



Transit Commission
Agenda
December 16, 2020

PLEASE TAKE NOTICE that there will be a meeting of the Eau Claire Transit Commission on Wednesday, December 16, 2020 at 6:00 p.m. virtually through online meeting systems and will be available to the public via Webex using a computer, tablet, or smartphone (Webex app required) or telephone (audio only), using the link or dial-in number:

Transit Commission Connection Info

Event Address for Attendees:

<https://eauclairewi.webex.com/eauclairewi/onstage/g.php?MTID=e7baef3b8f2c8f284dba0c302b421786b>

Audio Only: +1-408-418-9388 *Access Code:* 146 039 6647

1. **Call to Order**
2. **Roll Call**
3. **Reading and approval of minutes of the past meeting on November 18, 2020**
4. **Open Public Comment Period for Items that do not appear on this Agenda noted as Public Hearings or Items for Public Discussion**
5. **Public Hearings and Discussions**
6. **Other Business Agenda items**
 - a. **Discuss and consider a motion regarding a 2021 Transit Commission work plan.**
 - b. **Discuss and consider a motion to participate in Transit Equity day and to reserve a seat in honor of Rosa Parks on February 4, 2022**
7. **Discussion and Direction**
 - a. Ridership and Revenue Reports
 - b. Manager's Report
 - i. Transfer Center Project Update
 - ii. RFP for Bus Technology and Fare Collection Update
 - iii. COVID-19 Actions update
8. **Adjournment**

Bob Schraufnagel, Chairperson
c: News Media



Transit Commission
Minutes
November 18, 2020

1. **Call to Order at 6:00pm**
2. **Roll Call**
 - a. **Members Present In-Person: Bob Schraufnagel, Rose Fowler**
 - b. **Members Present Virtually: Jeremy Gragert, Joshua Clements, Kelly Austin.**
 - c. **Members Absent: Georgia Eaton, Cheryal Keisler, Chandler Lorentz**
 - d. **Others Present: Mark Quam, CVTA; Scott Rogers, Lauren Becker.**
3. **Reading and approval of minutes of the past meeting on October 21, 2020**
 - a. Motion to approve by Commissioner Fowler, seconded by Council Member Gragert. Minutes approved by unanimous vote.
4. **Open Public Comment Period for Items that do not appear on this Agenda noted as Public Hearings or Items for Public Discussion**
 - a. Lauren Becker announced that she is the new representative from UWEC student senate.
5. **Public Hearings and Discussions**
 - A. Transit Development Plan Draft Adoption Recommendation to council.
 - a. Transit Manager Tom Wagener addressed questions from the Commission and the public
 - b. Council Member Gragert moved to recommend that the City Council adopt the plan, Commissioner Austin seconded. Recommendation approved by unanimous vote.
 - B. Public Transportation Agency Safety Plan Recommendation to council
 - a. Transit Manager Tom Wagener addressed questions from the Commission
 - b. Commissioner Clements moved to recommend that the City Council adopt the plan, Council Member Gragert seconded. Recommendation approved by unanimous vote.
6. **Other Business Agenda items**
7. **Discussion and Direction**
 - a. Ridership and Revenue Reports
 - i. Council Member Gragert requested that a 5 year summary of bicycle rack usage by route be presented to the commission.
 - b. 2nd Quarter Complaint Report
 - c. Work Plan for 2021
 - i. Council Member Gragert suggested that the commission work plan align with the Division's goals for 2021.
 - d. Manager's Report – Transit Manager Tom Wagener presented on the following:
 - i. Transfer Center Project Update
 - ii. 2021 Budget Update
 - iii. RFP for Bus Technology and Fare Collection Update
 - iv. COVID-19 Actions update
8. **Adjournment**
 - a. **Commissioner Rose Fowler moved, Council Member Gragert seconded. Meeting adjourned at 7:12PM**

