



**Transit Commission
Agenda
August 18, 2021**

PLEASE TAKE NOTICE that there will be a meeting of the Eau Claire Transit Commission on Wednesday, August 18, 2021 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=e25d141fdb270beaec1fa8c8d90dd1f87>

Audio Only: +1-408-418-9388 *Access Code:* 146 096 1809

1. **Call to Order**
2. **Roll Call**
3. **Introduction of Commissioners**
4. **Other Business Agenda items**
5. **Reading and approval of minutes of the past meeting on July 21, 2021 meeting.**
6. **Open Public Comment Period for Items that do not appear on this Agenda noted as Public Hearings or Items for Public Discussion**
7. **Public Hearings and Discussion**
 - a. **Transfer Center Project**
 - b. **Transit Work Plan**
8. **Discussion and Direction**
 - a. Ridership and Revenue Reports
 - b. Income Qualifying Fare Report
 - c. Manager's Report
 - i. Transit Technology RFP
 - ii. Budget Update
 - iii. Volunteer appreciation breakfast
8. **Adjournment**

Bob Schraufnagel, Chairperson
c: News Media



Transit Commission
Minutes
July 21, 2021

1. **Call to Order**
 - a. Commission Chair Schraufnagel called meeting to order.

2. **Roll Call**

Commissioners Present – Bob Schraufnagel, Philip Swanhorst, Kegan Fassler, Rose Fowler, Jeremy Gragert, Maddie Loeffler, Kelly Austin.
Others Present – Tom Wagener, Brandon Blicharz, Liz Stingl, Unnamed Call-In Participant.
Absent – Georgia Eaton, Joshua Clements

3. **Other Business Agenda items**
 - a. **Site Plans for New Transfer Center**
 - i. Transit Manager Tom Wagener discussed site plans for the new transfer center.
 1. Presented what would be given to the planning commission regarding the new transfer center.
 2. Wagener addressed questioned raised by the commission.
 3. The Transit commission would like the Planning Commission to consider the following:
 - a. Windows within Transfer Center – Bus waiting area and retail spaces
 - b. Bike storage.
 - i. Will there be closed lockers and open storage?
 - ii. Current plans of secured areas for passenger bikes.
 - c. How large of an area will the Driver’s room be?

4. **Reading and approval of minutes of the past meeting on June 16, 2021 meeting.**
 - a. Commissioner Swanhorst moved to approve; Commissioner Gragert seconded. Approval of minutes passes unanimously.

5. **Open Public Comment Period for Items that do not appear on this Agenda noted as Public Hearings or Items for Public Discussion**
 - a. Participant Liz Stingl brought up questions of using credit cards and other forms of payment on Eau Claire Transit.
 - i. Tom Wagener and Commission Chair Schraufnagel addressed and spoke on plans regarding this.

6. **Public Hearings and Discussion**
 - a. **Update on Budget**
 - i. Tom Wagener discussed the items in the packet regarding new budget requests.
 - ii. Tom Wagener introduced a request from UWEC Student Senate to increase frequency to the Pablo Center in the evenings. This request was not made in time to include in the packet. Maddie Loeffler presented her understanding of the request from the discussions she participated in.
 - iii. **Public input**
 1. Participant Liz Stingl brought up adjustments regarding pilot project module and possible adjustments which Tom Wagener addressed.
 - b. **Update on Transfer Center Project**
 - i. Tom Wagener updated the commission on the project and answered questions from the commission.
 - ii. **Public Input**
 1. Tom Wagener addressed questions from Liz Stingl



2. **Liz Stingl suggested that some consideration for artwork to be allowed in the public areas of the Transfer Center.**

7. Discussion and Direction

- a. Ridership and Revenue Reports
 - i. Tom Wagener Reviewed the reports with the commission.
 - ii. Commissioner Swanhorst brought up concerns about high overtime numbers and the effects on staff and there was discussion about steps that can be taken.
- b. Income Qualifying Fare Report
 - i. Tom Wagener reviewed the report.
- c. Manager's Report
 - i. Work Plan Session
 1. Tom Wagener discussed getting a work plan together as per a request from Councilmember Gragert and Chair Schaufnagel.
 - a. Councilmember Gragert discussed his thoughts and possibilities for coordinating this.
 - b. It was decided that a doodle Poll will be established to determine a good date and time for this using Tuesdays and Wednesdays in August at 5PM and 6PM.
 - ii. Fare Collection System
 1. Tom Wagener discusses plans for a new fare collection system.

