



A G E N D A
CITY OF WAUPUN TRANSIT COMMITTEE
Waupun City Hall 201 E Main Street, Waupun
Friday, November 19, 2021 at 1:30 PM

The Waupun Transit Committee will meet In-person, virtual, and teleconference at **1:30pm on Friday, November 19, 2021**. Instructions to join the meeting are provided below:

Join Zoom Meeting:

<https://us02web.zoom.us/j/88608078433?pwd=RWdYbTdSQ0M2czk0aVhYSTRWSURoZz09>

Meeting ID: 886 0807 8433

Passcode: 106110

Dial by your location : 1 312 626 6799

CALL TO ORDER

ROLL CALL

PERSONS WISHING TO ADDRESS THE TRANSIT COMMITTEE--*State name, address, and subject of comments. (2 Minutes)*

CONSIDERATION - ACTION

- [1.](#) Approve Transit Committee Minutes 9-22-21
- [2.](#) 2022 Waupun Taxi Fares
- [3.](#) 2022 WisDOT Public Transit Assistance Program Operating Grant Application

ADJOURNMENT

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.



TALKING POINTS
CITY OF WAUPUN TRANSIT COMMITTEE MEETING
Waupun City Hall (201 E. Main Street) or Zoom
Wednesday, September 22, 2021 at 6:00 p.m.

Committee Members Present:

Pete KaczmariskiAlderman
Scott LoudonChief, Waupun Police Department
Julie Nickel (Chair)..... Mayor
Nancy VanderkinAlderman

Committee Members Absent:

Will Langford (excused)Alderman

Staff Present:

Sarah Van Buren Community & Economic Development Coordinator

CALL TO ORDER

Mayor Nickel called the meeting to order at 6:00 p.m. and noted staff has requested the addition of item #6 (next steps) to the agenda.

ROLL CALL

Roll call and quorum determined.

PERSONS WISHING TO ADDRESS THE TRANSIT COMMITTEE--State name, address, and subject of comments. (2 Minutes)

None.

DISCUSSION & POSSIBLE ACTION ON SHARED-RIDE TAXI PROPOSAL EVALUATION

1. Overview of Process & Responsibilities
 - a. Ms. Van Buren provided Committee members an overview of the process and their responsibilities for the evaluation of shared-ride taxi proposals. Much of the items discussed were provided in the September 7, 2021 and September 15, 2021 memos sent to Committee members, as well as DOA-3780 forms that were signed by all members.
2. Discussion of Technical Factors & Individual Evaluator Worksheets
 - a. Individually, members corrected mathematical errors prior to discussion and filled in information that was missing.
3. Completion of Consensus Rating of Technical Score
 - a. Upon completion of the technical review scores, Brown Cab Service, Inc. received a technical score of 294 and Mobility Transformation, Inc. received a technical score of 243.5
 - b. Committee members discussed the strengths and weaknesses of each proposal.
 - i. Brown Cab Strengths – Drug testing policy; Type of vehicles offered; Experience in Waupun and in the surrounding area; Training provided to employees; Not a lot of complaints and ones they received they followed through quickly; Riders are supported by the services; Strong dispatch capabilities.
 - ii. Brown Cab Weaknesses – Oil changes at 5k; No reference to HVAC checks; No listing of accidents; Cleaning protocol is not very clear/timely.
 - iii. Mobility Strengths – Cleaning protocol; Cameras in vehicles; Use of mobile app; Shorter oil change intervals; HVAC checks; Detailed listing of accidents
 - iv. Mobility Weakness – Electric vehicles that are currently recalled; Inconsistencies in the capabilities of the vehicle used; Target clientele is different from what Waupun has; Drug policy not as strict; Dispatch capabilities not as strong as Brown.
4. Opening of Price Proposals
 - a. Ms. Van Buren opened the price proposals from each respondent.

5. Completion of Consensus Rating of Price Score
 - a. Price proposal information was entered into the price component spreadsheet to determine the lowest cost proposal.
 - b. Upon completion of the price scores, Brown Cab received a price score of 150 and Mobility Transformation received a price score of 120.

A motion to do reference checks for Brown Cab Services, Inc. and recommend WisDOT allow the Common Council to award the 2022-2026 shared-ride taxi contract to Brown Cab Services, Inc. was made by Chief Loudon and seconded by Mayor Nickel, passing unanimously.

6. Next Steps
 - a. Ms. Van Buren summarized the next steps in the process
 - i. Determination of price reasonableness of the apparent successful offeror done using the format provided by WisDOT
 - ii. Determination of offeror "responsibility" and "responsiveness" of apparent successful offeror.
 - iii. Completion of Committee Report (signatures will be required).
 - iv. Send to WisDOT for approval before Council action.

ADJOURNMENT

The motion to adjourn was made by Ms. Vanderkin and seconded by Chief Loudon passing unanimously. The meeting adjourned at 6:27 p.m. N



AGENDA SUMMARY SHEET

MEETING DATE: 11/19/2021

TITLE: 2022 Waupun Taxi Fares

AGENDA SECTION: CONSIDERATION - ACTION

PRESENTER: Michelle Kast, Finance Director

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	

ISSUE SUMMARY:

- The City completed the RFP process for shared-ride taxi service this fall
- A new contract with Brown Cab, Inc. will take effect on 1/1/2022
- 2022 contracted service expenses will rise by approximately \$45K over the current year as a result of the new contract
- Taxi expenses are covered by 3 sources: grant funding, fare revenue, city funding (tax levy/fund balance)
- The purpose of this agenda item is to consider a fare increase

STAFF RECOMMENDATION:

Recommend to Council adoption of the proposed 2022 fares.