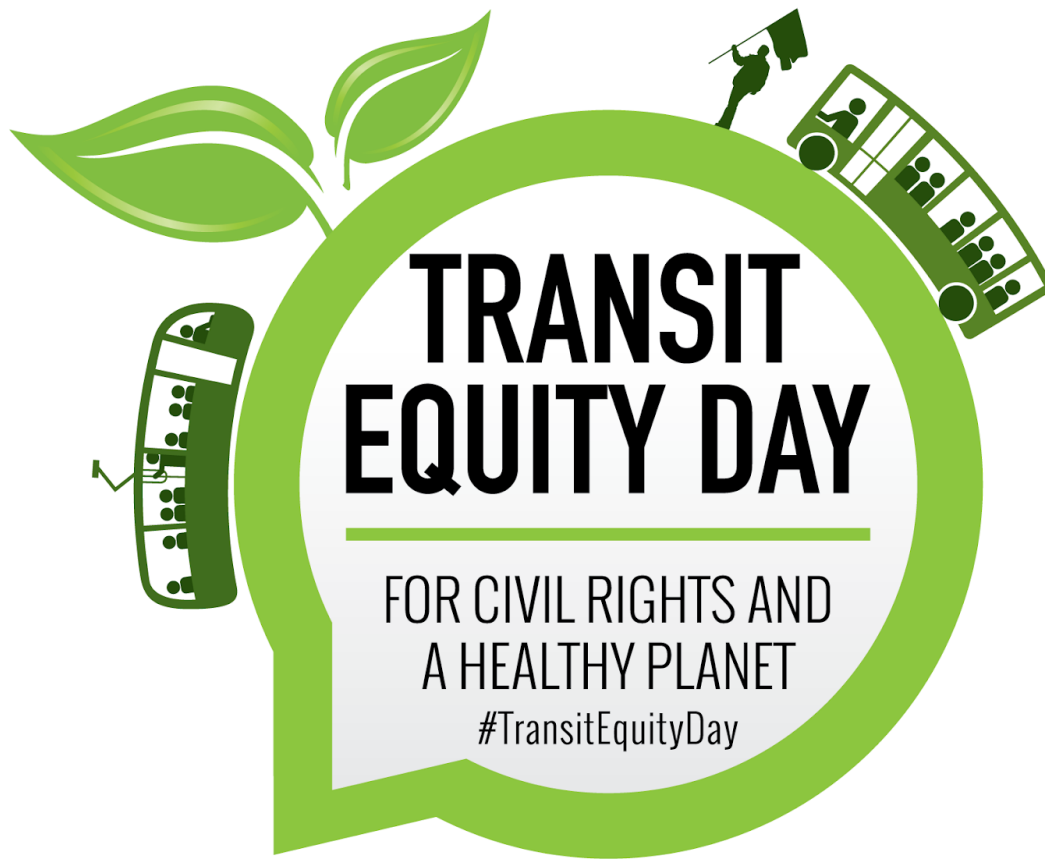
WORK PLAN IDEAS

- 1) Get feedback on bus shelter design options, and involve the public in prioritizing what we need in a shelter design. Explore having the shelters designed and/or manufactured locally.
- 2) Create an active Marketing Committee within the Transit Division that involves commissioners and interested members of the public, and create a Marketing Plan for Eau Claire Transit, so we are ready to work to regain and retain ridership after the pandemic is over.
- 3) On-boarding program for new commissioners.
- 4) Explore the creation of an awards program for friends of Eau Claire Transit (like businesses, organizations, individuals), similar to the Sustainable Eau Claire Awards, or those that BPAC gives out.
- 5) Decide on a book to read about Transit and discuss.

TRANSIT DIVISION GOALS

The Division will be finalizing its goals on Tuesday, December 15. They will include:

- Safety related Goal
- TDP implementation Goal
- Ridership Goal
- Staffing Goal



Follow the link for more information on Transit Equity Day:

https://docs.google.com/document/d/1ViOJ0TMjSgoiA9DPaq6R_736Fm7yR02g35s9v2GLrZM/edit?usp=sharing