8. Adjournment

- a. **Commissioner Swanhorst moved to adjourn and Commissioner Austin seconded.**
 - i. **Meeting adjourned at 7:40PM**

Transfer Center Project Summary

- Temporary Site
 - Layout complete
 - Driver Trailer in place
 - Light poles schedule for placement the week of August 30
 - Transfer of operations to temporary Site when light poles are in place
 - Shelters scheduled delivery Mid October
- Permanent Site
 - Xcel utility relocation work scheduled to begin the week of August 16
 - Ground breaking on site scheduled the week of September 6th
 - Development Agreement in place at October Council meeting
 - Final Design completed Early Spring 2022
 - Bid Awards Mid Spring 2022
 - Transfer Center operations shift to permanent site Late September 2022



City of Eau Claire Transit Commission Workplan

What	Anticipated Outcome, Product or Result	Idea Source	Specific Actions	Target Dates	Identified Partners	Point Person
Bus Stops/Shelters	Public input and local engagement , ADA compliance, Policy recommendation to Council	CIP, Commission	Hold public meetings as part of the commission meetings; Review existing policies; develop recommendations – possible work session	DEC 2022	Local manufacturers, artists and designers, ADRC, WIPTA Members	Transit Manager
Marketing Committee	Transit Promotion in the community, Increase transit use, Marketing plan	TDP	Recruit members, City Staff, commission,	Post Pandemic	Interested Members of the Public, Commission, UWEC	Transit Manager
Review of Complete Streets Policy	Make sure that Transit issues are considered	BPAC	Develop Recommendations as it relates to transit	2021	BPAC; Engineering	City Engineer
City Comprehensive Plan	Have Transit issues are considered	Plan Commission	Hold public hearings to receive input on transit related sections to develop recommendations	2024	Planning	Community Development Director
Shawtown Neighborhood Plan	Have Transit issues are considered	Plan Commission	Participate at planned meetings	2022	Planning	Senior City Planner
Transit Ambassador Program	Review of the program, guidance	Transit Division	Provide recommendation on possible activities/recruitment	2023	Western Dairyland	Contracted Provider
Explore 3 Bike Rack system on buses	Recommendation for procurement	Transit Division	Research issues where deployed; review suppliers	2024	WIPTA Members	Transit Manager
Electric Buses	Develop Strategy,	CIP	Receive Public Input, Review other system deployments	2024	Sustainability Committee	Senior City Planner
Friends of Transit Program	Recognize Partners in the Community	Commission	Develop Categories and Criteria	2023	UWEC; ADRC	Commission Chair

