



Transit Commission
Agenda
October 20, 2021

PLEASE TAKE NOTICE that there will be a meeting of the Eau Claire Transit Commission on Wednesday, October 20, 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=e909a68dcb593761dddfb27a1040b881d>

Audio Only: +1-408-418-9388 *Access Code:* 2491 614 6721

1. **Call to Order**
2. **Roll Call**
3. **Reading and approval of minutes of the past meeting on September 15, 2021 meeting.**
4. **Other Business Agenda items**
 - a. **Transit Work Plan**
 - b. **Chair report on 2021 WI/MN Public Transportation Fall Conference**
5. **Open Public Comment Period for Items that do not appear on this Agenda noted as Public Hearings or Items for Public Discussion**
6. **Public Hearings and Discussion**
 - a. **Transfer Center Project**
7. **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. **Service to Library Request**
 - iv. **UWEC Transit Commissioner Position**
8. **Adjournment**

Bob Schraufnagel, Chairperson
c: News Media



Transit Commission
Agenda
September 15, 2021

1. **Call to Order**
 - a. **Transit Commission Chair Bob Schraufnagel called the meeting to order.**
2. **Roll Call**
 - a. **In Person – Commissioners Bob Schraufnagel, Jeremy Gragert, Kegan Fassler, Kelly Austin, Rose Fowler.**
 - i. **Also – Transit Manager Tom Wagener.**
 - ii. **Virtual – Commissioner Joshua Clements, Commissioner Georgia Eaton, Community Service Director Renee Tyler, Brandon Blicharz, Emily Geving, Josh Krien, Mark Quam.**
3. **Reading and approval of minutes of the past meeting on July 21, 2021 meeting.**
 - a. **Commissioner Clements motioned to approve minutes, Commissioner Gragert seconded.**
 - i. **Motion passed.**
4. **Other Business Agenda items**
 - a. **Transit Work Plan**
 - i. **Transit Manager Wagener presented the Transit Commission Work Plan.**
 - a. **The Commission suggested an additional item related to fares be added to the plan.**
 2. **Transit Commission decided to continue work on the Transit Work Plan.**
5. **Open Public Comment Period for Items that do not appear on this Agenda noted as Public Hearings or Items for Public Discussion**
 - a. **Emily Geving brought up concerns relating to unhoused individuals in the City Eau Claire and access to public transit.**
 - i. **Community Service Director Renee Tyler addressed these concerns.**
 - b. **Commission Chair Schraufnagel closed public comment period.**
6. **Public Hearings and Discussion**
 - a. **Transfer Center Project**
 - i. **Transit Manager Tom Wagener discussed the current Transfer Center project and updated the Transit Commission on the status.**
 - ii. **Tom Wagener addressed questions raised by the commission and the public.**
 - iii. **Commission Chair Schraufnagel closed public comment period.**
7. **Discussion and Direction**
 - a. **Ridership and Revenue Reports**
 - i. **Transit Manager Tom Wagener reviewed the ridership report with the commission.**
 - ii. **Transit Manager Tom Wagener reviewed the revenue report with the commission.**
 - iii. **Transit Manager Tom Wagener reviewed the expense report with the commission.**
 - b. **Income Qualifying Fare Report**
 - i. **Transit Manager Tom Wagener reviewed the Income Qualifying Fare Report with the commission.**



- c. **Manager's Report**
 - i. **Transit Technology RFP**
 - 1. Transit Manager Tom Wagener discussed updates regarding new transit technology for fares and passes.
 - ii. **Budget Update**
 - 1. Transit Manager Tom Wagener discussed the current status of the transit budget process.
 - iii. **Discussions with the Eau Claire Area School District regarding possible fare free transportation.**
 - 1. Transit Manager Tom Wagener discussed ongoing talks regard fare free transit for ECASD students and addressed commissioners' questions.
 - iv. **Discussions with community group regarding transportation for unhoused individuals in the community.**
 - 1. Transit Manager Tom Wagener and Community Services Director Renee Tyler discussed ongoing talks regarding providing fare media for unhoused individuals and addressed commissioners' questions.
 - v. **WIPTA Fall Conference**
 - 1. Transit Manager Tom Wagener discussed the WIPTA Fall Conference.

