,563	-3.9%		137,191	137,191	-100.0%		132,900	132,900	-100.0%	272,453	546,478	274,025	-50.14%
Revenue Hours	9,380	9,622	242	-2.5%	9,331	9,700	369	-3.8%		9,337	9,337	-100.0%		9,244	9,244	-100.0%	18,711	37,903	19,192	-50.63%
Total Hours	10,171	10,433	262	-2.5%	10,117	10,518	401	-3.8%		10,124	10,124	-100.0%		10,023	10,023	-100.0%	20,288	41,098	20,810	-50.64%
Ridership	145,093	139,597	5,496	3.9%	149,587	146,714	2,873	2.0%		122,690	122,690	-100.0%		151,154	151,154	-100.0%	294,680	560,155	265,475	-47.39%
Metro Connection																				
Shoreline Metro	2024	2023	Difference	% Change	2024	2023	Difference	% Change	2024	2023	Difference	% Change	2024	2023	Difference	% Change	2024	2023	Difference	% Change
Revenue Miles	29,151	34,873	(5,722)	-16.4%	32,328	35,482	3,154	-8.9%		33,152	33,152	-100.0%		32,572	32,572	-100.0%	61,479	136,079	(74,600)	-54.8%
Total Miles	32,251	38,092	(5,841)	-15.3%	35,449	38,748	3,299	-8.5%		36,092	36,092	-100.0%		35,790	35,790	-100.0%	67,700	148,722	(81,022)	-54.5%
Revenue Hours	2,681	2,681	0	0.0%	2,732	2,573	159	6.2%		2,441	2,441	-100.0%		2,591	2,591	-100.0%	5,413	10,286	(4,873)	-47.4%
Total Hours	2,951	2,970	(19)	-0.6%	2,992	2,903	89	3.1%		2,448	2,448	-100.0%		2,887	2,887	-100.0%	5,943	11,208	(5,265)	-47.0%
Ridership	6,492	6,343	149	2.3%	6,970	6,585	385	5.8%		6,073	6,073	-100.0%		6,172	6,172	-100.0%	13,462	25,173	(11,711)	-46.5%
REVENUES/EXPENSES																				
Total Operations	FIRST QUARTER				SECOND QUARTER				THIRD QUARTER				FOURTH QUARTER				YEAR END			
Total Operations	2024	2023	Difference	% Change	2024	2023	Difference	% Change	2024	2023	Difference	% Change	2024	2023	Difference	% Change	2024	2023	Difference	% Change
Expenses	\$1,036,795	\$1,202,624	\$165,829	-13.8%	\$968,121	\$785,586	\$182,535	23.2%		\$1,071,338	\$1,071,338	-100.0%		\$933,073	\$933,073	-100.0%	\$2,004,916	\$3,992,621	\$1,987,705	-49.8%
Revenues	\$133,643	\$121,411	\$12,232	10.1%	\$139,480	\$136,059	\$3,421	2.5%		\$241,664	\$241,664	-100.0%		\$137,600	\$137,600	-100.0%	\$273,123	\$636,734	\$363,611	-57.1%

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.



July 1, 2024

Mr. Shad Tenpas
Administrator
City of Sheboygan Falls
375 Buffalo Street
Sheboygan Falls, WI 53085

Re: CY 2025 Local Share Funding for Transit Services

Greetings,

The City of Sheboygan is currently underway drafting its budget for calendar year 2025.

The projected cost to the City of Sheboygan Falls is set at \$39,857 for CY 2025. The City of Sheboygan Falls will be billed \$9,964.25 quarterly for services. This represents a 0 percent increase over 2024.

Additionally, the City of Sheboygan Falls will be billed a fixed cost annually to be used towards the replacement of vehicles used to provide public transit service to the community.

The amount is calculated using the following formula:

$$\begin{array}{rclcl}
 \$92,000 & \times & 50\% & / & 15 \\
 \text{Cost of a new bus} & & \text{Percent bus is used in} & & \text{Average lifetime} \\
 \text{(20\% Local Share)} & & \text{Sheboygan Falls and Kohler} & & \text{years of bus}
 \end{array}$$

This amount is equal to \$3,067.00 which is then allocated out between Sheboygan Falls (75%) and Kohler (25%) based on route mileage in each community. The City of Sheboygan Falls is responsible for \$2,300 annually from 2020-2034.

Shoreline Metro and Metro Connection have been able to maintain efficient and cost-effective public transit services but face the same challenges with labor as many other sectors. Investments in our team members was and continues to be a priority to ensure service remains reliable for our customers. Continued shortfalls in customer revenue are being offset with the assistance of CARES Act and American Rescue Plan Act funds. These funds will also ease the burden on local share support from partnering municipalities.

The City of Sheboygan Falls' commitment and investment in public transit services is more critical than ever especially post-pandemic. Shoreline Metro and Metro Connection have been able to maintain efficient and cost-effective public transit services but face the same challenges with labor as many other sectors. Investments in our team members was and continues to be a priority to ensure service remains reliable for our customers.

Please feel free to contact me with any questions regarding the transit budget, other funding, or service levels. I can be reached by email at dmuench@shorelinemetro.com or telephone at 920-459-3140. Your community's commitment toward providing transit service is greatly appreciated. Thank you.

Sincerely,



Derek Muench
Director of Transit & Parking
City of Sheboygan
(920) 459-3140

**AGREEMENT FOR TRANSIT SERVICE
BETWEEN THE CITY OF SHEBOYGAN AND THE CITY OF SHEBOYGAN FALLS**

THIS AGREEMENT, made by and between the City of Sheboygan, a municipal corporation of the State of Wisconsin, with principal offices located at 828 Center Avenue, Sheboygan, Wisconsin, hereafter referred to as SHEBOYGAN; and the City of SHEBOYGAN FALLS, a Wisconsin city with principal offices located at 375 Buffalo Street, Sheboygan Falls, Wisconsin, hereinafter referred to as SHEBOYGAN FALLS;

WITNESSETH:

WHEREAS, SHEBOYGAN currently owns and operates a transit system, providing service in the Sheboygan metropolitan area; and

WHEREAS, SHEBOYGAN has established a transit commission (hereinafter referred to as COMMISSION) pursuant to § 66.1021, Wis. Stats., which commission is responsible for the maintenance and operation of SHEBOYGAN's comprehensive, unified local transportation system (hereinafter referred to as SHORELINE METRO); and

WHEREAS, both the Federal Transportation Administration of the U.S. Department of Transportation and the State of Wisconsin Department of Transportation assist in the subsidization of the operating deficit under formula grant programs; and

WHEREAS, SHEBOYGAN FALLS seeks to contract with SHEBOYGAN for the provision of public transit services from SHEBOYGAN to and within SHEBOYGAN FALLS; and

WEREAS, the purpose of this agreement is to set forth the terms and conditions under which transit service is to be provided by SHEBOYGAN to SHEBOYGAN FALLS.

NOW, THEREFORE, the parties hereto agree as follows:

1. SERVICES & SERVICE LEVEL

During the term of this agreement, SHORELINE METRO shall operate regularly scheduled fixed route bus service to SHEBOYGAN FALLS as described in Attachment A. In addition, SHORELINE METRO will provide door-to-door accessible paratransit service to individuals unable to use the fixed route bus service in SHEBOYGAN FALLS in accordance with Adults with Disabilities Act of 1992 (ADA). SHORELINE METRO will also provide on-demand service on weekday evenings and Saturdays.

Any changes to the level of bus service as described in Attachment A will require the prior approval of the COMMISSION and the appropriate legislative body of SHEBOYGAN FALLS. Such changes in service levels may require a corresponding adjustment in the percentage share of the Local Match for Services to SHEBOYGAN FALLS.

2. FARE STRUCTURE

During the term of this agreement, the COMMISSION shall be solely responsible for setting bus fares.

3. DESIGNATION OF RESPONSIBILITY

SHEBOYGAN designates SHORELINE METRO as the provider of the services set forth in this agreement.

4. PAYMENT SCHEDULE

SHEBOYGAN FALLS agrees to pay SHEBOYGAN an amount equal to its proportionate share of projected annual net operating deficit incurred by SHORELINE METRO. In 2025, this amount is equal to **\$39,857**. SHEBOYGAN FALLS agrees to make quarterly payments in four equal installments of **\$9,964.25** during the calendar year due on or before the following dates: March 30, June 30, September 30, and December 31. SHEBOYGAN shall invoice SHEBOYGAN FALLS for such payments prior to each date.

Additionally, SHEBOYGAN FALLS will be invoiced a fixed annual cost to be used towards the replacement of vehicles used to provide public transit to the community.

The amount is calculated using the following formula:

<i>\$92,000</i>	x	50%	/	15
Cost of a new bus (20% Local Share)		Percent bus is used in Sheboygan Falls and Kohler		Average lifetime years of bus

This amount is equal to \$3,067.00 which is then allocated out between Sheboygan Falls (75%) and Kohler (25%) based on route mileage in each community. SHEBOYGAN FALLS would be responsible for **\$2,300.00** annually from 2020-2034 and will be paid as part of the fourth quarter payment to SHEBOYGAN.

SHEBOYGAN may assess a penalty for payments that are not made within 30-days of invoice date equivalent to 1% of the payment amount.

5. INSURANCE

SHEBOYGAN shall carry and keep in force insurance coverage insuring SHEBOYGAN against liability for personal injuries or property damage arising out of the operation of such bus service, and covering each and all of the buses used by SHEBOYGAN in service provided to SHEBOYGAN FALLS.

6. OPERATING AUTHORITY

SHEBOYGAN shall have sole and ultimate authority and responsibility for the operation, control, and direction of bus service operated within SHEBOYGAN FALLS, pursuant to this agreement, and in accordance with terms herein.

7. RECORDS/INFORMATION

SHEBOYGAN shall, at the request of SHEBOYGAN FALLS, provide any and all information pertaining to the operations of SHORELINE METRO as long as providing such information is consistent with SHEBOYGAN policy. Information may include such things as meeting notices, minutes, policies, procedures, notifications, etc. Such requests shall be presented to SHEBOYGAN via writing and such requests shall be made ten (10) days in advance.