ATTACHMENTS:

Taxi Financial Information Handout

RECOMMENDED MOTION:

Motion to recommend to Council adoption of the proposed taxi fares effective 1/1/2022.

Taxi Fare Comparison - 2021 Fares

City	Adult	Senior	Disabled	Student	Additional	Parcel	Mileage	Special Fare	Agency
Waupun	3.50	2.50	2.50	2.50	2.50	9.50	2.00	+1.50 after 9PM	8.85
Ripon	3.75	2.50	2.50	2.75	2.50	5.25	2.50	+1.25 after 10PM	6.50
Watertown	4.00	2.75	2.75	3.00	-	3.75	-	-0.75 Corner Bus	9.00
Waupaca	4.25	3.00	3.00	3.00	(1.00)	9.50	2.25	+1.75 after 10PM	9.50
Beaver Dam	3.00	1.50	1.50	2.50	-	3.00	1.00		7.00
Berlin	3.00	2.00	2.00	2.00	0.75	1.00	1.50		15.00
Portage	4.25	3.25	3.25	3.25	-	5.50	2.25	\$1 from 12am-5am	9.00

Average	3.68	2.50	2.50	2.71	0.68	5.36	1.64		9.31
Over/(Under) Ave	(0.18)	-	-	(0.21)	1.82	4.14	0.36		(0.46)

2022 Proposed	3.75	2.75	2.75	2.75	2.50	9.50	2.25	5.25	9.50
Change	0.25	0.25	0.25	0.25	-	-	0.25	0.25	0.65

Notes:

Waupun fares are currently middle of the road for Adult, Senior, Disabled, Student

Above average on Additional Rider and Parcel, not recommending fare increase for these fare types

Agency fare is paid by human service agencies with subsidized dollars, currently 2 agency fare rates: \$8.85 prepaid agency, \$9.50 regular agency

Impact of Fare Increase on Revenue

	YTD Trips	Annualized	Fare Inc	Potential Rev Inc
Agency	151	201	0.65	131
Other	<u>7,797</u>	<u>10,396</u>	0.25	<u>2,599</u>
Total	7,948	10,597		2,730

Notes:

Fare increases in 2012 and 2017

Trips declined 4.7% in 2012, then rebounded in 2013

Trips declined 21.2% in 2017, have not fully rebounded

Other factors include riders moving/passing away, new riders, etc

Trip Count History

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021 annualized	
Annual Trips	8,089	7,708	8,742	10,245	11,774	12,505	9,856		11,339	11,092	8,803	10,597
Change from prior yr		-4.7%	13.4%	17.2%	14.9%	6.2%	-21.2%		15.0%	-2.2%	-20.6%	20.4%
		Fare Inc					Fare Inc			COVID		

Expense Comparison

	2021	2022	Change
Service Hours	5,731	5,750	19.50
Hourly Rate	23.53	31.23	7.70
	134,839	179,573	44,734
Less Potential Revenue Inc			(2,730)
Shortfall			42,004

2022 Taxi Operating Grant Application

Estimated Operating Expenses	\$181,158	
Estimated Grant Funding (% of Operating Exp.)	59%	COVID relief funding is expected to be exhausted in early 2022
Estimated State/Federal Grant Funding	\$106,883	
Estimated Operating Expenses	\$181,158	
Less Estimated Grant Funding	-\$106,883	59%
Less Estimated Fare Revenue	-\$28,800	16%
Estimated City of Waupun Share of Cost	\$45,475	25%
2022 Taxi Fund Levy	\$26,000	anticipate higher levy in future years
Fund Balance Applied	\$19,475	\$53K fund balance going into 2021
	\$45,475	

AGENDA SUMMARY SHEET

MEETING DATE: 11/19/2021

TITLE: 2022 WisDOT Public Transit Assistance Program
Operating Grant Application

AGENDA SECTION: CONSIDERATION - ACTION

PRESENTER: Michelle Kast, Finance Director

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	

ISSUE SUMMARY:

- The 2022 grant application for state and federal aid for the shared-ride taxi program is due December 10.
- This is a request for approval to submit the application.
- Grant application financial summary:

2022 Taxi Operating Grant Application

Estimated Operating Expenses	\$181,158	
Estimated Grant Funding (% of Operating Exp.)	<u>59%</u>	<i>COVID relief funding is expected to be exhausted in early 2022</i>
Estimated State/Federal Grant Funding	\$106,883	
Estimated Operating Expenses	\$181,158	
Less Estimated Grant Funding	-\$106,883	59%
Less Estimated Fare Revenue	<u>-\$28,800</u>	16%
Estimated City of Waupun Share of Cost	\$45,475	25%
2022 Taxi Fund Levy	\$26,000	<i>anticipate higher levy in future years</i>
Fund Balance Applied	<u>\$19,475</u>	<i>\$53K fund balance going into 2021</i>
	\$45,475	

STAFF RECOMMENDATION: Approve submission of the grant application.

ATTACHMENTS: None

RECOMMENDED MOTION:

Motion to approve submission of the 2022 Public Transit Assistance Program operating grant application.