Eau Claire Transit Commission
Monthly Ridership Report
July 2021

	Monthly			YTD Ridership		
	2020	2021	% Change	2020	2021	% Change
Full Cash Fare	0	1,867	#DIV/0!	8,253	13,567	64.4%
Full Fare Tickets	0	1,376	#DIV/0!	7,555	10,588	40.1%
Income-Qualifying Fare	0	97	#DIV/0!	411	390	-5.1%
Student Cash Fare	0	555	#DIV/0!	1,358	2,270	67.2%
Student Fare Tickets	0	0	#DIV/0!	117	90	-23.1%
1/2 Cash Fare	0	1,131	#DIV/0!	3,030	6,731	122.1%
Reduced Fare Tickets	0	396	#DIV/0!	1,519	2,457	61.8%
Monthly Pass	0	3,537	#DIV/0!	20,454	25,856	26.4%
Income-Qualifying Pass	0	1,346	#DIV/0!	1,566	5,614	258.5%
Half Fare Pass	0	8,281	#DIV/0!	30,282	53,849	77.8%
CVTC Pass	0	30	#DIV/0!	1,104	1,037	-6.1%
Day Pass	0	1,310	#DIV/0!	6,094	7,098	16.5%
MAX Pass	0	598	#DIV/0!	7,949	4,473	-43.7%
Non-UWEC Ridership	0	20,524	#DIV/0!	89,692	134,020	49.4%
UWEC	0	1,097	#DIV/0!	78,299	61,476	-21.5%
Total		21,621	#DIV/0!	167,991	195,496	16.4%
Community Table	0	127	#DIV/0!	789	1,034	31.1%
Paratransit	1,538	1,721	11.9%	12,119	10,388	-14.3%
Free	28,682	600	-97.9%	97,972	3,711	-96.2%
Pool	0	226	#DIV/0!	0	354	#DIV/0!
Transfer	0	2,976	#DIV/0!	0	17,661	#DIV/0!
Library	0	18	#DIV/0!	9,593	38	-99.6%
Total	<u>30,220</u>	<u>27,289</u>	-9.7%	<u>288,464</u>	<u>228,682</u>	-20.7%
Evening Ridership	1,868	1,352	-27.6%	13,310	10,904	-18.1%
Saturday Ridership	2,159	2,908	34.7%	21,511	17,150	-20.3%
Miles of Service-Day	47,669	51,947	9.0%	337,831	348,255	3.1%
Passenger / Mile-Day	0.59	0.50	-16.1%	0.81	0.63	-23.2%
Hours of Service-Day	3,366	3,620	7.6%	23,978	24,697	3.0%
Passenger / Hour-Day	8.42	7.16	-15.0%	11.48	8.82	-23.2%
Miles of Service-Eve.	7,584	7,392	-2.5%	50,111	54,152	8.1%
Passenger / Mile-Eve.	0.25	0.18	-25.7%	0.27	0.20	-24.2%
Hours of Service-Eve.	515	515	0.0%	3,786	3,770	-0.4%
Passenger / Hour-Eve.	3.63	2.63	-27.6%	3.52	2.89	-17.7%
Saturday	3	5	66.7%	29	31	6.9%
Weekday School	0	0	#DIV/0!	49	106	116.3%
Weekday Non-school	23	22	-4.3%	104	45	-56.7%

Eau Claire Transit System

Operating Revenues

Report Date: June 30, 2020

% of Year Expired: 50.0%

	Prior Year		Current Year		% of Budget
	2020 Budget	2020 Y-T-D	2021 Budget	2021 Y-T-D	
Full Fare Cash	\$ 70,000	\$ 34,774	\$ 44,500	\$ 20,487.25	46.0%
Full Fare Pass	\$ 170,000	\$ 85,400	\$ 82,600	\$ 34,250.00	41.5%
Full Fare Tickets	\$ 50,000	\$ 24,388	\$ 29,100	\$ 16,320.00	56.1%