8. MEDIATION OF DISPUTES

Any disputes over the interpretation of application of this agreement which cannot be resolved by the parties shall be submitted to a mediator before any legal action may be taken in a court of law. Said mediator may be a representative of the Wisconsin Department of Transportation.

9. FORCE MAJEURE

In no event shall SHEBOYGAN be deemed to be in default of any provision of this agreement for failure to perform, where such failure is due to strikes, walkouts, riots, civil insurrections or disorders, act of God, adverse weather conditions, or for any other cause or causes beyond the control of SHEBOYGAN.

10. TERMINATION

Either party may terminate this agreement one hundred and twenty (120) days following delivery of a written notice to the other party. If SHEBOYGAN FALLS terminates this agreement, SHEBOYGAN FALLS will agree to pay for pro-rated service costs up to and including the last day of service.

11. TERM OF AGREEMENT

This agreement shall remain in effect until modified or terminated and will be binding upon the parties mutually and upon their successors and assigns.

12. LOCAL MATCH FOR SERVICES

SHEBOYGAN shall, on an annual basis, determine the local share responsibility for SHEBOYGAN FALLS. This amount will be based on the level of service desired by SHEBOYGAN FALLS for the calendar year. The local match is comprised of total costs of providing service, total revenues from service, and federal and state funding mass transit aids. Costs of providing service are calculated annually.

The local share for the service level provided to SHEBOYGAN FALLS for 2025 is **\$39,857**. Any changes to the service level, operational costs and revenues, changes in state mass transit aids or changes in federal mass transit aids may cause the local share to change. SHORELINE METRO shall notify SHEBOYGAN FALLS during the budget process of its local share contribution for the following year.

IN WITNESS WHEREOF, the parties have affixed their hands and seals

DATED THIS 17th DAY OF July, 2024.

CITY OF SHEBOYGAN FALLS

CITY OF SHEBOYGAN

Randy Meyer
BY: _____

BY: _____

Name: Randy Meyer

Name: _____

Title: Mayor

Title: _____

ATTEST:

ATTEST:

Brianna Baesemann

Name: Brianna Baesemann

Name: _____

Title: City Clerk

Title: _____

ATTACHMENT A
Level of Service for 2025

1. FIXED ROUTE - Weekdays (Monday through Friday)

<u>Route</u>	<u>Daily Trips</u>	<u>Run Times</u>	<u>Headway</u>	<u>% Billed</u>
20 North	4	5:45 a.m.	:60 min.	75%
		7:15 a.m.	:60 min.	75%
		11:15 a.m.	:60 min.	75%
		12:15 p.m.	:60 min.	75%
20 South	4	1:45 p.m.	:60 min.	75%
		4:15 p.m.	:60 min.	75%
		5:45 p.m.	:60 min.	75%
		7:15 p.m.	:60 min.	75%

2. PARATRANSIT - Weekdays (Monday through Friday)

Service shall be provided from 5:15 a.m. to 8:15 p.m. Trips may be taken in accordance with Shoreline Metro policy.

3. ON-DEMAND –Saturdays

Service shall be provided from 8:45 a.m. to 3:45 p.m. on Saturdays. Trips may be taken in accordance with Shoreline Metro policy.

NOTES:

- No service will be provided on major holidays including New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day.
- Service on Christmas Eve and New Year's Eve may be altered depending on the day of the week these holidays fall on in a particular year.

ATTACHMENT B
Current Schedule of Bus Fares and Media

Adult

Cash Fare.....\$1.75 per trip

Student

Cash Fare.....\$1.75 per trip
Punch Card.....\$11.00 (20 punches)

Senior Citizen/Disabled

Cash Fare.....\$0.85 per trip
Punch Pass\$8.50 (20 rides)

All Customers

Monthly Pass.....\$48.00
Day Pass\$3.00
Day Pass (6-pack)\$15.00
Children Under 5 years of ageFREE w/ Fare Paying Adult

Paratransit.....\$3.00 per one-way trip

On DemandFollows fixed route fares*

NOTES:

- Children under 5 years of age may ride free when accompanied by a fare paying adult passenger.
- Students must be under high school age or younger enrolled full time at a primary or secondary school.
- Senior citizens and individuals with a disability may ride at the reduced fare upon presentation of proper identification recognized by Shoreline Metro. Identification cards are available for eligible disabled customers.
- Fixed route fares may be purchased digitally (no fee) using the HotSpot app available in Google Play and the Apple Store.
- Paratransit customers may schedule trips using the Metro Connection On-Demand app available in the Google Play and the Apple Store.

*On-demand rates may change at the discretion of the Sheboygan Transit Commission and/or at the request of the partnering municipality.

**AGREEMENT FOR TRANSIT SERVICE
BETWEEN THE CITY OF SHEBOYGAN AND THE VILLAGE OF KOHLER**

THIS AGREEMENT, made by and between the City of Sheboygan, a municipal corporation of the State of Wisconsin, with principal offices located at 828 Center Avenue, Sheboygan, Wisconsin, hereafter referred to as SHEBOYGAN; and the Village of Kohler, a Wisconsin village with principal offices located at 319 Highland Drive, Kohler, Wisconsin, hereinafter referred to as KOHLER;

WITNESSETH:

WHEREAS, SHEBOYGAN currently owns and operates a transit system, providing service in the Sheboygan metropolitan area; and

WHEREAS, SHEBOYGAN has established a transit commission (hereinafter referred to as COMMISSION) pursuant to § 66.1021, Wis. Stats., which commission is responsible for the maintenance and operation of SHEBOYGAN's comprehensive, unified local transportation system (hereinafter referred to as SHORELINE METRO); and

WHEREAS, both the Federal Transportation Administration of the U.S. Department of Transportation and the State of Wisconsin Department of Transportation assist in the subsidization of the operating deficit under formula grant programs; and

WHEREAS, KOHLER seeks to contract with SHEBOYGAN for the provision of public transit services from SHEBOYGAN to and within KOHLER; and

WHEREAS, the purpose of this agreement is to set forth the terms and conditions under which transit service is to be provided by SHEBOYGAN to KOHLER.

NOW, THEREFORE, the parties hereto agree as follows:

1. SERVICES & SERVICE LEVEL

During the term of this agreement, SHORELINE METRO shall operate regularly scheduled fixed route bus service to KOHLER as described in Attachment A. In addition, SHORELINE METRO will provide door-to-door accessible paratransit service to individuals unable to use the fixed route bus service in KOHLER in accordance with Adults with Disabilities Act of 1992 (ADA). SHORELINE METRO will also provide on-demand service on weekday evenings and Saturdays.

Any changes to the level of bus service as described in Attachment A will require the prior approval of the COMMISSION and the appropriate legislative body of KOHLER. Such changes in service levels may require a corresponding adjustment in the percentage share of the Local Match for Services to KOHLER.

2. FARE STRUCTURE

During the term of this agreement, the COMMISSION shall be solely responsible for setting bus fares.

3. DESIGNATION OF RESPONSIBILITY

SHEBOYGAN designates SHORELINE METRO as the provider of the services set forth in this agreement.

4. PAYMENT SCHEDULE

KOHLER agrees to pay SHEBOYGAN an amount equal to its proportionate share of projected annual net operating deficit incurred by SHORELINE METRO. In 2020, this amount is equal to **\$13,767**. KOHLER agrees to make quarterly payments in four equal installments of **\$3,441.75** during the calendar year due on or before the following dates: March 30, June 30, September 30, and December 31. SHEBOYGAN shall invoice KOHLER for such payments prior to each date.

Additionally, KOHLER will be invoiced a fixed annual cost to be used towards the replacement of vehicles used to provide public transit to the community.

The amount is calculated using the following formula:

$$\frac{\begin{matrix} \$92,000 \\ \text{Cost of a new bus} \\ \text{(20\% Local Share)} \end{matrix} \times \begin{matrix} 50\% \\ \text{Percent bus is used in} \\ \text{Sheboygan Falls and Kohler} \end{matrix}}{15 \begin{matrix} \text{Average lifetime} \\ \text{years of bus} \end{matrix}}$$

This amount is equal to \$3,067.00 which is then allocated out between Sheboygan Falls (75%) and Kohler (25%) based on route mileage in each community. KOHLER would be responsible for **\$767.00** annually from 2020-2034 and will be paid as part of the fourth quarter payment to SHEBOYGAN.

SHEBOYGAN may assess a penalty for payments that are not made within 30-days of invoice date equivalent to 1% of the payment amount.

5. INSURANCE

SHEBOYGAN shall carry and keep in force insurance coverage insuring SHEBOYGAN against liability for personal injuries or property damage arising out of the operation of such bus service, and covering each and all of the buses used by SHEBOYGAN in service provided to KOHLER.

6. OPERATING AUTHORITY

SHEBOYGAN shall have sole and ultimate authority and responsibility for the operation, control, and direction of bus service operated within KOHLER, pursuant to this agreement, and in accordance with terms herein.

7. RECORDS/INFORMATION

SHEBOYGAN shall, at the request of KOHLER, provide any and all information pertaining to the operations of SHORELINE METRO as long as providing such information is consistent with SHEBOYGAN policy. Information may include such things as meeting notices, minutes, policies, procedures, notifications, etc. Such requests shall be presented to SHEBOYGAN via writing and such requests shall be made ten (10) days in advance.

8. MEDIATION OF DISPUTES

Any disputes over the interpretation of application of this agreement which cannot be resolved by the parties shall be submitted to a mediator before any legal action may be taken in a court of law. Said mediator may be a representative of the Wisconsin Department of Transportation.

9. FORCE MAJEURE

In no event shall SHEBOYGAN be deemed to be in default of any provision of this agreement for failure to perform, where such failure is due to strikes, walkouts, riots, civil insurrections or disorders, act of God, adverse weather conditions, or for any other cause or causes beyond the control of SHEBOYGAN.