Eau Claire Transit Commission
 Monthly Ridership Report
 October 2020

	Monthly			YTD Ridership		
	2019	2020	% Change	2019	2020	% Change
Full Cash Fare	3,477	2,290	-34.14%	33,360	10,543	-68.40%
Full Fare Tickets	3,035	1,702	-43.92%	27,058	9,257	-65.79%
\$1.50 Fare*	84	33	-60.71%	464	444	-4.31%
Student Cash Fare	625	256	-59.04%	7,661	1,614	-78.93%
Student Fare Tickets	47	20	-57.45%	1,217	137	-88.74%
1/2 Cash Fare	1,294	930	-28.13%	14,213	3,960	-72.14%
Reduced Fare Tickets	699	277	-60.37%	6,787	1,796	-73.54%
Monthly Pass	9,319	4,178	-55.17%	98,670	24,632	-75.04%
\$45 Pass	689	251	-63.57%	4,474	1,817	-59.39%
Half Fare Pass	13,062	7,942	-39.20%	124,679	38,224	-69.34%
CVTC Pass	509	112	-78.00%	5,400	1,216	-77.48%
Day Pass	1,939	1,432	-26.15%	29,257	7,526	-74.28%
MAX Pass	3,104	455	-85.34%	22,216	8,404	-62.17%
Non-UWEC Ridership	37,883	19,878	-47.53%	375,456	109,570	-70.82%
UWEC	34,314	11,056	-67.78%	291,982	98,572	-66.24%
Total	72,197	30,934	-57.15%	668,997	208,142	-68.89%
Community Table	336	277	-17.56%	2,130	1,066	-49.95%
Paratransit	3,145	2,296	-27.00%	28,763	21,150	-26.47%
Free	724	3,702	411.33%	9,494	158,765	1572.27%
Pool	0	0		2,485	0	-100.00%
Library	0	0		2,143	0	-100.00%
Transfer	3,919	2,414	-38.40%	39,585	12,007	-69.67%
Total	80,321	39,623	-50.67%	753,597	401,130	-46.77%
Evening Ridership	3,056	1,810	-40.77%	33,475	18,543	-44.61%
Saturday Ridership	3,657	3,542	-3.14%	43,534	32,188	-26.06%
Miles of Service-Day	58,228	61,352	5.37%	517,256	493,843	-4.53%
Passenger / Mile-Day	1.33	0.62	-53.55%	1.39	0.77	-44.35%
Hours of Service-Day	4,124	4,359	5.69%	35,351	35,147	-0.58%
Passenger / Hour-Day	18.73	8.68	-53.69%	20.37	10.89	-46.56%
Miles of Service-Eve.	9,530	9,530	0.00%	81,892	75,467	-7.85%
Passenger / Mile-Eve.	0.32	0.19	-40.77%	0.41	0.25	-39.89%
Hours of Service-Eve.	654	654	0.00%	5,609	5,520	-1.58%
Passenger / Hour-Eve.	4.67	2.77	-40.77%	5.97	3.36	-43.72%
Saturday	4	5	25.00%	43	43	0.00%
Weekday School	20	20 *	0.00%	120	90	-25.00%
Weekday Non-school	3	2	-33.33%	97	128	31.96%

*Blended learning. Students in person 2 days/week, virtual 3 days/week.