Tokens Redeemed	\$ -	\$ -	\$ -	\$ -	
Day Pass	\$ 27,000	\$ 13,605	\$ 16,900	\$ 6,401.25	37.9%
Total Full Adult Fares	\$ 317,000	\$ 158,167	\$ 173,100	\$ 77,459	44.7%
Income-Qualifying Cash	\$ 1,000	\$ 456	\$ 800	\$ 250	31.3%
Income-Qualifying Pass	\$ 8,000	\$ 4,140	\$ 3,500	\$ 2,720	77.7%
Total I-Q Fares:	\$ 9,000	\$ 4,596	\$ 4,300	\$ 2,970	69.1%
Reduced Fare Cash	\$ 15,000	\$ 7,226	\$ 9,100	\$ 4,731	52.0%
Reduced Fare Pass	\$ 90,000	\$ 45,986	\$ 48,400	\$ 32,075	66.3%
Reduced Fare Tickets	\$ 10,000	\$ 5,507	\$ 5,300	\$ 2,840	53.6%
Total Reduced Fares	\$ 115,000	\$ 58,719	\$ 62,800	\$ 39,646	63.1%
Student Fare Cash	\$ 11,000	\$ 5,639	\$ 7,000	\$ 2,151	30.7%
Student Fare Tickets	\$ 2,200	\$ 1,185	\$ 1,500	\$ 250	16.7%
Student MAX Pass	\$ 40,000	\$ 21,415	\$ 19,800	\$ 7,305	36.9%
CVTC Student Pass	\$ 7,500	\$ 3,500	\$ 4,700	\$ 560	11.9%
UW - Eau Claire	\$ 400,000	\$ 263,000	\$ 400,000	\$ 261,000	65.3%
Pool/Library	\$ 8,500	\$ -	\$ 6,800	\$ -	0.0%
Total Student Fares	\$ 469,200	\$ 294,739	\$ 439,800	\$ 271,266	61.7%
Paratransit Co-Pay	\$ 101,500	\$ 50,820	\$ 67,100	\$ 27,415	40.9%
Agency Fare	\$ 209,000	\$ 100,662	\$ 123,400	\$ 44,774	36.3%
Local Reimbursement	\$ 1,100	\$ 361	\$ 500	\$ 104	20.9%
State PT Assistance	\$ 61,500	\$ 62,450	\$ 61,500	\$ 77,228	125.6%
Total Paratransit	\$ 373,100	\$ 214,293	\$ 252,500	\$ 149,521	59.2%
Federal Assistance	\$ 1,813,000	\$ -	\$ 2,481,700	\$ 77,223	3.1%
State Assistance	\$ 1,487,000	\$ 332,322	\$ 1,375,100	\$ 314,855	22.9%
EC County Assistance	\$ 132,700	\$ 53,638	\$ 98,000	\$ 31,830	32.5%
Altoona Assistance	\$ 70,300	\$ -	\$ 68,100	\$ -	0.0%
Total Assistance	\$ 3,503,000	\$ 385,960	\$ 4,022,900	\$ 423,908	10.5%
Advertising	\$ 71,400	\$ 39,393	\$ 36,000	\$ 17,649	49.0%
Vending Commission	\$ 4,000	\$ 1,590	\$ 5,900	\$ 2,040	34.6%
Gifts & Donations	\$ -	\$ -	\$ -	\$ 600	
Other Penalties	\$ -	\$ -	\$ -	\$ -	
Miscellaneous	\$ 600	\$ 314	\$ 600	\$ 3,819	636.5%
General Fund - Operation	\$ 1,182,100	\$ 576,398	\$ 1,020,120	\$ 510,060	50.0%
Sale of Capital Assets	\$ -	\$ -	\$ -	\$ -	
Fund Balance Applied	\$ 17,500	\$ -	\$ -	\$ -	
Fund Balance Used for CI	\$ -	\$ -	\$ -	\$ -	
Total Other	\$ 1,275,600	\$ 617,694	\$ 1,062,620	\$ 534,168	50.3%
TOTAL REVENUES	\$ 6,061,900	\$ 1,734,168	\$ 6,018,020	\$ 1,498,938	24.9%