8. Adjournment

a. Commissioner Fassler motioned to adjourn, Commissioner Gragert seconded.

9. Transit Commission September meeting adjourned.



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, Evaluation of stops for safety and accessibility	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, MPO	Transit Manager
Evaluate Fare Structure	Equitable Fare structure that allows for sustainable Transit Service	Commission	Review Structure Annually at a February or March Meeting. Make Recommendations to Council	MAR Annually	UWEC, ECASD, Mayo and Marshfield Clinic, Other Businesses that benefit from Transit Service	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 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 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
Making bus schedules more consistent and easier to understand	Updated schedules, improvement on schedules and more consistency with timing.	Commission, UWEC	Monitor on time performance, receive UWEC student input. Work with UWEC students directly and distribute information.		UWEC	Transit Manager
City-wide bike rental program	Establishing community partners and a transit-backed bike rental program	Commission, UWEC	Researching possible business partnerships	2023	UWEC	Transit Manager
Transit Service Expansion; Transfer Center Connections	Explore ways to connect the Transfer Center to other travel options, regional and otherwise.	Commission	Provide input as new developments are considered.	On going	UWEC, Chippewa Valley Rail Commission	Transit Manager
University Transit hub	Establishing a University Transit Hub	Commission	Hold meetings on campus, work with UWEC	2025	UWEC Student Senate, Parking and Transportation	Transit Manager

Transfer Center Project Summary

- Temporary Site
 - Shelters have not been received yet
 - Another Bathroom will be placed on the North End for Drivers
 - Trash receptacle will be added in the smoking area.
- Permanent Site
 - Xcel work on Main Street will continue for 3-4 more weeks
 - Contracts in place with AT&T and Spectrum for their utility relocations
 - Bid Package 2 was released to the Public (plumbing and utility work)
 - Cement Columns poured for the base
 - Construction Zone has been set up
- Buses
 - 2 35' buses and 1 40' bus have been placed in revenue service
 - Final 40' bus was delivered on September 22 and should be going into service the week of October 18.

Eau Claire Transit Commission
 Monthly Ridership Report
 September 2021

	Monthly			YTD Ridership		
	2020	2021	% Change	2020	2021	% Change
Full Cash Fare	0	1,859	#DIV/0!	8,253	17,328	110.0%
Full Fare Tickets	0	1,427	#DIV/0!	7,555	13,585	79.8%
Income-Qualifying Fare	0	213	#DIV/0!	411	680	65.5%
Student Cash Fare	0	305	#DIV/0!	1,358	2,917	114.8%
Student Fare Tickets	0	12	#DIV/0!	117	193	65.0%
1/2 Cash Fare	0	992	#DIV/0!	3,030	8,890	193.4%
Reduced Fare Tickets	0	271	#DIV/0!	1,519	3,090	103.4%
Monthly Pass	0	3,354	#DIV/0!	20,454	32,601	59.4%
Income-Qualifying Pass	0	1,513	#DIV/0!	1,566	8,549	445.9%
Half Fare Pass	0	8,739	#DIV/0!	30,282	70,897	134.1%
CVTC Pass	0	499	#DIV/0!	1,104	1,582	43.3%
Day Pass	0	1,100	#DIV/0!	6,094	10,360	70.0%
MAX Pass	0	1,390	#DIV/0!	7,949	6,335	-20.3%
Non-UWEC Ridership	0	21,674	#DIV/0!	89,692	177,007	97.3%
UWEC	9,217	19,754	114.3%	87,516	82,853	-5.3%
Total	9,217	41,428	349.5%	177,208	259,860	46.6%
Community Table	0	192	#DIV/0!	789	1,396	76.9%
Paratransit	1,511		-100.0%	15,081	10,388	-31.1%
Free	29,799	290	-99.0%	155,063	4,156	-97.3%
Pool	0	0	#DIV/0!	0	629	#DIV/0!
Transfer	0	2,667	#DIV/0!	0	23,061	#DIV/0!
Library	0	11	#DIV/0!	9,593	54	-99.4%
Total	40,527	44,588	10.0%	357,734	299,544	-16.3%
Evening Ridership	2,095	1,385	-33.9%	16,733	13,402	-19.9%
Saturday Ridership	3,410	2,669	-21.7%	28,646	21,876	-23.6%
Miles of Service-Day	50,559	45,754	-9.5%	432,491	442,242	2.3%
Passenger / Mile-Day	0.76	0.94	24.2%	0.79	0.65	-17.9%
Hours of Service-Day	3,658	3,204	-12.4%	30,789	32,184	4.5%
Passenger / Hour-Day	10.51	13.49	28.4%	11.08	8.89	-19.7%
Miles of Service-Eve.	8,242	8,932	8.4%	65,937	70,476	6.9%
Passenger / Mile-Eve.	0.25	0.16	-39.0%	0.25	0.19	-25.1%
Hours of Service-Eve.	565	625	10.6%	4,867	4,909	0.9%
Passenger / Hour-Eve.	3.71	2.22	-40.2%	3.44	2.73	-20.6%
Saturday	4	4	0.0%	38	39	2.6%
Weekday School	21	21	0.0%	70	127	81.4%
Weekday Non-school	1	1	0.0%	126	68	-46.0%