Eau Claire Transit Commission

Monthly Ridership Report

November 2020

	Monthly			YTD Ridership		
	2019	2020	% Change	2019	2020	% Change
Full Cash Fare	3,089	2,136	-30.9%	36,449	12,679	-65.2%
Full Fare Tickets	2,729	1,453	-46.8%	29,787	10,710	-64.0%
\$1.50 Fare	113	15	-86.7%	577	459	-20.5%
Student Cash Fare	497	199	-60.0%	8,158	1,813	-77.8%
Student Fare Tickets	55	8	-85.5%	1,272	145	-88.6%
1/2 Cash Fare	1,205	765	-36.5%	15,418	4,725	-69.4%
Reduced Fare Tickets	653	306	-53.1%	7,440	2,102	-71.7%
Monthly Pass	8,926	4,114	-53.9%	107,596	28,746	-73.3%
\$45 Pass	617	261	-57.7%	5,091	2,078	-59.2%
Half Fare Pass	10,742	7,066	-34.2%	135,421	45,290	-66.6%
CVTC Pass	471	93	-80.3%	5,871	1,309	-77.7%
Day Pass	2,438	1,028	-57.8%	31,695	8,554	-73.0%
MAX Pass	2,759	589	-78.7%	24,975	8,993	-64.0%
Non-UWEC Ridership	34,294	18,033	-47.4%	409,750	127,603	-68.9%
UWEC	39,806	8,281	-79.2%	331,788	106,853	-67.8%
Total	74,100	26,314	-64.5%	743,097	234,456	-68.4%
Community Table	470	88	-81.3%	2,600	1,154	-55.6%
Paratransit	2,674		-100.0%	31,437	18,854	-40.0%
Free	485	213	-56.1%	9,979	158,978	1493.1%
Pool	0	0	0.0%	2,485	0	-100.0%
Library	0	0	0.0%	2,143	0	-100.0%
Transfer	3,826	2,363	-38.2%	43,411	14,370	-66.9%
Total	81,555	28,978	-64.5%	835,152	427,812	-48.8%
Evening Ridership	2,609	1,230	-52.9%	36,084	19,773	-45.2%
Saturday Ridership	4,240	2,347	-44.6%	47,774	34,535	-27.7%
Miles of Service-Day	50,004	48,372	-3.3%	567,261	542,214	-4.4%
Passenger / Mile-Day	1.58	0.57	-63.7%	1.41	0.75	-46.6%
Hours of Service-Day	3,575	3,834	7.2%	38,926	38,981	0.1%
Passenger / Hour-Day	22.08	7.24	-67.2%	20.53	10.47	-49.0%
Miles of Service-Eve.	8,242	8,242	0.0%	90,134	83,709	-7.1%
Passenger / Mile-Eve.	0.32	0.15	-52.9%	0.40	0.24	-41.0%
Hours of Service-Eve.	565	565	0.0%	6,174	6,085	-1.4%
Passenger / Hour-Eve.	4.62	2.18	-52.9%	5.84	3.25	-44.4%
Saturday	4	4	0.0%	47	47	0.0%
Weekday School	16	16	0.0%	136	106	-22.1%
Weekday Non-school	5	5	0.0%	102	133	30.4%

*Blended learning. Students in person 2 days/week, virtual 3 days/week.