10. TERMINATION

Either party may terminate this agreement one hundred and twenty (120) days following delivery of a written notice to the other party. If KOHLER terminates this agreement, KOHLER will agree to pay for pro-rated service costs up to and including the last day of service.

11. TERM OF AGREEMENT

This agreement shall remain in effect until modified or terminated and will be binding upon the parties mutually and upon their successors and assigns.

12. LOCAL MATCH FOR SERVICES

Subject to KOHLER approval, SHEBOYGAN shall, on an annual basis, determine the local share responsibility for KOHLER. This amount will be based on the level of service desired by KOHLER for the calendar year. The local match is comprised of total costs of providing service, total revenues from service, and federal and state funding mass transit aids. Costs of providing service are calculated annually.

The local share for the service level provided to KOHLER for 2025 is **\$13,767**. Any changes to the service level, operational costs and revenues, changes in state mass transit aids or changes in federal mass transit aids may cause the local share to change. SHORELINE METRO shall notify KOHLER during the budget process of its local share contribution for the following year.

IN WITNESS WHEREOF, the parties have affixed their hands and seals

DATED THIS 19th DAY OF August, 2024.

VILLAGE OF KOHLER

CITY OF SHEBOYGAN

BY: [Signature]

BY: _____

Name: Thomas R. Schnettler

Name: _____

Title: Village President

Title: _____

ATTEST:

ATTEST:

[Signature]

Name: Laurie Lindow

Name: _____

Title: Clerk-Treasurer

Title: _____

ATTACHMENT A

Level of Service for 2025

1. FIXED ROUTE - Weekdays (Monday through Friday)

<u>Route</u>	<u>Daily Trips</u>	<u>Run Times</u>	<u>Headway</u>	<u>% Billed</u>
20 North	4	5:45 a.m.	:60 min.	75%
		7:15 a.m.	:60 min.	75%
		11:15 a.m.	:60 min.	75%
		12:15 p.m.	:60 min.	75%
20 South	4	1:45 p.m.	:60 min.	75%
		4:15 p.m.	:60 min.	75%
		5:45 p.m.	:60 min.	75%
		7:15 p.m.	:60 min.	75%
Kohler Special	1	6:45 a.m.	:30 min.	100%

2. PARATRANSIT - Weekdays (Monday through Friday)

Service shall be provided from 5:15 a.m. to 8:15 p.m. Trips may be taken in accordance with Shoreline Metro policy.

3. ON-DEMAND –Saturdays

Service shall be provided from 8:45 a.m. to 3:45 p.m. on Saturdays. Trips may be taken in accordance with Shoreline Metro policy.

NOTES:

- No service will be provided on major holidays including New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day.
- Service on Christmas Eve and New Year's Eve may be altered depending on the day of the week these holidays fall on in a particular year.

ATTACHMENT B

Current Schedule of Bus Fares and Media

Adult

Cash Fare.....\$1.75 per trip

Student

Cash Fare.....\$1.75 per trip

Punch Card.....\$11.00 (20 punches)

Senior Citizen/Disabled

Cash Fare.....\$0.85 per trip

Punch Pass\$8.50 (20 rides)

All Customers

Monthly Pass.....\$48.00

Day Pass\$3.00

Day Pass (6-pack)\$15.00

Children Under 5 years of ageFREE w/ Fare Paying Adult

Paratransit.....\$3.00 per one-way trip

On DemandFollows fixed route fares*

NOTES:

- Children under 5 years of age may ride free when accompanied by a fare paying adult passenger.
- Students must be under high school age or younger enrolled full time at a primary or secondary school.
- Senior citizens and individuals with a disability may ride at the reduced fare upon presentation of proper identification recognized by Shoreline Metro. Identification cards are available for eligible disabled customers.
- Fixed route fares may be purchased digitally (no fee) using the HotSpot app available in Google Play and the Apple Store.
- Paratransit customers may schedule trips using the Metro Connection On-Demand app available in the Google Play and the Apple Store.

*On-demand rates may change at the discretion of the Sheboygan Transit Commission and/or at the request of the partnering municipality.



2024-2025 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM SUBRECIPIENT AGREEMENT

CDBG-PS-2024-07

THIS AGREEMENT made and entered into this 1st of April 2024, by and between the City of Sheboygan, Wisconsin, a Wisconsin municipal corporation hereinafter referred to as "City" and for Shoreline Metro a public transit operator with its principal office at 608 S Commerce Street, Sheboygan, Wisconsin, 53081 hereinafter referred to as "Subrecipient."

WITNESSETH;

WHEREAS, the City has available certain funds received from the U.S. Department of Housing and Urban Development for the 2024 Community Development Block Grant (CDBG) Program; and

WHEREAS, the Subrecipient desires to offer a continuum of services available to residents in the City of Sheboygan; and

WHEREAS, one of the objectives of the Community Development Block Grant Program is to provide services to low- and moderate-income persons; and

WHEREAS, the Subrecipient is a nonprofit organization duly organized to promote and undertake community services to serve low- and moderate-income households; and

WHEREAS, the City is willing to make available up to **\$42,493.00** of 2024 Community Development Block Grant funds for the purpose of providing public transit services additional support for the Low-Moderate Area of Census Tract 114 with increased frequency of bus options and more availability (greater bus stops) due to higher access to this service.; and

WHEREAS, prior to advancing funds to the Subrecipient, the U.S. Department of Housing and Urban Development and the City of Sheboygan desire certain assurances as more fully set forth herein.

NOW, THEREFORE, IT IS AGREED THAT:

1. Statements of Work, National Objective, Uses of Funds, Levels of Accomplishment, Timetable

A. Statement of Work

The City will grant to the Subrecipient a sum up to **\$42,493.00** from 2024 Community Development Block Grant funds for support of the Low-Moderate Area of Census Tract 114. The Metro bus station pickup locations are closer together than any other locations within the city. Often the bus pick-up points are within a two to three block area. This Low-Moderate Area also has an increased frequency of bus options, and more availability because of the higher access to this service. While the metro does not track riders by income level, they do track overall ridership. This census track area has one of the highest ridership uses across the city.

B. National Objectives

All activities funded with CDBG funds must meet one of the CDBG program’s National Objectives: The Subrecipient certifies that the activities carried out under this Agreement will meet Low- or Moderate-Income Eligibility - 24 CFR 570.208(a)(2)(i)(A). As the Sub-recipient herby certifies that its activities solely benefit persons identified in a low-to-moderate income census tract.

C. Uses of Funds

The CDBG funds shall be used according to the budget submitted in the grant application Neighborly.

Funding Uses	CDBG	Local	State	Federal
Salaries and Benefits	\$42,493.00			
TOTAL	\$42,493.00	\$	\$	\$

D. Performance Goals

The Subrecipient agrees to provide the following levels of service;

- 870 persons provided transportation services with CDBG funds.

E. Timetable

The subrecipient agrees to provide the stated services within the specified grant term:

Beginning: April 1, 2024

Ending: March 31, 2025

2. Payments

Drawdowns for the payment of eligible expenses shall be made against the budget categories specified below and in accordance with performance. Payments will be only made quarterly; the deadlines are as follows:

QUARTER	PERIOD	DEADLINE TO SUBMIT DRAW
1 st	April 1 – June 30	July 15, 2024
2 nd	July 1 – September 30	October 15, 2024
3 rd	October 1 – December 31	January 15, 2025
4 th	January 1 – March 31	April 21, 2025

The Sub-recipient shall submit its drawdown requests via **Neighborly** and keep all evidence of the nature and propriety of the charge on file. The sub-recipient should only expend funds budgeted for in its grant application. The sub-recipient shall submit evidence to the City of Sheboygan properly executed payrolls, time records, invoices, vouchers or other official documentation for each drawdown request via **Neighborly**. The sub-recipient must also maintain a financial management system in accordance with the standards specified in 24 CFR 84.21.

The City of Sheboygan shall reimburse the Subrecipient upon submission of a drawdown request and a performance report. Allowable payments are those necessary and proper costs identified by the Subrecipient's application and approved by the City Council, unless any or all costs are disallowed by the City of Sheboygan or HUD. All costs must be incurred within the above timetable.

When submitting a drawdown request, a **Performance Report** shall be submitted through **Neighborly** or Subrecipient will not receive payment.

3. Records and Reports

- A. Subrecipient is expected to have met the performance goals stated in Section 1d by the end of the agreement. Accordingly, a final “Performance Report” should be submitted no later than 15 days after the grant period.

The Performance Reports will provide all information necessary to determine that projected activities are being accomplished. Performance reports also should also include justification for lack of progress or delays in accomplishing the scope of work.

- B. **Low Mod Income Benefit:** The Subrecipient certifies that the activities carried out under this Agreement will meet Low- or Moderate-Income Limited Clientele Eligibility (24 CFR 570.208(a)(2)(i)(B) and 24 CFR 570.506(b)(3)(iii). Subrecipient will maintain program participant’s file documenting at least 51% of the beneficiaries are members of a low-and moderate-income family. (See Exhibit A for Sample Self-Certification).
- C. **Financial Reporting**– The sub-recipient shall:
- i. Maintain an effective system of internal fiscal control and accountability for all CDBG funds and property acquired or improved with CDBG funds, and make sure the same are used solely for authorized purposes.
 - ii. Ensure that all costs shall be supported by properly executed payrolls, time records, invoices, vouchers or other official documentation, as evidence of the nature and propriety of the charges. All accounting documents pertaining in whole or in part to this Agreement shall be clearly identified and readily accessible.
 - iii. The Subrecipient shall also keep a continuing record of all disbursements by date, check number, amount, vendor, description of items purchased and line item from which the money was expended, as reflected in the Subrecipient’s accounting records.
 - iv. Inform the City concerning any funds allocated to the Subrecipient, that the Subrecipient anticipates will not be expended during the term of this Agreement, and permit the reassignment of the same by the City to other Subrecipients.

D. Client Data

The Subrecipient shall maintain client data demonstrating client eligibility for services provided. Such data shall include, but not be limited to, client name, address, income level or other basis for determining eligibility, demographic information and description of service provided. Such information shall be made available to Grantee monitors or their designees for review upon request.