Eau Claire Transit System

Operating Revenues

Report Date: August 31, 2021

% of Year Expired: 66.7%

	Prior Year		Current Year		% of Budget
	2020 Budget	2020 Y-T-D	2021 Budget	2021 Y-T-D	
Full Fare Cash	\$ 70,000	\$ 46,369	\$ 70,000	\$ 27,062	38.7%
Full Fare Pass	\$ 170,000	\$ 108,000	\$ 170,000	\$ 44,700	26.3%
Full Fare Tickets	\$ 50,000	\$ 30,692	\$ 50,000	\$ 19,540	39.1%
Day Pass	\$ 27,000	\$ 18,825	\$ 27,000	\$ 8,786	32.5%
Total Full Adult Fares	\$ 317,000	\$ 203,886	\$ 317,000	\$ 100,088	31.6%
Income-Qualifying Cash	\$ 1,000	\$ 549	\$ 1,000	\$ 401	40.1%
Income-Qualifying Pass	\$ 8,000	\$ 4,950	\$ 8,000	\$ 3,370	42.1%
Total I-Q Fares:	\$ 9,000	\$ 5,499	\$ 9,000	\$ 3,771	41.9%
Reduced Fare Cash	\$ 15,000	\$ 9,755	\$ 15,000	\$ 6,682	44.5%
Reduced Fare Pass	\$ 90,000	\$ 58,337	\$ 90,000	\$ 41,850	46.5%
Reduced Fare Tickets	\$ 10,000	\$ 6,667	\$ 10,000	\$ 3,375	33.8%
Total Reduced Fares	\$ 115,000	\$ 74,759	\$ 115,000	\$ 51,907	45.1%
Student Fare Cash	\$ 11,000	\$ 8,024	\$ 11,000	\$ 3,259	29.6%
Student Fare Tickets	\$ 2,200	\$ 1,748	\$ 2,200	\$ 375	17.0%
Student MAX Pass	\$ 40,000	\$ 23,615	\$ 40,000	\$ 8,835	22.1%
CVTC Student Pass	\$ 7,500	\$ 3,500	\$ 7,500	\$ 560	7.5%
UW - Eau Claire	\$ 400,000	\$ 396,000	\$ 400,000	\$ 396,000	99.0%
Pool/Library	\$ 8,500	\$ -	\$ 8,500	\$ -	0.0%
Total Student Fares	\$ 469,200	\$ 432,886	\$ 469,200	\$ 409,029	87.2%
Paratransit Co-Pay	\$ 101,500	\$ 68,730	\$ 101,500	\$ 33,089	32.6%
Agency Fare	\$ 209,000	\$ 134,283	\$ 209,000	\$ 53,941	25.8%
Local Reimbursement	\$ 1,100	\$ 458	\$ 1,100	\$ 589	53.6%
State PT Assistance	\$ 61,500	\$ 62,450	\$ 61,500	\$ 77,228	125.6%
Total Paratransit	\$ 373,100	\$ 265,920	\$ 373,100	\$ 164,847	44.2%
Federal Assistance	\$ 1,813,000	\$ 1,209,167	\$ 1,813,000	\$ 77,223	4.3%
State Assistance	\$ 1,487,000	\$ 1,460,579	\$ 1,487,000	\$ 314,855	21.2%
EC County Assistance	\$ 132,700	\$ 81,559	\$ 132,700	\$ 49,042	37.0%
Altoona Assistance	\$ 70,300	\$ 34,559	\$ 70,300	\$ 31,292	44.5%
Total Assistance	\$ 3,503,000	\$ 2,785,863	\$ 3,503,000	\$ 472,412	13.5%
Advertising	\$ 71,400	\$ 49,988	\$ 71,400	\$ 23,605	33.1%
Vending Commission	\$ 4,000	\$ 2,559	\$ 4,000	\$ 2,850	
Gifts & Donations	\$ -	\$ -	\$ -	\$ 600	
Other Penalties	\$ -	\$ -	\$ -	\$ -	
Miscellaneous	\$ 600	\$ 4,011	\$ 600	\$ 7,639	1273.2%
General Fund - Operations	\$ 1,182,100	\$ 768,532	\$ 1,182,100	\$ 680,080	57.5%
Sale of Capital Assets	\$ -	\$ -	\$ -	\$ 1,769	
Fund Balance Applied	\$ 17,500	\$ -	\$ 17,500	\$ -	
Fund Balance Used for CIF	\$ -	\$ -	\$ -	\$ -	
Total Other	\$ 1,275,600	\$ 825,090	\$ 1,275,600	\$ 716,544	56.2%
TOTAL REVENUES	\$ 6,061,900	\$ 4,593,902	\$ 6,061,900	\$ 1,918,597	31.7%