Eau Claire Transit System

Operating Revenues

Report Date: October 31, 2020

% of Year Expired: 83.3%

	Prior Year		Current Year		% of Budget
	2019 Budget	2019 Y-T-D	2020 Budget	2020 Y-T-D	
Full Fare Cash	\$ 75,500	\$ 58,359	\$ 70,000	\$ 18,366	26.2%
Full Fare Pass	\$ 165,000	\$ 125,450	\$ 170,000	\$ 49,330	29.0%
Full Fare Tickets	\$ 32,000	\$ 38,176	\$ 50,000	\$ 15,092	30.2%
Tokens Redeemed	\$ -	\$ -	\$ -		
Day Pass	\$ 38,900	\$ 22,519	\$ 27,000	\$ 6,356	23.5%
Total Full Adult Fares	<u>\$ 311,400</u>	<u>\$ 244,504</u>	<u>\$ 317,000</u>	<u>\$ 89,145</u>	28.1%
Income-Qualifying Cash	\$ 1,900	\$ 690	\$ 1,000	\$ 671	67.1%
Income-Qualifying Pass	\$ 5,400	\$ 5,715	\$ 8,000	\$ 2,340	29.3%
Total I-Q Fares:	<u>\$ 7,300</u>	<u>\$ 6,405</u>	<u>\$ 9,000</u>	<u>\$ 3,011</u>	33.5%
Reduced Fare Cash	\$ 21,100	\$ 12,096	\$ 15,000	\$ 3,375	22.5%
Reduced Fare Pass	\$ 82,500	\$ 70,238	\$ 90,000	\$ 31,652	35.2%
Reduced Fare Tickets	\$ 7,700	\$ 7,537	\$ 10,000	\$ 2,445	24.5%
Total Reduced Fares	<u>\$ 111,300</u>	<u>\$ 89,871</u>	<u>\$ 115,000</u>	<u>\$ 37,472</u>	32.6%
Student Fare Cash	\$ 7,800	\$ 9,590	\$ 11,000	\$ 2,010	18.3%
Student Fare Tickets	\$ 1,900	\$ 2,085	\$ 2,200	\$ 338	15.3%
Student MAX Pass	\$ 27,900	\$ 28,805	\$ 40,000	\$ 9,300	23.3%
CVTC Student Pass	\$ 7,500	\$ 4,000	\$ 7,500	\$ 1,820	24.3%
UW - Eau Claire	\$ 400,000	\$ 396,000	\$ 400,000	\$ 329,507	82.4%
Pool/Library	\$ 8,000	\$ 625	\$ 8,500	\$ -	0.0%
Total Student Fares	<u>\$ 453,100</u>	<u>\$ 441,105</u>	<u>\$ 469,200</u>	<u>\$ 342,975</u>	73.1%
Paratransit Co-Pay	\$ 162,000	\$ 86,807	\$ 101,500	\$ 43,305	42.7%
Agency Fare	\$ 155,000	\$ 166,450	\$ 209,000	\$ 51,186	24.5%
Local Reimbursement	\$ 1,500	\$ 527	\$ 1,100	\$ 83	7.6%
State PT Assistance	\$ 60,000	\$ 62,450	\$ 61,500	\$ 68,547	111.5%
Total Paratransit	<u>\$ 378,500</u>	<u>\$ 316,234</u>	<u>\$ 373,100</u>	<u>\$ 163,121</u>	43.7%
Federal Assistance	\$ 1,804,700	\$ 1,209,167	\$ 1,813,000	\$ 1,620,698	89.4%
State Assistance	\$ 1,449,600	\$ 1,460,579	\$ 1,487,000	\$ 1,375,113	92.5%
EC County Assistance	\$ 143,400	\$ 95,984	\$ 132,700	\$ 92,115	69.4%
Altoona Assistance	\$ 70,800	\$ 34,559	\$ 70,300	\$ 31,582	44.9%
Total Assistance	<u>\$ 3,468,500</u>	<u>\$ 2,800,289</u>	<u>\$ 3,503,000</u>	<u>\$ 3,119,508</u>	89.1%
Advertising	\$ 52,000	\$ 62,332	\$ 71,400	\$ 25,043	35.1%
Vending Commission	\$ -	\$ 7,579	\$ 4,000	\$ 3,628	
Gifts & Donations	\$ -		\$ -		
Other Penalties	\$ -		\$ -	\$ 36	
Miscellaneous	\$ 1,000	\$ 4,038	\$ 600	\$ 1,564	260.6%
General Fund - Operation:	\$ 1,133,800	\$ 960,666	\$ 1,182,100	\$ 886,575	75.0%
Sale of Capital Assets	\$ -	\$ 636	\$ -	\$ 8,547	
Fund Balance Applied	\$ -		\$ 17,500		
Fund Balance Used for CI	\$ -		\$ -		
Total Other	<u>\$ 1,186,800</u>	<u>\$ 1,035,251</u>	<u>\$ 1,275,600</u>	<u>\$ 925,392</u>	72.5%
TOTAL REVENUES	<u><u>\$ 5,916,900</u></u>	<u><u>\$ 4,933,658</u></u>	<u><u>\$ 6,061,900</u></u>	<u><u>\$ 4,680,623</u></u>	77.2%