4. Uniform Administrative Requirements

The Subrecipient will, to the maximum possible extent, ensure compliance with regulations regarding:

- A. Office of Management and Budget (OMB) Uniform Guidance, "Cost Principles, Audit and Administrative Requirements for Federal Awards" (2 CFR Part 200), which establishes principles for determining costs of grants, contracts, and other agreements with nonprofit organizations. These regulations are applicable for determining acceptable/allowable costs of work performed by nonprofit organizations. For example, to be allowed under an award, costs must meet general criteria such as:
- i. Be reasonable for the performance of the award,
 - ii. Be accorded consistent treatment,
 - iii. Be determined in accordance with generally accepted accounting principles, and
 - iv. Be adequately documented.

B. Office of Management and Budget (OMB) Uniform Guidance, in part, provide that financial management systems operated by recipients of federal assistance will provide for accurate, current, reliable, and complete disclosure of financial and accounting records relating to the use of federal dollars.

All records will identify the source and application of funds for activities, and accounting records are to be made available for audit(s) at the City's direction to determine the fiscal integrity of financial transactions and performances. All future procurement transactions for supplies, equipment, construction, and other services, regardless of whether negotiated or advertised, will be conducted in a manner so as to provide maximum open and free competition.

The Subrecipient will give the U.S. Department of Housing and Urban Development, the Comptroller General, the City of Sheboygan, or any authorized representatives access to the right to examine all records and documents related to the grant. Such records will be maintained for a period of at least five (5) years after receipt of federal funds.

5. Personnel and Participant Conditions

The Subrecipient will, to the maximum possible extent, ensure compliance with regulations regarding:

A. Civil Rights

1. General Compliance

Title VI and Title IX of the Civil Rights Act of 1964 (Public Law 88-352) (42 U.S.C. 2003d et seq.); and implementing regulations issued at 24 CFR Part 1; as amended by Executive Order 11375 and 12086, and implementing regulations at 41 CFR Chapter 60, which prohibits discrimination in any activity receiving federal financial assistance.

2. Nondiscrimination

Title VIII of the Civil Rights Act of 1968, (Public Law 90-284) (42 U.S.C. 3601 et seq.); as amended, which prohibits discrimination in housing on the grounds of race, color, religion, national origin, sex, disability, or familial status.

Section 109 of Title I of the Housing and Community Development Act of 1974, as amended, (42 U.S.C. 5301 et seq.) which requires that no person will on the grounds of race, color, national origin or sex, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity funded in whole or in part with Community Development Block Grant funds.

Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) which prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance.

Section 504 of the Rehabilitation Act of 1973, (Public Law 93-112) as amended, and implementing regulations when published for effect. Said regulation provides for nondiscrimination based on disability in federally-assisted programs and activities.

B. Employment Restrictions

1. Prohibited Activity

The Subrecipient is prohibited from using funds provided herein or personnel employed in the administration of the program for: political activities; inherently religious activities; lobbying; political patronage; and nepotism activities.

C. Conflict of Interest

The Subrecipient agrees to abide by the provisions of 24 CFR 84.42 and 570.611, which include, but are not limited to the following:

1. The Subrecipient shall maintain a written code or standards of conduct that shall govern the performance of its officers, employees or agents engaged in the award and administration of contracts supported by Federal funds.
2. No employee, officer or agent of the Subrecipient shall participate in the selection, the award or the administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.
3. No covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-assisted activities, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or agreement with respect to the CDBG-assisted activity, or with respect to the proceeds from the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. For purposes of this paragraph, a "covered person" includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the Grantee, the Subrecipient, or any designated public agency.

D. Anti-Lobbying. The Subrecipient certifies that to the best of its knowledge and belief:

No federal-appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of

Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement;

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

6. Grantee Recognition

The Subrecipient shall ensure recognition of the role of the City of Sheboygan and Housing and Urban Development's Community Development Block Grant in providing services through this Agreement. All activities, facilities and items utilized pursuant to this Agreement shall be prominently labeled as to the funding source.

7. Suspension and Termination

The Subrecipient further agrees that this Agreement may be terminated or suspended in the event the Subrecipient fails to perform any of the conditions contained herein and that the City may take appropriate and corrective action in order to insure compliance with this Agreement, including withholding payments, re-allocating funds, an order to audit the Subrecipient's books and records pertaining to its activities and the utilization of federal funds.

In the event of default or violation by the Subrecipient or the necessity of corrective action, the City will provide the Subrecipient, by written notice, a demand to cure default explaining the nature and extent of the default or violation. The Subrecipient will cure or remedy said violation or default within ten (10) days after receipt of said notice, unless a longer time is agreed upon by the parties, in writing. In case default or violation is not cured, and corrective action is not completed within ten (10) days or a longer time as may be agreed upon, this Agreement may be terminated, and the City may have

whatever remedy is authorized pursuant to state, local, and federal laws, including return of any funds previously given to the Subrecipient.

8. Independent Status

Nothing contained herein, nor any act of the City, the Subrecipient, or any other party, will be deemed or construed by any party, or by any other third person, to create any relationship with third party beneficiary, principal or agent, limited or general partnership, or joint venture, or of any association or relationship involving the City. The Subrecipient is at all times considered an independent agency and not an agency or branch of the City.

IN WITNESS WHEREOF, the City of Sheboygan has caused this Agreement to be executed by Ryan Sorenson, Mayor this ____ day of _____, 2024

For the City of Sheboygan

Ryan Sorenson, Mayor

Shoreline Metro

Derek Muench, Director of Transit and Parking

Attachment A. City of Sheboygan Standard Contract Terms and Conditions

These are subject to modification at any time by the City of Sheboygan and the final agreement with the City will include other provisions not in this agreement. Successful applicant will agree to abide by the City’s Standard Contract Terms and Conditions.

1. DEFINITIONS. In this section “Contracting Party” shall mean any party that is entering into this Agreement with the City of Sheboygan. “Sheboygan” shall mean the City of Sheboygan. These definitions shall apply only to this document titled “Standard Terms and Conditions (Service

Contracts)” and shall not replace, modify or supersede any definitions used in other sections of this Agreement.

2. STANDARD OF PERFORMANCE. Contracting Party agrees that the performance of the services, pursuant to the terms and conditions of this Agreement, shall be in a manner at least equal to the degree of care and skill ordinarily exercised by members of the same professions currently practicing under similar circumstances providing like services.

3. FULLY QUALIFIED. Contracting Party represents that all personnel engaged in the performance of the services set forth in this Agreement shall be fully qualified and, if applicable, shall be authorized or permitted under all applicable state and local laws and any other applicable laws or regulations to perform the services.

4. SCOPE OF SERVICES. Contracting Party is required to perform, do and carryout in a timely and professional manner the services set forth in this Agreement. The Contracting Party is required to furnish all services and labor necessary as indicated in this Agreement. The scope of services to be performed shall include, those services set forth in this Agreement. Sheboygan may from time to time request the Contracting Party to perform additional services which are not set forth in this Agreement. In the event that such a request is made, the performance of such services shall be subject to the terms, conditions and contingencies set forth in this Agreement.

5. CHANGE OF SCOPE. The scope of service set forth in this Agreement is based on facts known at the time of the execution of this Agreement. The scope of service may not be fully definable during initial phases, and as the project progresses, facts discovered may indicate that the scope must be redefined. If mutually agreed to in advance in writing, Contracting Party shall make changes, furnish necessary materials, and perform the work that Sheboygan may require, without nullifying this Agreement, at a reasonable addition to, or reduction from, the total cost of the project. Under no circumstances shall Contracting Party make any changes, either as additions or deductions, without the written consent of Sheboygan, and Sheboygan shall not pay any extra charges made by Contracting Party that have not been agreed upon in advance and documented in writing.

6. COMPENSATION. Contracting Party will be compensated by Sheboygan for the services provided under this Agreement and subject to the terms, conditions and contingences set forth herein.

Payments to Contracting Party for services rendered under this Agreement will be based on itemized invoices submitted on a monthly basis by the Contracting Party to Sheboygan. These invoices, unless lump sum, must be itemized to identify labor costs and the Contracting Party's direct expenses, including subcontractor and supplier costs. In addition, such invoices shall show the hours worked by the Contracting Party's staff and the amount of work completed as a percentage of the work to be performed. If payment is by lump sum, then only the percent complete will be invoiced. The final payment of the balance due the Contracting Party for the completed service shall be made upon completion and acceptance of the services performed by the Contracting Party under this Agreement. Without prejudice to any other right or remedy it may have, Sheboygan reserves the right to setoff at any time any amount owing to it by Contracting Party against any amount payable by Sheboygan to Contracting Party.

7. TAXES, SOCIAL SECURITY, INSURANCE AND GOVERNMENT REPORTING. Personal

income tax payments, social security contributions, insurance and all other governmental reporting and contributions required as a consequence of the Contracting Party receiving payment under this Agreement shall be the sole responsibility of the Contracting Party.

8. TERMINATION FOR CAUSE. If, through its own fault, intentional misconduct, or the fault or intentional misconduct of its subcontractors, agents or volunteers, the Contracting Party shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contracting Party shall violate any of the covenants, agreements, or stipulations of this Agreement, both as determined by Sheboygan in its sole discretion, Sheboygan shall thereupon have the right to terminate this Agreement by giving written notice to the Contracting Party of such termination and specifying the effective date. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, reports or other deliverables performed by the Contracting Party under this Agreement for which compensation has been made shall, at the option of Sheboygan, become the property of Sheboygan. Notwithstanding the foregoing, the Contracting Party shall not be relieved of liability to Sheboygan for damages sustained by Sheboygan by virtue of the Contracting Party's intentional misconduct or negligent performance of this Agreement, and Sheboygan may withhold any payments to the Contracting Party for the purpose of setoff until such time as the exact amount of

damages due to Sheboygan from the Contracting Party is determined. Use of incomplete or unfinished work is at the sole risk of Sheboygan.