Eau Claire Transit System

Operating Expenses

Report Date: August 31, 2021

% of Year Expired: 66.7%

	Prior Year		Current Year		
	2020 Budget	2020 Y-T-D	2021 Budget	2021 Y-T-D	% of Budget
Admin Wages	\$ 313,400	\$ 202,272	\$ 319,000	\$ 202,821	63.6%
Admin OT Wages	\$ 12,000	\$ 407	\$ 12,000	\$ 1,956	16.3%
Admin Benefits	\$ 262,836	\$ 148,122	\$ 264,110	\$ 132,104	50.0%
Operator Wages	\$ 1,384,000	\$ 696,118	\$ 1,402,000	\$ 751,017	53.6%
Operator OT Wages	\$ 23,000	\$ 110,782	\$ 23,000	\$ 173,208	753.1%
Operator Benefits	\$ 721,836	\$ 337,887	\$ 767,075	\$ 408,088	53.2%
Shop Wages	\$ 278,600	\$ 158,658	\$ 265,100	\$ 171,616	64.7%
Shop OT Wages	\$ 23,800	\$ 29,845	\$ 23,800	\$ 27,573	115.9%
Shop Benefits	\$ 164,427	\$ 84,689	\$ 154,815	\$ 88,443	57.1%
Total Payroll	<u>\$ 3,183,900</u>	<u>\$ 1,768,779</u>	<u>\$ 3,230,900</u>	<u>\$ 1,956,825</u>	60.6%
Printing & Binding	\$ 7,500	\$ 7,937	\$ 10,700	\$ 4,889	45.7%
Advertising & Marketing	\$ 28,000	\$ 19,005	\$ 30,000	\$ 10,599	35.3%
Custodial	\$ 17,900	\$ 9,495	\$ 21,500	\$ 13,967	65.0%
Security	\$ 33,200	\$ 21,564	\$ 41,100	\$ 25,291	61.5%
Utilities	\$ 8,800	\$ 4,995	\$ 9,400	\$ 7,769	82.6%
Ins & Admin Charges	\$ 167,800	\$ 130,760	\$ 198,000	\$ 130,772	66.0%
Misc. Services	\$ 323,600	\$ 223,464	\$ 352,600	\$ 166,258	47.2%
Total Services	<u>\$ 586,800</u>	<u>\$ 417,220</u>	<u>\$ 663,300</u>	<u>\$ 359,544</u>	54.2%
Office Supplies	\$ 3,300	\$ 1,339	\$ 1,900	\$ 1,443	75.9%
Uniforms & Clothing	\$ 11,700	\$ 1,455	\$ 12,800	\$ 372	2.9%
Gas	\$ 1,500	\$ 419	\$ 1,000	\$ 658	65.8%
Diesel Fuel	\$ 381,500	\$ 119,257	\$ 381,500	\$ 162,659	42.6%
Motor Oil	\$ 17,000	\$ 8,804	\$ 17,400	\$ 8,192	47.1%
Tires	\$ 55,000	\$ 8,941	\$ 52,600	\$ 21,420	40.7%
Supplies	\$ 310,900	\$ 202,819	\$ 404,800	\$ 138,908	34.3%
Tool/Shop	\$ 9,100	\$ 13,822	\$ 9,300	\$ 6,938	74.6%
Equip Purchase	\$ 2,500	\$ -	\$ -	\$ 1,746	
Misc. Materials/Supplies	\$ 2,100	\$ 8,415	\$ 2,100	\$ 5,592	266.3%
Total Materials/Supplies	<u>\$ 794,600</u>	<u>\$ 365,272</u>	<u>\$ 883,400</u>	<u>\$ 347,928</u>	39.4%
Purchased Transp.	\$ 1,314,200	\$ 430,840	\$ 1,060,020	\$ 331,939	31.3%
Paratransit Cer	\$ 72,000	\$ 39,568	\$ 73,600	\$ 25,517	34.7%