Eau Claire Transit System

Operating Expenses

Report Date: June 30, 2020

% of Year Expired: 50.0%

	Prior Year		Current Year		
	2020 Budget	2020 Y-T-D	2021 Budget	2021 Y-T-D	% of Budget
Admin Wages	\$ 313,400	\$ 152,920	\$ 319,000	\$ 152,858	47.9%
Admin OT Wages	\$ 12,000	\$ 202	\$ 12,000	\$ 966	8.0%
Admin Benefits	\$ 262,836	\$ 97,720	\$ 264,110	\$ 102,480	38.8%
Operator Wages	\$ 1,384,000	\$ 519,814	\$ 1,402,000	\$ 570,037	40.7%
Operator OT Wages	\$ 23,000	\$ 89,188	\$ 23,000	\$ 128,100	557.0%
Operator Benefits	\$ 721,836	\$ 238,251	\$ 767,075	\$ 309,605	40.4%
Shop Wages	\$ 278,600	\$ 126,466	\$ 265,100	\$ 128,633	48.5%
Shop OT Wages	\$ 23,800	\$ 18,322	\$ 23,800	\$ 22,178	93.2%
Shop Benefits	\$ 164,427	\$ 61,698	\$ 154,815	\$ 65,004	42.0%
Total Payroll	<u>\$ 3,183,900</u>	<u>\$ 1,304,581</u>	<u>\$ 3,230,900</u>	<u>\$ 1,479,860</u>	45.8%
Printing & Binding	\$ 7,500	\$ 4,524	\$ 10,700	\$ 3,806	35.6%
Advertising & Marketing	\$ 28,000	\$ 14,934	\$ 30,000	\$ 8,511	28.4%
Custodial	\$ 17,900	\$ 9,495	\$ 21,500	\$ 10,475	48.7%
Security	\$ 33,200	\$ 16,399	\$ 41,100	\$ 18,371	44.7%
Utilities	\$ 8,800	\$ 4,371	\$ 9,400	\$ 6,958	74.0%
Ins & Admin Charges	\$ 167,800	\$ 98,070	\$ 198,000	\$ 97,508	49.2%
Misc. Services	\$ 323,600	\$ 156,779	\$ 352,600	\$ 98,138	27.8%
Total Services	<u>\$ 586,800</u>	<u>\$ 304,572</u>	<u>\$ 663,300</u>	<u>\$ 243,766</u>	36.8%
Office Supplies	\$ 3,300	\$ 1,006	\$ 1,900	\$ 799	42.1%
Uniforms & Clothing	\$ 11,700	\$ 506	\$ 12,800	\$ 301	2.3%
Gas	\$ 1,500	\$ 329	\$ 1,000	\$ 446	44.6%
Diesel Fuel	\$ 381,500	\$ 86,526	\$ 381,500	\$ 117,818	30.9%
Motor Oil	\$ 17,000	\$ 6,627	\$ 17,400	\$ 5,821	33.5%
Tires	\$ 55,000	\$ 6,396	\$ 52,600	\$ 11,230	21.4%
Supplies	\$ 310,900	\$ 172,183	\$ 404,800	\$ 95,660	23.6%
Tool/Shop	\$ 9,100	\$ 11,071	\$ 9,300	\$ 4,757	51.2%
Equip Purchase	\$ 2,500	\$ -	\$ -	\$ 1,746	#DIV/0!
Misc. Materials/Supplies	\$ 2,100	\$ 5,548	\$ 2,100	\$ 4,695	223.6%
Total Materials/Supplies	<u>\$ 794,600</u>	<u>\$ 290,193</u>	<u>\$ 883,400</u>	<u>\$ 243,274</u>	27.5%
Purchased Transp.	\$ 1,314,200	\$ 333,501	\$ 1,060,020	\$ 279,108	26.3%
Paratransit Cer	\$ 72,000	\$ 23,893	\$ 73,600	\$ 20,148	27.4%
Total Paratransit	<u>\$ 1,386,200</u>	<u>\$ 357,393</u>	<u>\$ 1,133,620</u>	<u>\$ 299,256</u>	26.4%
Unfund Pen	\$ 37,900	\$ 18,950	\$ 38,000	\$ 18,950	49.9%
Loss on Disp of Equip	\$ -	\$ -	\$ -	\$ -	
Capital Purchases	\$ -	\$ -	\$ -	\$ -	
Depreciation	\$ -	\$ -	\$ -	\$ -	
Other Charges/Adj	\$ -	\$ -	\$ -	\$ -	
Total Other	<u>\$ 37,900</u>	<u>\$ 18,950</u>	<u>\$ 38,000</u>	<u>\$ 18,950</u>	49.9%
TOTAL EXPENSES	<u>\$ 5,989,400</u>	<u>\$ 2,275,689</u>	<u>\$ 5,949,220</u>	<u>\$ 2,285,106</u>	38.4%

New Income-Qualifying Fare Progress Report

	Permits Issued	\$0.85 Trips	Passes Sold	Pass Trips
January	2	18	8	295
February	12	38	7	403
March	8	48	5	616
April	12	64	12	1013
May	13	59	9	787
June	14	66	19	1154
July	7	97	17	1346
August				
September				
October				
November				
December				
Total:	68	390	77	5614
		Single Trip	Passes	Total



MANAGER'S REPORT

AUGUST , 2021

TRANSIT TECHNOLOGY RFP

The review team will be attending a virtual presentation on Thursday of one of the responders to the RFP. We've asked the company to address some questions that the team had about the proposal during this presentation. Chair Schraufnagel will be attending as well as representatives from IT, Finance and the consultant who was procured to develop the RFP. After the presentation, we will have a better idea of what direction to go with the project.

BUDGET UPDATE

The City Manager review of departmental requests have been conducted. The Finance department is now preparing the operating budget and the council will begin its review in October. The council will submit its Budget amendments by November 1 and a public hearing will occur in November with council action on the budget to follow.

VOLUNTEER APPRECIATION CELEBRATION

Unfortunately, due to the current concern regarding the COVID-19 Delta Variant, the decision was made to cancel the August 26, 2021 City Board/Commission/Committee Volunteer Appreciation Celebration ('Pizza in the Park'). The plan is to schedule a different opportunity in the not-too-distant future.