9. **TERMINATION FOR CONVENIENCE.** Either Party may terminate this Agreement for convenience at any time and for any reason by giving sixty (60) days written notice to the other Party of such termination. If this Agreement is terminated by Sheboygan pursuant to this provision, Contracting Party will be paid an amount which bears the same ratio to the total compensation as the services actually performed and accepted by Sheboygan bear to the total services of the Contracting Party covered by this Agreement, less payments for such services as were previously made. The value of the services rendered and delivered by Contracting Party will be determined by Sheboygan.

10. **SAFETY.** Unless specifically included as a service to be provided under this Agreement, Sheboygan specifically disclaims any authority or responsibility for general job site safety, or the safety of other persons or property. Except as otherwise provided in this Agreement, Contracting Party disclaims any authority or responsibility for general job site safety, or the safety of third-parties or their property.

11. **DELAYS.** If performance of Contracting Party's obligations under this Agreement is delayed through no fault of Contracting Party, Contracting Party shall be entitled to a reasonable extension of time as proposed by Contracting Party and as accepted or amended by Sheboygan. If performance of Sheboygan's obligations is delayed through no fault of Sheboygan, Sheboygan shall be entitled to an extension of time equal to the delay.

12. **USE OF SHEBOYGAN PROPERTY.** Any property belonging to Sheboygan being provided for use by Contracting Party shall be used in a responsible manner and only for the purposes provided in this Agreement. No changes, alterations or additions shall be made to the property unless otherwise authorized by this Agreement.

13. **INSURANCE.** Unless otherwise specified in this Agreement, Contracting Party shall, at its sole expense, maintain in effect at all times during the Agreement, insurance coverage with limits not less than those set forth below with insurers and under forms of policies set forth below.

a. **Worker's Compensation and Employers Liability Insurance.** Contracting Party shall cover or insure under the applicable labor laws relating to worker's compensation insurance, all of their employees in

accordance with the laws of the State of Wisconsin. Contracting Party shall provide statutory coverage for work related injuries and employer's liability insurance with limits of at least for employer's liability of one hundred thousand dollars (\$100,000.00) per each accident, one hundred thousand dollars (\$100,000.00) per each employee and five hundred thousand dollars (\$500,000.00) total policy limit.

b. Commercial General Liability and Automobile Liability Insurance. Contracting Party shall provide and maintain the following commercial general liability and automobile liability insurance:

i. Coverage for commercial general liability and automobile liability insurance shall, at a minimum, be at least as broad as the following:

1. Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 0001).
2. Insurance Services Office (ISO) Business Auto Coverage (Form CA 0001), covering Symbol 1 (any vehicle).

ii. Contracting Party shall maintain limits no less than the following:

1. General Liability. One million dollars (\$1,000,000.00) per occurrence (\$1,000,000.00 general aggregate if applicable) for bodily injury, personal injury and property damage.
2. Automobile Liability. One million dollars (\$1,000,000.00) for bodily injury and property damage per occurrence covering all vehicles to be used in relationship to the Agreement.
3. Umbrella Liability. Two million dollars (\$2,000,000.00) following form excess of the primary General Liability, Automobile Liability and Employers Liability Coverage. Coverage is to duplicate the requirements as set forth herein.

c. Professional Liability Insurance. When Contracting Party renders professional services to Sheboygan under the Agreement, Contracting Party shall provide and maintain two million dollars (\$2,000,000.00) of professional liability insurance. If such policy is a "claims made" policy, all renewals thereof during the life of the Agreement shall include "prior acts coverage" covering at all times all claims made with respect to Contracting Party's work performed under the Agreement. This Professional Liability coverage must be kept in force for a period of six (6) years after the services have been accepted by the Sheboygan.

d. Required Provisions. The general liability, umbrella liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

i. Sheboygan, its elected and appointed officials, officers, employees or authorized representatives or volunteers are to be given additional insured status (via ISO endorsement CG 2010, CG 2033, or insurer's equivalent for general liability coverage) as respects: liability arising out of activities performed by or on behalf of Contracting Party; products and completed operations of Contracting Party; premises occupied or used by Contracting Party; and vehicles owned, leased, hired or borrowed by Contracting Party. The coverage shall contain no special limitations on the scope of protection afforded to Sheboygan, its elected and appointed officials, officers, employees or authorized representatives or volunteers. Except for the workers' compensation policy, each insurance policy shall contain a waiver of subrogation endorsement in favor of Sheboygan.

ii. For any claims related to this Agreement, Contracting Party's insurance shall be primary insurance with respect to Sheboygan, its elected and appointed officials, officers, employees or authorized representatives or volunteers. Any insurance, self-insurance, or other coverage maintained by Sheboygan, its elected and appointed officers, officials, employees or authorized representatives or volunteers shall not contribute to the primary insurance.

iii. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to Sheboygan, its elected and appointed officers, employees or authorized representatives or volunteers.

iv. Contracting Party's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

v. Coverage shall not be canceled by the insurance carrier or the Contracting Party, except after sixty (60) days (ten (10) days for non-payment of premium) prior written notice by U.S. mail has been given to Sheboygan.

vi. Such liability insurance shall indemnify Sheboygan, its elected and appointed officials, officers, employees or authorized representatives or volunteers against loss from liability imposed by law upon,

or assumed under contract by, Contracting Party for damages on account of such bodily injury, (including death), property damage personal injury, completed operations, and products liability.

vii. The general liability policy shall cover bodily injury and property damage liability, owned and non-owned equipment, blanket contractual liability, completed operations. The automobile liability policy shall cover all owned, non-owned, and hired vehicles.

viii. All of the insurance shall be provided on policy forms and through companies satisfactory to Sheboygan, and shall have a minimum AM Best's rating of A- VIII.

e. Deductibles and Self-Insured Retentions. Any deductible or self-insured retention must be declared to and approved by Sheboygan.

f. Evidences of Insurance. Prior to execution of the Agreement, Contracting Party shall file with Sheboygan a certificate of insurance (Accord Form 25-S or equivalent) signed by the insurer's representative evidencing the coverage required by this Agreement. Such evidence shall include an additional insured endorsement signed by the insurer's representative. Such evidence shall also include confirmation that coverage includes or has been modified to include all required provisions as detailed herein.

g. Sub-Contractor. In the event that Contracting Party employ other contractors (sub-contractors) as part of this Agreement, it shall be the Contracting Party's responsibility to require and confirm that each subcontractor meets the minimum insurance requirements specified above.

h. Amendments. Sheboygan may amend its requirements for insurance upon sixty (60) days written notice. Contracting Party shall procure updated insurance to comply with the new requirements of Sheboygan if commercially available and at Sheboygan's expense. Contracting Party may appeal any requirement to amend the insurance coverage to Sheboygan's City Council who may, in its sole discretion, mutually agree to waive such changes.

14. INDEMNIFICATION. To the fullest extent allowable by law, Contracting Party hereby indemnifies and shall defend and hold harmless, at Contracting Party's expense, Sheboygan, its elected and appointed officials, committee members, officers, employees, authorized representatives and volunteers ("Sheboygan Indemnitees") from and against third party tort suits, actions, legal or

administrative proceedings, claims, costs and expenses (including, without limitation, reasonable attorney and professional fees) to the extent caused by the negligent acts, errors or omissions of Contracting Party, its subcontractors or of anyone acting under its direction or control or on its behalf in the performance of this Agreement. Contracting Party's defense obligation shall not apply to professional liability claims. The aforesaid indemnity and hold harmless agreement shall not be applicable to any liability to the extent caused by Sheboygan, its elected and appointed officials, officers, employees or authorized representatives, consultants, contractors or volunteers in the performance of this Agreement. Contracting Party's obligation to indemnify, defend and hold harmless shall not be restricted to insurance proceeds, if any, received by Sheboygan, its elected and appointed officials, officers, employees, authorized representatives or volunteers. Nothing in this Agreement is intended or shall be construed to be a waiver or estoppel of Sheboygan or its insurer (or otherwise affect or alter their ability) to rely upon the limitations, defenses and immunities contained within Wis. Stat. §§ 345.05 and 893.80, or other applicable law. To the extent that indemnification is available and enforceable against Sheboygan, (a) Sheboygan or its insurer shall not be liable in indemnity, contribution, or otherwise for an amount greater than the limits of liability of municipal claims established by applicable Wisconsin or federal law; and (b) Sheboygan's obligations under this Agreement are further conditioned upon the following: (i) the indemnified party shall promptly notify Sheboygan in writing of any such claims, demands, liabilities, damages, costs and expenses within ten (10) days of discovery; (ii) Sheboygan shall have sole control of, and the indemnified party shall reasonably cooperate in all respects, in the defense of the claims, demands, liabilities, damages, costs and expenses and all related settlement negotiations; and (iii) the indemnified party shall not make any admission or disclosure or otherwise take any action prejudicial to Sheboygan except as required by law. Neither party shall be liable for indirect, special, exemplary, consequential or incidental damages, including, without limitation, any damages for lost profits, revenue or business interruption. The parties represent that, as of the effective date, neither party has any notice or knowledge of any claims, demands, liabilities, damages, costs and expenses asserted or threatened by any third party with respect to the matters contemplated in this Agreement. This indemnity provision shall survive the termination or expiration of this Agreement.

15. NO PERSONAL LIABILITY. Under no circumstances shall any trustee, officer, official, commissioner, director, member, partner or employee of either party have any personal liability arising out of this Agreement, unless an employee of the Contracting Party shall commit a criminal, fraudulent, malicious, or dishonest act which is excluded from Contracting Party's insurance coverage.

16. Intentionally omitted.

17. INDEPENDENT CONTRACTORS. The parties, their employees, agents, volunteers, and representative shall be deemed independent contractors of each other and shall in no way be deemed as a result of this Agreement to be employees of the other. The parties, their employees, agents, volunteers, and representatives are not entitled to any of the benefits that the other provides for its employees. The parties shall not be considered joint agents, joint ventures, or partners.

18. GOVERNING LAW. This Agreement and all questions and issues arising in connection herewith shall be governed by and construed in accordance with the laws of the State of Wisconsin. Venue for any action arising out of or in any way related to this Agreement shall be exclusively in Sheboygan County, Wisconsin. Each party waives its right to challenge venue.