Eau Claire Transit System

Operating Expenses

Report Date: October 31, 2020

% of Year Expired: 83.3%

	Prior Year		Current Year		
	2019 Budget	2019 Y-T-D	2020 Budget	2020 Y-T-D	% of Budget
Admin Wages	\$ 300,500	\$ 229,938	\$ 313,400	\$ 264,944	84.5%
Admin OT Wages	\$ 12,000	\$ 1,489	\$ 12,000	\$ 574	4.8%
Admin Benefits	\$ 211,239	\$ 150,123	\$ 262,836	\$ 188,928	71.9%
Operator Wages	\$ 1,414,400	\$ 1,017,839	\$ 1,384,000	\$ 917,567	66.3%
Operator OT Wages	\$ 23,000	\$ 126,274	\$ 23,000	\$ 177,724	772.7%
Operator Benefits	\$ 687,355	\$ 529,058	\$ 721,836	\$ 451,138	62.5%
Shop Wages	\$ 266,900	\$ 209,218	\$ 278,600	\$ 206,460	74.1%
Shop OT Wages	\$ 23,800	\$ 51,877	\$ 23,800	\$ 46,998	197.5%
Shop Benefits	\$ 124,206	\$ 115,457	\$ 164,427	\$ 109,772	66.8%
Total Payroll	<u>\$ 3,063,400</u>	<u>\$ 2,431,273</u>	<u>\$ 3,183,900</u>	<u>\$ 2,364,105</u>	74.3%
Printing & Binding	\$ 15,300	\$ 8,625	\$ 7,500	\$ 10,212	136.2%
Advertising & Marketing	\$ 30,000	\$ 16,669	\$ 28,000	\$ 21,288	76.0%
Custodial	\$ 17,900	\$ 15,825	\$ 17,900	\$ 9,495	53.0%
Security	\$ 33,200	\$ 25,539	\$ 33,200	\$ 27,401	82.5%
Utilities	\$ 12,200	\$ 7,201	\$ 8,800	\$ 7,119	80.9%
Ins & Admin Charges	\$ 177,000	\$ 153,570	\$ 167,800	\$ 163,450	97.4%
Misc. Services	\$ 377,300	\$ 319,439	\$ 323,600	\$ 269,606	83.3%
Total Services	<u>\$ 662,900</u>	<u>\$ 546,867</u>	<u>\$ 586,800</u>	<u>\$ 508,570</u>	86.7%
Office Supplies	\$ 4,400	\$ 1,082	\$ 3,300	\$ 1,614	48.9%
Uniforms & Clothing	\$ 12,200	\$ 10,054	\$ 11,700	\$ 8,313	71.1%
Gas	\$ 2,700	\$ 828	\$ 1,500	\$ 562	37.4%
Diesel Fuel	\$ 419,400	\$ 227,432	\$ 381,500	\$ 146,732	38.5%
Motor Oil	\$ 20,500	\$ 12,125	\$ 17,000	\$ 11,510	67.7%
Tires	\$ 38,300	\$ 41,364	\$ 55,000	\$ 28,499	51.8%
Supplies	\$ 274,800	\$ 488,080	\$ 310,900	\$ 306,932	98.7%
Tool/Shop	\$ 7,500	\$ 9,435	\$ 9,100	\$ 17,100	187.9%
Equip Purchase	\$ -	\$ -	\$ 2,500	\$ 2,090	
Misc. Materials/Supplies	\$ 4,900	\$ 1,694	\$ 2,100	\$ 10,611	505.3%
Total Materials/Supplies	<u>\$ 784,700</u>	<u>\$ 792,095</u>	<u>\$ 794,600</u>	<u>\$ 533,961</u>	67.2%
Purchased Transp.	\$ 1,314,200	\$ 898,899	\$ 1,314,200	\$ 479,526	36.5%
Paratransit Cer	\$ 68,000	\$ 44,440	\$ 72,000	\$ 44,194	61.4%
Total Paratransit	<u>\$ 1,382,200</u>	<u>\$ 943,339</u>	<u>\$ 1,386,200</u>	<u>\$ 523,720</u>	37.8%
Unfund Pen	\$ 37,900	\$ 31,583	\$ 37,900	\$ 31,583	83.3%
Loss on Disp of Equip	\$ -	\$ -		\$ -	
Capital Purchases	\$ -	\$ -		\$ -	
Depreciation	\$ -	\$ -		\$ -	
Other Charges/Adj	\$ -	\$ -		\$ -	
Total Other	<u>\$ 37,900</u>	<u>\$ 31,583</u>	<u>\$ 37,900</u>	<u>\$ 31,583</u>	83.3%
TOTAL EXPENSES	<u><u>\$ 5,931,100</u></u>	<u><u>\$ 4,745,157</u></u>	<u><u>\$ 5,989,400</u></u>	<u><u>\$ 3,961,939</u></u>	66.1%



MANAGER'S REPORT

DECEMBER 16, 2020

TRANSFER CENTER PROJECT UPDATE

The Legal Department continues to work on the Development Agreement with Merge. The Design team is working on getting construction documents ready in preparation for going out for bidding. The current schedule is for ground to be broken in July or August of next year.

RFP FOR BUS TECHNOLOGY AND FARE COLLECTION UPDATE

The RFP should be ready for release shortly after the new year. We have contracted with Doublemap until June. Depending on the award of the contract, that may need to be extended to allow for implementation of the new system.

COVID-19 ACTIONS UPDATE

The division has no active cases of COVID-19. We continue to see low demand and the limited capacity on the buses is not an issue. University ridership has declined significantly with the change of going with all virtual classes.