Total Paratransit	<u>\$ 1,386,200</u>	<u>\$ 470,408</u>	<u>\$ 1,133,620</u>	<u>\$ 357,457</u>	31.5%
Unfund Pen	\$ 37,900	\$ 25,267	\$ 38,000	\$ 25,267	66.5%
Loss on Disp of Equip	\$ -	\$ -	\$ -	\$ -	
Capital Purchases	\$ -	\$ -	\$ -	\$ -	
Depreciation	\$ -	\$ -	\$ -	\$ -	
Other Charges/Adj	\$ -	\$ -	\$ -	\$ -	
Total Other	<u>\$ 37,900</u>	<u>\$ 25,267</u>	<u>\$ 38,000</u>	<u>\$ 25,267</u>	66.5%
TOTAL EXPENSES	<u><u>\$ 5,989,400</u></u>	<u><u>\$ 3,046,946</u></u>	<u><u>\$ 5,949,220</u></u>	<u><u>\$ 3,047,021</u></u>	51.2%

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	12	77	23	1422
September	8	213	6	1513
October				
November				
December				
Total:	88	680	106	8549



MANAGER'S REPORT

OCTOBER 20 , 2021

TRANSIT TECHNOLOGY RFP

Purchasing is setting up a meeting to discuss contract terms with the selected vendor. We hope to take something to Council in November.

BUDGET UPDATE

The City Council has begun work sessions on the operating budget. I was informed that the Transit budget modifications did not make past the Manager's level. This was true of all of Community services. Action on the Budget should take place in November.

SERVICE TO LIBRARY REQUEST

The Transit Safety officer is working on a route deviation of Route 6 to better serve the Library Temporary location off of Mall Dr. It is the best practice to remain out of parking lot environments when possible, however in this case it seems that for safety and accessibility reasons, it will be best to change Route 6 to provide more direct service. This change has been included in your packet. The change will be implemented on October 18.

UWEC TRANSIT COMMISSIONER POSITION

The UWEC Student Senate has put forward Steven Ross as the UWEC representative on the Transit Commission. Cathy Marohl will work with the City Council Appointments committee to confirm Steven as a voting member of the Commission.

Route 6 Putnam Hgts & Mall new Library stop

Eau Claire Transit will now be servicing the Temporary Library on Mall Drive.

The bus will arrive hourly at about :25 minutes after the hour, just after the Festival Foods stop.