19. JURY TRIAL WAIVER. The parties hereby waive their respective rights to a jury trial on any claim or cause of action based upon or arising from or otherwise related to this Agreement. This waiver of right to trial by jury is given knowingly and voluntarily by the parties and is intended to encompass individually each instance and each issue as to which the right to a trial by jury would otherwise accrue. Each party is hereby authorized to file a copy of this section in any proceeding as conclusive evidence of this waiver by the other party.

20. NOTIFICATION. Parties shall:

(1) As soon as possible and in any event within a reasonable period of time after the occurrence of any event of default by either party, notify the other Party in writing of such default and set forth the details thereof and the action which is being taken or proposed to be taken by defaulting party to cure or mitigate the default.

(2) Promptly notify the other Party of the commencement of any litigation or administrative proceeding that would cause any representation contained in this Agreement to be untrue.

(3) If related to the performance of services and work under this Agreement, notify the other Party, and provide copies, immediately, upon receipt, of any notice, pleading, citation, indictment, complaint, order or decree from any federal, state or local government agency or regulatory body, asserting or alleging a circumstance or condition that requires or may require a financial contribution by a Party or any guarantor or an investigation, clean-up, removal, remedial action or other response by or on the part of a Party or any guarantor under any environmental laws, rules, regulations, ordinances or which seeks damages or civil, criminal or punitive penalties from or against a Party or any guarantor for an alleged violation of any environmental laws, rules, regulations or ordinances.

21. SEVERABILITY. The provisions of this Agreement are severable. If any provision or part of this Agreement or the application thereof to any person or circumstance shall be held by a court of competent jurisdiction to be invalid or unconstitutional for any reason, the remainder of this Agreement and the application of such provision or part thereof to other persons or circumstances shall not be affected thereby.

22. ASSIGNMENT, SUBLET, AND TRANSFER. A Party shall not assign, sublet, or transfer its interests or obligations under the provisions of this Agreement without the prior written consent of the other Party. This Agreement shall be binding on the heirs, successors, and permitted assigns of each party hereto. A Party shall provide not less than forty-five (45) days advance written notice of request to assign, sublet or transfer any services provided under this Agreement. The decision to allow an assignment by Contracting Party rests solely with Sheboygan, in its discretion

23. NO WAIVER. The failure of any party to insist, in any one or more instance, upon performance of any of the terms, covenants, or conditions of this Agreement shall not be construed as a waiver, or relinquishment of the future performance of any such term, covenant, or condition by any other party hereto but the obligation of such other party with respect to such future performance shall continue in full force and effect.

24. SUBCONTRACTING. None of the services to be performed under this Agreement shall be subcontracted without the prior written approval of Sheboygan. If any of the services are subcontracted, the performance of such services shall be specified by written contract and shall be subject to each provision of this Agreement. Contracting Party shall be as fully responsible to

Sheboygan for the acts and omissions of its subcontractors and of person either directly or indirectly employed by them, as it is for acts and omissions of persons directly employed by it.

25. CONFLICTS OF INTEREST. Contracting Party covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. Contracting Party further covenants that in the performance of this Agreement no person having any conflicting interest shall be employed. Any interest on the part of Contracting Party or its employee must be disclosed to Sheboygan

26. NON-DISCRIMINATION. Pursuant to law, it is unlawful and Contracting Party agrees not to willfully refuse to employ, to discharge, or to discriminate against any person otherwise qualified because of race, color, religion, sex, sexual orientation, age, disability, national origin or ancestry, lawful source of income, marital status, creed, or familial status; not to discriminate for the same reason in regard to tenure, terms, or conditions of employment, not to deny promotion or increase in compensation solely for these reasons; not to adopt or enforce any employment policy which discriminates between employees on account of race, color, religion, sex, creed, age, disability, national origin or ancestry, lawful source of income, marital status or familial status; not to seek such information as to any employee as a condition of employment; not to penalize any employee or discriminate in the selection of personnel for training, solely on the basis of race, color, religion, sex, sexual orientation, age, disability, national origin or ancestry, lawful source of income, marital status, creed or familial status. Contracting Party shall include or cause to be included in each subcontract covering any of the services to be performed under this Agreement a provision similar to the above paragraph, together with a clause requiring such insertion in further subcontracts that may in turn be made.

27. POLITICAL ACTIVITIES. Contracting Party employees shall not engage in any political activities within the City of Sheboygan while in performance of any and all services and work under this Agreement. This does not apply to periods of time in which employee is not at work, or is billing other than Sheboygan for his/ her time.

28. GOVERNMENTAL APPROVALS. Contracting Party acknowledges that various of the specific undertakings of Sheboygan described in this Agreement may require approvals from the City of Sheboygan Council, City of Sheboygan bodies, and/or other public bodies, some of which may require

public hearings and other legal proceedings as conditions precedent thereto. Contracting Party further acknowledges that this Agreement is subject to appropriation by the Sheboygan Common Council. Sheboygan's obligation to perform under this Agreement is conditioned upon obtaining all such approvals in the manner required by law. Sheboygan cannot assure that all such approvals will be obtained, however, it agrees to use good faith efforts to obtain such approvals on a timely basis.

9. ENTIRE AND SUPERSEDING AGREEMENT. This writing, all Exhibits hereto, and the other documents and agreements referenced herein, constitute the entire Agreement between the parties with respect to the subject matter hereof, and all prior agreements, correspondences, discussions and understandings of the parties (whether written or oral) are merged herein and made a part hereof. To the extent that any terms and conditions contained in this Agreement, all Exhibits hereto, and the other documents and agreement referenced herein conflict with these Standard Terms and Conditions, the Standard Terms and Conditions shall take precedence.

30. AMENDMENT. This Agreement shall be amended only by formal written supplementary amendment. No oral amendment of this Agreement shall be given any effect. All amendments to this Agreement shall be in writing executed by both parties.

31. IMPLEMENTATION SCHEDULE AND TIME OF THE ESSENCE. Any and all phases and schedules which are the subject of approvals, or as set forth herein, shall be governed by the principle that modification or deviation from such schedules shall occur only upon approval of Sheboygan or reasons of Force Majeure. Any phase or schedule that is determined to be "time of the essence" shall be specifically identified as such within the scope of services. The Mayor, or in the Mayor's absence, the Council President, shall have the ability to postpone any deadline listed herein, up to a maximum of ninety (90) days. If such delays cause additional cost, Contracting Party shall be reimbursed.

32. TIME COMPUTATION. Any period of time described in this Agreement by reference to a number of days includes Saturdays, Sundays, and any state or national holidays. Any period of time described in this Agreement by reference to a number of business days does not include Saturdays, Sundays or any state or national holidays. If the date or last date to perform any act or to give any notices is a Saturday, Sunday or state or national holiday, that act or notice may be timely performed or given on the next succeeding day which is not a Saturday, Sunday or state or national holiday.

33. NOTICES. Any notice, demand, certificate or other communication under this Agreement shall be given in writing and deemed effective: a) when personally delivered; b) three (3) days after deposit within the United States Postal Service, postage prepaid, certified, return receipt requested; or c) one (1) business day after deposit with a nationally recognized overnight courier service, addressed by name and to the party or person intended as follows: To the City: Attn. City Clerk Copy to: Attn. City Attorney City of Sheboygan 828 Center Ave Sheboygan, WI 53081 Contracting Party shall identify in writing and provide to Sheboygan the contact person and address for notices under this Agreement.

34. Intentionally omitted.

35. ACCESS TO RECORDS. Contracting Party, at its sole expense, shall maintain books, records, documents and other evidence pertinent to this Agreement in accordance with accepted applicable professional practices. Sheboygan, or any of its duly authorized representatives, shall have access, at no cost to Sheboygan, to such books, records, documents, papers or any records, including electronic, of Contracting Party which are pertinent to the hourly rates of pay and reimbursable costs under this Agreement, for the purpose of making audits, examinations, excerpts and transcriptions. Once deliverables are provided to Sheboygan, additional copies will be provided for a fee.

36. PUBLIC RECORDS LAW. Contracting Party understands and acknowledges that Sheboygan is subject to the Public Records Law of the State of Wisconsin. As such, Contracting Party agrees to retain all records as defined by Wisconsin Statute § 19.32(2) applicable to this Agreement for a period of not less than seven (7) years after the termination or expiration of this Agreement. Contracting Party agrees to assist Sheboygan in complying with any public records request that Sheboygan receives pertaining to this Agreement. If the requested record is not within that which is required to be produced by statute or other authority, then Contracting Party may object, and Sheboygan will reject the request. Contracting Party shall seek to intervene in any subsequent public records lawsuit, writ of mandamus, or other action against Sheboygan seeking to compel disclosure in order to dispute disclosure of the requested record. Contracting Party shall also cooperate and provide assistance to Sheboygan, at no cost, in the defense of such lawsuit, writ or other action. If the request is upheld by a court of law, then Contracting Party will produce the records or indemnify and hold harmless Sheboygan Indemnitees from any liability, including without limitation, attorney fees related to or in any way arising from

Contracting Party's actions or omissions which contribute to Sheboygan's inability to comply with the Public Records Law. In the event that Contracting Party decides not to retain its records for a period of seven (7) years, then it shall provide written notice to Sheboygan whereupon Sheboygan shall take custody of said records assuming such records are not already maintained by Sheboygan. This provision shall survive the termination of this Agreement.

37. CONSTRUCTION. This Agreement shall be construed without regard to any presumption or rule requiring construction against the party causing such instrument to be drafted. This agreement shall be deemed to have been drafted by the parties of equal bargaining strength. The captions appearing at the first of each numbered section of this Agreement are inserted and included solely for convenience but shall never be considered or given any effect in construing this Agreement with the duties, obligations, or liabilities of the respective hereto or in ascertaining intent, if any questions of intent should arise. All terms and words used in this Agreement, whether singular or plural and regardless of the gender thereof, shall be deemed to include any other number and any other gender as the context may require.

38. NO THIRD-PARTY BENEFICIARY. Nothing contained in this Agreement, nor the performance of the parties hereunder, is intended to benefit, nor shall inure to the benefit of, any third party.

39. COMPLIANCE WITH LAW. The parties shall comply in all material respects with applicable federal, state and local laws, regulations and ordinances.

40. FORCE MAJEURE. Neither Party shall be responsible for any resulting losses and it shall not be a default hereunder if the fulfillment of any of the terms of this Agreement is delayed or prevented by revolutions or other civil disorders, wars, acts of enemies, strikes, fires, floods, acts of God, adverse weather conditions, legally required environmental remedial actions, industrywide shortage of materials, or by any other cause not within the control of the party whose performance was interfered with, and which exercise of reasonable diligence, such party is unable to prevent, whether of the class of causes hereinabove enumerated or not, and the time for performance shall be extended by the period of delay occasioned by any such cause.

41. GOOD STANDING. Contracting Party affirms that it is a company duly formed and validly existing and in good standing under the laws of the State of Wisconsin and has the power and all necessary

licenses, permits and franchises to own its assets and properties and to carry on its business.

Contracting Party is duly licensed or qualified to do business and is in good standing in the State of Wisconsin and in all other jurisdictions in which failure to do so would have a material adverse effect on its business or financial condition.

42. AUTHORITY. The persons signing this Agreement warrant that they have the authority to sign as, or on behalf of, the party for whom they are signing.

43. EXECUTION OF AGREEMENT. Contracting Party shall sign and execute this Agreement on or before sixty (60) days of its approval by the Sheboygan Common Council, and Contracting Party's failure to do so will render the approval of the Agreement by the Sheboygan Common Council null and void unless otherwise authorized.

44. COUNTERPARTS. This Agreement may be executed in one or more counterparts, all of which shall be considered but one and the same agreements and shall become effective when one or more counterparts have been signed by each of the parties and delivered to the other party.

45. SURVIVAL. All express representations, indemnifications and limitations of liability included in this Agreement will survive its completion or termination.

46. COMPLIANCE WITH LAW. Contracting Party agrees to abide by applicable federal, state and local laws, regulations and ordinances, and all provisions of this Agreement.

47. RELIANCE. Contracting Party has the right to reasonably rely on information provided by or through the City of Sheboygan.

Revised: 06.21.19

**CITY OF SHEBOYGAN
RESOLUTION 76-24-25**

BY ALDERPERSONS DEKKER, RUST, AND MITCHELL.

SEPTEMBER 16, 2024.

A RESOLUTION authorizing the filing of an application with the United States of America Department of Transportation and authorizing the executing of the contract pertaining to grants for calendar year 2025, under former Section 9 (USC 5307) of the Federal Transit Act of 1964, as amended.

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

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

WHEREAS, it is required by the United States Department of Transportation in accordance with the provisions of Title VI of the Civil Rights Act of 1964 that in connection with the filing of an application for assistance under the Federal Transit Act of 1964, as amended, the applicant gives an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the United States Department of Transportation requirements thereunder; and

WHEREAS, it is the goal of the applicant that disadvantaged business enterprises be utilized to the fullest extent possible in connection with these projects, and definite procedures shall be established and administered to ensure that disadvantaged businesses shall have the opportunity to participate in construction contracts, supplies, equipment contracts, or consultants and other services.

NOW, THEREFORE, BE IT RESOLVED: That the Director of Parking and Transit is authorized to execute and file an application on behalf of the City of Sheboygan with the United States Department of Transportation to aid in financing of capital and operating assistance projects for calendar year 2025, pursuant to former Section 9 (USC 5307) of the Federal Transit Act of 1964, as amended.

BE IT FURTHER RESOLVED: That the Director of Parking and Transit of the City of Sheboygan is authorized to execute the contract pertaining to the City of Sheboygan's application for 2025 operating and capital assistance grants under former Section 9 (USC 5307) of the Federal Transit Act of 1964, as amended.

BE IT FURTHER RESOLVED: That the Director of Parking and Transit is authorized to execute and file with such applications all assurances or any other documents required by the United States Department of Transportation effectuating the purposes of Title VI of the Civil Rights Act of 1964 and other legally mandated requirements of the United States Department of Transportation.

BE IT FURTHER RESOLVED: That the Director of Parking and Transit is authorized to furnish such additional information as the United States Department of Transportation may require in connection with the application for the program of projects.

BE IT FURTHER RESOLVED: That the Director of Parking and Transit is authorized to execute grant agreements on behalf of the City of Sheboygan with the United States Department of Transportation for aid in the financing of the capital and operating assistance program of projects.

PASSED AND ADOPTED BY THE CITY OF SHEBOYGAN COMMON COUNCIL

_____.

Presiding Officer

Attest

Ryan Sorenson, Mayor, City of
Sheboygan

Meredith DeBruin, City Clerk, City of
Sheboygan

REQUEST FOR TRANSIT COMMISSION CONSIDERATION

ITEM DESCRIPTION: Director’s Report

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

REPORT DATE: 9/17/24

MEETING DATE: 9/17/24

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

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

BACKGROUND / ANALYSIS:

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

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

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

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: 2024						
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)					TOTAL AGENCY TRIPS	
		ADA SERVICE	NON-ADA SERVICE	ADA AGENCY TRIPS	NON-ADA AGENCY TRIPS			
REVENUE TRIPS	147,089	967	3,268	1,845	893	2,738	154,062	
"FREE FARE" TRIPS	2,761	0	0	0	0	0	2,761	
TRANSFER TRIPS	0	0	0	0	0	0	0	
TOTAL	149,850	967	3,268	1,845	893	2,738	156,823	
B. PASSENGER REVENUE								
PASSENGER REVENUE	\$75,437	\$2,901.00	\$9,804.00	\$34,593.75	\$16,743.75	\$64,042.50	\$139,479.50	
C. VEHICLE MILES								
REVENUE MILES	130,843	13,037	19,291				163,171	
TOTAL MILES	135,334	14,296	21,153				170,783	
D. VEHICLE HOURS								
REVENUE HOURS	9,331	1,102	1,630				12,063	
DRIVER PAY HOURS	10,117	1,207	1,785				13,109	
E. GALLONS OF FUEL								
GALLONS OF FUEL	24,116	1,905	2,819				28,840	
F. EXPENSES								
						TOTAL EXPENSES	\$968,121.00	
						CONTRA EXPENSES	\$9,606.00	
						NET EXPENSES	\$819,035.50	

Derek Muench
(Transit Director)

5-Sep-24
(Date)

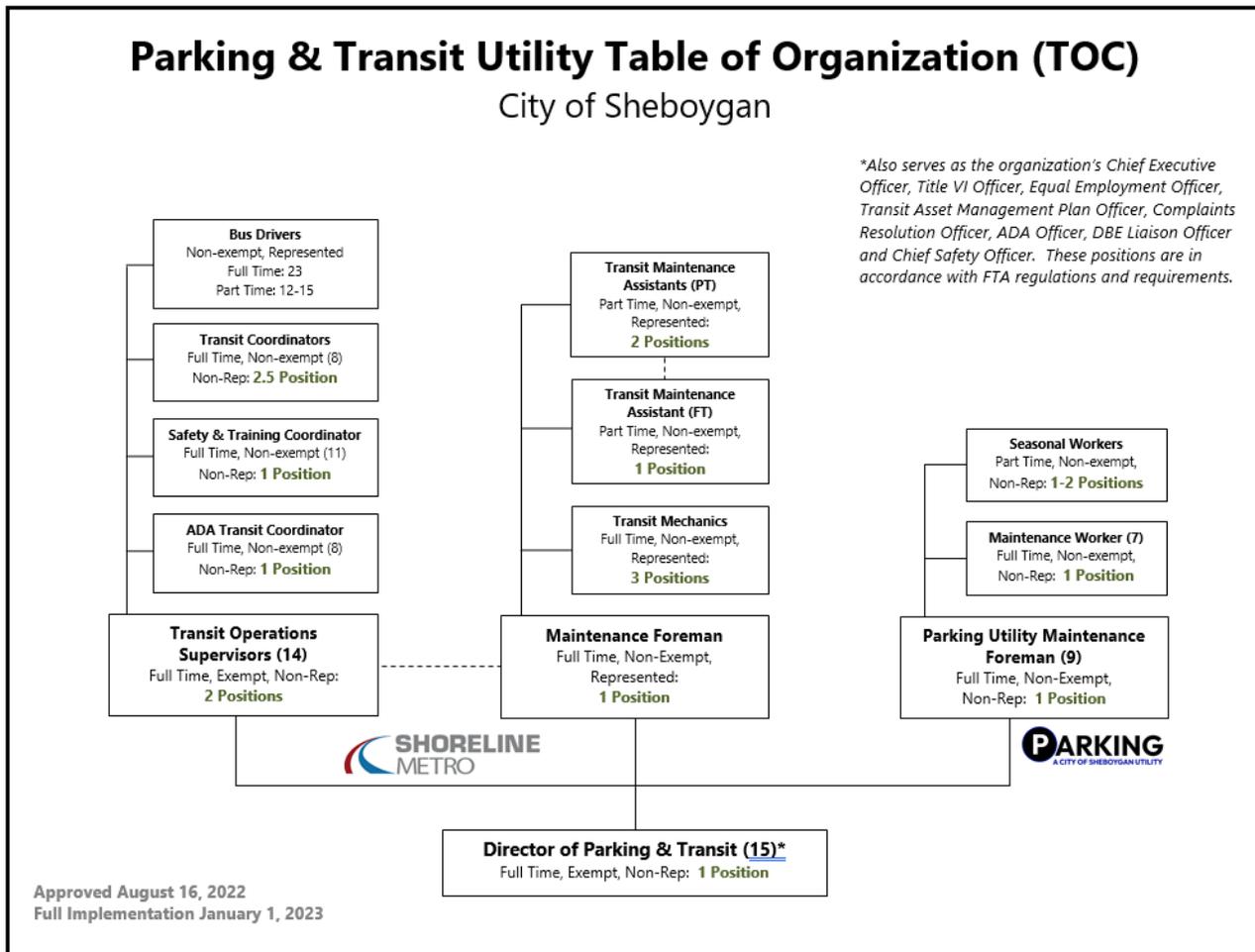
Ann Koeller
(Prepared By)

9/5/2024
(Date)

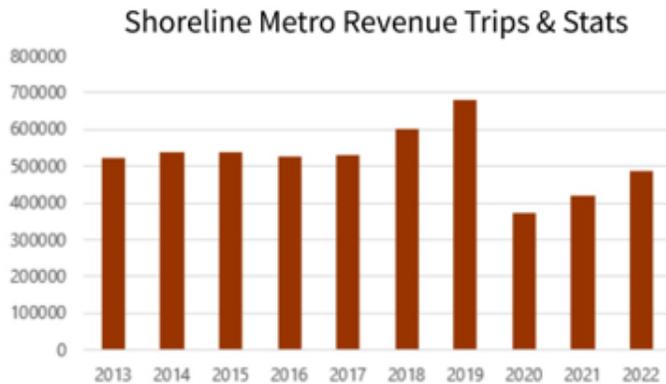
Financials – Shoreline Metro staff (Director) review expenses and revenues on a regular basis, typically bi-monthly and quarterly. Financial reports are reviewed for accurate expenses and revenues. In inaccuracies are reported to the Finance Department with a recommendation for resolution.

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

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



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



DIRECTOR COMMENTS:

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

Personnel:

- New Bus Drivers hired in Q3 of 2024 – Steven Brown, Leonard Hensch and Fred Gager (rehire).
- Shoreline Metro is considered to be at “full staffing” as of today.
 - Additional drivers would be considered if available on a very temporary basis or “foot-in-the-door” opportunity

Operational Items/Updates:

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

- **Ridership** for CY2024 is up 2.9 percent for Shoreline Metro and 3.9 percent for Metro Connection for the first half of 2024 over first half of 2023.
- **County-wide Transit Service** – Shoreline Metro is working with Sheboygan County to develop a county-wide shared-ride taxi service to commence in 2025. Shoreline Metro is the preferred contracted provider of this service. Both entities continue to work through the details of service and service agreement. More details forthcoming.
- **2024/2025 SASD Bus Pass Program** – The new program is uploaded and viewable on the Shoreline Metro website. A new pass features new colors as has been tradition with each new school year. The program has also been renamed to “Bus Pass Program” to be inclusive of staff and faculty that also use the pass for riding Shoreline Metro. The program also features a “Public Transit vs. School Bus Service” insert aimed at clarifying expectations for students,

parents and SASD staff. There continues to be misunderstandings between the two servi we hope this insert clarifies things a bit.

ACTION REQUESTED:

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

ATTACHMENTS:

- I. None.

TRANSIT COMMISSION AGENDA ITEM COMMENTS:

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

FINAL REPORT FOR 2024 FTA TRIENNIAL REVIEW

Shoreline Metro had its FTA Triennial Review earlier this year (as previously stated). This year's review ended in just one day! This was a record for FTA and included another perfect review with zero findings! This is and was truly a team effort. It takes EVERYONE including the Transit Commission for us to get these milestones and recognitions. Attached is the Final Report for acceptance and filing.

The Director recommends accepting the report and placing on file.

2025 PARKING UTILITY BUDGET

The Director of Transit & Parking is submitting the 2025 Parking Utility budget for your consideration and approval. In summary, there are not many budget highlights for 2025 with the budget being straightforward. The budget was adjusted to incorporate increases in revenues for both meters and permits. Assessments are expected to increase in large part to increases in wages and benefits (health insurance is a 6 percent increase and dental is a 5.73 percent). Wages with cost-of-living are close to 4 percent. Overall, labor accounts for a 13.9 percent increase in expenses. Parking may decide not to hire seasonal help in 2025 (would bring the labor costs down to a 1 percent increase).

The Director recommends approving the 2025 Parking Utility budget and including it in the City Administrator's City Budget for 2025.

2025 TRANSIT UTILITY BUDGET

The Director of Transit & Parking is submitting the 2025 Transit Utility budget for your consideration and approval. In summary, there are not many budget highlights for 2025 with the budget being straightforward. There are no proposed changes to fares or service. The budget was adjusted to incorporate increases in revenues for fixed route and paratransit fares (paratransit will see an increase to the agency fare in 2025). Overall budget increases by 3 percent (health insurance is a 6 percent increase and dental is a 5.73 percent). Union wages are 3 percent increase and non-rep with cost-of-living are close to 4 percent. Budget includes using CARES Act/ARPA funding to balance budget (\$57,612). Estimated state/federal funding is budgeted at 57 percent (2024 was 59.17 percent).

The Director recommends approving the 2025 Transit Utility budget and including it in the City Administrator's City Budget for 2025.

2025-2029 CAPITAL IMPROVEMENTS PROGRAM FOR PARKING & TRANSIT UTILITIES

The Director of Transit & Parking is submitting the 2025-2029 Capital Improvements Program for the Parking and Transit Utilities. Transit capital needs is highlighted by the replacement of five (5) fixed route, heavy-duty buses in 2027. A Congestion Mitigation Air Quality Control (CMAQ) application has already been submitted for possible funding of these buses.

Parking capital needs is highlighted by the replacement of a John Deere Gator (2025), pickup truck (2027) and one-ton pickup truck (2028). Additionally, rehab and construction of the Riverfront East parking lots is scheduled for 2026.

The Director recommends approving the 2025-2029 Capital Improvements Program for Parking & Transit Utilities and include it in the City Administrator's 2025 City Budget for consideration and approval.

SECOND QUARTER REPORTS FOR TRANSIT & PARKING

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 was up 2.0 percent for Q2.
 - Ridership is up 2.9 percent for CY2024
 - Many metrics improved during the quarters and for year end
 - Metro Connection ridership was up 5.8 percent for Q2.
 - Ridership is up 3.9 percent for CY2024 (factoring in second quarter)
 - Revenue was up 2.5 percent for Q2.
 - Expenses were up 23.2 percent in Q2.
- Parking Utility:
 - Permit revenue is up 20.0 percent in Q1.
 - Permit revenue was low in CY2023 due to implementation of HotSpot and "free" parking in Q1.
 - Meter revenue was up 21.6 percent in Q1.
 - HotSpot revenues continue to increase month-over-month from August 2023 to May 2024 (totaling about 11 percent of meter revenue).
 - All lots except 5 and 10 allow for hourly parking (\$0.75 per hour) through HotSpot.
 - Expenses are tracking as expected.
 - Snow removal was less than budgeted through Q1 with all invoices paid YTD.
 - Overall, revenues are up 25.3 percent in Q1 over CY2023.

The Director recommends a motion to approve the Q2 Reports as presented and place on file.

SERVICE AGREEMENT WITH CITY OF SHEBOYGAN FALLS

A new service agreement with the City of Sheboygan Falls is attached for consideration. There are no changes to the agreement. An agreement hasn't been updated in a few years so the Director felt it was good practice to get a revised agreement in place. There is a 0 percent increase in their annual local share for 2025.

The Director recommends acceptance and approval of the Service Agreement with the City of Sheboygan Falls for transit service.

SERVICE AGREEMENT WITH VILLAGE OF KOHLER

A new service agreement with the Village of Kohler is attached for consideration. There are no changes to the agreement. An agreement hasn't been updated in a few years so the Director felt it was good practice to get a revised agreement in place. There is a 0 percent increase in their annual local share for 2025.

The Director recommends acceptance and approval of the Service Agreement with the Village of Kohler for transit service.

SHORELINE METRO PUBLIC TRANSIT AGENCY SAFETY PLAN FOR 2024

Shoreline Metro has made required revisions to its Public Transit Agency Safety Plan. FTA released a few mandatory revisions along with Shoreline Metro's annual updates are included in this final draft.

A summary of the changes includes:

- Updated definitions and acronyms.
- Updated clarifying language throughout document to meet several minor requirements.
- Updated data to include most recent years data reporting for accidents and incidents.
- Revised Shoreline Metro staff as listed in the plan.
- Revised goals and benchmarks to include most recent years data.
- New requirements for communicating safety and safety performance information throughout the organization.
- New requirements for a comprehensive safety training program including de-escalation training, reporting training and safety event reporting.

The Director recommends acceptance and approval of the revised 2024 Public Transit Agency Safety Plan for Shoreline Metro.

****This item requires a signature of all Transit Commissioners on the signature page.****

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AGREEMENT FOR 2024-2025

Shoreline Metro applies annually to receive Community Development Block Grant (CDBG) funding through the federal HUD program. The funding goes to support increased frequency and accessibility to Shoreline Metro for a particular low-income sector of Sheboygan located just west and north of downtown Sheboygan. The agreement is the formal acceptance of the CDBG funding to support operations as part of the local share match for Shoreline Metro's annual operations budget. The amount is equal to \$42,493.00.

The Director recommends the support and approval of the agreement and further authorizes the Director to sign the agreement on behalf of the Transit Utility and Sheboygan Transit Commission.

RESOLUTION 76-24-25 FOR OPERATING GRANTS FOR CY2025

Shoreline Metro applies for Section 5307 Federal Mass Transit Operating Assistance and State 85.20 Mass Transit Operating Assistance funds each year to subsidize the costs of operating Shoreline Metro for the City of Sheboygan and participating communities. The grant is due by December 15th. As a matter of formality, Shoreline Metro requests approval to apply for these funds through the attached authorizing resolution.

Shoreline Metro has applied for funding to subsidize operations for many years. In 2025, combined Section 5307 and State 85.20 funds are expected to cover about 57.00% of eligible expenses. Funding levels continue to decrease year-after-year which puts more pressure on local shares to cover the difference. No changes in route service or fare structure are expected for calendar year 2025.

The Director recommends the support and approval of the resolution, recommends the resolution to the Common Council for approval and approves the Director to apply for and submit the required application for federal and state mass transit operating funds for CY2025.